

SAN MARCOS BAPTIST ACADEMY



2019-2020

MIDDLE SCHOOL AND UPPER SCHOOL STUDENT HANDBOOK

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USEFUL TELEPHONE NUMBERS

Information/Main Number	512.353.2400

President	512.753.8005
Vice President for Development	512.753.8001
Vice President for Administration	512.753.8000
Academic Dean	512.753.8040
Chief Financial Officer	512.753.8054

Admissions Office	512.753.8000, or 1.800.428.5120
Associate Academic Dean	512.753.8070
Athletic Office	512.753.8064
Bear Network (MS and US)	512.753.8001
Business Office	512.753.8014
Campus Minister	512.753.8040
Cub Network (LS)	512.753.8001
Dean of Residential Life & Residential Programs	512.753.8327
Director of Admissions	512.753.8091
Director of Communications	512.753.8006
Director of Alumni Relations	512.753.8017
Director of Campus Support Services	512.753.8080
Director of Student Activities	512.753.8074
Financial Aid Coordinator	512.753.8000
Guidance Counselor/College Room	512.753.8016
Human Resources	512-753.8018
Health Services	512.753.8030
JROTC	512.753.8071
Library/Learning Resource Center	512.753.8050
Lower School Office	512.753.8069
Mental Health Counselor	512.753.8045
Middle School Office	512.753.8069
Rec Room	512.753.8025
Residence Hall – Boys (Grades 6-12)	512.753.8111
Residence Hall – Girls (Grades 6-12)	512.753.8099
School Office	512.753.8040
The Bear Outfitters	512.753.8090
The Sabre Bookstore	512.753.8026
Upper School Office	512.753.8040
<u>Facsimile Telephone Numbers:</u>	
Administrative Offices	512.753.8031
Health Services – Infirmary	512.753.8033
Residence Hall – Boys (Grades 6-12)	512.753.8072
Residence Hall – Girls (Grades 6-12)	512.753.8073
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 Forest 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
Dr. Carey D. Froelich
Mr. Steven Gaither
Mr. John Harrell
Dr. Alan Lee
Mr. Thomas Myers
Mrs. Dorothy Renfrow
Mrs. Judy Renick
Mr. Lee Skipper
Dr. Dewey Whisenant

ADMINISTRATIVE OFFICERS

Dr. Brian Guenther	President
Mr. Harold “Snuffy” Smith	Vice President for Administration
Ms. Amy Bawcom	Vice President for Development
Mrs. Rhonda McNeil	Chief Financial Officer
Mr. Bob Wiegand	Academic Dean

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 the student should demonstrate capacity, for spiritual, mental, emotional, physical, and social maturity.
- .03 We believe the programs of instruction and personal development should be designed for the aptitudes, abilities, and aspirations of Academy students. We are convinced that people accomplish their best in a free society, which is best served by those who understand, cherish, and contribute to it because of personal choice and belief. 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.

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 coeducational, Christian college preparatory boarding school for grades 6-12 and day school for grades K-12.
- .02 The Academy is accredited by the Southern Association of Colleges and Schools 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 Association of Boarding Schools, Texas Association of Baptist Schools, Texas Association of Non-Public 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. The Academy reserves the right to use students' names, addresses and telephone numbers in a student directory 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, taken, distributed, or published through any means when the image was taken or recorded on school property or during school activities. 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 express written consent of the Academy administration is strictly prohibited.
- .04 The Academy is not responsible for 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 the prevention of substance abuse, the Academy reserves the right to search persons and personal property (including, but not limited to automobiles, residence hall rooms, and backpacks), 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 of the rules and regulations at SMA 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 to 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 satisfactorily fulfilled by the Academy administration.
- .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 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. A school transcript of grades with achievement and/or I.Q. test results (if applicable) for Grade 6-12 applicants or a copy of the most recent report card for grade 1-5 applicants.
 - d. Two teacher evaluations from the school last attended for Grade 6-12 applicants: one from the student's English teacher and one from the student's math or science teacher. For grade 1-5 applicants, one teacher recommendation is sufficient.
 - e. A personal interview & campus visit with the applicant and parent(s)/guardian(s) is required prior to final acceptance for grade 6-12 applicants. For grade K-5 applicants, a Parent Interview is required.
 - 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 waived when the applicant is a foreign 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 summer of the current year and be on file with the Academy Health Service.
 - .07 Some students may be admitted on academic condition if their previous academic work warrants. When extenuating circumstances exist, students may be accepted on the basis of conditional acceptance, which may be removed when they have proven to the administration they can meet all of the requirements of the school.
 - .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 has been convicted of a felony.

106 DAY STUDENTS

- .01 Day students are enrolled at San Marcos Academy to offer private college-preparatory education to non-boarding students in the San Marcos area. The following prerequisites must be met to be enrolled under "day student" status:
 - a. The student must live with his/her parent(s) or legal guardian in the San Marcos area. The San Marcos area is defined as that region within a forty-five-mile radius of the main campus.
 - b. The parent(s)' or 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 forty-five-mile radius of the main campus.
 - c. 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 as fully as possible in the total Academy program. Requirements and regulations for day students will be the same as those for boarding students. Mandatory activities during non-school hours, leadership labs, 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 would live in the residence halls from Sunday evening at 6pm until Friday at 5pm, and would be able to go to their homes for the weekend after their classes or activities are finished on Friday afternoon. There is also the option to remain on campus during any weekend when necessary 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 a seventy-mile radius of the SMA main campus.
 - b. The parent(s)’ or legal guardian’s primary place of residence must be within a seventy-mile radius of the SMA main campus.
 - c. Reclassification from a 5-day boarding student to a 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/guardian of the student involved and San Marcos Academy.
- .05 It is expected that students enrolled as 5-day boarders will participate as fully as possible in the total 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, leadership labs, 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 have 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, as well as 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 over 90 days past due. Checks returned for “insufficient funds” or otherwise requiring collection action will incur a charge.
- .04 The cost of wire transfers and credit card fees are assessed by the financial institutions 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 Smart Tuition, the Academy tuition management system contractors. Parents will be responsible for confirming enrollment in the Smart Tuition system.

109 FINANCIAL ASSISTANCE

- .01 Students attending San Marcos Academy can be considered for financial assistance. Students must be accepted for enrollment prior to the granting of financial assistance.
- .02 Awarding of financial assistance is based on financial need, ongoing academic performance, and good behavior. Financial need is determined by an evaluation of the parents' most recent income tax report, the parents' financial information, and a letter of request. If a student does not perform academically, or consistently does not meet behavioral standards of the Academy, financial assistance may be significantly reduced or forfeited.
- .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 EXPECTATIONS

.01 Parental Involvement

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

- a. In compliance with state law, any parent-volunteer who is functioning in an authorized role by SMA of any kind and has direct interaction with a SMA student other than their own child is required to undergo a criminal background check prior to volunteering.
- b. Any parent 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 are expected to work within the guidelines of SMA administration and in cooperation with staff.

.02 Parent-Teacher Conferences

Conferences are offered once per school year during Parent Conference Week-and encouraged throughout the year as needed. Parents may request a conference at any time they deem necessary. Teachers may request the presence of a school administrator for any parent conference. Parents are expected to allow at least 24-hour prior notice to pre-arrange with the teacher. If the parent is having a difficult time arranging a conference with a teacher, he/she should notify the Academic Dean for assistance.

.03 Parent Visits on Campus during School Hours

- a. Parents are encouraged to visit the campus, but must first register at the front desk in the school office or administration office.
- b. For protection of all concerned, only service animals should be brought onto campus.
- c. Because of contractual obligations, parents who wish/desire to provide lunches for their children are expected to register at the front desk and pre-arrange with the appropriate staff to have the student eat outside the Dining Hall area.
- d. Parents who wish/desire to provide gifts or arrange for a birthday party for their child need to pre-arrange it with the school office.

.04 Registering Parent 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, we encourage parents to first address problems with the appropriate faculty or staff who are directly involved with the situation of concern. For clarity 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 dean, then Academy administration, moving only to the next level if satisfactory progress is not being made.
 - d. Although we encourage parent participation in the school, it is necessary that we maintain harmonious relationships to foster sound academic progress. In situations where parental 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 disenrollment of students, in order to restore and secure a harmonious academic environment.

111 PARENT ORGANIZATIONS

- .01 All San Marcos Academy (SMA) recognized parent organizations, like Bear Network and Cub Network, serve at the behest of the Academy's administration. No parent organization serves as an auxiliary of the legal 501c (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 as representing SMA or as an auxiliary thereof. To maintain recognition by 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 the policies, vision, and values of SMA as articulated by the president and/or designee.
 - (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 disperses 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 SMA Chief Financial Officer. 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 President or his/her designee.
 - (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 property to SMA at the direction of the Academy's administration. At such a time, it is to cease from further use of any name or image that implies or connotes association with SMA and to promptly conduct all proceedings necessary for dissolving the organization under the supervision and direction of 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 the President of SMA.
- 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 interests.
 - (3) In cases where a conflict of interest is unavoidable, the parent must have prior approval by the President or his/her designee.
 - (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 school administration. Chapel and Advisory are also considered part of the academic day when held. Unexcused absences from Chapel or Advisory, or any other required SMA event, may result in community service hours being assigned in order to regain credit withheld because of excessive absences.
- .02 As per state law, students are to 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. A fee will be required to cover the additional supervision.

- .03 Absences from class caused by religious holidays, student illness, emergencies in the immediate family as determined by the Academic Dean, and medical or dental appointments are excusable absences. To obtain excused status for illness or doctor's appointment, a note or email from the attending physician or dentist validating the absence must be presented to the school office upon return. All other absence requests must be received in writing and signed by the parent/guardian.
- .04 Upper School and Middle School students arriving late or checking out during the school day should sign in/out in the school office. If a parent is unable to be present to sign the student out, verbal communication should be made with the Administrative Assistant (512-753-8040). Written communication presented by a student will be verified with parent/guardian prior to the student being able to leave.
- .05 Juniors may take four college days per year. Seniors may take two 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 Academic Dean. Permission requires satisfactory academic and behavioral records and must not conflict with other SMA responsibilities. A note from a college admissions officer, on college letterhead, must be presented to the School Office upon return, 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 the first week of each semester. No early exams will be granted; thus, parents and students must plan departures and returns around the calendar. Please take note of the following departure and return times and dates:

For the Thanksgiving Break: School will be released at 11:15 a.m. on Friday, Nov. 22, 2019, and students are expected to remain on campus and in their classes until that time. Classes will resume at 8 a.m. on Monday, Dec. 2, 2019. Boarding students are expected to check into the dormitories by 6 p.m. on Sunday, Dec. 1, 2019.

For the Christmas Break (end of Fall Semester): Students will be allowed to depart campus after their last final exam has been completed (based on the official fall exam schedule). Classes will resume at 8 a.m. on Monday, Jan. 5, 2020. Boarding students are expected to check into the dormitories by 6 p.m. on Sunday, Jan. 4, 2020.

For Spring Break: School will be released at 11:15 a.m. on Friday, March 13, 2020, and students are expected to remain on campus and in their classes until that time. Classes will resume at 8 a.m. on Monday, March 23, 2020. Boarding students are expected to check into the dormitories by 6 p.m. on Sunday, March 2, 2020.

For all students traveling during the above holidays: Flight plans should be made accordingly to correspond to the stated departure and return dates. Any routine medical appointments made during the breaks should fall within the stated departure and return dates.

Flight plans should allow for travel from campus to the Austin airport. For the Thanksgiving Break, flights should be made no earlier than 3 p.m. on Friday, Nov. 22, 2019 (for domestic flights) or 4 p.m. for international flights. For Spring Break, flights should be made no earlier than 3 p.m. on Friday, March 13, 2020 (for domestic flights) or 4 p.m. for international flights. For the Christmas Break, flights should be scheduled at least 4 hours after the conclusion of the student's last final exam (or 5 hours for international flights).

Flight plans for boarding students should be submitted by the family to the Boarding Directors and the Academic Dean at least 20 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 excused absence, all work (tests, projects, essay, quizzes, homework, class work, etc.) assigned before the absence, is due upon their first return to class. For overnight work assigned during their absence, students are required to turn in an assignment no later than two class periods after their return. Make-up work must be done at the convenience 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 absence
During Absence	1	Second day in attendance after 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 ADVISORY

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

202 ASSEMBLIES

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

203 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 outside associations and Academy administration determine the eligibility requirements for athletes. High School students are eligible for TAPPS competition for four 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 high school athletes participating in an SMA sport are required to satisfactorily complete the entire season, unless exempt for failing to meet academic requirements. 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, as well as eligibility for athletic awards, privileges, and honors. When boarding students are involved, the Athletic Director or the Head Coach will notify the Dean of Residential 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 Academic Dean 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 the campus. In those instances, the food service will prepare sack lunches.

204 AWARDS AND HONORS

- .01 Class Rank (Policy for graduating classes from 2021 and forward)
 - a. Class ranking will be based on GPA. The GPA is calculated on a 4.0 scale, with dual-enrollment (college credit) and AP coursework weighted at 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 (Pre-AP) 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.
 - b. For purposes of college application, financial aid, and scholarships, the GPA calculation is similar to a college GPA (90-100 is a 4.0 or 5.0, 80-89 is a 3.0 or 4.0, 75-79 is a 2.0 or 3.0, and 70-74 is a 1.0 or 2.0. Below 70 has zero value. This GPA is not applied to class ranking.
 - c. The valedictorian and salutatorian shall be the highest and second highest ranked graduates, respectively.
 - d. San Marcos Academy will only report class rank for the top 10% of graduates for purposes of enrollment in a state university.
 - e. Grade Point Averages will be available on June 1st following the end of the school year for underclassmen.
- .02 Class Rank (Policy for graduating classes through 2020)
 - a. Class ranking is not limited to GPA. The GPA is calculated on a 4.0 scale, with honors, dual-enrollment, and AP coursework weighted at a 5.0 scale. For class ranking purposes, the scale is a one-tenth of a point per grade average... 100 = 4.0/5.0, 99 = 3.9/4.9, 98 = 3.8/4.8, etc. The rank order is from highest to lowest.
 - b. For purposes of college application, financial aid, and scholarships, the published GPA calculation is similar to college GPAs... 90-100 is a 4.0 or 5.0, 80-89 is a 3.0 or 4.0, 75-79 is a 2.0 or 3.0, and 70-74 is a 1.0 or 2.0. Below 70 has zero value. The published GPA is not applied to class ranking.
 - c. The ACT/SAT is calculated at 25% of the formula. Each component of the ACT/SAT that is the highest performed by the student is added to the total score. If it is an ACT score, it is converted into the SAT equivalent. (Currently under review.)
 - d. The school activity points are 10% of the calculation. Points are accumulated three times per year only from school approved and sponsored activities. It is ranked from most points to least. They are rank-ordered according to the total number of points accumulated. The list of school activity points is available from the school office upon request. (Currently under review.)
 - e. The class ranking is the total of the three categories. The GPA category is weighted 65% of the rank-order, highest to lowest. The weight of ACT/SAT is 25%, which is determined by the rank order of the highest total composite SAT score or the median conversion score of ACT to SAT. The last category is the rank-order of total number of school activity points earned from highest to lowest, which is 10% of the formula. (Currently under review.)
 - f. Class ranking for juniors will be calculated on July 15.

.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 provided by the faculty to the President, Academic Dean, department chairs, and Dean of Residential Life.
- 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 winner.
- c. Valedictorian – The graduate with the highest class rank. Class ranking graduation honors are determined by a combination of GPA calculations, SAT or ACT scores, and activity points as determined by the administration through 2020. Beginning with the graduates of 2021, the valedictorian will be the senior student having the highest weighted class rank determined by the GPA. The scholastic average will be computed at the second grade report of the spring semester. The Valedictorian must have been a student at SMA for all of 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 a student at SMA for all of grades 11 and 12.
- e. Magna Cum Laude – Gold honor sash and certificates are presented to the three graduating seniors with the highest scholastic averages.
- f. Cum Laude – Gold honor sash and certificates are presented to the other graduating seniors whose academic averages place them in the top ten percent of their class.
- g. The J.M. Carroll Program exceeds the rigor required by the Distinguished Level of Achievement program designed by the State of Texas Department of Education.
 1. The 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 (4 advanced courses (DC or AP), and meet the requirements for Distinguished Achievement. This includes successful completion at least one of the four advance measures of the state's Distinguished Achievement. Finally, student must successfully pass the religion coursework.
 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 in Upper School for 2 consecutive years, and

.03 Academic

- a. Gilt Edge – Requirements for Gilt Edge Honor Roll include no semester grade below 90, a semester GPA of 4.0, (all A's) and all 3's or above on Effort Grades in the semester. An incomplete course will normally prohibit a student from earning Gilt Edge.
- b. Honor Roll – Requirements for Honor Roll include all grades of 80 (A/B) or above and all 3's or above on Effort Grades. An incomplete course will normally prohibit a student from earning Honor Roll.
- c. Second Mile Award – At the end of each semester, the faculty selects the recipients of the “Second Mile Award.” These students, in the opinion of at least four faculty or staff, have exhibited unusual effort in their schoolwork. Their hard work attests to their positive

attitude toward academics and serves as 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."

- d. Texas Association of Private and Parochial Schools (TAPPS) – provides awards for district and state level competitions performing in academics. Students entering TAPPS competition are coached by members of the Academy faculty. Eligibility for TAPPS competition is determined by both TAPPS regulations and the school administration.
- e. Larry Roberts Memorial Social Studies Award – Larry Roberts taught History at the Academy for 25 years. This award is presented each year to the student who demonstrates academic excellence in the field of social studies in the majority opinion of Social Studies teachers.
- f. Recognition for scholarships to colleges and universities are presented during the annual awards program.

.04 Athletic

- a. Students may letter in only authorized sports. Students who twice letter in one or more sports will 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 Residential Awards

Residential Life awards for boarding students are presented at the annual Awards Ceremony to the outstanding boarding student for each grade level. 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 the band, choir, or drama, a student may earn a letter jacket by meeting criteria of the organization. Only one letter jacket for participation in any extra-curricular activity may be earned after entering the ninth grade. Students who letter in one of the organizations indicated above for more than one year will receive a chenille letter for each year for which a letter was earned.
- b. Texas Association of Private and Parochial Schools (TAPPS) provides awards for district and state level competitions performing in the fine arts. Members of the Academy faculty coach students entering TAPPS competition.
- c. Other fine arts awards will be presented after the spring concert and during the annual Awards Ceremony.

.07 JROTC

A wide variety of JROTC related awards are normally presented near the end of the academic year.

.08 Student Life

- a. Candidates/recipients of Student Life honors represent the entire Academy student body. Accordingly, they must maintain at least a 2.0 cumulative grade point average and be approved by the faculty and staff.
- b. The following are considered honors, but are not subject to the limitations of the previous paragraph because the selections are made by members of the faculty/staff and administration: President's Cup, McNiel Cup, Magna Cum Laude, Cum Laude, National Honor Society, and Alumni Awards for Distinguished Service for Grades K–11.
- c. Mr. and Miss SMA are selected by an administrative committee from finalists (3 girls and 3 boys) elected by the upper school. The recipients must be senior students who have remained enrolled at the Academy since the spring semester of their junior year (if not before). They must also have at least a cumulative 2.0 GPA.

- d. Mr. and Miss Middle School are elected by the Middle School students. The recipients must be an eighth grade students who has attended the Academy at least one semester in the seventh grade year and all of the eighth grade year and who have a cumulative academic average of 2.0 or better.
- e. 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 the Homecoming Court consists of three junior, two sophomore, and two freshmen girls, elected by their respective classes.
- f. Class Favorites are elected by students in grades 6–11 from their respective classes.
- g. Senior Hall of Fame categories are set by the yearbook staff, and seniors are elected by members of the senior class.

205 BACKPACKS, SPORT BAGS OR BOOK BAGS IN THE SCHOOL BUILDING

- .01 All students are issued a locker 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 a sporting items addressed below. Bags *may* be placed on the floor downstairs at the entryway from 8:00 a.m.-8:35 a.m. and during lunch from 11:05 a.m. – 12:35 p.m.
- .02 Any bags found on the hallway floor, outside of the approved times, will be placed in the school office. The first offense will be a warning documented in RenWeb. The next occurrence of this behavior will be documented as a “Violation of School or Class Rules” in RenWeb. Consequences will be issued as any other misconduct. After the school day ends Once the and the building closes, bags and other items left in the hallway after the school day ends will be secured in the office until the following morning.
- .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.
- .05 Athletic equipment (i.e. golf clubs, tennis rackets, and baseball/softball bats) must be left in the school office during the day until the athlete is released from class for the event or for practice.

206 CELL PHONES/DEVICES

- Cell phones can be a distraction to the learning process and thus interfere with education.
- .01 Students are permitted to have their cell phones in their book bag or locker.
 - .02 Students are expected to turn the phone off while in the academic building and are not allowed to take out or carry phones in their pockets during the school day.
 - .03 Students may only use cell phones with school administrator permission in the school office or during their lunch break (not inside academic buildings).
 - .04 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.
 - .05 At no time may cell phones be used as calculators, translators, or a source of music.
 - .06 Social media comments and emails sent from a cell phone containing inappropriate language, bullying or harassing comments, or sexting comments during school or after school hours may result in an office referral and consequences. Such comments are disruptive to the school climate, interrupt learning, and may be illegal.

207 EFFORT GRADES

An effort grade is placed on every report card in the following manner: “1” Exemplary, “2” Consistent, “3” Adequate, “4” Sporadic, and “5” Inadequate. These grades are used in determining

student privileges or awards.

208 COUNSELING AND GUIDANCE

- .01 The Counseling and Guidance Program consists of (1) a Licensed Professional Counselor (LPC), who is responsible for mental health issues on campus and (2) a Guidance Counselor who manages college issues, standardized testing, and routine student adjustment issues.
- .02 The LPC works with students, parents, and physicians in the areas of mental health and therapy, psychopharmacology, behavioral disorders, and personal problems, and provides guidance in arranging for psychological testing. This counselor will provide students with brief solution focused therapy as needed. As the resident mental health professional, the LPC will make referrals and provide names of qualified professionals in the San Marcos area to the parent(s) or legal guardian(s) to coordinate additional mental health services or testing as required.
- .03 The Guidance Counselor works with students and parents regarding college selection and applications, essays, resumes, letter of recommendations and standardized testing.
- .04 The Guidance Counselor also assists the Academic Dean with student issues involving course selection, scheduling of classes, graduation requirements, and student adjustment issues.

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 the work of someone else 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 Students who observe or become aware of violations of academic integrity are urged to report these violations to the instructor in whose course the dishonest acts occur. Student reports will remain confidential. Examples include, but may not be limited to the following:
 - a. Cheating on an examination
 - (1) Copying from another student's examination.
 - (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 by any means another person's work and the unacknowledged submission or incorporation of it as one's own work. This could include the failure to cite sources correctly.
 - c. Consequences
 - (1) Consequences may range from dismissal from the school to a lesser penalty.
 - (2) If the consequence is a failing grade for the course in which the violation occurred, the grade will count in the computation of the student's GPA even if the course is

- repeated.
- (3) No student who has violated the Academic Integrity Policy will be allowed to graduate from San Marcos Academy with honors.
 - (4) At the point of discovery, the instructor shall inform the student of the alleged violation of academic integrity and hear his/her explanation of the circumstances. If the instructor determines there is no violation, the case is dropped. If the instructor decides the violation is unintentional or minor, this will be included in the report to the school Academic Dean. In such cases, the school administrator may decide to require the student to rewrite the paper in question, take a modified exam, or take some similar action. If, in the judgment of school administration, the alleged violation is deemed to be serious and intentional, the instructor will follow the procedure outlined below in steps 5-7.
 - (5) Before imposing a consequence for a violation, the instructor shall consult with the school Academic Dean. The instructor shall then make a written report outlining the incident and the recommended penalty. A copy of this report shall be given to the Academic Dean and head of the department in which the course is offered. A summary of this report will be included in the referral entry and a Disciplinary Review Board will determine the outcome of the incident.
 - (6) From the point of discovery, and within ten (10) (3) working days, the instructor shall complete the process outlined above.
 - (7) The School Office shall maintain files of all violations of academic integrity.
- d. The student has the right to appeal the charge of violating academic integrity and/or the penalty assessed in accordance as per adopted school procedures.

210 DROPPING, AUDITING OR CHANGING COURSES

- .01 All changes in the individual schedule of a student are made only through the school office with the permission of the Academic Dean, his/her designee, or Guidance Counselor.
- .02 All schedule changes after registration must first be initiated 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 Academic Dean.
- .03 Except for college dual-enrollment courses, after the fifth school day, no requests from students for schedule changes will be considered. If the parent requests a change after the fifth day, the student must be passing the course he/she wishes to drop, otherwise the student will receive a "0" for the course, which will be averaged into the overall GPA. Exception may be considered of those students with a diagnosed learning difference in consultation with the Director of Accommodated Learning Program.
- .04 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.
- .05 Those requesting to audit a class must make the request prior to being enrolled in it. No student may transfer a class from credit to audit.

211 ENGLISH AS A SECOND LANGUAGE (ESL) PROGRAM

- .01 First year international students who are working on development of English as a second language will be enrolled in an immersion program where they take English speaking classes with teachers trained in sheltered instruction techniques for ESL students. They will be evaluated by a Reading Specialist to qualify for an audio book program called Reading Ally. These supports will remain in place for one year.

- .02 Through a partnership with Texas State University, teacher interns trained in ESL techniques will assist classroom teachers with remediation and tutoring of students throughout the school year.

212 FIRE DRILLS AND OTHER “STANDARD RESPONSE PROTOCOL” (SRP) DRILLS

Regulations require that fire 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/>.

213 GRADING SYSTEM

- .01 Report cards and progress reports are emailed through the adopted Internet grading system to all parents or guardians in approximately three week increments. Parents requiring reports to be delivered by the postal service must notify the School Office in writing. Service fees may be required.
- .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 two semester grades average 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 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 exit exams of the highest level in Math and English from an approved accredited program before credits will be recognized. Upon successful completion, the students will receive credit but no grades.
- .05 Students placed on Academic Probation for cheating or plagiarism will forfeit all academic awards and honors. They will retain their class rank for reporting purposes, but will 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 Academic Dean.
- .07 The only designations transferred in 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.

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

The Academy is accredited as a unit school for grades 4–12. Accreditation for the Lower School will be addressed during the 2019-2020 school year. There are three basic divisions in the school: 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 or Comp. Program
Biology	Science (Conceptual Physics/ Chemistry)	Advanced Science	Advanced Science (AP)
W Geography	W History	U S History	U S Government or & Economics
LOTE (Latin I, Sp I, Fr I) ¹	LOTE (Latin II, Sp II, Fr II) ¹	LOTE (Latin III, Sp III, Fr 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: For those seeking endorsements, elective sections should be carefully planned to ensure the student is meeting 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, they may substitute a different language course. Students with a diagnosed LD may substitute two credits from ELA, Math, Science, or Social Studies, career and technical education or tech applications.

² May substitute JROTC, Cheerleading, Athletics, or a SBOE approved activity for PE credit. If a first year student in the high school at SMA, who is an American citizen, one FALL semester of JROTC is required.

- **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) (Humanities)	English II (H) (Humanities)	English III (H)	College English (DC)
Geometry (H) ²	Algebra 2 (H)	Pre-Calculus (H), (DC)	College Calculus I & II (DC)
Biology (H)	Chemistry (H)	Physics (H) (Algebra based)	Advanced honors or dual-enrollment science courses
W Geography (H)	Western Civilization (H)	US History (DC)	US Gov't (CD), Micro- and Macro Economics (AP)
LOTE (Latin II, Sp I, Fr I) ²	LOTE (Latin III, Sp II, Fr II)	LOTE (Sp III, Fr III) 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: For those seeking endorsements, elective sections should be carefully planned to the student is meeting the academic requirements.

² Algebra 1(H) and Languages Other Than English (LOTE), meaning Latin I(H), Spanish I(H), and French I(H) are pre-requisites for Geometry (H), Latin II(H), Spanish II(H), and

French II(H) respectfully, and are usually taken in the eighth grade.

³ When enough students are enrolled to warrant the class.

⁴ May substitute JROTC, Cheerleading, Athletics, or a SBOE approved activity for PE credit. If a first year student in the high school at SMA, who is an American citizen, one Fall semester of JROTC is required.

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

- a. 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 IPC or an advanced Science course, 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, and 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 JROTC.
- d. In addition to an Endorsement a student may be recognized by:
 - (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 to include 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 a standardized exam, otherwise one elective credit must be completed in computer applications. Students who cannot demonstrate writing proficiency on a standardized exam by the 10th grade must take an additional course in Practical Writing Skills, which may satisfy the fourth English requirement for some endorsements. All male,

high school students who are American citizens MUST take .5 credit of JROTC 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 Academic Dean.
- (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 the high 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 Academic Dean 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 Academic Dean. A full load is defined as being enrolled in six (6) credit bearing courses.
 - (c) All former school records should be in the School Office prior to the beginning of 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 Academic Dean or his designee if a scheduling change is required.
- (5) Promotion Policy - In order for a middle school student to be promoted to the next grade, he/she must pass both 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 a 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, there will not be a charge for generating an unofficial or official transcript via Parchment Exchange. All electronically sent transcripts will be free of charge; however, there is an additional Parchment fee from \$2-\$4 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 Academy administration.
 - (e) Alumni will be charged a \$7-\$10 fee for all transcripts requests. There will be an additional Parchment fee 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 administration to finish the courses through the SMA online program. Additional fees will ~~may~~ 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 who 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 Spring semester. Parents or guardians must provide this request in writing to the Academic Dean.

215 ALTERNATIVE ENROLLMENT

.01 Distance Education (DE)

- a. Boarding or Day Students – Students who are enrolled as full time on-campus boarding or day students may take distance education courses through the SMA distance education program under the following conditions:
 - (1) The course must be provided by the SMA distance education program (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 that has been authorized by the school Academic Dean.
 - (4) The Academic Dean has approved the course being taught through DE and determined that it is in the best academic interest of the student.
 - (5) The parent or guardian has authorized any additional fees incurred by facilitating the instruction through DE.
 - (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 program director in order to be recognized as having successfully completed online courses.
 - (8) All grades may be withheld until all of the SMA requirements have been satisfied.
- b. Distance Education (DE) Students – Students who are taking SMA distance education courses off campus may continue to be enrolled into the SMA distance education program under the following conditions:
 - (1) The student meets and maintains the same qualifications for admissions as a full-time boarding or day student.
 - (2) The student complies with all SMA rules and regulations, including the dress codes, when on campus or allowed to participate in any SMA activity on or off campus.
 - (3) The parent or guardian has agreed to pay for the DE course(s) prior to enrollment, or

- according to a payment schedule authorized by the business office.
- (4) The number of DE courses offered during any given semester can be limited at the discretion of the school Academic Dean to ensure maximum assurance of success.
 - (5) The parent and student agree to possible assessment on-campus or approved off-campus testing site to validate the student's understanding and skill at the discretion of the school Academic Dean. The parent agrees to absorb the cost of the additional service over and above the fees for the course.
 - (6) All grades may be withheld until all SMA requirements have been satisfied.
- c. Summer School Students – Students who want to take summer courses may be enrolled in SMA distance education courses under the following conditions:
- (1) All courses have been approved by the Academic Dean or his/her designee.
 - (2) The student meets and maintains the same qualifications for admissions as a full-time boarding or day student.
 - (3) The student complies with all SMA rules and regulations, including the dress codes, when on campus or allowed to participate in any SMA activity on or off campus.
 - (4) Students previously enrolled as a boarding or day student must have prior approval by the Academic Dean for all courses taken away from the Academy and for high school credit.
 - (5) The parent or guardian has agreed to pay for the DE course(s) prior to enrollment, or according to a payment schedule authorized by the business office.
 - (6) The parent and student agree to possible assessment on-campus or approved off-campus testing site to validate the student's understanding and skill at the discretion of the Academic Dean. The parent agrees to absorb the cost of the additional service over and above the fees for the course.
 - (7) 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.
 - (8) All grades may be withheld until all SMA requirements have been satisfied.
- .02 Alternative Learning Environment (formerly called Blended Classes) – These courses have more face-to-face involvement with the teacher than those of a distance education course because, in most cases, the student and the teacher is on campus. On occasion, there are courses for which a student must finish coursework off campus, and needs the teachers to work with them through the SMA technology. Students may enroll in these courses under the following conditions:
- a. The Academic Dean has determined that the placement is in the best interest of the currently enrolled student. Students being served while off campus will be enrolled in SMOA.
 - b. The parent or guardian has agreed to pay for the blended course prior to enrollment, or according to a payment schedule authorized by the business office.
 - c. The student complies with all SMA rules and regulations, including the dress codes, if allowed on campus or allowed to participate in any SMA activity on or off campus.
 - d. Students failing a face-to-face course are not eligible to take the same course through blended learning except with permission from the Academic Dean. The parent agrees to absorb the cost of the additional service over and above the fees for the course.
 - e. 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.
 - f. The parent and student agree to possible assessment on-campus or approved off-campus testing site to validate the student's understanding and skill at the discretion of the Academic Dean.
 - g. All grades may be withheld until all SMA requirements have been satisfied.

216 HONORS AND DUAL-ENROLLMENT COURSES

- .01 Normally, a student must maintain a grade of 80 or above in an honors or AP course to retain honors status.
- .02 If dropping a student from an honors or AP course causes him or her to be withdrawn from other such courses in which they are meeting the standard, the Academic Dean or his/her designee will determine whether to drop the student from the course.
- .03 SMA has arrangements with Hardin-Simmons University to provide dual-enrollment courses.
- .04 Students who desire to enroll in a dual-enrollment course must meet the admission requirements for the respective college or university.
- .05 All students desiring to enroll in a dual-enrollment course must be granted permission by the Academic Dean or his/her designee.
- .06 Additional fees will be required to apply to the respective college.
- .07 Students enrolled in a dual-enrollment class are subject to the SMA policies and procedures that apply to any other course.
- .08 Students have until the withdrawal date of the respective college to withdraw from the course without penalty.

217 JROTC

- .01 The Academy is approved by the U.S. Army to host a Junior Reserve Officer Training Corps (JROTC) program. It has been designated an “Honor Unit” by U.S. Army Cadet Command. The Academy’s JROTC program has been approved by the United States Attorney General for students of foreign countries.
- .02 JROTC Class Requirements – Every first-semester high school male, who is a U.S. citizen, is required to take a minimum of one Fall semester of JROTC Leadership Education Training (LET). High school students, especially those in leadership positions, are highly encouraged to take LET classes both semesters to benefit from the full scope of the JROTC program. LET classes are one-period blocks of instruction conducted five days a week. Leadership Labs are a component of the Academy’s LEAD program and are part of the course curriculum and participation is factored into the semester grade.
- .03 All JROTC courses may be substituted for PE.
- .04 The JROTC program is a cooperative effort on the part of the Army and SMA to provide secondary school students with opportunities for total development. The flexibility of the program allows it to bear the scrutiny of professional educators and to meet the needs of the community. Satisfactory completion of three years of the program can lead to advanced placement credit in the Senior ROTC program or advanced rank in the Armed Forces. Some of the course has been reviewed and college credit is awarded to students upon completion of the specified requirements.

218 ACCOMMODATED LEARNING PROGRAM

- .01 The Accommodated Learning Program serves students with mild to moderate learning differences and/or other diagnoses. Eligible students have experienced academic difficulties due to their learning differences. Then program provides learning accommodations including but not limited to, quiet testing environment, extended time, oral administration, repeated instruction, and tutoring. Encouragement and support is given to these students to help them reach academic success.

- .02 Upper School students assigned to ALP will be scheduled into ALP Bear Time where they have the availability of a team of teachers to meet their needs, The ALP teacher and three core content area teachers will staff this classroom. The ALP teacher will be in and out of their classes throughout the week providing support and pulling out for assessment as needed.
- .03 There is an additional fee for this program

219 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. Certain books, such as reference or reserved books may not be checked out or may have restricted circulation periods.
- .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.

220 LOCKERS

- .01 All students are assigned a locker to store books and other personal items needed during the school day (See section 205).
- .02 Only approved items may be placed in student lockers as determined by school administration.
- .03 Lockers are subject to inspection by Academy personnel at any time.

221 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 Academic Dean. However, other strategies may also be implemented.

222 ORGANIZATIONS AND PUBLICATIONS

- .01 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. It is the primary catalyst for facilitating student input as it relates to school and residence hall improvements.
 - (2) Membership
 - (a) President – He or she serves as the President of 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, been approved by school administration, and elected by a majority of the high school student body. To be eligible, candidates for President of the Student Council must have served as a member ~~an officer~~ of the Student Council in a previous semester. The President represents the Student Council during meetings called by administration.
 - (b) Vice President (VP) – He or she substitutes for the President when he or she is

unavailable and assists the president in ensuring the student organization is running well. To qualify, candidates must be either a junior or senior in good standing who has been enrolled at the Academy for both semesters of the year in which they are elected, been approved by school administration, and elected by a majority of the high 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 high school students in good standing, approved by the administration, and elected by popular vote of the high 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 high school students in good standing, approved by the administration, and elected by popular vote of the high school student body.
 - (e) Class Presidents – Class Presidents are full voting members of the SC. To qualify, they must be a Middle School or High School student in good standing, approved by the administration, and elected by their respective class.
 - (f) International Student Organization (ISO) President – The ISO President is a full voting member of the SC. To qualify, a candidate must be a high school student in good standing, approved by the administration, and elected by popular vote of the international student body.
 - (g) Dormitory Council (DC) President – The DC President is a full voting member of the SC. To qualify, he/she must be a high school student in good standing, approved by the administration, and elected by popular vote of the boarding students.
 - (h) Ad Hoc Representatives – There are three (3) openings available for appointment. They are full voting members. Appointees must be high school students in good standing, appointed by the Academic Dean. One appointed representative will be from the Food Committee. Special consideration will be given to boarding students that apply for one of these three appointments.
- (3) Members in the Student Council are subject to dismissal by 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.

.02 International Student Organization (ISO)

a. The ISO advocates for the unique needs of the international student community.

b. Membership

- (1) Officers – The officers consist of a President, Vice President, Secretary, and Treasurer. These fulfill the same duties as those of their Student Council counterparts and are elected by popular vote of the ISO. Each officer must originate from a different country as determined by the biological family's permanent place of residence and citizenship if possible based on the demographics of the current year student body.
- (2) Eligibility – To be eligible for an ISO officer position, candidates must meet the following criteria.
 - (a) Must have been enrolled at the Academy for at least one full semester.
 - (b) Must have attended more than half of the previous year's meetings/socials.
 - (c) Must be a current 9th-11th grade student in good standing.
 - (d) Birth country may not be the USA.
- (3) Members – All members are to be international students in good standing at the Academy, approved by the administration. Guests may attend meetings. However,

guests do not have voting privileges.

.03 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 that apply must meet the qualifications established by the Official NHS Constitution.
 - (3) Selection of each member to the chapter shall be by 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 Academic Dean prior to membership notification to all applicants.
- c. Application Process:
 - (1) Qualified students must submit a completed application for membership consideration.
 - (2) Qualified students must submit three (3) recommendation forms from teachers, advisors, or hall directors.
 - (3) Each applicant will be informed for their membership status after Faculty Council has met.
- d. Qualifications for NHS and NJHS selection are as follows:
 - (1) For the NHS, students must have a 3.65 cumulative Grade Point Average (GPA), for NJHS it is 3.6.
 - (2) Students who are classified in 10th-12th grades are eligible to become members of the NHS. Students who are classified as 6th-9th grades are eligible to become members of the NJHS.
 - (3) Enrolled at the Academy for at least one semester (no fewer than 12 weeks in cases of late enrollment), or authentic letter of transfer from another school's chapter.
 - (4) For NHS, recommendations from at least three of the student's current teachers. NJHS requires two teachers and a community member.
 - (5) NHS requires 12 hours per semester of documented service hours within the previous year other than those acquired during the summer. NJHS requires five per semester.
 - (6) 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 more than six minor infractions in a single year. Parent notification must be confirmed by the NHS sponsor or his/her designee of any single incident of those listed that would preclude a student from being eligible.
- e. Induction Ceremony:
 - (1) Once selected, students will become Members when inducted at a special ceremony.

.04 Crest – The Crest is the annual yearbook. The Crest staff is dedicated to the purpose of preparing the yearbook for San Marcos Academy. A student is eligible to participate as a Crest staff member by registering for the yearbook class.

.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 goodwill ambassadors and are highly respected representatives of San Marcos Academy. The duties of a student ambassador are to assist with special events in the community and host on-campus events, such as Parent Days and Homecoming. Applications to become a student

ambassador are available from the Director of Admissions and Communications.

.06 Other Clubs and Organizations

These evolve during the year as determined by student interest and staffing capabilities and approval from the Academic Dean.

223 SCHOOL BUILDING RULES

- .01 Teachers oversee discipline in their classrooms and will also exercise disciplinary control in the hallways, school grounds or in other classrooms during the absence of the regular teacher. Student teachers and substitutes will be given the same respect and courtesies as a regular teacher.
- .02 Although students are permitted to have their technological devices/cell phones on their person or in their book bag or locker, they are not allowed to take out their technological devices/cell phone during the school day in any academic building (Upper School, Lower School, Middle School, RCC). Students may only use cell phones with school administrator permission in the school office or during their lunch break (not inside academic buildings). Additionally, at no time may cell phones be used as calculators or a source of music. 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.
- .03 Students are not permitted in the school building, before the opening of school in the mornings at 7:50 a.m. or during their lunch time without approval from school administration. The school building closes at 4:30 p.m. During final exam week, the building will open at 7:50 a.m.
- .04 Students are not permitted to return to the residence halls during the school day, except in emergencies.
- .05 No running, shoving, boisterous playing or disrespectful language in the hallways or classrooms is allowed.
- .06 Public display of affection in classrooms, hallways, and on campus grounds is limited to holding hands and brief hugs. (*See Section 318 Public Show of Affection*). Determination is at the discretion of the faculty or staff. For after school and weekend expectations concerning public display of affection.
- .07 Defacing another student's property or school equipment will not be tolerated.
- .08 A fire extinguisher or alarm may not be touched or manipulated except in case of fire.
- .09 Only food or drink that is approved by school administration will be allowed in the school buildings.
 - a. Teachers may determine whether a student may eat in their classroom.
 - b. Only water in clear containers may be used in classrooms or carried through hallways of the academic buildings.
 - c. Food or drink from an outside fast food restaurant is not permitted.
 - d. Snacks and drinks sold at the Sabre are allowed. Students are to make such purchases prior to school and at lunch. Making purchases from the Sabre does not excuse a tardy if the student is late to class.
- .10 Book bags, notebooks or books with obscene, suggestive or otherwise objectionable lettering or drawing may be confiscated and disciplinary action may be assigned.
- .11 Any student out of class during class time must have a written pass from a school official (teacher, school office staff, etc.). Lower and Middle School students within the confines of Davidson Hall or Derek Wolf Hall, will be required to have a written pass at the discretion of their teacher.
- .12 Dress Code violations will be documented as an office referral in RenWeb. Chronic offenders will receive appropriate consequences, which may include being placed in ISS until the violation is corrected, lunch detention, or after school work detail. All absences due to Dress Code violations will be "unexcused." Dress code violations accumulate for the entire year, as

opposed to per semester. *(See section 312 Disciplinary Offenses– Campus Wide)*

224 STUDY HALL

- .01 Study halls and tutorials are conducted during and/or after the regular academic day. Bear Time tutoring is determined by the teacher and is mandatory.
- .02 If a student is involved in any activity that excuses him/her from study hall, the student is responsible for completing homework assignments during free time.
- .03 Laptop usage during Bear Time is limited to research, accessing textbooks, accessing RenWeb for grades, assignments, attendance records, google classroom, email, and Hudle.com.
- .04 Violation of study hall rules may result in the student being assigned disciplinary consequences as in every other class. *(See section 312 Disciplinary Offenses-Campus Wide)*

225 TARDIES

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

226 TECHNOLOGY AND DEVICES

- .01 Use and regulations regarding Electronic Communication Devices (ECD's) are governed by the current Acceptable Use Policy (AUP) located on the school website.
- .02 1:1 BYOD Classes – Students assigned to 1:1 BYOD Classes are required to have LanSchool installed and operational in order to use any electronic device in the classroom (other than those designed specifically as translators – laptops, cell phones or tablets may not be used for translation).
- .03 See Section 206 regarding cell phones.
Social media comments and emails containing inappropriate language, bullying or harassing comments, or sexting comments during school or after school hours may result in an office referral and consequences. Such comments are disruptive to the school climate, interrupt learning, and may be illegal.

227 TESTING PROGRAMS

- .01 Upper school students participate in the following standardized testing programs: PSAT, SAT, ACT, AP, Accuplacer, and Texas Success Initiative (TSI). 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 Academic Dean or his/her designee. Fees for these exams are charged to the student's account. The TSI is a qualifying placement test that must be taken by any student before he/she can officially enroll in a Dual Credit College Course.
- .02 All students entering Texas public colleges, and universities, who are not exempt through ACT/SAT scores or another means, must take the TSI before enrollment. Requirements may vary for different colleges and universities; therefore, seniors should check for specific information with the college or university where they plan to enroll. SMA administers the TSI

- free of charged to enrolled students.
- .03 International students are required to take the Test of English as a Foreign Language (TOEFL) as needed on campus. We will not provide transportation to off campus sites.
- .04 The Iowa Assessment Test is administered in the spring each year to all students in grades 1-8.
- .05 The scheduling of all tests must be coordinated with the school's guidance counselor.
- .06 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 locally with at least a week's notice to staff.

228 TRANSPORTATION TO SCHOOL ACTIVITIES

- .01 Students participating in school activities (athletic, band, choir, 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 Hall 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 to stay within eyesight of adult supervisors unless given permission to do otherwise. Students who fail to comply with supervisors will receive disciplinary consequences, and may be escorted back to campus at cost to the student or parent.

229 TUTORING

- .01 Voluntary tutorials are available when a student's grade in a course falls to a level of concern to the student, the teacher, the parent or guardian. The student spends this tutorial period with the teacher in the classroom working on the course material immediately after school. There is no charge for this service. Voluntary tutorials are available before school, during Advisory, and after school is dismissed (must be prearranged with 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 LSP 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.
- .03 Mandatory tutoring for boarding students is provided in the evenings by dorm staff.
- .04 Bear Time is a tutoring opportunity scheduled during the school day for the purpose of providing academic support. Bear Time tutoring sessions are primarily scheduled by the teacher and attendance is required. Student may requests for a Bear Time tutoring through faculty. Bear Time is held Monday-Thursdays, weekly.

230 YEARBOOKS

- .01 The cost for the yearbook, the Crest, is included in the tuition for both boarding and day students.
- .02 Yearbooks for the previous school year normally arrive in October. Students who do not pick up their yearbooks by December 31 will not be guaranteed one. Students who wish to have

their yearbooks mailed must pay the postage fee prior to the end of the school year or send it before December 31 of the following year.

CAMPUS WIDE

300 ACADEMY SERVICES

- .01 Business Office – The Business Office is in Carroll Hall. All checks made payable to the student may be cashed at the Business Office. The student’s Academy I.D. card is required. A charge of \$30.00 is assessed for all returned checks.
- .02 Food Service Program
 - a. All meals are prepared by Sodexo Food Services in the school Dining Hall, located in Carroll Hall. Due to Texas health code requirements and the contract with Sodexo, meals prepared by anyone other than Sodexo cannot be brought into the dining room.
 - b. The noon meal is included in the tuition for day students; any other meals that a day student eats on campus are charged to the student’s account.
 - c. Students remaining on campus during periods when the Dining Hall is closed will be responsible for their own meals. Students may have visitors for meals for a nominal charge, with prior permission from an Academy administrator.
 - d. Food, eating utensils, glasses, and beverages are not to be removed from the Dining Hall.
- .03 Foreign/Domestic Travel
 - a. Students traveling to foreign countries by air should have their travel plans approved by the respective Hall Director and the Academic Dean. We recommend reservations 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. The Academy prefers that a parent make such reservations, although the Academy will assist a parent upon request. A monetary penalty may be assessed if the student fails to notify either the respective Hall Directors about travel plans 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 by 6:00 a.m. the morning after the last class session prior to a holiday or at the end of school.
 - d. Final exams will not be adjusted to accommodate international flight times. (See Section 212.08 regarding travel.)
 - e. When the campus closes for holiday breaks (Thanksgiving, Christmas, and Spring Break), students must depart the campus. Students are expected to leave campus by 5:00 p.m. of the last class day. When a student is traveling internationally, it is understood that he or she may need to stay overnight one night to catch an early morning flight. Should this additional night be necessary, transportation to the airport will depart the next morning at 6:00 a.m. Since the Academy is officially closed during these holiday breaks, any exceptions to the above will necessitate the possibility of a homestay at the rate of \$100 a day.
 - f. During the interim, meal service and other Academy amenities may 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.
- .04 Health Service – The Academy provides basic health care for all boarding students and limited care for day students (*see Section 309.03*). It is the parent or guardian’s responsibility to take 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) and the Medical

Director. The SHC is open M-F 7:15 a.m.-10:00 p.m. and Saturday and Sunday from 8:30 a.m. until 9:30 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 students to have a recent physical examination completed and turned in at registration. A physical examination is considered recent if completed within three (3) months prior to registration. Students will not be able to participate in 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 Medical Director or the Nurse on duty. Once admitted, students may not leave Health Services without proper release. If a student enters Health Services feeling ill enough to lie down, and the nurse on duty agrees, then the student will be required to remain in Health Services until released by the nurse. Parents/guardians will be informed when a student is admitted to the Student Health Center overnight. If it becomes necessary for our school doctor to see the student, the nurse will inform the parent/guardian.
- d. Appointments – All appointments 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 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 so stating must be brought from the attending 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. Our 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. It is the insured person's responsibility to select 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.

Note: 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 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. Doctor Call Clinic – the Academy physician normally visits campus on Tuesday and Thursday to see students with medical needs. Boarding students are to be treated by the school physician unless specific alternative instructions from the parents have been sent to the Health Services staff. The nurses have standing orders from the physician for treatment of normal illnesses and injuries. The nurse will assess treatment progress and schedule an appointment at the Student Health Center to see the doctor when necessary.
 - h. Emergencies and Urgent Care
 - (1) In case of an emergency during Student Health Center hours, the nurse on duty will be called by 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 harm to self, the parent will be required to arrange for the student to be removed from campus within 24 hours of the actual 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 Mental Health Counselor for review by the Re-admission Committee. The committee will determine if it is appropriate for the student to return to campus, and if deemed appropriate, what conditions might apply.
 - i. Medications
 - (1) The Academy is not a medical, therapeutic, or treatment facility and must rely on the cooperation of students in the dispensing of medications. It is the parent or guardian's responsibility to ensure that adequate quantities of medication are supplied. 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. Sample packets of prescription drugs must be accompanied by a written order from the physician. 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. This includes all dietary supplements such as protein mixes. These must be approved by dorm administration.
 - (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. If your doctor will write a prescription in English, the Academy physician will review the prescription and evaluate the student for treatment.
 - (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 our school pharmacy. Their telephone number is (512) 393-3701 and their fax number is (512) 393-3707 if you need to have a prescription transferred. We ask that each parent set up an “Express Pay” account at Walgreen's. Your account may be established at any Walgreen's location.

- (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) Medications ordered by the Academy physician will be charged to the student's account. Medications cannot legally be returned to a pharmacy.
 - (4) 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.
 - (5) All medications should be picked up at the conclusion of the school year. All remaining medications will be destroyed after the last day of classes. If the parent or guardian wishes to make other arrangements, he or she should contact Health Services in advance.
- j. Immunizations – The Academy Health Service can arrange for administering state required inoculations to boarding students only.
 - k. International Student Health Booklet – Students having International Health Booklets must submit the booklet, along with 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.
 - l. 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.
 - m. If a Boarding student does not provide proof of U.S. health insurance by August 31st of each year, the 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.
- .05 The Academy Store (The Sabre)
- a. Purchases at The Sabre are made on a cash, credit card, or debit card basis. Upon registration parents/guardian must fill out the Sabre Bookstore Student Account Restrictions form. 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/guardian 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.
 - c. Textbook Buyback
 - (1) The Sabre operates a textbook buyback program, which conforms to the accepted standards of the National Association of College Stores. A credit of 1/2 of the purchase price of each textbook returned will be applied to the student's tuition account. (Cash payment will not be made to the student. Credit cards will not be refunded for textbook buyback.)
 - (2) Eligible books must be in good condition without excessive marking, broken bindings, missing covers, torn or missing pages, obscenities, etc., to be resold. In addition, the book must appear on the following year's textbook adoption list. Paperback books and consumable workbooks are not returnable.
 - (3) The Academy encourages all students to sell back their books. The buyback is

- conducted at the end of the spring semesters (except for fall graduates). Students may return books after completion of all finals.
- d. Textbooks for Laptops (eBooks) must be purchased through the Academy Bookstore and will be loaded on to each computer by SMA staff members.

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 Hall Director. 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 – STUDENT PROCEDURES

- .01 We encourage students to “keep small things small.” Every attempt should be made to resolve a difficulty in a spirit of reconciliation and humility.
- .02 To avoid unnecessary escalation of problems, we encourage students must first address problems with the appropriate faculty or staff who are directly involved with the situation of concern. Students are encouraged to avoid media designed for truncated communication through texts or emails if possible.
- .03 We encourage students to use the following line of communication: teacher or staff, parent or guardian, a supervisor on duty, supervising dean, then the Vice President for Administration, moving only to the next level if satisfactory progress is not being made.

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 states the acceptable attire for all male students when on campus and 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. In any instance, members of the administration may use their individual discretion to determine what is appropriate. All clothing must be appropriate and meet Academy standards. Appearance violations accumulate for the entire year, as opposed to per semester.

.01 GENERAL

a. Hair

- (1) Hair must be a natural color, neat, clean, well-groomed, and managed at all times. Only conservative hairstyles that may not touch the aperture of the ear, the top of the eyes, or the top of the collar may be worn.
- (2) Students may not cut their hair or the hair of another student while under Academy supervision without specific approval from their Hall Director or a member of the administration.

b. Face

- (1) Boys are to be cleanly shaven at all times.
- (2) Sideburns will not extend below the earlobe.
- (3) Male students may not wear makeup at any time.

c. Body

- (1) Piercing or adornment of body parts 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, this includes the current year ID which must be visible. 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). Some items may also be purchased at local clothing stores. (*See section .04 below*)
- b. Pants and Shorts
 - (1) Khaki pants (flat front or pleated) or shorts that are appropriately sized, 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. 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.
 - (2) Pants and shorts must be properly hemmed or cuffed, with no holes, rips or frays. Pant legs may not be slit.
- c. Shirts
 - (1) Shirts must be appropriately sized and tucked into the pants/shorts at all times. Belts must be visible all the way around the waist.
 - (2) Shirts must be buttoned up to the second (from the top/collar) button at all times.
- d. Headgear – No caps, hats or other headgear (including combs/picks) may be worn or carried to school (except for JROTC) unless given permission by a school administrator. 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. The unused portion may not exceed six (6) inches.
- f. Acceptable Shoes and socks
 - (1) For daily school-wear, brown or black shoes or western boots may be worn. Footwear must be of leather and cover the heel and toe of the foot. In any instance, ~~any~~ members of the administration may use their individual discretion to determine whether a shoe is appropriate.
 - (2) Socks must be worn, be visible, and may be a solid color of navy, brown, tan, black, grey, or white.
- g. Coats/Outer Wear
 - (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 ~~is approved for~~ may be used for layering with the uniform polo. Hoodies of any kind may not be worn during the school day (including hoodies issued for athletic teams.)
 - (2) Approved options for outerwear are the following:
 - Navy Blue sweater (Flynn O’Hara Company)
 - Academy letter jacket
 - Any other outerwear option sold at the Sabre Bookstore or Bear Outfitters (with the exception of hoodies)
 - (3) Scarves/mufflers of any length may not to be worn by a male student when in a building.
 - (4) Outerwear not listed above may be worn outside of the buildings in cold weather.
- h. Jewelry

- (1) Earrings 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 (formerly known as Spirit Civvies) –consist of standard pants that are a solid color and appropriately sized, fitting at the waist and in the crotch. Pants must be properly hemmed or cuffed, with no holes, rips or frays. Pant legs may not be slit. The shirt must be an SMA t-shirt sold from the Sabre. An SMA sweatshirt without a hood, or a uniform sweater, may be worn over the t-shirt. Other outwear worn with SMA Casuals must be in compliance with those listed in section .029h above. Footwear must be closed toed and cover the heel. 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.
- j. Dress uniforms 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.
- k. PE/Athletic dress for boys in athletics/strength and conditioning is purple recreation shorts and a green shirt. The dress for PE classes for boys is a black athletic-style short of appropriate length and a green SMA t-shirt. These items are to be purchased in the Sabre.
- l. Athletic event attire-SMA Casuals.

.03 SPECIAL EVENT CLOTHING – For most special events, boys will wear the dress uniform. 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 or church attire in lieu of the dress uniform. When the option is available, students will be informed.

- a. Performance Attire (formerly Chapel Civvies) consists of white oxford shirt with the navy uniform sweater and the SMA tie, worn with khakis pants, brown or black leather shoes or non-decorative, western style boots, dark socks, and coordinating belt.
- b. Event Attire consists of an outfit chosen by the student but approved by the Dean of Boys.
- c. Formal Attire – Attire will be specified several months before the event.
- d. Graduation Attire – Tuxedo (provided by the Academy) or military dress uniform.

*****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 states the acceptable attire for all female students when on campus and 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 accessory, that option is unacceptable. In any instance, members of the administration may use their individual discretion to determine what is appropriate. All clothing must be appropriate and meet Academy standards. Appearance/dress code violations accumulate for the entire year, as opposed to per semester.

.01 GENERAL

- a. Hair – Hair must be a natural color, neat, clean, well-groomed, and managed at all times.

Only conservative hairstyles are accepted.

(1) No hair alterations or coloring/cutting may be done while under Academy supervision without prior approval from the Girls Dormitory Director or Hall Director.

b. Face – Natural makeup may be worn in moderation and good taste.

c. Body

(1) Piercing or adornment of body parts (other than earrings) is prohibited. (See section .02. j below)

(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 – Complete uniforms must be worn to school on weekdays and occasionally on weekends when there is a special event, this includes the current year ID. All uniform items must be “official” pieces approved by San Marcos Academy.

a. Skirts

(1) Girls must wear the designated uniform skirts (pleated or kilt).

(2) Minimum skirt length is 2” 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.

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, 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 – Shirts must be buttoned up to the second button from the top/collar at all times. An approved shirt must be worn under any outerwear.

e. Undergarments – Appropriate foundation garments (undergarments) must be worn.

Undergarments may not be exposed. This includes camisoles or undershirts. They must be a color that will not show from under the polo shirt or blouse.

f. Headgear – No caps, hats or other headgear (including combs/picks) may be worn to school (except for JROTC) unless given permission by a school administrator. 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, brown or black shoes or western boots may be worn. Footwear must be of leather and cover the heel and toe of the foot. In any instance, any member of the administration may use their individual discretion to determine whether a shoe is appropriate.

(2) Socks must be worn, be visible, and may be a solid color of 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 and socks.

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. Hoodies may not be worn during the school day

(including hoodies issued for athletic teams.)

(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 (with the exception of hoodies)

(3) Scarves/mufflers are allowed only if they coordinate with the school uniform, and are no more than six (6) feet long. Scarves must be solid in color to coordinate with a plaid skirt.

(4) Outerwear not listed above may be worn outside of the buildings in cold weather.

i. Jewelry – Jewelry in good taste and not distracting may be worn.

j. SMA Casuals (formerly Spirit Civvies) consists of solid colored pants that are appropriately sized, fitting at the waist and in the crotch. Pants must be properly hemmed or cuffed, with no holes, rips, or frays. Pant legs may not be slit. As an alternative, the uniform pants or uniform short may be worn. The shirt must be an SMA t-shirt sold from the Sabre. An SMA sweatshirt without a hood or a uniform sweater may be worn over the t-shirt. SMA Casuals attire worn without authorization may result in loss of privilege and consequences. Seniors with Senior Lunch Privileges may wear SMA Casuals on Senior Lunch Days.

k. Dress Uniform – 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.

l. PE/Athletic dress for girls in athletics/strength and conditioning and PE classes is black athletic-style short of appropriate length and a purple SMA t-shirt. These items are to be purchased in the Sabre.

m. Athletic event attire--SMA Casuals.

.03 SPECIAL EVENT CLOTHING –

For most special events, girls will wear the dress uniform. Descriptions of the various types of attire are shown below. Some events allow students to wear business or church attire in lieu of the dress uniform. When the option is available, students will be informed. For Event Attire, Formal Attire and Graduation Attire, dresses/suits must to be pre-approved by the Dean of Residential Life before the event.

a. Performance Attire (formerly Chapel Civvies) consists of dress black slacks, the no-tuck oxford blouse, the plaid tie (from Flynn O'Hara Company), and 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 but approved by the Dean of Residential Life.

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 be have more than 3" heels.

c. Formal Attire – Attire will be specified several months before the event. Do not purchase a dress without specifications or conferring with the Dean of Residential Life.

d. Graduation Attire consists of a two-piece suit with matching hat chosen by the student but approved by the Dean of Residential Life (for the Baccalaureate and Ascension Ceremony), a short WHITE dress chosen by the student but approved by the Dean of Residential Life (for the Ribbon Ceremony, Rose & Sabre and Academy Awards Program), and a long WHITE dress with long gloves chosen by the student but approved by the Dean of Residential Life (for Commencement).

.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. Pants shall be straight or narrow-legged, appropriately sized, and free of excessive holes. In addition, form-fitting or snug style pants are not allowed.
 - c. Undergarments should not show.
 - d. Tight fitting or stretch type (knit or spandex) pants are allowed if worn with long-tailed shirt/blouse that covers the hips.
 - e. 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 allowed.
 - f. Sports bras, as outer clothing, are not acceptable at any time on campus.
 - g. One-piece swimsuits, or two-piece with a colored shirt, are acceptable in the pool area.
 - h. For sanitary purposes, footwear must be worn anytime a student is outside her residence hall room.
 - i. During special weekend activities, the sponsoring group will announce the appropriate dress.
 - j. 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

Each student is held responsible for any damage to any Academy property. A check-in/clearance form will be used to determine the initial condition of student rooms. The same form will serve as a reference when the student changes rooms or checks out of the room. Parents, or the financially responsible persons, will be billed for any damages.

306 CHRISTIAN MINISTRIES PROGRAM

As an institution that is consciously Christian in its total effort, the Academy seeks to provide a Christian environment which 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. One of the main purposes of the Academy is to present the Christian faith and to portray the Christian life in such a manner that students will voluntarily accept God’s redeeming love as offered through Jesus Christ. Students are, therefore, nurtured in their personal commitment to Christ. In addition, they are encouraged to choose God’s will as the basis for their decision making and God’s ideals as the standard for their lifestyle. Consequently, the following opportunities form a program of Christian ministries, under the direction of the Campus Minister, designed to enable students to develop the spiritual dimension of their lives:

- .01 Chapel – Chapel services, which are required for all students, are held each week on Monday and Wednesday mornings or Tuesday mornings when Monday is a school holiday.
- .02 Bible Study – Students may choose voluntarily to participate in Bible studies on campus.
- .03 Fellowship – Association with Christians is encouraged through voluntary participation in campus Christian meetings. On special occasions, all students will be expected to attend special Christian programs featuring musical concerts, dramatic presentations, and outstanding speakers who promote the Christian spirit on campus. Fellowship of Christian Athletes is also an active organization on campus.
- .04 Church Attendance – Transportation is available to some local churches each Sunday that is not

- a long leave or holiday. Students are encouraged to sign up to attend.
- .05 Service – Selected students may develop their Christian leadership abilities in serving their fellow students through a ministry team.
 - .06 Special Activities – Throughout each semester, students may voluntarily choose to participate in a variety of on and off campus Christian activities such as retreats, concerts, conferences, parties, and fellowships.
 - .07 Spiritual Counseling – In addition to regular faculty and staff, the Campus Minister welcomes students who want to talk about their joys and sorrows, their problems or achievements.
 - .08 Approval – Any on or off campus activity of a religious nature involving Academy students on or off campus requires prior approval from the Campus Minister.

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 for Administration 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 with a “please,” and gratitude is expressed with a “thank you.” Excessive noise in the residence halls should be avoided. Dropping trash on floors or out on the campus is unacceptable conduct.
- .03 Girls are never allowed in the immediate area of the Boys Residence Halls without a specific invitation from the Hall Director or other administrators and permission from the Hall Director on duty in the Girls Residence Hall. Similarly, boys are not allowed in the Girls Residence Hall without a specific invitation from the Hall Director or other administrators and permission from the Hall Director on duty in the Boys Residence Hall. After dark, boys are no longer allowed west of the breezeway, unless going to or from the Infirmary.

308 DANCES

Dance activities must be approved by the administration.

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 halls. 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 Automobiles
 - a. Day and boarding students wishing to drive cars on campus must be an 11th or 12th-grade student. Boarding students must submit an SMA Application for Automobile Riding/Driving Privileges. Day and boarding students must acquire an official Academy campus access permit. This sticker 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. Parents of Academy day students will need to purchase, at a minimal charge, a campus access permit and affix it in the same manner as described above, for each vehicle that might be used to bring their student to and from campus. 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. Parents of Academy boarding students may also purchase a campus access permit for ease of entrance to campus.
- b. Day students, who have appropriate authorization, may drive automobiles to and from school. Students will normally be assigned specific parking areas. After arriving in the morning, a student may not move or enter his or her automobile 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 (and dormitory, if boarding) and should present the gate attendant with check out the documentation. 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.
 - c. Day students must obey all posted speed limits and are not to allow boarding students to ride in their automobile unless they have appropriate residence hall staff approval.
 - d. Day or boarding students may not drive their vehicles to the residence hall of the opposite gender after 6:30 p.m.
 - e. "Cruising" or driving around campus without purpose is not allowed.
 - f. Students are expected to stay on the paved/named roads.
 - g. 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.
- .03 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 prior 12 months. If the physical expires during the school year, the parent or guardian is responsible to have 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. At registration parents complete a Day Student Medication Information form which grants the Academy nurses to provide 'as needed' medications such as Tylenol or other over the counter items during the school day. If the student becomes ill while at school, he/she is welcome to go to the Student Health Center to receive 'as needed' medication for the illness. 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. In the case of a more serious accident, EMS will be notified if medically necessary.
 - 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 and she will administer the medication as indicated. Students may not carry medication with them on campus.
 - 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 – Day students must eat the noon meal at the Academy unless the Academic Dean has granted special permission. The cost is included in the tuition and fees. Day students may purchase additional meals with their student ID, 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 45-mile radius 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 all textbooks and school supplies at the school store (The Sabre).
- .07 Uniforms – Most school uniform items must be purchased from the 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 uniforms for cadets who are day students are available from the Military Property Custodian.
- .08 Day Students On Campus After School – The general rule for day students is that they are either to be involved in after-school athletics, clubs, or activities OR leave campus by 4:00 p.m.
 - a. Day students who remain on campus after school are expected to comply with the same rules that govern boarding students. Day students should check in and out at the Recreation Center if not involved in after-school athletics, clubs, or activities. A student who repeatedly behaves inappropriately may be required to leave campus immediately after school
 - b. Supervision and accountability of all students on the SMA campus is mandatory. Boarding students have specific requirements for accountability.
 - c. Children of SMA employees should report to the Recreation Center or stay with parents after school if they are not involved in after-school activities or a school-sponsored event. In all cases, if day students are visiting boarding students in the residence halls, the Dean/Hall Director must be contacted to make prior arrangements and obtain approval.
 - d. Day students remaining on campus past 4:00 p.m. Monday through Thursday and 3:20 p.m. Fridays are responsible to do one of the following to avoid receiving consequences:
 - (1) Participate in school-sponsored after school activities (i.e. athletics, clubs, tutoring, music lessons, rehearsals/productions, etc.). For some events, the number of participants is limited.
 - (2) Report to the Recreation Center no later than 4:00 p.m. Monday through Thursday and 3:20 p.m. Fridays and wait there to be picked up by the parent/legal guardian.
 - (3) Any students remaining on campus after the Recreation Center closes are to report to the appropriate dormitory to be picked up by their parent/legal guardian.
 - e. Day students remaining on campus past 9:30 p.m. are responsible for complying with the following procedures:
 - (1) If the student is on campus after the Recreation Center is closed (typically, 9:30 p.m.) he or she must report to the age/gender appropriate residence hall.
 - (2) Day students who stay overnight in the residence hall may do so only with PRIOR approval from the respective Dormitory Director or Hall Director, and are subject to an overnight fee of \$135 (meals are an extra fee). Fees will not be assessed for a day student who visits a boarding student, spending a portion of the day with that boarding student IF prior approval is obtained from the respective Dormitory Director or Hall Director.
 - (3) Day students will be required to follow all boarding student rules and regulations.
 - (4) Visits by day students to boarding students are at the discretion of the appropriate Dormitory Director or Hall Director and are not guaranteed.
 - (5) Some weekends will be considered closed to Day students. Examples are Homecoming Weekend, Parent's Day and Graduation Weekend.
 - (6) Parents of day students MUST pick up their student by noon on the following day unless prior arrangements are made with the appropriate Dormitory Director or Hall Director.
 - f. Day students remaining on campus overnight or over a weekend are responsible for complying with the following procedures:
 - (1) Day students participating in SMA sponsored activities on weekends should plan to check into the Recreation Center unless they receive other instructions.

- (2) Day students staying overnight or on weekends may eat in the Dining Hall by scanning their identification card. The student will be required to sign out at the Recreation Center, reporting the Dining Hall as their destination, and will be expected to go directly to the Dining Hall and return directly to the Recreation Center after their meal. The student's account will be automatically charged for the meal.

310 DINING HALL PROCEDURES

- .01 While eating meals provided by the Dining Hall is not mandatory, students are strongly encouraged to do so. Any student who enters the dining facility is required to scan his or her own ID card. Failure to have an ID will result in consequences. A single line is to be formed inside the Dining Hall door and no saving of places or cutting in line will be permitted. Persistent cutting in line will incur consequences. Girls and boys may eat their meals together and good manners are expected of all (hats should be removed while in the dining hall). Information about daily menus and special events can be found at: http://smabears.org/food_services.php.
- .02 Participation in athletic events may require students to have meals away from the campus. In these instances, the food service will prepare sack lunches based on the team roster provided by the respective coaches for each team.

311 DISCIPLINE– CAMPUSWIDE

- .01 General – All students are required to comply with the rules and regulations of the Academy. When the disciplinary procedures described in the regulations section of this handbook fail to produce positive results, a student may be called before an Academy Administrator to work out a plan for positive behavior. In cases where the student is still unable to comply with Academy rules and for more serious violations, a Disciplinary Review Board comprised of members of the Academy staff selected by the President will be called. Each level of review may determine that counseling is sufficient or it may impose suspension, dismissal, or some other form of discipline. Information regarding penalties, including probation and dismissal, is listed below. A dismissal must be reviewed and approved by the President before it is imposed.
 - a. The Disciplinary Review Board (DRB) consists of three members of the administration. This may include the Academic Dean, the Associate Academic Dean, and/or the Dean of Boys/Girls (or their designee). A student's parents will be contacted prior to a DRB to explain the reasons for the DRB. Following a DRB, the parent will be advised of the decision made by the DRB. If a student needs an individual to serve as an advocate, the student may select an administrator, faculty or staff member to attend the board with them. The DRB must be notified prior to the DRB of the student's desire for an advocate.
 - b. 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 for Administration. His/her decision will be final. In the case of a dismissal from the Academy, an appeal may be made by the parent, in writing, to the President.
- .03 Mandatory Community Service
 - a. Mandatory community service consists of an assigned number (typically in increments of 1 hour) of community service and may involve physical labor. Mandatory community service hours may be assigned by an administrative staff member for a variety of offenses.
 - b. Excessive mandatory community service hours could be served during Weekend Work Detail (*see .04 below*). It is extremely important to have parental support in the serving of mandatory community service hours. Students who have mandatory community service hours must remain at school for this period. Therefore, the residential staff will not allow

boarding students with pending hours to check out for the weekend without the Hall Director's approval until the hours are served.

(1) Absences, other than those deemed necessary or an emergency by the administration, may cause the assigned hours to be doubled.

(2) Full cooperation from the parents in this matter is appreciated.

.04 Weekend Work Detail (WWD)

- a. WWD is an assigned number (typically in increments of 4 hours) of physical or community service labor hours to be served on a weekend day. WWD may be assigned for a variety of offenses or when a student reaches an excessive number of consequences.
- b. WWD will usually occur from 8:00 a.m.-4:30 p.m. on Saturday and Sunday.
- c. WWD results in a program charge of \$50.00 charged to the parent for each four (4) hour session worked.

.05 Camp Motivation

- a. Camp Motivation is an 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 may be required to move on campus. The program requires the student to serve work details, physical training, and to develop a plan for personal behavior management while abiding by strict camp rules.
- b. If a student commits a serious disciplinary offense, he or she can be assigned a specific period (with a minimum of 3 days) at Camp Motivation. The Disciplinary Review Board may assign this temporary, but intense, consequence for misconduct.
- c. Camp Motivation results in a \$400.00 program charge to the parent.
- d. The student's parent or guardian will be contacted prior to the time a student begins serving his or her time in the program.
- e. Any student choosing not to comply with all camp regulations is subject to dismissal from the Academy.
- f. Students may also be assigned ISS in conjunction with the Camp Motivation consequence.

.06 Off-Campus Suspension

- a. When it is determined that a student has performed a serious act as to remove him/her from campus, a Disciplinary Review Board may assign off-campus suspension.
- b. In such cases, the parent(s) are required to take the student home for the period assigned by the board.
- c. Re-entry to campus requires agreement by the parent with the Disciplinary Review Board that it is in both the Academy's and the student's best interest to return.

.07 Informal Disciplinary Probation (IDP)

- a. A student may be placed on Informal Disciplinary Probation (IDP) if he or she has committed minor offenses. The purpose of IDP is for Academy staff to identify and more effectively assist in managing the behavior of students who are struggling to comply with Academy rules and procedures.
- b. IDP will normally remain in effect for 30 days. After that period, a Disciplinary Review Board will determine whether a student remains on probation or is withdrawn from IDP.
- c. While on IDP, a student may retain the general privileges but is subject to a more intense scrutiny of his or her behavior by Academy staff. However, a student may not receive any awards or accolades while on IDP (i.e., cadet promotion, selection for student offices or Student Life honors).

.08 Formal Disciplinary Probation (FDP)

- a. A student may be placed on Formal Disciplinary Probation (FDP) for committing a major infraction of regulations or by continually committing minor infractions. A student on FDP is subject to dismissal in the event of continued infractions of regulations.
- b. Students on FDP shall be ineligible to hold cadet rank or office during probation. In

- addition, honors may be forfeited.
- c. The Disciplinary Review Board will determine the length of time a student is on FDP. FDP will normally be in effect for at least 45 days and may continue for the remainder of the school term or may be indefinite until the student, through positive behavior, proves deserving of removal from such probation. Normally, a student will be assigned IDP after having been removed from FDP.
 - d. The Disciplinary Review Board will determine eligibility for extra-curricular participation in conjunction with each assignment of FDP.
- .09 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 a senior Academy administrator. Any subsequent enrollment will automatically carry Formal Disciplinary Probation.
- a. 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.
 - b. Students who possess or use illegal drugs on campus (as explained in this handbook), or who engage in immoral conduct are subject to possible dismissal.

312 DISCIPLINE – OFFENSES

Rule violations and misconduct result in consequences. Any faculty or staff member may enter an office referral for misconduct. Each entry in RenWeb will equal one referral. Entries designated as ‘Notification and Documentation Only’ will not be used for consequence accrual. 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 most offenses (those designated as Minor and Moderate). The exception is an office referral for a Dress Code violation). However, more serious violations or misconduct (those designated as Major + any Dress Code violations) accumulate for the year. Consequences for repeated rule violations and misconduct graduate incrementally. The following chart, although not exhaustive, 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. San Marcos Academy reserves the right to use discretion in the implementation of discipline consequences as deemed necessary and appropriate.

APPROVED UPPER & MIDDLE SCHOOL DISCIPLINE CONSEQUENCE CHART 2019-20

Minor and moderate violations accumulation is by semester-with the exception of Dress Code (see first column-Minor=M, Moderate=MD, Major=MJ)

Major violations and dress code violations will accumulate for the entire year.

San Marcos Academy reserves the right to use discretion in implementation as deemed necessary.

	VIOLATION	1ST OFFENSE	2ND OFFENSE Office Referral	3RD OFFENSE Office Referral	4TH OFFENSE Office Referral	5TH OFFENSE Office Referral	6TH OFFENSE Office Referral	7TH OFFENSE Office Referral Serious/Persistent Misconduct

M	Dress Code *all cumulative for year Includes needing to shave, and inappropriate hair length, style, color and SMA Casual Violations	Office Referral Fix the Problem in Sabre or ISS that day (no athletic locker or car "fix")	Lunch Detention 1 days + ISS if not fixed	Lunch Detention 3 days + ISS if not fixed	Lunch Detention 5 days + ISS if not fixed	ASWD	ISS	ISS
M	Inappropriate Behavior (includes Chapel conduct, Horseplay, etc.)	Teacher issues consequences and makes entry in RenWeb	Lunch Detention 1 day	Lunch Detention 3 days	Lunch Detention 5 days	ASWD	ISS	DRB
M	Parking, Driving, Or Permit Violation	Office Referral Buy permit Fix Problem	Office Referral Loss of privilege 5 Weeks	Office Referral Loss of privilege 10 Weeks	Office Referral Loss of privilege for semester (and next semester if after 2nd term of the 1st semester)			
M	Public Display of Affection	Teacher issues consequences and makes entry in RenWeb	Lunch Detention 1 day	Lunch Detention 3 days	Lunch Detention 5 days	ASWD	ISS	DRB
M	Tardy *All tardies cumulative	Teacher marks student tardy in RenWeb (3rd tardy of semester) 1 day Lunch Detention	Lunch Detention 3 days	Lunch Detention 5 days	ASWD	ISS	ISS	DRB
M	Violation Class Rules (Includes ID not visible)	Teacher issues consequences and makes entry in RenWeb	Lunch Detention 1 day	Lunch Detention 3 days	Lunch Detention 5 days	ASWD	ISS	DRB
MD	Violation SMA Rules	Office Referral makes entry in RenWeb-- Lunch Detention 1 day	Lunch Detention 3 days	Lunch Detention 5 days	ASWD	ISS	DRB	
MD	Aggressive Play	Office Referral makes entry in RenWeb-- Lunch Detention 1 day	Lunch Detention 3 days	Lunch Detention 5 days	ASWD	ISS	DRB	
MD	Cheating/Plagiarism on Daily Assignment or HW	Office referral in RenWeb "0" on work Lunch Detention	Teacher Correction "0" on work ASWD	Teacher Correction "0" on work ISS	DRB			

MD	Destruction of Property/Illegal Entry To be determined case by case. Intent will dictate consequences	Office Referral, pay for repair + consequences TBD	Office Referral, pay for repair + consequences TBD	Office Referral, pay for repair + consequences TBD	Office Referral, pay for repair + consequences TBD			
MD	Disobedient or Disrespectful to Staff/Faculty (includes backtalk and sass)	Office Referral in RenWeb-- Lunch Detention 1 day	Lunch Detention 3 days	Lunch Detention 5 days	ASWD	ISS	DRB	
MD	Disruptive Behavior	Office Referral in RenWeb-- Lunch Detention 1 day	Lunch Detention 3 days	Lunch Detention 5 days	ASWD	ISS	DRB	
MD	Failure to Follow 1:1 Computer Rules and Procedures (Computer in class, charged, LanSchool loaded, used as directed)	Office Referral 1 day Lunch Detention	Lunch Detention 3 day	Lunch Detention 5 days	ASWD	ISS	DRB	
MD	Lying/Fraudulent Activity	Office Referral 1 day Lunch Detention	Lunch Detention 3 day	Lunch Detention 5 days	ASWD	ISS	DRB	
MD	Misuse of Personal Electronic Devices (Phone, I-Pad, Wearables, etc) Any item confiscated from student must be turned in to school office that day	Collect device, Office Referral in RenWeb and turn in to office (held until dismissal) + 2 days lunch detention	Collect device, make entry in RenWeb and turn in to office (held until dismissal) + 4 days lunch detention	Collect device, make entry in RenWeb and turn in to office (held until dismissal) +5 days lunch detention	Collect device, makes entry in RenWeb and turn in to office. Student must surrender phone at 8 am each morning for 2 weeks.	Collect device, make entry in RenWeb and turn in to office. Student must surrender phone at 8 am each morning for remainder of semester.		
MD	Obscene/Profane Language	Office Referral in RenWeb-- Lunch Detention 1 day	Lunch Detention 3 days	Lunch Detention 5 days	ASWD	ISS	DRB	
MJ	Cheating/Plagiarism on Test/Major Assignment	Office Referral "0" on work ISS Academic Probation and loss of any honor position & <u>leadership position</u> for the year	Office Referral "0" on work ISS Removed from Class Rank Permanent Record	"0" on Work DRB				

MJ	Fighting/Assault	Office Referral DRB						
MJ	Insubordination	Office Referral in RenWeb ISS	ISS	DRB				
MJ	Tobacco Use and/or Possession	Office Referral DRB						
MJ	Unauthorized Substance/ Material Drugs/Alcohol & look alike	Office Referral DRB						
MJ	Bullying, Threats, Harassment- -- includes cyber use	Office Referral ISS + Counseling	ISS	DRB				
MJ	Skiping Class/CHAPEL/ ADV/STUDY HALL	Office Referral in RenWeb ISS	ISS	DRB				
MJ	Stealing/Possession of Stolen Property	Office Referral DRB						

Other SMA rule violations:

- .01 Falsifying any portion of a leave request, permission of any type, or making any false statement. Making a false official statement or submitting a false official report. (MD)
- .02 Dating, or attempting to date, unauthorized persons, including individuals who are more than three (3) years in age difference. Middle school students are not allowed to date high school students. (MD)
- .03 Gambling in any form. Any student who is present when gambling occurs shall also be subject to disciplinary actions. (MD)
- .04 Intentional disfigurement of the body in any form, or assisting another student in doing so, including tattooing the skin, piercing the ears or other parts of the body and shaving the head. (MD)
- .05 Possession or use of any type of explosives or fireworks. (MJ)
- .06 Possession of any item, where the specific purpose is to shoot projectiles, that runs the risk of injuring another person (e.g., Air-soft guns). (MJ)
- .07 Possession or use of firearms, knives or other objects that may be perceived or classified as weapons. “A person commits an offense if, with a firearm or explosive weapon or illegal knife, he or she intentionally, knowingly, or recklessly go on the premises of a school or an educational institution. To do so constitutes a third-degree felony.” Neither handcuffs nor facsimiles of weapons may be brought on campus by students. (MJ)
- .08 Possession or distribution of pornographic material, i.e., pictures, photographs, music, books, magazines, DVDs, CDs, or tapes. This includes any pornographic/vulgar materials found on computers, cell phones, MP3 players, or other electronic/digital devices. SMA reserves the right to render judgment as to what presents itself as “pornographic or vulgar” in this instance. The residence life staff or other administrators will determine the acceptability of music. (MJ)

The following infractions are more thoroughly described so students and parents are aware of their seriousness and the extreme results that could be imposed for such behavior.

- .01 Fighting- When a student engages in physical confrontation with one or more students.
- .02 Insubordination-refusing to follow a directive of a staff or faculty member. For behavior to be

labeled as such, no spoken words of defiance are needed. The failure to act toward fulfilling the directive may be labeled as insubordination.

- .03 Plagiarism-- is obtaining by any means another person's work and incorporation of it as one's own work. *This could include the failure to cite sources correctly.*
- .04 Possession, use or distribution of illegal drug(s), any controlled substance, or drug paraphernalia on or off campus. Paraphernalia includes, but is not limited to, pipes, bong, vape pins/cartridges, and cigarette papers. Students who choose to be present when such possession or use occurs shall also be subject to disciplinary action.
- .05 Possession and/or use of tobacco products (to include products such as vaporizers, e-cigarettes, etc.) on the campus or in the city limits and its ETJ of San Marcos. Any student who chooses to be present during the use of tobacco products shall also be subject to disciplinary action. Students are not allowed to possess flammable materials, lighters or matches.
- .06 Threats
 - a. All statements regarding threats of harm to oneself, another individual, or to commit any kind of violence toward SMA property may result in significant disciplinary actions. Recanting these statements with "I was just kidding," "I didn't really mean it" or "he or she knows I was just kidding" does not lessen the consequences of the threat.
 - b. For the safety of all students and employees, students must also take responsibility for reporting such threats to appropriate adult authorities. During school hours, any threat of harm must be reported immediately to the Academic Dean, Associate Academic Dean or Counselor. After school hours, threats of harm must be reported to Dean of Boys/Girls, Dorm Director, or Hall Director.
- .07 Texting of an explicit nature, "sexting" or illicit materials via electronic communication.

313 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. The following exemplify serious breaches of discipline even if the event occurred away from campus. Upon discovery, a Disciplinary Review Board may consider the offense and administer appropriate behavioral consequences, to include dismissal.

- .01 Arrest for a misdemeanor or felony.
- .02 Possession, use, or distribution of unauthorized substance (alcohol, cigarettes, drugs, et al).
- .03 Sexual misconduct.
- .04 Fighting, harassment, bullying, hazing, stalking.
- .05 Vandalism, destruction of property.
- .06 Stealing, shoplifting, or possession of stolen goods.
- .07 Malicious prank against a school representative.
- .08 Public nudity or "mooning."
- .09 Assisting, conspiring or serving as an accomplice to perform any of the aforementioned activities.
- .10 Texting of an explicit nature, "sexting" or illicit materials via electronic communication.

314 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.

315 DRUG ABUSE POLICY AND CONSEQUENCES

- .01 Use, possession or distribution on-campus of controlled substances or drugs deemed illegal by the state of Texas, such as marijuana, cocaine, methamphetamines, amphetamines, spice, K2, R2 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, etc.)
 - a. First Offense – Automatic Disciplinary Review Board hearing. Consequences may include, but are not limited to, any of the following:
 - (1) Camp Motivation
 - (2) Formal Probation
 - (3) Mandatory enrollment in a drug abuse treatment program
 - (4) Random drug testing
 - (5) Dismissal
 - b. Second Offense – Dismissal
 - c. In all cases, the President reserves the right of final approval of all drug-related sanctions.
- .03 If there is evidence that a student has paraphernalia, mind-altering substances, or has distributed such substances, including alcohol, the student will be subject to a Disciplinary Review Board hearing, and consequences like those listed above. The Academy reserves the option of referring the student to law enforcement.

316 DRUG SCREENS

- .01 Throughout the year, school officials may search school classrooms/lockers, residence hall rooms and other areas of campus. Searches may include the use of dogs trained in drug detection. Any student on whose property a drug dog alerts may be required to submit to a drug screen. When the alert is in a common area (student's room), and the cause of the alert is unclear, both roommates may be tested.
- .02 Should any student come under suspicion of Academy authorities for using a controlled or illegal substance, including alcohol, 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 dismissal. Any drug screen that reflects the presence of illegal drugs in the urine/blood could result in the dismissal of the student.
- .04 Parents or legal guardians will be charged for the costs of all tests, regardless of the results.
- .05 Although items sold under such brand names as "No-Doz," "Somnex," and various other medications are not classified as illegal drugs or alcoholic beverages per se, the possession or use of such items is not allowed. Any student who chooses to be present when such use occurs shall also be subject to disciplinary action.
- .06 The Health Service has been instructed to report any student who attempts to fake taking his or her medications.

317 FILING A GRIEVANCE

- .01 SMA defines a grievance for the purposes of this handbook as any action on the part of an SMA employee that a student believes to be sufficient as to impede his or her academic progress or development. In such cases, a written incident report is submitted to the employee's immediate supervisor.
- .02 If there is no satisfactory resolution to the grievance upon review of the supervisor, the student may submit it to the next level supervisor in the employee's chain of command.
- .03 If there remains no satisfactory resolution to the grievance, the student may submit it to the Vice

President for Administration. The Vice President for Administration in consultation with the President is the final arbiter and all decisions are final.

318 PUBLIC DISPLAY OF AFFECTION

Displaying affection to those we love is a natural part of life. However, these displays must fall within appropriate and healthy boundaries. Some general guidelines follow. 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 a Disciplinary Review Board (DRB).

- .01 Couples are not allowed to lie on chairs, benches, or couches. Feet must remain on the floor and students must sit in an upright position.
- .02 At no time can a student (high school or middle school) 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. Middle school students may mingle with high school students in a large group, but they are not allowed to date. Any form of kissing is unacceptable for middle school students.
- .04 Acceptable displays of affection for high 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. No kissing allowed in the school building. During non-school hours, only an appropriate, respectful, and brief closed mouth kiss is allowed.

319 SKATES AND SKATEBOARDS

Because of the Academy's concern for the safety of all students, the use of skateboards, razors, scooters, roller blades, Segways, or other motorized scooters/boards are not permitted on campus.

320 VEHICLES ON CAMPUS

- .01 Automobiles
 - a. Day and boarding students wishing to drive cars on campus must acquire an official Academy campus access permit. This sticker 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. Parents of Academy day students will need to purchase, at a minimal charge, a campus access permit and affix it in the same manner as described above, for each vehicle that might be used to bring their student to and from campus. 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. Parents of Academy boarding students may also purchase a campus access permit for ease of entrance to campus.
 - b. Driving/maintaining a vehicle on campus is a privilege reserved for junior and senior students. The Dean of Boys/Girls or the Associate Academic Dean may approve exceptions to this policy. Students must request permission annually to drive/maintain a vehicle on campus and must be approved by the Dean of Boys/ Girls or the Associate Academic Dean. Students must (1) possess a valid state driver's license, (2) display a valid state vehicle registration and state safety inspection sticker on the front windshield of the vehicle, (3)

- maintain proof of continuous liability insurance in accordance with Texas State law, and (4) provide a completed parental release form.
- c. Students may be assigned designated parking spaces. During the normal school day, student vehicles must be parked in the designated spaces. Upon arrival at school, day students must park their vehicles in the spaces designated. Day students may not move or enter their vehicles, without permission from a school administrator, until they depart campus at the end of the day. Students may not park in the Faculty/Visitor Parking Lot or in front of Kokernot Gym during the school day 8:00 a.m. – 4:00 p.m., Monday – Friday.
 - d. Boarding students riding with another student (boarding or day) must be picked up and returned to their respective residence hall. The driver must sign out the student passenger. A residence hall representative must authorize and record the sign-out.
 - e. The speed limit along Alumni Drive (that portion of road from Ranch Road 12 to the Carroll Hall Parking Lot) is 25 MPH. The speed limits for all other interior campus roads are set at 15 MPH.
 - f. 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.
 - g. Boarding students who are cited for off-campus driving violations should inform their Hall Director to assure that the student fulfills any and all obligations relative to the citation.
 - h. Off Limits Areas – The following areas in the San Marcos Area are off limits when a boarding student is not under the supervision of an Academy staff member:
 - (1) The Texas State University campus, San Marcos River and its shores, bars, pool halls, pawn shops, package stores or other businesses which have as their primary purpose the sale of alcoholic beverages, and others as announced.
 - (2) All off-campus residential areas, including the homes of day students, are off limits unless an Academy administrator or staff member has granted specific permission.
 - (3) Students are allowed to view only G, PG, and PG-13 films.
 - (4) Tattoo or body art parlors, head shops, hemp stores, adult novelty stores, or humidors.
 - (5) The Dean of Boys and/or Girls may announce other off-limit areas.
 - i. Although this is not an exhaustive list, the following chart reflects some examples of vehicle violations.

VIOLATIONS

- Failure to register the vehicle with Academy officials
- Failure to acquire and properly affix an official SMA campus access permit
- Suspension/Loss of State Driving License
- Expired Vehicle License Tag
- Expired Texas Safety Certification
- Driving on campus without permission
- Driving off campus without permission (Boarding Students)
- Entering/moving student's vehicle during the school day
- Parking in an unauthorized area
- Exceeding speed limit on campus or in the San Marcos environs
- Reckless driving on campus or in the San Marcos environs
- Alcohol, alcohol containers in the vehicle
- Illegal substances or drug paraphernalia in the vehicle
- Allowing another student to drive vehicle
- Transporting unauthorized passengers on or off campus
- Driving/transporting students to an Off Limits Area

.02 Bicycles

- a. Students may bring bicycles to the campus. However, the Academy will not be responsible for the loss of or damage to any bicycle. Also, the Academy will not assume responsibility for accidents or injuries to a student while riding a bicycle. Bicycles will be kept outside and will not be under cover.
- b. For safety reasons, students will be allowed to ride bicycles only in authorized areas, designated by Administration.
- c. Students may not ride bicycles after dark.
- d. Riders must always wear safety helmets.

.03 Motorcycles – Motorcycles or similar self-propelled vehicles are not authorized means of transportation for students under any conditions.

321 VISITORS

- .01 SMA is a closed campus. Access to the campus is limited to Academy students, parents of Academy students, Academy employees and visitors with a pass. Visitors to campus may be stopped at the entry gate and registered prior to admittance.
- .02 All visitors are required to sign in immediately upon their arrival on campus. During school hours, visitors may check in at the front access gate. The guest will provide their driver's license to be recorded and will be issued a visitor pass. 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 Associate Academic Dean(s) or Dean of Boys/Girls.
- .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 the Vice President for Administration, Academic Dean, or Dean of Boys/Girls.
- .05 Alumni in good standing are welcome, but considered visitors and should comply with visitor rules/regulations.
- .06 Visitation in residence hall rooms requires hall staff permission.

