

**San Marcos Academy Lower School**  
**Student Handbook**  
**2020-21**



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## **USEFUL TELEPHONE NUMBERS**

Information/Main Number	512.353.2400
-----	
President	512.753.8005
Senior Vice President & Chief Academic Officer	512.753.8002
Vice President for Development & CDO	512.753.8001
Vice President for Business and Finance & CFO	512.753.8054
-----	
Admissions Office	512.753.8000 or 800.428.5120
Athletic Office	512.753.8064
Bear Outfitters	512.753.8090
Business Office	512.753.8014
Campus Minister	512.753.8040
Cub Network (LS)	512.753.8001
Director of Admissions	512.753.8091

Director of Communications	512.753.8006
Director of Alumni Relations	512.753.8017
Director of Support Services	512.753.8080
Dean of Student Life	512.753.8024
Financial Aid Coordinator	512.753.8001
Human Resources	512.753.8018
Library/Learning Resource Center	512.753.8050
Lower School Office	512.753.8069
Rec Room	512.753.8025
Sabre Bookstore	512.753.8026
SMA Principal	512.753.8140
SMA Assistant Principal	512.753.8041
Upper School Office	512.753.8040

## **PRESIDENTS**

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

## **BOARD OF TRUSTEES**

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Dr. Dewey Whisenant

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Mr. Bob Wiegand	Senior Vice President and Chief Academic Officer
Mrs. Amy Bawcom	Vice President for Development
Mrs. Rhonda McNeil	Vice President for Business and Finance

## **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." SMA Lower School will be referred to as the "Cubs."

## **SCHOOL COLORS**

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

# GENERAL

## 100 MISSION

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

## 101 CORE VALUES

**Belief** in Jesus Christ, the Son of God and the Savior of all mankind;

**Enrichment** of lives built on honesty, integrity, character, and compassion;

**Accountability** for honorable conduct in actions and relationships;

**Rigorous** pursuit of spiritual, academic, and physical excellence; and

**Successful** preparation of servant leaders.

## 102 PHILOSOPHY

.01 Affiliated with the Baptist General Convention of Texas, San Marcos Academy is founded upon faith in God as revealed in the person and work of Jesus Christ and upon the Bible as the written record of God's revelation and is dedicated to the achievement of God's purpose for mankind.

.02 In providing the opportunity for education and growth, we believe that we should seek to nurture faith in God through Christ, and that our collective lives and presence should provide the requisite Christian atmosphere. We also believe that the student and parent should express concern, and 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 co-educational, Christian college preparatory boarding school for grades 6-12 and a 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 or videos 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 of 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 judgement 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 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 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.

## **105 ADMISSION**

.01 Application requirements to San Marcos Academy Lower School consist of the following items:

- A. Application for admission and report of medical history, completed and signed by the custodial parent.
- B. A copy of the most recent report card for grade 1-5 applicants.
- C. One teacher recommendation for grade 1-5 applicants.
- D. For grades K-5 applicants, a parent interview is required.
- E. A copy of the student's birth certificate.

.02 The admissions committee will consider the application and notify the parent(s) and/or guardian(s) of the decision.

.03 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.

.04 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.

.05 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.

.06 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 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, and disallow re-enrollment if any financial obligation remains unpaid.

.03 The Academy retains the right to process any account for collection or to dismiss any students 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's account.

.05 The minimum payment due amount is required to be paid on or before Registration, or the student will not be considered enrolled for the school year.

.06 Invoicing and payments are processed through Smart Tuition, the Academy tuition management system contractor. Parents will be responsible for confirming enrollment in the Smart Tuition system.

## **107 FINANCIAL ASSISTANCE**

.01 Students attending San Marcos Academy can be considered for financial assistance.

.02 Awarding of financial assistance is based on financial need, ongoing academic performance, and good behavior.

.03 Students receiving financial assistance are expected to complete the school year. Students who are dismissed during the first semester will lose all financial assistance. Students completing the first semester, but leaving before the end of the second semester, will forfeit one-half of the financial assistance. Midterm enrollees who do not complete the semester will lose all financial assistance.

.04 The parent or financially responsible person will be responsible for the payment of the forfeited financial assistance.

## **108 PARENT 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 SMA students 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 - Parent-Teacher Conferences are offered twice per school year during Parent Conference Week/Parents Day. 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 SMA Principal for assistance. Parent conferences may be scheduled as needed throughout the year.

.03 When registering parental complaints, please strive to do the following:

- A. Make every attempt to resolve the difficulty in a spirit of reconciliation, humility, and professionalism.

- B. 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's sake at this level, we encourage parents and staff to avoid communication through texts or emails if possible.
- C. We encourage parents to use the following line of communication: teacher or staff, supervisor on duty, supervising dean, then Academy administration, moving only to the next level if satisfactory progress is not being made.
- D. 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.

## **09 PARENT ORGANIZATIONS**

.01 All San Marcos Academy (SMA) recognized parent organizations, such as Bear Network and Cub Network, serve at the behest of the Academy's administration. No parent organization serves as an auxiliary of the legal 501(c)(3) non-profit corporation entitled San Marcos Baptist Academy.

.02 No member of any parent organization serves as an agent of SMA in any capacity. No member may set up bank accounts, acquire loans or promissory notes, purchase on credit, or conduct any financial or business transaction as representing SMA or as an auxiliary thereof.

.03 The purpose of parent organizations are to do the following:

- A. To assist SMA in acquiring adequate resources to advance the learning and development of students.
- B. To promote and communicate the policies, vision, and values of SMA as articulated by the President and/or designee.
- C. To provide a venue for parents or guardians to contribute toward their children's education and development.
- D. To cultivate partnerships between home and school.

.04 The following conditions are required for recognition of a parent organization at SMA:

- A. Prior permission to use the name, images, resources, directory information, and facilities within the guidelines approved by SMA administration.
- B. Any parent organization that is recognized or endorsed by SMA shall abide by the rules and regulations of SMA.
- C. The parent organization must adhere to the policies of SMA, raise and disperse funds within the guidelines of SMA administration, have leadership and by-laws approved by SMA, and meet other criteria as may be prescribed by SMA administration.
- D. 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.

- E. 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 appointee.
- F. 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 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.

.05 The dissolution of a parent organization should adhere to the following:

- A. The recognition by SMA of the parent organization shall be subject to withdrawal and the status as an SMA parent organization shall be subject to termination at the Academy administration's behest.
- B. The parent organization is obligated, upon withdrawal of its recognition by SMA, to yield up and surrender all books and records, and 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 direction of Academy administration.
- C. 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.

.06 Parents are to avoid conflicts of interests:

- A. 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 or children.
- B. It is Academy policy that all parents avoid conflicts of interest.
- C. In cases where a conflict of interest is unavoidable, the parent must have prior approval by the President or his/her designee.
- D. If it is determined at any time that the conflict is compromising ethical standards or institutional interests of the Academy, the parent may be required to drop one of the competing interests.

## **ACADEMICS (General Information and Regulations)**

### **200 Absences**

.01 All active SMA students are held responsible for attending all classes for which they are assigned, unless given permission by school administration. Chapel is considered part of the academic day when held.

.02 As per state law, students are to attend 90% of instructional hours in a class. SMA administration will examine those who have exceeded the lawful number of absences to determine whether the student will be allowed to recover successful completion of the grade. A fee will be required to cover the additional supervision.

\*Excessive absences will be brought to the Principal's attention and a meeting will be required.

.03 Absences from class caused by religious holidays, student illness, emergencies in the immediate family as determined by administration, 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 Lower School students arriving late or being picked up early must be signed in/out by a parent/guardian. Students are not allowed to sign themselves in or out.

.05 For all students who incur up to two successive days of excused absence, all work (tests, projects, essays, quizzes, homework, class work, etc.) assigned before the absence is due upon their first return to class. For work assigned during their absence, students are required to turn in an assignment no later than two class periods after their return. One day grace for each day absent.

.07 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.

.08 With an unexcused absence, or lack of parent notification, a grade of zero may be given for all work for which a grade was to be given during the days absent.

## **201 ACADEMIC INTEGRITY POLICY**

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

.02 Cheating on an examination

- A. Copying from another student's examination.
- B. Possessing or using during an examination material not authorized by the person giving the exam.
- C. Collaborating with or seeking aid from another student during an exam without permission from the instructor.

- D. Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or in part the contents of an examination used in whole or in part by any SMA class.
- E. Substituting for another student or permitting another student to substitute for oneself to take a test.
- F. Obtaining a test or information about a test that is used by any SMA class.

.03 Plagiarism is the appropriation, buying, receiving as a gift, or obtaining 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.

.04 Consequences may range from dismissal from the school to a lesser penalty. Before imposing a consequence for a violation, the instructor shall consult with the Principal. The instructor shall then make a written report outlining the incident and the recommended penalty. A copy of this report shall be given to the Principal. A summary of this report will be included in the referral entry and a Disciplinary Review Board (DRB) will determine the outcome of the incident.

## **202 ACCOMMODATED LEARNING PROGRAM (ALP)**

.01 The Accommodated Learning Program (ALP) serves students with diagnoses of mild to moderate learning differences and/or other mental health designations. Additionally, eligible students must be experiencing academic difficulties due to the disorder(s). The program provides re-teaching, a minimally distracting learning and testing environment, untimed testing, encouragement and support for challenged students, tutoring in preparation for tests, and monitoring of student work production.

.02 K-8 students enrolled in the ALP will be pulled out of class at the discretion of the ALP director.

.03 There is an additional fee for this program.

## **203 ASSEMBLIES**

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

## **204 BACKPACKS AND BOOK BAGS**

.01 The Academy does not assume responsibility for the contents of bags that are unsecured.

.02 All materials abandoned by Academy students will be considered the property of San Marcos Academy.

.03 Backpacks and/or Book Bags need to be hung and removed from the floor of the classroom. No backpacks should have wheels or be pulled like a suitcase.

.04 If a backpack with wheels is needed, a doctor's note will be required.

.05 Book bags, notebooks, or books with obscene, suggestive or otherwise objectionable lettering or drawing may be confiscated and disciplinary action may be assigned.

## 205 DISCIPLINARY PROCEDURES AT SCHOOL

### .01 Office Referrals

- A. Any faculty or staff member may enter an office referral for misbehavior. Each entry in FACTS will equal one referral. Entries designated as “Notification and Documentation Only” will not be used for consequence accrual.
- B. Administration may adjust consequences as deemed appropriate for any infraction. As office referrals accumulate, consequences ranging from an “on-the-spot correction” to a Disciplinary Review Board (DRB) will be assigned by the administration.
- C. Rule violations and misconduct result in consequences. Over time, the accumulation of office referrals will impact student privileges at school. Violations and misconduct accumulate by the semester for most offenses. However, more serious violations or misconduct accumulate for the year. Consequences for rule violations and misconduct build with the continuation of the negative behaviors. San Marcos Academy reserves the right to use discretion in the implementation of disciplinary consequences as deemed necessary and appropriate.
- D. Consequences for misbehavior will be accelerated for students who persist in chronic misbehavior.
- E. For excessive accumulation of office referrals, a Formal Behavior Assessment (FBA) or Discipline Review Board (DRB) may be held.
- F. On occasions, to correct behavior and/or encourage students to do their assignments, it is necessary for the school administrators or their appointee to assign an “on-the-spot correction.”
- G. Below is the approved Lower School Discipline Consequences Chart. Violation accumulation is by semester for most offenses. More serious violations will accumulate for the entire year. San Marcos Academy reserves the right to use discretion in implementation as deemed necessary.

VIOLATION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE	5TH OFFENSE	6TH OFFENSE
Aggressive Play	Teacher Consequence and makes entry into FACTS	Parent Contact and/or Conference	Lunch Detention 1 Day	Lunch Detentions 2 Days	Lunch Detentions 3 Days	Office Referral DRB
Bullying, Threats, Harassment, including Cyber-bullying	Office Referral/Parent Teacher Conference	Office Referral Lunch Detention 2 Days	Office Referral Lunch Detention 3 Days			
Cheating on Daily Assignments or Homework	Teacher Consequence and makes entry into FACTS	Parent Contact/ Conference	Lunch Detention 1 Day	Lunch Detention 2 Days	Lunch Detention 3 Days	Contact Principal

Cheating on Test/Major Assignment	Teacher Consequence and makes entry into FACTS	Parent Contact/ Conference	Lunch Detention 1 Day	Lunch Detention 2 days	Lunch Detention 3days	Contact Principal
Destruction of Property (To be determined case by case. Intent will dictate consequence)	Office Referral pay for repair Consequences TBD					
Disobedient or Disrespectful to Staff or Faculty	Teacher consequence and makes entry into FACTS	Parent Contact/ Conference	Lunch Detention 1 Day	Lunch Detention 2 Days	Lunch Detention 3 Days	Contact Principal
Disruptive Behavior	Teacher Consequence and makes entry into FACTS	Parent Contact/ Conference	Lunch Detention 1 Day	Lunch Detention 2 Days	Lunch Detention 3 Days	Contact Principal
Dress Code-Uniform, Shoes, Hair, etc.	Teacher Consequence and makes entry into Ren Web	Parent Contact/ Conference	Lunch Detention 1 Day	Lunch Detention 2 Days	Lunch Detention 3 Days	Contact Principal
Fighting	Office referral DRB					
Food, Gum, or Drink in Class	Teacher Consequence and makes entry into FACTS	Parent Contact/ Conference	Lunch Detention 1 Day	Lunch Detention 2 Days	Lunch Detention 3 Days	Contact Principal
Inappropriate Behavior (Including Chapel Conduct)	Teacher Consequence and makes entry into FACTS	Parent Contact/ Conference	Lunch Detention 1 Day	Lunch Detention 2 Days	Lunch Detention 3 Days	Office Referral DRB
Inappropriate Language	Teacher Consequence and makes entry into FACTS	Parent Contact/ Conference	Lunch Detention 1 Day	Lunch Detention 2 Days	Lunch Detention 3 Days	Office Referral DRB
Lying and Fraudulent Activity	Office Referral 1 day Lunch Detention	Lunch Detention 1 Day	Lunch Detention 2 Days	Lunch Detention 3 Days	Lunch Detention 5 Days	Office Referral DRB
Missing Homework and Makeup Work	10 points off Day 1	20 points off Day 2	30 points off Day 3	Day 4 grade of 0 put into FACTS		
Misuse of Personal Electronic Devices (Phone, i-Pad, Wearables, etc.) Any item confiscated from a student must be turned in to school office that day	Teacher Consequence and makes entry into FACTS	Parent Contact/ Conference	Lunch Detention 1 Day	Lunch Detention 2 Days	Lunch Detention 3 Days	Office Referral DRB
Refusal of Staff or Faculty Insubordination	Teacher Consequence and makes entry into RenWeb	Parent Contact/ Conference	Lunch Detention 1 Day	Lunch Detention 2 Days	Lunch Detention 3 Days	Office Referral DRB

Stealing or Possession of Stolen Property	Office Referral DRB					
Tardy or Excessive	Teacher marks study tardy in FACTS (3 <sup>rd</sup> tardy of semester)	Parent/Teacher Conference after 3 <sup>rd</sup> Consecutive Tardy				
Violation Class or SMA Rules	Teacher Consequence and makes entry into FACTS	Parent Contact/ Conference	Lunch Detention 1 Day	Lunch Detention 2 Days	Lunch Detention 3 Days	Office Referral DRB

**.02 In-School Suspension (ISS)**

- A. Students in ISS will spend their school day performing schoolwork in an isolated location on campus under the supervision of a faculty member. The school day for students in ISS will follow the regular school schedule. Students will be provided with a sack lunch, and will not be permitted to go to the Dining Hall for lunch.
- B. The period of time a student spends in ISS will be determined by the Principal or a DRB, and will generally depend on the degree and frequency of misconduct exhibited by the student.
- C. Normally, students will not be required to spend more than five consecutive school days in ISS.

**.03 Lunch Detention**

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

**.04 Formal Behavior Assessment (FBA)**

An FBA is an on-campus meeting of all involved stakeholders (faculty, staff, and parents/guardians) and the student to gather information about the student’s academic and/or behavior issues and accompanying circumstances in order to determine a course of action and intervention aimed at changing lack of academic success and/or undesirable behavior.

**.05 Disciplinary Review Board (DRB)**

- A. The DRB will consist of three members of administration. Members may include the Principal, Assistant Principal, and another designated administrator. 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. The parent(s) or guardian may attend the DRB as an invited guest solely to advise their child.
- B. Except in the case of dismissal, decisions made by the DRB may only be appealed, in writing by the parents/guardians of the involved student(s) to the President or his/her appointee whose decision will be final. In the case of dismissal from the Academy, an appeal may be made by the parent, in writing, to the President.

**206 DISCIPLINARY ACTIONS REPORTED TO LAW ENFORCEMENT OFFICIALS**

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

## **207 DISCIPLINARY PROCEDURES - CAMPUS-WIDE**

All students are required to comply with the rules and regulations of the Academy. When the disciplinary procedures described in the regulations section of this handbook fail to produce positive results, a student may be called before an Academy Administrator to work out a plan for positive behavior. In cases where the student is still unable to comply with Academy rules and for more serious violations, a Disciplinary Review Board (DRB) 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 under Section 205 Discipline Offenses. A dismissal must be reviewed and approved by the President before it is imposed.

## **208 FIRE DRILLS AND OTHER “STANDARD RESPONSE PROTOCOL” (SRP) DRILLS**

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

.02 If a parent or guardian is coming on campus during a Standard Response Protocol, they may be detained at the gate and not allowed on campus until completion of SRP.

## **209 GRADING SYSTEM**

.01 Report cards are emailed through the adopted internet grading system to all parents or guardians. Parents requiring reports to be delivered by the postal service must notify the School Office in writing. Service fees may be required.

.02 Teachers will take a minimum of nine grades per grading period per subject.

.03 Core classes (Math, English Language Arts and Reading, Science and Social Studies, and Bible) in grades 2-5 will make use of a numeric average when computing nine-week grades. Grades K-1 will make use of alpha values.

.04 Special classes (e.g.-Art, Music, and Physical Education) will use an alpha average.

### **Alpha Grades**

E- Exceeds Expectations

S- Satisfactory

NI- Needs Improvement

U- Unsatisfactory

### **Numeric Grades**

A- 90-100

B- 80-89

C- 75-79

D- 70-74

F- 69 and Below

## **210 SCHOOL BUILDING RULES**

- .01 Teachers oversee discipline in their classrooms and will also exercise disciplinary control in the hallways, school grounds or in other classrooms during the absence of the regular teacher. Student teachers and substitutes will be given the same respect and courtesies as a regular teacher.
- .02 Cell phones are prohibited on the Lower School campus. If they are brought to campus for after school usage, they must be turned off and stored away in the student's backpack during the school day. This includes any wearable device that can transmit electronic messages. Students in violation of Cell Phone Policy are subject to having the device confiscated by SMA faculty or staff. Cell phones may not be used as calculators or as a source for music.
- .03 Students are not to go into the school building without approval from school administration before 7:30 a.m.
- .04 No running, shoving, boisterous playing, or disrespectful language in the hallways or classrooms is allowed.
- .05 No public displays of affection in classrooms, hallways, or grounds is allowed during the school day. Determination is at the discretion of the faculty or staff.
- .06 No defacing of another student's property or of school equipment will be tolerated.
- .07 A fire extinguisher or alarm may not be touched or manipulated except in case of fire.
- .08 Only food or drink that are approved by the school administration will be allowed in the school buildings. Teachers may determine whether a student may eat in their classroom.
- .09 Only water in clear containers may be used in classrooms or carried through hallways of the academic buildings.
- .10 Dress Code violations will be documented as an office referral in FACTS. Chronic offenders will receive appropriate consequences, which may include being placed in ISS or lunch detention until the violation is corrected. All absences due to Dress Code violations will be "unexcused."

## **211 TECHNOLOGY**

Use and regulations regarding Electronic Communication Devices (ECD's) are governed by the current Acceptable Use Policy (an AUP).

## **212 TARDY PROCEDURES**

- .01 Arriving tardy to class is excused only when a pass or note of explanation is properly signed by the issuing teacher or other authorized Academy personnel.
- .02 The third unexcused tardy will result in an official referral and corresponding consequences. Excessive lateness will be grounds for increased disciplinary action.
- .03 San Marcos Academy Lower School will begin classes at 8:00 a.m. and will dismiss at 3:15 p.m. (Monday through Thursday) and at 3:05 p.m. on Fridays.

## **213 TRANSPORTATION TO SCHOOL ACTIVITIES**

.01 On school sponsored educational (field) trips, students are responsible to stay within the eyesight of adult supervisors unless given permission to do otherwise. Students who fail to comply with supervisors will receive disciplinary consequences, and may be escorted back to campus at cost to the student or parent.

.02 In order to ride with any parent, written permission must be presented to the teacher prior to the field trip day.

.03 From time to time teachers reserve the right to make adjustments in transportation to and from the field trips.

.04 The Sabre will sell the required SMA Lower School Field Trip shirts.

## **214 UNACCEPTABLE BEHAVIORS**

.01 Although this is not an exhaustive list, the following are some examples of student actions that may be assigned disciplinary action and/or consequences:

- A. Abuse or destruction of school property
- B. Aggressive play or fighting
- C. Being in off-limits area
- D. Bullying, threatening, intimidation, or harassment of others
- E. Cheating or plagiarism on assignments
- F. Disobedience/disrespect toward faculty or staff
- G. Disruptive behavior
- H. Dress code violation
- I. Excessive failure to turn in assignments
- J. Food, gum, or drink in unauthorized areas
- K. Inappropriate or obscene language or behavior
- L. Lying or fraudulent activity
- M. Misuse of electronic devices
- N. Possession of unauthorized substance or material
- O. Public displays of affection (PDA)
- P. Refusing to comply with the directive of a school authority (e.g., insubordination)
- Q. Skipping class/detention, tutorials, or homework make-up
- R. Stealing or being in possession of stolen property/goods
- S. Unauthorized student protests, political or otherwise
- T. Unexcused tardy
- U. Violation of class or school rules
- V. Violation of the school's technology program or Acceptable Use Policy

## **215 YEARBOOKS**

.01 Lower School families will be given the opportunity to order a San Marcos Academy Yearbook for the 2020-2021 school year.

# **CAMPUS WIDE**

## **300 ACADEMY SERVICES**

.01 Business Office - The Business Office is in Carroll Hall. All checks made payable to the student may be cashed at the Business Office. A charge of \$30.00 is assessed for all returned checks.

.02 Food Service Program

- A. All meals are prepared by Sodexo Food Service in the school Dining Hall, located in Carroll Hall. Due to COVID-19, students will be permitted to bring their lunch this year if they choose. All prepared meals will be eaten in the classroom or outside at the picnic tables.
- B. The lunch 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 Health Service - The Academy provides limited basic health care for Lower School students.

## **301 AFTER SCHOOL PROGRAM (ASP)**

.01 After School Program is available for students in the Lower School grades. To make arrangements for students to attend ASP contact the the SMA Recreation Director at 512.753.8025. Students who have signed into the program will only be released to the parent/guardian when they are signed out.

.02 ASP will last from 3:30 p.m. - 6:00 p.m. (Monday-Thursday) and 3:15-5:30 (Fridays). Any student left after 6:00 p.m. (Monday-Thursday) and 5:30 p.m. (Fridays) will be charged an additional fee.

.03 There will not be any After School Program on early release days.

## **302 CARE OF PHYSICAL FACILITIES**

Each student is held responsible for any damage to any Academy property.

## **303 CHRISTIAN MINISTRIES PROGRAM**

.01 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 Campus Ministers, designed to enable students to develop the spiritual dimension of their lives.

.02 Chapel - Chapel services for the Lower School, which are required, are held each week and collectively with the Middle and Upper School the first Monday of each month. Students should still be dropped off at Lower School.

.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 Christian spirit on campus.

### **304 COMPLAINTS/GRIEVANCES (see Appendix A and B); pgs. 31-34**

.01 We encourage students and parents 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 and parents to first address problems with the appropriate faculty or staff who are directly involved with the situation of concern.

.03 We encourage students and parents to use the following line of communication: teacher or staff, and then administration, moving to the next level if satisfactory progress is not being made.

### **305 LOWER SCHOOL STUDENTS ON CAMPUS AFTER SCHOOL**

.01 Lower School students remaining after school will be required to attend the After School Program (ASP) and must be picked up by 6:00 p.m. M-TH or by 5:30 p.m. on Fridays. Additional charges apply to use the ASP.

.02 Supervision and accountability of all students on the SMA campus is mandatory.

.03 Lower School students are not allowed to remain on campus after 6:00 p.m., (or 5:30 p.m. on Fridays) unless accompanied by a parent/guardian.

### **306 DRUG ABUSE POLICY AND CONSEQUENCES**

.01 Use, possession, or distribution on-campus of controlled substances or drugs deemed illegal by the state of Texas may result in dismissal.

.02 If there is evidence that a student has paraphernalia, mind-altering substances, or has distributed such substances, including alcohol, the student will be subject to a DRB hearing and potential consequences. The Academy reserves the option of referring the student to law enforcement.

.03 It is against SMA policy for a student to consume or possess a mind-altering substance.

### **307 DRUG SCREENS**

Throughout the year, school officials may search school classrooms/lockers, 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.

### **308 FACTS**

.01 The communication portal that San Marcos Academy uses is FACTS (formerly Ren Web). Through the FACTS system, parents will be able to communicate with San Marcos Lower School staff about their child's academic progress, conduct, and relevant school messages.

.02 Parents should contact Ms. Jennifer Jannett, Registrar at 512.753.8044 for FACTS account assistance.

### **309 MEDICAL (MEDICATIONS, ILLNESS, IMMUNIZATIONS, MEDICAL LEAVE)**

.01 The Academy is not a medical, therapeutic, or treatment facility and must rely on the cooperation of students in dispensing of medications. It is the parent or guardian's responsibility to ensure that adequate quantities of medication are supplied. All students who refuse to follow doctor's orders may be sent home.

.02 Medications will only be dispensed to the student for whom it is prescribed.

.03 The medication to be administered must be in its original prescription container.

.04 Sample packets of prescription drugs must be accompanied by a written order from the physician. The prescription container cannot be past its expiration date.

.05 Medication will need to be dropped off at the Student Health Center.

.06 Prescription Medications will be stored and dispensed from the school Student Health Center.

.07 No prescription or over-the-counter drugs (e.g.-vitamins, Tylenol, etc.) are allowed to be carried by the student, unless specified by the prescribing doctor (e.g. asthma action plans).

.08 A doctor's order must accompany prescription drugs or any changes to existing orders. Completion by the physician of the "Authorization to Dispense Medications and Monitor Medical Diagnoses" form is required at registration.

.09 Inhaler/nebulizer and EpiPen treatments must be accompanied by a doctor's order. We require two inhalers - one for the student and one to keep in the health center for emergencies. Nebulizers will be kept in the health center.

.10 The Academy does not rescind or compromise a physician's orders for treatment for a student and is not responsible if a student refuses prescribed medication or treatment. All medications should be picked up at the conclusion of the school year. All remaining medications will be destroyed after the last day of classes. If the parent or guardian wishes to make other arrangements, he or she should contact Health Services in advance.

.11 Students who are running a fever (100.4 degrees Fahrenheit) and/or vomiting must stay home. Students should be fever free without medication for 24 hours before returning to school.

- a. A child should be able to keep food down and maintain normal restroom habits without medication for 24 hours before returning to school.
- b. Other Childhood Diseases or Conditions (Head Lice, Pink Eye, Hand Foot Mouth, Flu, etc.): Students must be symptom free without medication for at least 24 hours before returning to school.

.12 Immunizations-The Academy Health Service does not administer state required inoculations to day students. State law requires that all immunizations must be current and copies provided to the student's school at the time of registration. The Academy requires all students to have a recent physical examination completed and turned in at registration. A physical examination is considered recent if completed within three (3) months prior to registration.

.13 Medical Leave - If a student is removed from campus due to a medical condition, physical or emotional, a medical release to return to school must be issued from the attending physician/mental health professional. This documentation must be presented to the Academy to determine if a student will be allowed to return to campus.

### **310 SKATES AND SKATEBOARDS**

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

### **311 TEXTBOOK AND SCHOOL SUPPLIES**

.01 If students are issued a textbook or supplies, they must be returned in the same condition or charges will be applied to the student's account in order to repair or replace damaged materials.

.02 Books may be checked out from the library, but must be returned in the same condition and in a timely manner. Parents are responsible to pay for damaged or lost books. Charges may be added to their account to replace or repair materials.

### **313 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 During school hours, visitors may check in at the front access gate. The guest will provide their driver's license to be recorded and will be issued a visitor pass. All visitors are required to sign in immediately upon their arrival on campus.

.03 Alumni in good standing are welcome, but are considered visitors and should comply with visitor rules/regulations.

.04 Parental visits to the Lower School campus during school hours must abide by the following:

- A. The parent must first register at the front desk in the school office or administration office.
- B. For protection of all concerned, no animals should be brought onto the Lower School campus, except for service animals.
- 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 must pre-arrange it with the school office.

## DRESS CODE

### 400 FEMALE STUDENT APPEARANCE AND DRESS CODE

.01 This dress code applies to all female students when on campus and any time that they are under Academy supervision, including student activities or special evening events. Clothing that is too tight, too revealing, overly trendy (e.g.-Goth, Grunge, or Rave), not in good taste, or uncomplimentary to the individual, is not allowed.

Girls	SMA	FlynnO'Hara	Retail
plaid drop-waist jumper, khaki pants or khaki skort (must have at least 1 jumper for dress uniform)	X	X	
white peter pan blouse	X	X	
navy cardigan sweater	X	X	
Polo shirts with SMA logo (purple, kelly green, or gold)	X		
White cable knee-high, crew or ankle style socks (white or navy tights as desired); no show socks are not permitted	X	X	X
All white leather tennis shoes (no obvious exterior marking or colors)		X	X
Outerwear pieces are available for purchase at the Sabre Bookstore (hoodies are the only items not approved to wear with uniform)	X	X	
Dress uniform for girls is the plaid jumper with the white peter pan blouse and navy sweater (all available in the Sabre and from FlynnO'Hara), worn with white leather shoes and white socks or tights.			
Specified items must be purchased through SMA to be considered "Academy Approved."			

Complete uniforms must be worn to school on weekdays and occasionally on weekends when there is a special event. All uniform items must be “official” pieces approved by San Marcos Academy. Designated items must be purchased from FlynnO’Hara and/or the Academy Bookstore (The Sabre). Some items may also be purchased at local clothing stores.

.02 Hair

- A. Hair must be neat, clean, and well-groomed at all times. Only conservative hairstyles are accepted.
  - No lines/designs will be cut into the hair on the head or the eyebrows.
  - Any altered color must be a “natural” color for the individual student.
  - No shaved hairstyles.
  - Sports bands are acceptable after school.
  - Bows, Scrunchies, and Headbands should match SMA colors.

.03 Headgear

- A. No caps, hats, or other headgear may be worn or carried to school, unless by permission of school administration.
- B. Scarves must be solid in color to coordinate with a plaid shirt.

.04 Outerwear

- A. SMA approved jackets, sweaters, and sweatshirts, excluding the hoodie, are permitted to be worn with the uniform.
- B. Colors other than those listed are not approved as a part of the uniform. The layering of outerwear is not acceptable.
- C. Hoodies of any kind are NOT allowed to be worn during the school day.
- D. During inclement weather, personal jackets may be worn outdoors. Once in the building, only SMA approved jackets are permitted.

.05 Shoes and Socks

- A. Lower School girls will need a pair of white leather tennis shoes. These shoes must be free of obvious exterior markings or colors.
- B. Lower School girls will need cable knee-high, crew, or ankle style socks (no show socks are not permitted).
- C. Lower School girls may wear white or navy tights as desired.
- D. In any instance, any member of the administration may use their individual discretion to determine whether a shoe is appropriate.

.06 SMA Casuals

- A. For girls, this consists ONLY of blue or black denim jeans that are appropriately sized, fitting at the waist and in the crotch, and free of any holes or frays. Lower School girls are prohibited from wearing leggings/jeggings.

- B. Sweatpants and jeans with designs are not acceptable.
- C. As an alternative to blue or black jeans, the uniform pants or skorts may be worn.
- D. The shirt must be an SMA t-shirt sold from the Sabre.
- E. An SMA sweatshirt without a hood, or a uniform sweater, may be worn over the t-shirt.
- F. Closed toed tennis shoes must be worn with SMA casuals.

.07 The Lower School Cub Network and the Lower School will have occasional dress up/theme days throughout the year. The Cub Network will allow students, with purchase, to dress up in a special theme of the day. Proceeds from these fundraisers will be used for the Lower School. During designated theme days, students may be permitted to wear their SMA Casuals with a holiday theme t-shirt (e.g., Thanksgiving, Christmas, Valentine’s, and Easter).

.08 Kindergarten students may need to provide emergency clothing with the school nurse (e.g.-underwear or change of clothes).

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

**401 MALE STUDENT APPEARANCE AND DRESS CODE**

.01 This dress code applies to all male students when on campus and anytime that they are under Academy supervision including student activities or special evening events open to the public. Appearance violations accumulate for the entire year, as opposed to per semester.

<b>Boys</b>	<b>SMA</b>	<b>FlynnO’Hara</b>	<b>Retail</b>
Khaki pants (flat-front or pleated) or shorts (must include at least 1 pair of pants for dress uniform)	X	X	
Black leather belt with plain buckle	X	X	X
Navy v-neck sweater	X	X	
Polo Shirts with SMA logo (purple, kelly green or gold)	X		
Crew or ankle style socks in solid color black or white (no show socks are not permitted)	X	X	X
All black leather tennis shoes (no obvious exterior marking or colors)		X	X
Long-sleeved white oxford shirt	X	X	
Outerwear pieces available for purchase at the Sabre Bookstore (hoodies are only items not approved to wear with uniform)	X	X	

Dress uniform for boys is a white oxford shirt with the navy v-neck sweater (both available in the Sabre and from Flynn O'Hara), worn with khaki pants, black leather belt, brown or black leather shoes or non-decorative western style boots, and black socks.

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

Complete uniforms must be worn to school on weekdays and occasionally on weekends when there is a special event. All uniform items must be "official" pieces approved by San Marcos Academy. Designated items must be purchased from Flynn O'Hara and/or the Academy Bookstore (The Sabre). Some items may also be purchased at retail stores.

.02 Hair

- A. Must be neat, clean, and well-groomed at all times. Only conservative hairstyles which may not touch the aperture of the ear, the top of the eyes, or the top of the collar. (Ex. No ponytails, mohawks and dreadlocks)
- B. Hair/eyebrows may have only natural color for the individual student.
- C. Students may not cut their hair or the hair of another student.

.03 Face

- A. Makeup may not be worn by male students at any time.
- B. No lines/designs will be cut into the eyebrows.

.04 Body

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

.05 Headgear

- A. No caps, hats, or other headgear may be worn or carried to school, unless by permission of school administration.
- B. Scarves must be solid in color to coordinate with a plaid shirt.

.06 Shirts

- A. Shirts must be appropriately sized and should be tucked into the pants/shorts at all times.
- B. Shirts must be buttoned up to the second from the top/collar button at all times.

.07 Outerwear

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

.08 Pants and Shorts

- A. Length of shorts must be between mid-thigh and top of the knee.
- B. Pants and shorts must be secured around the waist, not worn low on the hips.
- C. Pants and shorts must be properly hemmed or cuffed, with no holes, rips or fray. Pant legs may not be slit.
- D. Pants MUST be purchased from FlynnO'Hara.

.09 Belts

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

.10 Shoes and Socks

- A. Lower School boys will need a pair of black leather shoes. These shoes must be free of obvious exterior markings or colors. Shoes may be purchased from FlynnO'Hara or your retail choice.
- B. Lower School boys will need black or white crew or ankle style socks (no show socks are not permitted).
- C. In any instance, any member of the administration may use their individual discretion to determine whether a shoe is appropriate.

.11 SMA Casuals

- A. For boys, this consists ONLY of blue or black denim jeans that are appropriately sized, fitting at the waist and in the crotch, and free of any holes or frays.
- B. Sweatpants and jeans with designs are not acceptable.
- C. As an alternative to blue or black jeans, the uniform pants or shorts may be worn.
- D. The shirt must be an SMA t-shirt sold from the Sabre.
- E. A SMA sweatshirt without a hood, or a uniform sweater, may be worn over the t-shirt.
- F. Closed toed tennis shoes must be worn with SMA casuals.

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

Appendix A:

### **The Matthew 18 Principle For Solving School Problems**

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

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

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

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

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

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

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

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

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

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

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

**Seven: The Principal should explain the problem to the Vice President or President.** Depending on the complexity of the problem, it may be appropriate for the Vice President or President to request that all persons involved be present at a meeting. The goal of such a high-level meeting is 1) a clear understanding of the problem; 2) solving the problem; 3) reproof and correction if necessary; and 4) forgiveness and wholehearted restoration of those who have made amends.

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

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

Satan would like to destroy the normal flow of harmony and good fellowship in Christian school education. That is not possible if all of us follow the Matthew 18 principle of solving school problems.

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

\*Modified by SMA Administration

Appendix B:

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

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Student's Name and Grade: \_\_\_\_\_

Issue: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

**Step 1 - I have met with those directly involved.**

Name of other students and/or families. \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

Name(s) and dates: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_