

**San Marcos Academy Lower School
Student Handbook
2019-2020**



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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 800.428.5120
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Associate Academic Dean	512.753.8070
Athletic Office	512.753.8064
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
Director of Student Activities	512.753.8074
Financial Aid Coordinator	512.753.8000
Human Resources	512.753.8018
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
The Bear Outfitters	512.753.8090
The Sabre Bookstore	512.753.8026
Upper School Office	512.753.8040
Facsimile Telephone Numbers:	
Administrative Offices	512.753.8031
School Office	512.753.8047

PRESIDENTS

J. M. Carroll	1907 – 1911
Thomas G. Harris	1911 – 1916
J. V. Brown	1916 – 1927
J. E. Franklin	1927 – 1931
Raymond Cavness	1931 – 1943
Roy R. Kay	1943 – 1946
R. Wilbur Herring	1946 – 1947

Robert B. Reed	1947 – 1960
William H. Crook	1960 – 1965
Jack E. Byrom	1965 – 1996
Paul W. Armes	1996 – 2001
Victor H. Schmidt	2001 – 2008
John H. Garrison	2008 – 2015
Jimmie W. Scott	2015 – 2018
Brian N. Guenther	2018 –

BOARD OF TRUSTEES

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 Mr. Billy Belcher - Vice Chairman
 Mrs. Carol Garrison -Secretary

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 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
 Mrs. Amy Bawcom - Vice President for Development
 Mrs. Rhonda McNeil - Chief Financial Officer
 Mr. Bob Wiegand - Academic Dean

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

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

101 CORE VALUES

- .01 **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 4-12.

- .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 ADMISSION

- .01 Application requirements to San Marcos Lower School Academy 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)/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, 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 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 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 contractors. Parents will be responsible for confirming enrollment in the Smart Tuition system.

107 FINANCIAL ASSISTANCE

- .01 Students attending or planning to attend 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.

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 a 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 Academic Dean for assistance. Parent conferences may be scheduled as needed throughout the year.
- .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 not be brought onto campus, with the exception of 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 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.

109 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.
- .03 Purpose of Parent Organizations:
 - 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 the home and school.
- .04 Conditions for Recognition by SMA:
 - a) Recognition by SMA consists of 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 adheres to the policies of SMA, raises and disperses funds within the guidelines of SMA administration, has leadership and bylaws approved by SMA, and meets 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 designee.
- 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 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.

.05 Dissolution of a Parent Organization:

- a) 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.
- b) 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.
- 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 Interest:

- 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 interests.
- 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 & 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 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 Lower School students arriving late or being picked up early must be signed in/out in Derrick-Wolfe by a parent/guardian. Students are not allowed to sign themselves in or out.
- .05 For all students who incur 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 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.
- .06 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.*

- .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, a grade of zero will be provided 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.
 - g) 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.
- .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 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.
- .05 The process of investigation of Academic Integrity will include:
- a) From the point of discovery, and within ten (10) working days, the instructor shall complete the process outlined above.
 - b) The School Office shall maintain files of all violations of academic integrity.
 - c) 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.

202 ACCOMMODATED LEARNING PROGRAM

- .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

- .01 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, SPORT BAGS, AND/OR 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.

205 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.

206 DISCIPLINARY PROCEDURES AT SCHOOL (*See also Sections 305-307*)

- .01 Office Referrals
 - a) Any faculty or staff member may enter an office referral for misbehavior. Each entry in Ren Web will equal one referral. Entries designated as “Notification and Documentation Only” will not be used for consequences 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 will be assigned by the School Office Academic Administration.
 - c) Consequences for misbehavior will be accelerated for students who persist in chronic misbehavior.
 - d) For excessive accumulation of office referrals, a Formal Behavior Assessment (FBA) or Discipline Review Board (DRB) may be held.

- e) On occasions, to correct behavior and/or encourage students to do their assignments, it is necessary for the school administrators or their designees to assign an “on-the-spot correction.”

.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 Associate Academic Dean or a Disciplinary Review Board, 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 Other Detentions

- a) Lunch Detention requires the student to sit in a designated area, closely supervised by an adult. Students will be restricted in the kind and amount of food acquired and may also be required to perform community service.
- b) After School Work Detail usually occurs between 4:00 and 4:30 p.m. (3:35 – 4:05 for Lower School) and may involve various forms of mandatory community service.

.04 Formal Behavior Assessment (FBA)

- a) 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 Disciplinary Review Board (DRB) will consist of three members of administration. Members may include the Academic Dean, the Associate Academic Dean 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. A student may select an administrator, faculty or staff member to attend the board with them as an advocate. The board 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(s) to the Vice President for Administration. His or her 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.

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

- .01 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/>.

208 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.

209 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 the Lower School campus, for after school usage, they must be turned off and stored away in the students backpack during the school day. 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. Additionally, at no time may cell phones be used as calculators or a source of music.
- .03 Students are not to go into the school building, without approval from school administration, before the opening of school in the mornings at 7:30am
- .04 No running, shoving, boisterous playing or disrespectful language in the hallways or classrooms is allowed.
- .05 No public display 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 students' property, or 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.
- .09 Teachers may determine whether a student may eat in their classroom.

- .10 Only water in clear containers may be used in classrooms or carried through hallways of the academic buildings.
- .11 Book bags, notebooks or books with obscene, suggestive or otherwise objectionable lettering or drawing may be confiscated and disciplinary action may be assigned.
- .12 Any student out of class during class time must have a written pass from a school official (teacher, school office staff, etc.).
- .13 Lower School students within the confines of Derrick-Wolfe Hall, will be required to have a written pass at the discretion of their teacher.
- .14 Dress Code violations will be documented as an office referral in Ren Web. 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.

210 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 normally result in an official referral and consequences. Excessive lateness will be grounds for increased disciplinary action.
- .03 San Marcos Academy Lower School will begin classes at 8:00 am and will dismiss at 3:15 pm (Monday through Thursday) and 3:05 pm on Friday.

211 TRANSPORTATION TO SCHOOL ACTIVITIES

- .01 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.

212 UNACCEPTABLE BEHAVIORS

- .01 Although this is not an exhaustive list, the following are some examples of student actions that may be assigned demerits and/or consequences:
 - Abuse or destruction of school property
 - Aggressive play or fighting
 - Being in an off-limits area
 - Bullying, threatening, intimidation or harassment of others
 - Cheating or plagiarism on assignments
 - Disobedience/disrespect toward AWOL faculty or staff
 - Disruptive behavior
 - Dress Code violations

- Excessive failure to turn in assignments
- Food, gum, or drink in unauthorized area
- Inappropriate or obscene language or behavior
- Lying or fraudulent activity
- Misuse of Electronic Devices
- Possession of unauthorized substance or material
- Public Display of Affection (PDA)
- Refusing to comply with the directive of a school authority (insubordination)
- Skipping class/detention, study hall, tutorials, or homework make-up
- Stealing or being in possession of stolen property/goods
- Unauthorized student protests, political or otherwise
- Unexcused tardy
- Violation of class or school rules
- Violation of the school's technology program or Acceptable Use Policy (AUP)

213 YEARBOOKS

- .01 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.

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 Health Service – The Academy provides limited basic health care for Lower School students.

301 CARE OF PHYSICAL FACILITIES

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

302 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 direction of the Campus Minister, designed to enable students to develop the spiritual dimension of their lives:
 - .02 Chapel – Chapel service for the Lower School, which are required, are held each week on Wednesday mornings and collectively with the Middle and Upper School the first Monday of each month. Students should be dropped off at Derrick-Wolfe Hall and students will dismiss to Kokernot for Lower School Chapel as a class.
 - .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.

303 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.

304 DAY 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 5:30 p.m. (additional charges may apply).
- .02 Supervision and accountability of all students on the SMA campus is mandatory.
- .03 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. .
- .4 Lower School students are not allowed to remain on campus after 5:30 p.m., unless accompanied by parent/guardian.

305 DISCIPLINARY ACTIONS REPORTED TO LAW ENFORCEMENT OFFICIALS

- .01 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.

306 DISCIPLINARY PROCEDURES – CAMPUSWIDE

- .01 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.
- .02 The Disciplinary Review Board (DRB) will consist of three members of administration. Members may include the Academic Dean, the Associate Academic Dean 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. A student may select an administrator, faculty or staff member to attend the board with them as an advocate. The board must be notified prior to the DRB of the student's desire for an advocate.
- .03 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 dismissal from the Academy, an appeal may be made by the parent, in writing, to the President.

307 DISCIPLINE – OFFENSES

- .01 Rule violations and misconduct result in consequences. 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 (with the exception of a Dress Code violation). However, more serious violations or misconduct (and any Dress Code violations) 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 discipline consequences and deemed necessary and appropriate.
- .02 Below is the approved Lower School Discipline Consequences Chart for 2019-2020. Violation accumulation is by semester for most offenses with the exception of Dress Code. More serious 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	3RD OFFENSE	4TH OFFENSE	5TH OFFENSE	6TH OFFENSE
Aggressive Play	Teacher Consequence and makes entry into RenWeb	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 RenWeb	Parent Contact/ Conference	Lunch Detention 1 Day	Lunch Detention 2 Days	Lunch Detention 3 Days	Contact Academic Dean
Cheating on Test/Major Assignment	Teacher Consequence and makes entry into RenWeb	Parent Contact/ Conference	Lunch Detention 1 Day	Lunch Detention 2 days	Lunch Detention 3days	Contact Academic Dean

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 RenWeb	Parent Contact/ Conference	Lunch Detention 1 Day	Lunch Detention 2 Days	Lunch Detention 3 Days	Contact Academic Dean
Disruptive Behavior	Teacher Consequence and makes entry into Ren Web	Parent Contact/ Conference	Lunch Detention 1 Day	Lunch Detention 2 Days	Lunch Detentions 3 Days	Contact Academic Dean
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 Academic Dean
Fighting	Office referral DRB				-	-
Food, Gum, or Drink in Class	Teacher Consequence and makes entry into Ren Web	Parent Contact/ Conference	Lunch Detention 1 Day	Lunch Detention 2 Days	Lunch Detention 3 Days	Contact Academic Dean
Inappropriate Behavior (Including Chapel Conduct)	Teacher Consequence and makes entry into Ren Web	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 Ren Web	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 RenWeb		

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 RenWeb	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 RenWeb (3 rd tardy of semester)	Parent/Teacher Conference after 3 rd Consecutive Tardy	-	-	-	-
Violation Class or SMA Rules	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

308 Female Student Appearance and Dress Code

- .01 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. This dress code applies to all students when on campus and any time that they are under Academy supervision including athletics, student activities, or special evening events open to the public. Appearance violations accumulate for the entire year, as opposed to per semester.
- .02 Hair
 - a) Hair must be neat, clean and well-groomed at all times. Only conservative hairstyles are accepted.

- b) No lines/designs will be cut into the hair on the head or the eyebrows.
 - c) Any altered color must be a “natural” color for the individual student.
 - d) No shaved hairstyles.
 - e) Sports bands are acceptable after school.
- .03 Face
- a) Natural makeup may be worn in moderation and good taste (no “Goth”).
 - b) Body Piercing or adornment of body parts (other than earrings) is prohibited.
 - c) Tattoos, including those that are temporary, are not condoned.
- .04 School Dress
- a) Complete uniforms must be worn to school on weekdays and occasionally on weekends when there is a special event.
 - b) All uniform items must be “official” pieces approved by San Marcos Academy. Designated items must be purchased from Flynn O'Hara Uniform or the Academy Uniform Store, Bear Outfitters.
- .05 Skirts
- a) Girls must wear the designated uniform skirts (pleated or kilt).
 - b) 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.
 - c) Skirts must be properly hemmed.
- .06 Pants
- a) Girls may wear the designated uniform pants in place of the skirt.
 - b) Pants must be appropriately sized, fitting at the waist and in the crotch.
 - c) Pants may not be snug or form-fitting.
 - d) Pants must be properly hemmed or cuffed, with no holes, rips, or frays. Pant legs may not be slit.
- .07 Skorts (Jumpers)
- a) Girls may wear the designated uniform shorts in place of skorts or pants.
 - b) The length of uniform shorts must be below the middle of the thigh.
- .08 Shirts
- a) Shirts must be buttoned up to the second button from the top/collar at all times.
 - b) An approved shirt must be worn under any outerwear.
- .09 Undergarments
- a) Appropriate foundation garments (undergarments) must be worn.
 - b) Undergarments may not be exposed. This includes camisoles or undershirts.
 - c) Undergarments must be a color that will not show under the shirt or blouse.
- .10 Headgear

- a) No caps, hats or other headgear may be worn or carried to school (except for JROTC), unless by permission of school administration.
- b) Headbands must match the colors used in the uniform and must be solid in color.
- c) Scarves are allowed only if they coordinate with the school uniform, and are no more than six (6) feet long.
- d) Scarves must be solid in color to coordinate with a plaid skirt.

.11 Shoes and Socks

- a) For daily school wear, shoes must be brown or black leather (not suede and not house shoes, no accent color). Boots, slides (shoes without backs), high top shoes or shoes that appear to be slippers are not allowed. In any instance, any member of the administration may use their individual discretion to determine whether a shoe is appropriate.
- b) Loafers must have a flat heel no more than 3/4" high (no wedges).
- c) The opening of the shoe cannot rise above the ankle (no short boots)
- d) Knee-high socks, crew socks, or ankle socks must be worn with the school uniform.
- e) Choices include white, black, blue, green or red. Ankle socks (not no-show socks) must be visible with the shoe on.
- f) Solid navy blue, red, green, or black tights may be worn with uniforms in lieu of socks. Sweatpants may not be worn as tights with the school uniform.
- g) Crocs are not allowed to be worn at SMA Lower School.

.12 Sweaters and Coats

- a) 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 layering with the uniform polo.
- b) Hoodies of any kind are NOT allowed to be worn during the school day (including hoodies issued for athletic teams.)

.13 Approved Options for Outerwear

- a) Navy Blue or red sweater (Academy Uniform Company)
- b) SMA black, green, grey, red, or navy fleece jacket (The Sabre)
- c) SMA sweatshirt –without the hood (green, red, black, purple, grey, with the appropriate logo)
- d) Water-resistant navy windbreaker
- e) Grey or black zippered jacket with SMA logo (The Sabre)
- f) Colors other than those listed are not approved as part of the uniform. The layering of outerwear is not acceptable.

.14 Jewelry

- a) The only jewelry that may be worn with the school uniform is the following:
 - 1) A necklace, in good taste and appropriate for school, as determined by a school administrator
 - 2) Small earrings (no more than two earrings in each ear)

- 3) Rings (no more than two rings on each hand)
 - 4) Watch
 - 5) Bracelets (conservative and no more than two bracelets on each arm).
- .15 SMA Casuals (formerly Spirit Civvies)
- a) For girls, this consists only of solid 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) Pants must be properly hemmed or cuffed, with no holes, rips, or frays. Pant legs may not be slit.
 - d) As an alternative to blue or black jeans, the uniform skort or pants may be worn.
 - e) The shirt must be an SMA t-shirt sold from the Sabre.
 - f) An SMA sweatshirt without a hood or a uniform sweater may be worn over the t-shirt.
 - g) SMA Casual attire worn without authorization may result in loss of privilege.
 - h) Students may be permitted to wear their SMA Casuals wear with a holiday theme t-shirt (e.g.-Thanksgiving, Christmas, Valentines and Easter).
- .16 Dress Uniform
- a) The dress uniform consists of the plaid uniform skirt, the white no-tuck oxford, the plaid tie from Academy Uniform Company, and white knee socks.
 - b) The Lower School uniform sweater may be worn with the dress uniform.
 - c) Dress for girls in athletics/strength and conditioning and PE classes for girls is an athletic- style short of appropriate length and an SMA t-shirt of the student's choice.
- .17 Special Event Clothing
- a) All outfits should hang nicely and should not be too tight. Necklines should be conservative and show no cleavage.
- .18 Uniform Requirements Chart
- a) The following uniform items are required to meet the needs of Academy students. To ensure consistency of styles, colors, and overall quality, the bulk of these items must be purchased from the Academy Uniform Company (AUC—not associated with San Marcos Academy). A few additional items are available only through the San Marcos Academy Supply Store and some items can be purchased from a retail store of your choice.
 - b) All clothing items must be marked with the student's name.
 - c) The charts below indicate where the various uniform items may be purchased. Please purchase the items from Academy Uniform Company (<https://academyuniforms.com/>) prior to your arrival at SMA (AUC will ship items directly to SMA if you desire). Alterations on any uniform can be arranged on campus as needed. The items purchased at SMA will be issued

by the Academy upon arrival and charged to the student's uniform deposit account.

Lower School Girls	SMA	FOH	Retail
3 plaid drop-waist jumper, khaki pants or khaki skirt		X	
1 white peter pan blouse		X	
1 navy V-neck or cardigan sweater		X	
5 Polo shirts w/ SMA logo (purple Kelly green or gold)	X		
5 pr. white cable knee-high, crew or ankle style socks (white or navy tights as desired)	X		X
1 pr. white tennis shoes			X
1 or more outerwear pieces (options include navy blue sweater; SMA fleece jacket; SMA sweatshirt w/ approved logo; navy windbreaker)	X	X	

19 Clothing Not Allowed

- a) See-through or mesh clothing is not acceptable.
- b) Chains on clothing or wallets are not allowed.
- c) San Marcos Academy prohibits pictures, emblems, jewelry, body ornamentation, accessories or writings on clothing that are lewd, offensive, vulgar, morbid, or obscene; depict death or dismemberment; are satanic in nature, or refer to gang association, or advertise or depict tobacco products, alcoholic beverages, drugs, or any substance disallowed by the Academy.

.21 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 RESTS WITH THE ACADEMY ADMINISTRATION*** (FEMALES)**

309 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 athletics, student activities, or special evening events open to the public. Appearance violations accumulate for the entire year, as opposed to per semester.

.02 Hair

- a) Hair 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.
- b) Styles may have graduating lengths in increments from shortest to longest lengths, but no zero clipped length is allowed. No man-buns, dreadlocks, Mohawks, undercuts, or pony-tails may be worn on campus or at any school-sponsored event.
- c) Headbands, barrettes, combs, or hair clips may not be worn by male students. Sports bands are acceptable after school.
- d) No lines/designs will be cut or braided into the hair on the head or the eyebrows.
- e) Hair/eyebrows may have only natural color for the individual student. If a student arrives on campus with an unacceptable hair color, the parent/guardian will be charged for any costs incurred in the correcting of the color, which will be done by a local professional hairdresser.
- f) Although buzz cuts are allowed, zero clipped lengths are not approved, and heads may not be shaved to the skin.
- g) 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.

.03 Face

- a) Boys are to be clean shaven at all times.
- b) Makeup may not be worn by male students at any time.

.04 Body

- a) Piercing or adornment of body parts is prohibited.
- b) Tattoos, including those that are temporary, are not condoned. All previously existing tattoos must be appropriately covered. Day students must keep tattoos covered while on the campus or attending academy events to include athletic events.

.05 School Dress in General

- a) Specified items must be purchased through SMA to be considered "Academy Approved."
- b) 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 local clothing stores. (See section .04 below)

.06 Pants and Shorts

- a) 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.
- b) Length of shorts must be between mid-thigh and top of the knee.
- c) Pants and shorts must be secured around the waist, not worn low on the hips.
- d) Pants and shorts must be properly hemmed or cuffed, with no holes, rips or frays. Pant legs may not be slit.
- e) Khaki shorts must be purchased from the Academy Uniform Company and may be worn all year in lieu of pants.

.07 Shirts

- a) Shirts must be appropriately sized and tucked into the pants/shorts at all times. Belts must be visible all the way around the waist.
- b) Shirts must be buttoned up to the second (from the top/collar) button at all times.

.08 Headgear

- a) 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 head gear may not be worn inside the buildings.
- b) Scarves of any length are not to be worn by males.

.09 Belts

- a) Belts must be a solid brown or black, and must be no more than 1 1/2" inch width.
- b) 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.

.10 Acceptable Shoes and socks

- a) For daily school wear, shoes or western boots must be brown or black leather (not suede, not house shoes, no accent color). Slides (shoes without backs), high top shoes or shoes that appear to be slippers are not allowed.
- b) In any instance, any member of the administration may use their individual discretion to determine whether a shoe is appropriate.
- c) Socks must be worn. Crew style or ankle style are permitted. A no-show style is not permitted (socks must be visible with a shoe on) Socks may be a solid color of navy, brown, tan, black, or white.

.11 Coats/Outerwear

- a) 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 layering with the uniform polo.

- b) Hoodies of any kind are NOT allowed to be worn during the school day (including hoodies issued for athletic teams.)

.12 Approved Options for Outerwear

- a) Navy Blue sweater (Flynn O'Hara)
- b) SMA black, green, grey, red, or navy fleece jacket (The Sabre)
- c) SMA sweatshirt –without the hood (green, red, black, purple, grey, with the appropriate logo)
- d) Water-resistant navy windbreaker
- e) Grey or black zippered jacket with SMA logo (The Sabre)
- f) Academy letter jacket
- g) Colors other than those listed are not approved as part of the uniform. The layering of outerwear is not acceptable.

.13 Jewelry

- a) Earrings and other jewelry may not be worn on the ears or other parts of the face at any time. New piercings may not be acquired after enrollment.
- b) The only jewelry that may be worn with the school uniform is a thin necklace (shells, hemp, or bulky necklaces are not allowed), one ring on each hand, one watch and one conservative bracelet.

.14 SMA Casual (formerly known as Spirit Civvies)

- 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) Pants must be properly hemmed or cuffed, with no holes, rips or frays. Pant legs may not be slit.
- d) As an alternative to blue or black jeans, the uniform pants or shorts may be worn.
- e) The shirt must be an SMA t-shirt sold from the Sabre.
- f) An SMA sweatshirt without a hood, or a uniform sweater, may be worn over the t-shirt.
- g) SMA Casual attire worn without authorization may result in loss of privilege.
- h) Students may be permitted to wear their SMA Casuals wear with a holiday theme t-shirt (e.g.-Thanksgiving, Christmas, Valentines and Easter).

.15 Dress Uniforms

- a) Dress uniforms for boys is a white oxford shirt (available in The Sabre and Academy Uniform Company) with the Lower School uniform sweater (available at Academy Uniform Co. and The Sabre), worn with khakis and brown or black leather shoes or non- decorative, western style boots, belts and socks.

.16 Special Event Clothing

- a) For most special events, boys will wear the dress uniform.
- b) 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.

.17 Uniform Requirements Chart

- a) The following uniform items are required to meet the needs of Academy students. To ensure consistency of styles, colors, and overall quality, the bulk of these items must be purchased from Flynn O'Hara (not associated with San Marcos Academy). A few additional items are available only through the San Marcos Academy Supply Store and some items can be purchased from a retail store of your choice.
- b) All clothing items must be marked with the student's name.
- c) The charts below indicate where the various uniform items may be purchased. Please purchase the items from Flynn O'Hara prior to your arrival at SMA. Alterations on any uniform can be arranged on campus as needed. The items purchased at SMA will be issued by the Academy upon arrival and charged to the student's uniform deposit account.

Lower School Boys	SMA	FOH	Retail
4 pr. khaki pants (flat-front or pleated) or shorts (must include at least 1 pr. pants for dress uniform)		X	
1 black leather belt with plain buckle	X	X	X
1 navy V-neck sweater		X	
5 Polo shirts w/ SMA logo (purple, Kelly green or gold)	X		
5 pr. crew or ankle style socks in solid color black or white (no-show style not permitted)	X		X
1 pr. white tennis shoes			X
1 long-sleeved white oxford shirt		X	
1 or more outerwear pieces (options include navy blue sweater; SMA fleece jacket; SMA sweatshirt w/ approved logo; navy windbreaker)	X	X	

.18 Clothing Not Allowed

- a) See-through clothing is not acceptable.
- b) Chains on clothing or wallets are not allowed.
- c) San Marcos Academy prohibits pictures, emblems, jewelry, body ornamentation, accessories or writings on clothing that: are lewd, offensive, vulgar, morbid, or obscene; depict death or dismemberment; are satanic in

nature, or refer to gang association, or advertise or depict tobacco products, alcoholic beverages, drugs, or any substance disallowed by the Academy.

- .19 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 RESTS WITH THE ACADEMY ADMINISTRATION*** (MALES)**

310 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 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.
- .03 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:
 - b) Camp Motivation
 - c) Formal Probation
 - d) Mandatory enrollment in a drug abuse treatment program (4) Random drug testing
 - e) Dismissal
 - f) Second Offense – Dismissal
 - g) In all cases, the President reserves the right of final approval of all drug-related sanctions.

311 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,” “Somnax,” 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.

312 FACTS (RenWeb)

- .01 The communication portal that San Marcos Academy uses is FACTS (formerly known as RenWeb). 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. Tarah Parsons, Administrative Assistant for School Business at 512.753.8040 for FACTS accounts assistance.

313 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.

314 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, 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 1/2 credit and must make up the second semester.

- .03 Teachers will take a minimum of six total grades per grading period.

315 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.

316 MEDICATION, SICKNESS, IMMUNIZATIONS, AND MEDICAL LEAVE

- .01 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.
- .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 No prescription or over-the-counter drugs (including vitamins, Tylenol, etc.) are allowed to be carried on student.
- .06 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.
- .07 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.
- .08 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.

- .09 Students who are running a fever and/or vomiting must stay home. Student should be fever free for 24 hours before returning to school.
- .10 Immunizations – The Academy Health Service can arrange for administering state required inoculations to boarding students only. 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.
- .11 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.

317 SKATES AND SKATEBOARDS

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

318 TECHNOLOGY

- .01 Use and regulations regarding Electronic Communication Devices (ECD’s) are governed by the current Acceptable Use Policy (an AUP) located on the school website.

319 TEXTBOOK AND SCHOOL SUPPLIES

- .01 Day students may purchase all textbooks and school supplies at the school store (The Sabre).
- .02 Most school uniform items must be purchased from the two authorized sources: Flynn O’Hara or Bear Outfitters.

320 THE AFTER SCHOOL PROGRAM (ASP)

- .01 Is available for students in the Lower School grades. To make arrangements for students to attend ASP contact the Lower School office at 512.753.8069. 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. – 5:30 p.m. \$15 per day with \$200 monthly maximum. Any student left after 5:30 p.m. will be charged an additional \$5 per half hour.

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

