

**2024-2025**  
**Parent/Student Handbook**  
**GOLD STANDARD**



"Partnering with families to provide students a Christ-centered education while fostering a life of faith and service."

DRAFT 9-10-2024

**FAITH, CHARACTER, and ACADEMIC EXCELLENCE**

19202 Redland Road  
San Antonio, TX 78259  
Phone: 210-340-1864

<b>INTRODUCTION</b>	<b>1</b>
<b>MISSION STATEMENT</b>	<b>1</b>
<b>VISION STATEMENT</b>	<b>1</b>
<b>MOTTO</b>	<b>1</b>
<b>PHILOSOPHY OF EDUCATION</b>	<b>1</b>
<b>OBJECTIVES</b>	<b>1</b>
<b>EXPECTED STUDENT OUTCOMES</b>	<b>1</b>
<b>ENROLLMENT</b>	<b>1</b>
<b>DIVERSITY STATEMENT</b>	<b>3</b>
<b>NON-DISCRIMINATION CLAUSE</b>	<b>3</b>
<b>DOCTRINAL STATEMENT</b>	<b>3</b>
<b>LIFESTYLE STATEMENT</b>	<b>4</b>
<b>SCHOOL HISTORY</b>	<b>4</b>
<b>SCHOOL AFFILIATIONS/ACCREDITATION</b>	<b>5</b>
<b>SCHOOL CULTURE</b>	<b>5</b>
<b>SCHOOL COLORS, LOGO, AND SONGS</b>	<b>6</b>
<b>HOURS OF OPERATION</b>	<b>7</b>
<b>STUDENT CODE OF CONDUCT</b>	<b>7</b>
<b>SCHOOL STRUCTURE AND GOVERNANCE</b>	<b>8</b>
<b>SECTION I</b>	<b>10</b>
<b>GENERAL POLICIES AND PROCEDURES</b>	<b>10</b>
1 – 1	10
Abuse or Neglect	10
1 – 2	10
Appearance, Dress Standards, and Uniform Requirement	10
1 – 3	10
Bullying	10
1 – 4	12
CampS/RETREATS/ANNUAL EVENTS	12
1 – 5	13
Campus Guests	13
1 – 6	13
Cell Phones	13
1 – 7	14
Challenged Materials	14
1 – 8	15
Change of Address	15
1 – 9	15
Counseling	15
1 – 10	15
Discipline	15
1 – 11	18
Early Withdrawal	18
1 – 12	19
End of School Year Requirements	19
1 – 13	19
Field Trips	19

1 - 14	19
Grievance and Dispute Resolution	19
1 - 15	20
Hallway Behavior	20
1 - 16	21
Library/Resource Center	21
1 - 17	21
Lockers	21
1 - 18	21
Legal Issues	21
1 - 19	22
Lost and Found	22
1 - 20	22
Lunch	22
1 - 21	22
Music	22
1 - 22	22
Off-Campus Behavior	22
1 - 23	23
Pets (animals/insects, etc.)	23
1 - 24	23
Profanity and Vulgarity	23
1 - 25	23
School and Family Cooperation	23
1 - 26	24
Searches and Questioning of Students	24
1 - 27	24
Student Confidentiality	24
1 - 28	25
Student Drivers and Parking	25
1 - 29	25
Student Substance Abuse	25

**SECTION 2** \_\_\_\_\_ **27**

**GENERAL/ELECTRONIC RESOURCES AND SOCIAL MEDIA** \_\_\_\_\_ **27**

2 - 1	27
Internet Safety	27
2 - 2	28
General Resource Guidelines	28
2 - 3	28
Network	28
2 - 4	29
Network Security	29
2 - 5	30
Social Media	30

**SECTION 3** \_\_\_\_\_ **32**

**HEALTH AND SAFETY** \_\_\_\_\_ **32**

3 - 1	32
Campus Parking Permits	32
3 - 2	32
Emergency School Closing	32
3 - 3	32
Firearms and Explosives	32
3 - 4	32
First Aid	32
3 - 5	32
Health Services	32
3 - 6	35
LICE	35

3 - 7	36
ON Campus Safety	36
3 - 8	36
Student Insurance	36

**SECTION 4** **37**

**ACADEMIC POLICIES AND PROCEDURES** **37**

4 - 1	37
Academics	37
4 - 2	37
Academic Honors	37
4 - 3	37
Academic Failure/Promotion	37
4 - 4	38
Academic Misconduct	38
4 - 5	39
Academic Warning	39
4 - 6	39
General/Academic Probation	39
4-7	40
AP Courses and Dual Credit	40
4 - 8	41
Biblical Integration	41
4 - 9	41
Class Rank/Top 10%	41
4 - 10	42
Grades/GPA	42
4 - 11	43
Graduation Requirements	43
4 - 12	43
Homework	43
4 - 13	44
Incompletes	44
4 - 14	44
Learning Difference - Accommodations	44
4 - 15	44
Report Cards	44
4 - 16	44
Testing/Academic Records	44
4 - 17	46
Textbooks	46
4 - 18	46
Transcript Request	46
4 - 19	46
Transfer of Credits	46
4 - 20	47
Tutoring	47
4 - 21	47
Valedictorian and Salutatorian	47

**SECTION 5** **48**

**ATTENDANCE** **48**

5 - 1	48
Attendance	48
5 - 2	48
Tardies/ChEcking in and Checking Out	48
5 - 3	49
Absence(s)	49
5 - 4	51
Make-Up Work/Late Work	51

**SECTION 6** \_\_\_\_\_ **52**

**ELEMENTARY SCHOOL** \_\_\_\_\_ **52**

6 – 1 \_\_\_\_\_ 52  
Arrival and Dismissal \_\_\_\_\_ 52  
6 – 2 \_\_\_\_\_ 52  
Chapel \_\_\_\_\_ 52  
6 – 3 \_\_\_\_\_ 52  
Communication Folder/Planner/binder \_\_\_\_\_ 52  
6 – 4 \_\_\_\_\_ 53  
Money and Notes \_\_\_\_\_ 53  
6 – 5 \_\_\_\_\_ 53  
Safety Patrols \_\_\_\_\_ 53

**SECTION 7** \_\_\_\_\_ **54**

**MIDDLE SCHOOL** \_\_\_\_\_ **54**

7 – 1 \_\_\_\_\_ 54  
Athletics \_\_\_\_\_ 54  
7 – 2 \_\_\_\_\_ 54  
Chapel \_\_\_\_\_ 54  
7 – 3 \_\_\_\_\_ 55  
High School Graduation Participation \_\_\_\_\_ 55  
7 – 4 \_\_\_\_\_ 55  
Extracurricular \_\_\_\_\_ 55

**SECTION 8** \_\_\_\_\_ **56**

**HIGH SCHOOL** \_\_\_\_\_ **56**

8 – 1 \_\_\_\_\_ 56  
Athletic Information \_\_\_\_\_ 56  
8 – 2 \_\_\_\_\_ 56  
Chapel \_\_\_\_\_ 56  
8 – 3 \_\_\_\_\_ 57  
Participation and Attendance at Extracurricular Events \_\_\_\_\_ 57  
8 – 4 \_\_\_\_\_ 57  
Clubs and Activities \_\_\_\_\_ 57  
8 – 5 \_\_\_\_\_ 57  
Graduation CEREMONY \_\_\_\_\_ 57  
8 - 6 \_\_\_\_\_ 57  
COLLEGE AND CAREER PLANNING \_\_\_\_\_ 57  
8 - 7 \_\_\_\_\_ 58  
National Honor Society \_\_\_\_\_ 58  
8 - 8 \_\_\_\_\_ 58  
Spiritual Development \_\_\_\_\_ 58  
8 - 9 \_\_\_\_\_ 59  
Student Council \_\_\_\_\_ 59  
8 - 10 \_\_\_\_\_ 59  
Scheduling \_\_\_\_\_ 59  
8 - 11 \_\_\_\_\_ 59  
Student Life \_\_\_\_\_ 59  
8 - 12 \_\_\_\_\_ 60  
Senior Privileges \_\_\_\_\_ 60  
8 -13 \_\_\_\_\_ 60  
Service Hours \_\_\_\_\_ 60

**SECTION 9** \_\_\_\_\_ **62**

**PARENT INVOLVEMENT** \_\_\_\_\_ **62**

9 - 1 \_\_\_\_\_ 62  
Parent /School Communication \_\_\_\_\_ 62  
9 - 2 \_\_\_\_\_ 62  
Parent/Teacher Conferences \_\_\_\_\_ 62

9 - 3 \_\_\_\_\_ 62  
Parent Orientation \_\_\_\_\_ 62  
9 - 4 \_\_\_\_\_ 62  
Parent Volunteers \_\_\_\_\_ 62

**APPENDIX** \_\_\_\_\_ **64**

## **INTRODUCTION**

This Gold Standard Handbook provides information on the school's philosophy and procedures at San Antonio Christian School ("SACS"). Except as expressly directed the information contained in this handbook applies to all students.

### **Continuity of Policies**

This handbook is intended to be consistent with the SACS Board Policy Manual. If and to the extent there is any conflict between the Policy Manual and this Handbook, the provisions of the Policy Manual will govern. Any specific issues not addressed in this Gold Standard Handbook, or the Board Policy Manual shall be subject to the discretion of SACS.

### **Right to Change Policy**

SACS reserves the sole right to interpret, add, delete, or modify all statements contained in this handbook. Revisions and updated information concerning changes in the handbook will be available online through the school intranet portal. Please read this handbook carefully.

## **MISSION STATEMENT**

The mission of the school is to partner with families to provide students a Christ-centered education while fostering a life of faith and service.

## **VISION STATEMENT**

The school aspires to be the Christ-centered, private school of choice in the San Antonio area providing an excellent value in pre-kinder to 12th grade Christian education, a secure environment, and a sustaining ministry to generations of faithful graduates to the glory of God.

## **MOTTO**

**Faith...Character...Academic Excellence.**

## **PHILOSOPHY OF EDUCATION**

God is sovereign and the source of all truth. He has revealed Himself to man through the Bible, through Jesus Christ, and through His creation. The Bible is the sole authority for evaluating truth, determining the basis and implementation of our faith, and for designing the school's curriculum. Parents have the God-given responsibility to train their children in a manner that develops godly character. SACS exists to aid Christian families and their churches in fulfilling this responsibility by assisting in the total educational process. Jesus Christ is the focal point of all activity at SACS; therefore, all goals, plans, and objectives are carefully designed around Him. The Holy Spirit enables these goals to be attained to the glory of God.

## **OBJECTIVES**

The central objective of SACS is to commit every aspect of SACS to the glory of God. This includes the entire school system from the Board of Trustees to the custodial staff, from curriculum to extra-curricular activities, from facilities to finances.

## **EXPECTED STUDENT OUTCOMES**

The student is expected to master subjects or materials taught in their courses. The student is expected to show growth in spiritual maturity as demonstrated by their words, behavior, and service to their Lord, home, and school. The student is expected to apply curricular and non-curricular knowledge and comprehension through a biblical worldview to lead a life of faith and service.

## **ENROLLMENT**

Admission to SACS is a privilege, not a legal or contractual right, and any behavior, either on or off campus, which is not consistent with the school's standards could result in the loss of that privilege.

A student may be removed from the school for not adhering to the school's conduct requirements. SACS expectation is a relationship of mutual cooperation and support between parents, students and SACS staff. A

positive and supportive attitude between all is critical to ongoing enrollment in SACS. Therefore, as parent(s)/student(s), you agree to support SACS and the decisions of the SACS administration. Parent(s) agree that we will partner and support those discipline decisions at home and outside of school as well.

Parent(s) agree with the principle of **Matthew 18:15-17** to bring any and all questions and criticisms to the SACS employee most directly involved. If a parent has a question about specific classroom action or procedure, they will contact the appropriate instructor. If not resolved at this level, a meeting with the principal and Assistant Head of School or Head of School may be arranged. As an extension of your home, we desire to be partners with our families. Applying the Matthew 18 principle at times can be uncomfortable, however a commitment to do so helps foster a culture of honesty and respect for one another.

As we put into practice the principle of Matthew 18:15-17, each student and parent agree to show due respect in interactions with SACS staff members. It is expected that each staff member, student and parent conduct at all times is to be considerate and show respect for others. This includes refraining from posting negative (or critical) comments about SACS or SACS staff members on any public digital forum, including social media, blogs, vlogs, or websites.

Each student/family will be provided access to the student handbook and other literature, manuals and operational documents which describe general guidelines on SACS mission, goals, ideals policies and procedures.

School documents (including but not limited to handbooks) provide general guidelines on issues which will result in discipline up to and including dismissal. The guidelines include without limitation, such conduct as poor academic work or effort; poor or negative attitude; hostility, bullying or threatening behavior; and includes inappropriate and unacceptable behavior on and off campus at any time of the year such as engaging in behavior or a lifestyle inconsistent with Biblical guidelines, profanity, inappropriate use of social media, tobacco, alcohol and drug use. SACS reserves the right in its sole discretion to determine, based on the facts and circumstances on an individual basis, the appropriate level of discipline, up to and including dismissal. SACS decision is final.

SACS reserves the right and has sole discretion, to reject any applicant and to dismiss any enrolled student at any time for any reason. It is a parent's responsibility to read and abide by the governing policies of the school, including all applicable policies in the school handbook."

### **Continuous Enrollment**

To be eligible for Continuous Enrollment a student's financial account must be in good standing. The student must be in good academic and behavioral standing as well.

SACS reserves the right, and that right is granted by the parent(s)/guardian(s), included but not limited to the inability to complete finals, attend class, the holding of transcripts, report cards, progress reports, achievement test results, access to any online portal systems and all student records until all tuition, fees and other charges are current. All payments due hereafter shall be paid in a timely manner in accordance with the agreed upon payment plan selected.

After enrollment, any enrollee who withdraws their enrollment shall be obligated for tuition for the next school year in accordance with the following:

- Withdrawal during February 10% of tuition is due
- Withdrawal prior to June 25% of tuition is due
- Withdrawal during June and July 50% of tuition is due
- Withdrawal during August or after, 100% of tuition is due.

This is required due to the budgeting commitment SACS has made for staff, supplies and materials based on enrollment.



### **Enrollment Option Period**

Families will receive a copy of SACS new tuition and fees along with the Continuous Enrollment Contract and any amendments to the agreement in January of each school year.

Enrollment for the following school years may be canceled by submitting a Continual Enrollment Cancellation Form prior to January 31st of each year. If canceled by that time, the enrollee's financial obligation of tuition will be discontinued for the following school year.

### **Financial Obligation and Agreement**

- Student(s) will not be allowed to attend class or take midterm/final exams if tuition is past due, or account is not in good standing.
- Students may not be permitted to begin new school year until all charges from previous year are paid in full.
- There are no reductions in tuition due to absenteeism.
- A service fee for all returned checks or items returned NSF will be assessed.
- All financial information is emailed to the student's primary payee.

### **Force Majeure**

SACS' duties and obligations under this Enrollment Agreement will be suspended immediately without notice during any period that the school is closed due to force majeure events including, but not limited to, any fire, act of God, war, governmental action, act of terrorism, epidemic, pandemic or any other event beyond SACS control. If such an event occurs, SACS duties and obligations in this Agreement will be postponed until such time as the school, in its sole discretion, may safely reopen. SACS reserves the right to alter the school calendar, daily schedule, or shorten or lengthen the school year in order to complete the academic programs. In the event that SACS cannot re-open due to an event under this clause, the school is under no obligation to refund any portion of the tuition paid.

### **DIVERSITY STATEMENT**

With Galatians 3:28 as our premise – "There is neither Jew nor Greek, slave nor free, male nor female, for you are all one in Christ Jesus," SACS seeks to achieve a makeup of staff and students from a broad ethnic, racial and socio-economic background that is reflective of the global community in which we live, minister, and work. Within our specifically designed framework, we welcome and acknowledge the many God-given talents of diverse learners while maintaining our commitment to high academic standards. Our intent is to create an atmosphere where each child can understand, respect, and celebrate the differences that God has created and ordained in His sovereign creation of mankind. Within a biblical framework that focuses on the unity of believers in Jesus Christ, we want to expose our children to a multicultural environment where the truth of God's word is proclaimed and lived out daily. We intentionally want every student, parent and staff member to feel welcomed and appreciated for the way the Lord originally created their unique heritage.

### **NON-DISCRIMINATION CLAUSE**

SACS admits students of any race, sex (gender), national or ethnic origin, or color to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate in the administration of its educational policies, admission policies, tuition assistance, athletic activities, and other school administrative programs.

### **DOCTRINAL STATEMENT**

- We believe in the Scriptures of the Old and New Testaments as verbally inspired by God and inerrant in the original writing and that they are of supreme and final authority in faith and life.
- We believe in one God, eternally existing in three persons: Father, Son and Holy Spirit.
- We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man.
- We believe that man was created in the image of God; that he sinned and thereby incurred not only physical death, but also that spiritual death which is separation from God; and that all human beings are born with a sinful nature.



- We believe in the Biblical teaching that man was created by a direct act of God and not from previously existing forms of life, and that all men are descended from the historical Adam and Eve, first parents of the entire human race.
- We believe that the Lord Jesus Christ died for our sins, according to the Scriptures, as a representative and substitutionary sacrifice, and that all who believe in Him are justified on the grounds of His shed blood.
- We believe in the resurrection of the crucified body of our Lord, in His ascension into Heaven, and in His present life there for us, as High Priest and Advocate.
- We believe in "that blessed hope" the personal, pre-millennial, and imminent return of our Lord and Savior, Jesus Christ.
- We believe that all who receive by faith the Lord Jesus Christ are born-again of the Holy Spirit, and thereby become children of God, and are eternally secure in Him.
- We believe in the bodily resurrection of the just and unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost.

### **LIFESTYLE STATEMENT**

SACS believes that all human life is sacred and created by God in His image. Human life is of inestimable worth in all of its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Psalm 139).

We believe God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27; Matthew 19:4). The rejection of one's biological sex is a rejection of the image of God within that person.

We believe "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25, Matthew 19:5-6).

We believe God intends intimate sexual activity to occur only between a man and a woman who are united in marriage (1 Corinthians 7:2-5). Marriage is to be a reflection of the relationship of Jesus Christ to His church (Ephesians 5:22-32).

We believe any form of sexual immorality (including fornication, adultery, homosexuality, lesbianism, bisexual conduct, bestiality, incest, pornography, and attempting to change one's biological gender or otherwise acting upon any disagreement with one's biological gender) or advocacy of sexual immorality is sinful and offensive to God (Matthew 15:18-20; 1 Corinthians 6:9-10).

We believe all have sinned and fall short of the glory of God and that the Lord Jesus Christ died in our place to pay the penalty for our sin, and that all who receive Christ, by faith, are justified by God's grace, which is sufficient to cover and bring restoration from any sin (John 1:12; Romans 3:23; 2 Corinthians 5:21; Ephesians 2:8-9).

We believe every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31; Romans 5:8). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture, nor the policies of SACS.

We believe in order to preserve the mission and integrity of SACS as the local Body of Christ, and to provide a biblical role model to the students and the community, it is imperative that all persons employed by the School, and all persons who attend the School, should agree to and abide by this Position Statement on Marriage, Gender, Sexuality, and Sanctity of Life (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22).

### **SCHOOL HISTORY**

SACS traces its legacy to 1966, when Grace Bible Church established Grace Bible College Preparatory School to provide a Christ-centered, college preparatory school for families that had placed their faith in Christ.

After several years, the school began to experience financial difficulties, and by early 1972 the church board considered closing the school. Once this was made public, a group of concerned families met with the church leadership and offered to establish an independent Christian school. After much prayer and deliberation, SACS was born. The mission would be to provide a Christ-centered education to prepare students for works of service.

A facility at 5703 Blanco Road was procured, and the school opened in August of 1972 with 165 students and 17 staff members. In 1982, a group of supporters purchased the Northside Boys' Club for the secondary school. These investors leased the building and then donated the property to the school three years later.

In 1985, the elementary school gained accreditation from the Association of Christian Schools International. The secondary school was accredited by ACSI shortly thereafter in June 1987. SACS has maintained accreditation in good standing since that time.

Because of significant student body growth, by 1994 the middle school could no longer share the same facility with the high school, so SACS leased the former Mount Sacred Heart School for Girls to be used as a middle school. After several years, it became evident that the demographic of the student population was centered in a different geographic location, and the decision was made to once again relocate the entire school to a different campus. All school properties were marketed and sold, and in 2000 SACS moved to 19202 Redland Road where the school occupied just over 125,000 square feet of buildings on 39 acres.

As growth continued across the Redland campus, it became apparent that the school would need additional space in both facilities and land. In 2007, the school purchased another 4 acres of land which included a 12,000-square foot warehouse. Between 2005 and 2013 the school was able to build on additional classrooms to the elementary school and to remodel the warehouse to repurpose the secondary auditorium/cafeteria into four science classrooms with three adjoining labs, and to purchase 17.6 additional acres.

The additional acreage allowed the school to expand its track and field facilities, add additional practice fields, and provide space for our 4-H program for students to raise livestock for show and auction. In 2021, the opportunity to acquire an additional 10.1 acres of land was presented to the school. The purchase of this adjacent property allows for additional school event parking and will allow for continued growth and future facilities. It is genuinely exciting to see God's favor on this school community as we carry out His mission of partnering with families to provide students a Christ-centered education while fostering lives of faith and service.

### **SCHOOL AFFILIATIONS/ACCREDITATION**

SACS is accredited by the Association of Christian Schools International (ACSI) and is recognized as an accredited school by the State of Texas Education Agency (TEA) and the State Commissioner of Education and is afforded all privileges and responsibilities of a state accredited school. SACS is also accredited by AdvancEd (previously the Southern Association of Colleges and Schools Council on Accreditation and School Improvement). SACS is currently a candidate of the Council of Educational Standards and Accountability (CESA). SACS athletic teams participate in the Independent School Athletic League (ISAL) and Texas Association of Private and Parochial Schools (TAPPS) athletic programs.

The Pre-Kindergarten program is exempt from state oversight and is accredited/monitored by the Association of Christian Schools International. We are committed to ongoing self-monitoring for compliance.

### **SCHOOL CULTURE**

The culture of SACS is inculcated by the firm belief that a good, sovereign, and faithful God is at work and through the communities of home, church, and school is shaping the lives of children (His "heritage") to fulfill the callings He has laid upon their lives. Therefore, we believe God has a calling on each constituent of this school community to fulfill specific roles, relationships, and responsibilities to accomplish His desires. As we faithfully align ourselves with the Word of God and follow His "blueprints" for life, we embody the message and form the culture which we believe achieves His purpose, mission, and vision for the school.

## **SCHOOL COLORS, LOGO, AND SONGS**

### **Logo**

The logo for SACS, originally called Grace Bible College Preparatory School, is the crowned, rampant lion crushing the serpent.

Dr. Duane Spencer, founder and first headmaster of the school, designed the LOGO around Genesis 3:14; Galatians 3:16; Revelation 5:5; 12:9; and 19:16.

The **RAMPANT LION**, a symbol of monarchial military might, speaks of Christ who is called the "LION of the tribe of Judah", the Head of the Church and Ruler of the Universe who is declared to be "King of kings and Lord of lords."

The **CROWN** upon the head of the rampant lion unites these two symbols, taken from Revelation 5:5 and Revelation 19:16, in a graphic manner. It signifies the kingship of Christ, the Lion of Judah, the tribe of King David.

The **SERPENT**, writhing under the feet of the rampant lion, is a Semitic symbol for the Enemy of God and man who is identified in Scripture as "that old Serpent, called the Devil and Satan" (Revelation 12:9). Our LOGO portrays Christ the King crushing the Enemy under His feet, precisely as prophesied in the Protevangelium as Genesis 3:15 is called. The word 'Protevangelium' means "the first giving of the Gospel" concerning the warfare between Satan versus Christ and His Church.

As followers of Christ, The King of the Church and Ruler of the Universe, we are called to "Put on the whole armor of God that ye may be able to stand against the wiles of the Devil. For we wrestle not against flesh and blood, but against principalities and powers, against the rulers of the darkness of this world, against the spiritually wicked ones of the atmosphere about us. Wherefore, take unto you the whole armor of God, that ye may be able to withstand in the evil day, and having done all, to remain upright. Stand therefore having your loins girded about with Truth, and having on the breastplate of Righteousness, and your feet shod with the preparation of the gospel of Peace; above all, taking the shield of Faith, with which ye shall be able to quench all the fiery darts of the wicked one; and take the helmet of Salvation, and the sword of the Spirit (which is the Word of God)." (Ephesians 6:11-17)

### **School Colors**

The school colors are maroon, gold and silver. Maroon is made up of Purple and Red, which is meant to remind us that we are members of a royal priesthood, but that position came only with great sacrifice, the shed blood of Jesus Christ. The gold represents the kingship of Jesus Christ and also reminds us of His provision for us. Silver reminds us of the armor we are to wear and the sword we are to wield (Ephesians 6:11-17).

### **School Song**

Alma Mater (written by Letha Crouch)

"To thee, San Antonio Christian School, we pledge our loyal love.  
For in thy hallowed halls our eyes have been turned above.  
To Him who dies to set us free, whose death bought life and liberty.  
We praise our Heavenly Father for our school.  
We praise our Heavenly Father for our school."

### **Fight Song**

"Oh, we'll fight for S.A. Christian  
Christ, our Savior, made us great  
Oh, we'll fight for S.A. Christian Lions on to victory!  
We are fearless, might Lions,  
We're undaunted by our foe  
Let' stand up and cheer – S A C S  
Lions' victory is here!

## **HOURS OF OPERATION**

### **Elementary School**

Before School Care (drop-in, fee-based service): Monday – Friday, 7:00 AM – 7:30 AM  
School Hours: Monday – Friday, 7:50 AM – 2:55 PM  
After School Care: Monday – Friday, 3:00 PM – 6:00 PM

### **Secondary School**

Monday, Tuesday, and Friday 8:00 AM – 3:15 PM  
Wednesday 8:00 AM - 3:10 PM  
Thursday 8:00 AM - 2:40 PM (HS ONLY)  
8:00 AM – 3:10 PM (MS ONLY)

## **STUDENT CODE OF CONDUCT**

SACS is committed to the philosophy of providing an excellent education in a Christ-centered, biblically based environment. An essential part of this mission is to promote the development of students with strong Christian ethics and moral values. Our School Code of Conduct was established to help foster personal integrity and responsibility among our students. The responsibility for ensuring proper development has been charged to the administration, faculty, and staff by the School Board of Trustees. We believe that this responsibility should not be taken lightly, but should be measured with Christian love, grace, and understanding for the well-being of our students.

### **Expectations**

Students are expected to:

- Honor Christ and His authority
- Abide by the SACS Honor Code & Student Code of Conduct
- Show respect for themselves and others
- Respect school property and individual property
- Be teachable and open to correction

### **Guiding Principles**

The School Code of Conduct is not intended as an exhaustive list of misconduct. As a result, SACS reserves the right to discipline a student for any conduct the school deems inappropriate even though not specifically mentioned in this Code. To prevent the consequences of sinful choices the *Student Code of Conduct* prohibits SACS students from, but is not limited to, the following:

1. Threatening or assaulting another student or staff member. Harassing another student, physically or verbally. No fighting.
2. Unexcused absences from classes, chapel, or assemblies.
3. Cheating, copying or plagiarizing the work of others or intentionally assisting another student to cheat.
4. Profanity, obscene or suggestive language or gestures. Lewd music.
5. Disruption of classroom activities. (Sleeping, eating, drinking, chewing gum, or inappropriate use of cell phones, or any electronic devices, in the classroom)
6. Willful destruction of school property, inappropriate use of technology, unauthorized use of school equipment, and trespassing on campus after school hours.
7. Possession of pornographic or occult material. Sexual misconduct or immoral behavior (on or off campus) including inappropriate displays of affection at school. Obscene or lewd behavior, possession of pornographic or sexually explicit material.
8. Defiance of authority - disrespect for staff members, insubordination to a school authority including (but not limited to) walking out of class, failing to follow field trip procedures, leaving campus without



permission, destruction of property or school functions, continuous and willful violation of school rules.

9. Use of or possession of alcoholic beverages, tobacco products, or drugs.
  - Possession of dangerous objects or weapons unauthorized possession of a weapon including explosives, fireworks, firearm, paintballs, guns, knives, lighters, batons, bladed tools, pepper spray. Any articles that are considered dangerous or potentially destructive are not allowed on a student's person, backpack, locker or car.
10. Theft.

## **SCHOOL STRUCTURE AND GOVERNANCE**

SACS organizational structure is documented in an organizational chart and is designed to outline areas of authority and responsibility. In addition, promote and increase efficiency in providing services and responding to the public; and inform employees of their place or role in the overall organization.

### **Board of Directors**

SACS is a 501©(3) nonprofit entity whose mission is to partner with families to provide students a Christ-centered education while fostering a life of faith and service. The school follows the Carver model of corporate governance for non-profit organizations. We place an emphasis on vision, rather than internal preoccupation, strategic leadership more than administrative detail, clear distinction of the Board and chief executive roles, collective rather than individual decisions, future rather than past or present, and proactivity rather than reactivity.

The Board of Directors is composed of volunteers who meet monthly, or as needed, to provide oversight and establish policies for the administration of the school. We are a self-perpetuating board that adheres to a nominating process that has clearly stated objectives and qualifications. Each member prayerfully considers the importance of their calling as a board member as we seek God's continued blessings on our school.

### **Head of School**

The SACS Board of Directors designate in policy and practice, the Head of School as the primary employee of the Board and has authority over the vital operations of the school, including, but not limited to, personnel decisions, admissions, student discipline, curriculum, and budget management. Our policies and structure are designed to promote accountability, unity, educational excellence, and institutional best practice.

### **School Administrators**

Principals, Athletic Director, and Assistant Head of School are responsible for identifying areas of operation within their school or departments that need new or revised policy guidance or procedural changes; for recommending appropriate policy statements and procedures; for participating in the development of those policies and procedures; and for assuring adherence to approved policies and procedures within their areas of responsibility. In addition, each is responsible for the dissemination of all pertinent policy information to appropriate personnel in his or her school.

### **Human Resources Director**

The Human Resources Director is responsible for the interpretation and day-to-day administration of all personnel functions according to established policies and procedures. The Human Resources Director in consultation with appropriate administrators, develops recommendations for policy and procedure amendments and/or additions and forwards to the Head of School.

### **Managers**

Managers are responsible for daily administration of personnel practices and may have department guidelines, normally approved by the Principal, which clarify this handbook's policies and procedures in the context of school or departmental operations. In the event of conflict, this handbook will take precedence.

### **Faculty**

Teachers will prayerfully help students learn attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christian men and women to the praise and glory of God.



### **Support Staff**

Support Staff includes a variety of staff members who play an important role in ensuring students are learning in a safe and supportive learning environment. They assist faculty, managers, and administrators.

### **Coaching Staff**

Coaching Staff foster students' physical, emotional, and social development through sports and physical activities. They create training programs that promote fitness, teamwork, and sportsmanship while acting as mentors and role models. Collaborating with faculty and staff, coaches help ensure a positive and enriching environment for all students.

### **Frequently Used Contacts**

Athletic Department – x301  
Student Billing – x506

Information Technology – X416  
Student Services – X300

**SECTION I  
GENERAL POLICIES AND PROCEDURES**

		This policy applies to:	
Section Number:	1 – 1	X	Parents
Policy Name:	<b>ABUSE OR NEGLECT</b>	X	Elementary Students
		X	Middle School Students
Revised:	7-11-2022	X	High School Students

SACS follows the procedures outlined by the Texas Department of Family and Protective Services (TDPRS) regarding reporting the reasonable suspicion of child abuse or neglect. In accordance with state law and SACS policy, school staff is mandated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, SACS will not contact parents in advance of making a report to authorities. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

		This policy applies to:	
Section Number:	1 – 2	X	Parents
Policy Name:	<b>APPEARANCE, DRESS STANDARDS, AND UNIFORM REQUIREMENT</b>	X	Elementary Students
		X	Middle School Students
Revised:	7-8-2024	X	High School Students

SACS has an established dress code policy which is outlined at the end of this document. As members of the SACS community, both students and parents have a shared responsibility to uphold the requirements of the dress code set forth by the school. We ask that our students comply with all aspects of the dress code out of respect for Our Lord and our community.

**Uniform Providers**

Uniforms may be purchased at the Lion Shoppe on the SACS campus. The Lion Shoppe stocks Secondary School PE uniforms along with uniform accessories and School Spirit Wear.

SACS reserves the right to update/amend/alter the dress code policies. Notification of changes will be sent to families.

		This policy applies to:	
Section Number:	1 – 3	X	Parents
Policy Name:	<b>BULLYING</b>	X	Elementary Students
		X	Middle School Students
Revised:	7-8-2024	X	High School Students

The purpose of the SACS policy on bullying is to stop the bullying behavior, prohibit retaliation against any person who in good faith provides information concerning an incident of bullying, and to Biblically rebuild relationships. SACS is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect, and which is free from all forms of bullying, intimidation, exploitation, and harassment, including sexual harassment. The school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination and expulsion. Anyone who sees an act of bullying, and who then encourages it, is engaging in the behavior.



Discerning and interpreting “unkind” and “mean” comments and behavior from actual bullying can at times be challenging to determine. However, aggressive intentional behavior that is a single significant act or repeated over time and imposing calculated power over someone else is considered “bullying.”

Bullying, as well as unkind and mean comments and behavior, can take on various forms and levels, including:

- Physical - when a person engages in physical force against another person, such as by hitting, punching, pushing, kicking, pinching, or restraining another.
- Verbal - when a person uses their words to belittle or call another person hurtful names.
- Nonverbal or relational - when one person manipulates a relationship or desired relationship to harm another person. This can take on various forms such as social exclusion, friendship manipulation, or gossip.
- Cyber - the intentional and overt act of aggression toward another person by way of any technological tool or social media, such as email, instant messages, text messages, digital pictures or images, or website postings (including blogs). Cyberbullying can involve:
  - a. Sending vulgar, or threatening messages or images.
  - b. Posting sensitive, private information about another person.
  - c. Pretending to be someone else in order to intimidate, harass or harm another person.
  - d. Hazing - an activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers that person regardless of that person’s willingness to participate.
  - e. Sexualized bullying - when bullying involves behaviors that are sexual in nature. Examples of sexualized behaviors include sexting, exposures of private body parts, and sexualized language or innuendos.

Texas Education Code (TEC) §37.0832 identifies bullying as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct and that

- has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property.
- is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.
- materially and substantially disrupts the educational process or the orderly operation of a classroom or school or infringes on the rights of the victim at school.

## **Reporting**

All students, teachers, administrators, staff, parents, and volunteers are responsible to immediately report any behavior that might constitute harassment or bullying. Reports of harassment and bullying should be made immediately to a staff or member of the SACS Administration. Employees are to refrain from discussing confidential situations with other staff, students and/or their families in order that the matter may be handled appropriately by the school’s administration.

## **Investigation of Complaint**

Once a complaint has been reported, the administrator or his/her designee shall promptly investigate to determine if an incident of bullying has occurred. Investigation of alleged bullying may include interviews and conversations with students (including witnesses, the victim(s), and the student(s) accused of bullying), parents, faculty, staff, and school records. Parents of children filing a complaint and named in the complaint will be made aware of the investigation.

An investigation of an anonymous complaint shall be limited as appropriate. Such limitation of the investigation may include restricting action to a simple review of the complaint which may include discussions with the appropriate individuals (with or without discussing it with the alleged violator). Further investigation would be dependent on additional information or the complaint no longer considered anonymous.

A written report of the investigation shall be prepared when the investigation is complete. Such report shall include findings of fact, determination of whether acts of bullying were verified, and, when acts of bullying were verified, and a recommendation for intervention, including disciplinary action, up to and including expulsion and/or referral to law enforcement, and/or professional counselling. SACS will comply with FERPA in appropriate safeguarding of all written records.

If after investigation, acts of bullying against a specific student are verified, the administration shall notify the parent or guardian of the victim of such finding. In providing notification, the statutory privacy rights of the person responsible for bullying must be respected. The specific disciplinary consequences imposed on the violator, as reflected in the student’s educational records, shall not be disclosed to the parents or guardian of the victim, except as provided by law.

The administration will take steps to ensure the safety of all students. This may include implementing a safety plan, separating and supervision of students involved, providing staff support for students, and assistance in obtaining professional counseling services.

**Mental Health Prevention Measures**

SACS’ mental health plan to prevent and mediate bullying and address suicide prevention includes, but not limited to, staff trainings and research-based student curriculum to improve school climate by addressing bullying and cyberbullying campus wide. In addition, SACS partners with local counseling centers and wellness programs in the city to collaborate with the school in addressing concerns with staff or students.

**Prevention & Awareness**

The professional staff and students will receive professional development and education about the harm, culture and injustice caused by bullying into their curriculum where it is possible and appropriate. Through chapels and/or in Bible classes, SACS professional staff will integrate issues about bullying behavior.

		This policy applies to:	
Section Number:	1 – 4	X	Parents
Policy Name:	<b>CAMPS/RETREATS/ANNUAL EVENTS</b>	X	Elementary School Students
		X	Middle School Students
Revised:	7/29/2024	X	High School Students

**ELEMENTARY SCHOOL and MIDDLE SCHOOL**

Specific guidelines will be given to parents and students prior to each event. Students will be expected to follow all school and guidelines. Failure to follow guidelines may result in the student being sent home.

**HIGH SCHOOL**

**Fall Retreat** - School retreats provide an opportunity for students and faculty to develop relationships with one another and with God that cannot always be accomplished in an academic setting. We currently have a retreat in the fall for the entire high school and a retreat in the spring for juniors only. **Students are required to attend.**

**Cabins** - Boys and girls are not allowed to enter the cabins of the opposite sex. Leaving cabins after hours is not permitted.

**Duties** - At some camps, students are assigned duties, such as kitchen help, cleaning cabins, etc. When assigned such a duty, students are expected to be on time and to stay until the work is finished. Failure to do so may result in the assignment of additional duties.

**Couples** - Retreats are not times for “dating.” There should be no handholding, kissing, nor any other obvious acts of affection (e.g., sitting in each other’s lap, straddling each other’s legs, etc.). To remain above reproach, couples should never be alone or away from the group. Couples should stay in lighted areas that are easily visible to camp monitors.

**Chapels** - All students are required to be present at chapel.

**Possessions and Music** - It is unacceptable to bring weapons of any kind (knives, firearms, sling shots, etc.) to retreats. Other items not permitted at retreat include Laptops and/or tablets, inappropriate games and activities, and any other item SACS administration may deem unsafe or in conflict with the mission of the school. They will be confiscated and returned only after the retreat is over. In some cases, this may involve a meeting with the student’s parents. Music played at retreat should reflect the mission of the school.

**Safety Rules** - A few rules are designed strictly to prevent physical harm from occurring. They are:

- A lifeguard must be present whenever water activities are available. Students who go into the water without a lifeguard present will lose that privilege for the duration of the camp and may be sent home if the infraction is deemed to be serious enough.
- No “horseplay” is permitted in the water at any time.
- No hiking is to be done by fewer than three (3) people.
- No “mountain climbing” (any climbing that requires the use of one’s hands) is not permitted without an approved camp supervisor being present.
- Leave animals (horses, goats, bats, squirrels, etc.) alone! Report all bites or stings – particularly ticks, ants or bees.

**Lights out Rules** - It is imperative that student strictly adhere to “lights out” and curfew times. Failure to do so may result in the student’s dismissal from the retreat.

**Other Annual Events** - Homecoming, Christmas Ball, Junior/Senior Prom, Senior Trip

		This policy applies to:	
Section Number:	1 – 5	X	Parents
Policy Name:	<b>CAMPUS GUESTS</b>	X	Elementary School Students
		X	Middle School Students
Revised:	7-11-2022	X	High School Students

Parents, relatives, alumni, pastors, and youth pastors are allowed to visit students during lunch time. Students desiring to bring guests to school may do so, but all guests are required to check in at the office and receive a guest badge. **The general civvies dress code will apply to guests. It is not appropriate for current students to invite students who have been dismissed or expelled from SACS.** Students who invite friends to activities at school or school functions should inform them that they will be expected to maintain the same standards of behavior and dress as a SACS student. Guests not meeting those standards of conduct will be asked to leave.

Buildings are not open to guests after school hours except for interscholastic or public events unless permission has been granted by the administration.

		This policy applies to:	
Section Number:	1 – 6	X	Parents
Policy Name:	<b>CELL PHONES</b>	X	Elementary Students
		X	Middle School Students
Revised:	7-18-2023	X	High School Students

**ELEMENTARY SCHOOL**

The elementary permits students to possess cell phones; however, the device must remain in the students’ backpacks and in the “off” position during the instructional day. Elementary students may not have on their person, or use devices that take pictures, record video connected to the internet or Wi-Fi during school hours, including after school care. This includes cell phones, Apple watches, etc.

**MIDDLE SCHOOL**

All cell phones must be turned off during the academic day and kept in the student’s locker. Cell phones or smart watches used inappropriately, will be taken to the office and must be retrieved by the parent. Students who misuse devices are subject to Class C infraction.

**HIGH SCHOOL**

Students are permitted to have cell phones at the high school level, but they are to be **placed in a designated location** as determined by the classroom teacher.

		This policy applies to:	
Section Number:	1 – 7	X	Parents
Policy Name:	<b>CHALLENGED MATERIALS</b>	X	Elementary Students
		X	Middle School Students
Revised:	7/29/2024	X	High School Students

SACS strives to provide students with materials that will enrich and support the mission, vision, and educational programming of the school. It is the responsibility of the school to provide a wide range of materials with different levels of difficulty, diversity of appeal, and representative of various points of view. The inclusion of any item in a collection does not necessarily mean that the school advocates or endorses the contents of that item but deems it a valuable and necessary part of a biblically integrated, college preparatory education.

“Challenged materials” refers to any resource owned and/or used by SACS that a member of the school community may consider controversial or offensive and against which a formal complaint has been made. When such a complaint is made, the school will ensure that it is handled seriously and, equally important, that the fundamental principles of academic and intellectual freedom are upheld. Therefore, a systematic procedure will be followed so that an individual may bring his/her concerns forward for consideration and study.

The following procedures will be followed when there is a request for reconsideration of any instructional materials.

1. The request may be made by a current student, parent, or faculty member of SACS to the Director of Curriculum & Instruction.
2. Reconsideration assumes that the item has been read, listened to, or viewed in its entirety.
3. The petitioner shall be furnished with a copy of the SACS Challenged Material Policy, including the Request for Reconsideration of School Resources form.
4. The form should be completed and returned within five (5) business days.
5. If needed, the director will meet with the petitioner for further clarification.
6. A committee will be formed to include the Director of Curriculum & Instruction, appropriate school principal, appropriate department chair, and three (3) faculty members. The names of the faculty members will be confidential.
7. The committee will be given three (3) weeks to review the material. No action will be taken, and the item will remain in use during the review period.
8. The team, after reviewing the material in question, will convene and determine to:
  - a. Keep the item.
  - b. Remove the item.
  - c. Move the item to another more appropriate division.
  - d. Keep the item but require specific guidelines for usage.
9. The decision of this committee is final, and the challenged material will not be reconsidered for a minimum of three school years.
10. The Director of Curriculum & Instruction will inform the petitioner of the decision.

		This policy applies to:	
Section Number:	1 - 8	X	Parents
Policy Name:	<b>CHANGE OF ADDRESS</b>	X	Elementary Students
		X	Middle School Students
Revised:	7-11-2022	X	High School Students

If there is a change of student's address, phone numbers (home, work or cell), or parent's work location, etc., the school must be notified immediately. SACS cannot accept responsibility for outdated FACTS emergency information being on file. It is important that the family FACTS account contains the correct information and is updated by the students' parents/legal guardians as necessary.

		This policy applies to:	
Section Number:	1 - 9	X	Parents
Policy Name:	<b>COUNSELING</b>	X	Elementary Students
Effective Date:		X	Middle School Students
Revised:	7-22-2023	X	High School Students

Students who are experiencing stress or behavioral difficulties may request or be referred for professional counseling. If students are interested in receiving counseling, they should contact a school administrator or school counselor.

		This policy applies to:	
Section Number:	1 – 10	X	Parents
Policy Name:	<b>DISCIPLINE</b>	X	Elementary Students
		X	Middle School Students
Revised:	7-11-2022	X	High School Students

### **Discipline**

SACS seeks to function as a community of Christ-followers, joined together by choice, for the purpose of glorifying God and educating students to grow into responsible citizens equipped to impact the world for Christ.

With this acknowledgement comes high expectations for our students. Students are expected to:

- Honor Christ and His authority on campus
- Abide by the SACS Honor Code & Student Code of Conduct
- Show respect for themselves and others
- Respect school property and individual property
- Be teachable and open to correction

Tardy notifications, uniform violations, and other minor infractions can be found in the FACTS portal. It is the parents' responsibility to engage with FACTS regarding these infractions. Administration will contact parents for any Class A, B, C Violations including Cheating/Plagiarism, and Bullying incidents. In the event corrective measures are needed the following guidelines may be used. Please note that the administration has the sole discretion to determine discipline actions at any level.

Any student who is a habitual offender of school guidelines may be subject to potential dismissal. SACS reserves the right to refuse or discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are counter to or are in opposition to the philosophy, mission, or purpose the school endorses.

**ELEMENTARY SCHOOL**

**Class C Infraction** - Repeated Offenses = Office Referral

The following is not an exhaustive list. These behaviors are those that interfere with an individual's learning process and are to be handled within the classroom.

- Minor classroom disruptions
- Minor violations of classroom rules
- Misbehavior in restroom, hallways, and/or cafeteria
- Missing homework/ Incomplete homework / Not prepared for class
- Dress Code violations
- Rough Play on playground or during P.E.
- Verbal arguments
- Off-task behaviors
- Work refusal

**Class B Infraction** - 1 Offense = Office Referral

The following is not an exhaustive list. These behaviors are those that interfere with the learning of other students.

- Use of profanity or inappropriate gestures
- Verbal or written aggression
- Cheating
- Rough play/Horse play causing unintentional injury
- Physical aggression without causing serious injury
- Extreme Non-Compliance
- Persistent Misbehavior in classroom – prohibiting instruction & documented
- Persistent Misbehavior in restroom, hallways, and/or cafeteria
- Property damage

**Class A Infraction** - 1 Offense = Student Removal from Classroom & Office Referral

The following is not an exhaustive list. A student creating a hostile environment for another person or themselves must be removed from the classroom to the office.

- Physical Aggression causing serious injury
- Chronic classroom disruptions
- Chronic cheating
- Chronic violations of classroom rules
- Chronic misbehavior in the restroom, hallways, and/or cafeteria
- Chronic use of profanity/ inappropriate gestures
- Chronic stealing
- Extreme property damage
- Bullying
- False Fire Alarm

Class C SUGGESTIONS for Consequences	Class B CONSEQUENCES <i>available</i>	Class A CONSEQUENCES <i>available</i>
Re-Teach Expectations	Student Conference	Student Conference
Modeling of Expectations	Administrative Conference	Administrative Conference
Verbal Warning	Parent Conference	Parent Conference
Student Conference	Recess Detention	Recess Detention
Sign Agenda/Folder	Withdrawal of Privileges	Expulsion
Parent Contact	After School Detention	Probation
Withdrawal of Privileges	Conflict Mediation	Off-Campus Suspension
Time Out / Cool Down		After School Detention
Change Seating		Withdrawal of Privileges
Behavior Plan/Contract		
Counselor Conference		





<b>TARDIES – Assessed per Quarter</b>				
Morning Tardy	3 per quarter		4 <sup>th</sup> Offense Class C, 2 <sup>nd</sup> Offense	
Classroom Tardy	1 <sup>st</sup> & 2 <sup>nd</sup> Offense Warning	3 <sup>rd</sup> – 5 <sup>th</sup> Offense Detention		6 <sup>th</sup> Offense Class C, 2 <sup>nd</sup> Offense
<b>UNIFORM INFRACTIONS – Assessed per Semester</b>				
Uniform Violation	1 <sup>st</sup> & 2 <sup>nd</sup> Offense Warning	3 <sup>rd</sup> Offense Loss of spirit dress privileges		4 <sup>th</sup> Offense Class C, 2 <sup>nd</sup> Offense
<b>CLASS C INFRACTIONS – Assessed per Semester</b>				
<b>Examples of a Class C</b> includes minor incidents such as: Gum/Food in classroom, Misuse of Hall Pass or Athletic Shelves (MS), Cell Phone or Tablet Misuse, Excessive Tardies, Excessive Uniform Violations.	1 <sup>st</sup> Offense Warning	2 <sup>nd</sup> Offense Detention	3 <sup>rd</sup> Offense MS/HS Discipline Committee	4 <sup>th</sup> Offense Class B, 2 <sup>nd</sup> Offense
<b>CLASS B INFRACTIONS – Assessed per Year</b>				
<b>Examples of Class B</b> include behaviors that is considered inappropriate at SACS and indicate a lack of respect for the agreed upon guidelines. These include but are not limited to: Honor Code Violations, Classroom Misbehavior, Unacceptable Use of Electronic Resources, Skipping Class, Fighting, Profanity and/or Vulgarity, Blatant Disrespect, or Insubordination	1 <sup>st</sup> Offense  Student Conference to discuss disciplinary action	2 <sup>nd</sup> Offense  Meet with parents to determine Disciplinary Action  Possible ISS/OSS	3 <sup>rd</sup> Offense Minimum ISS/OSS and Potential Disciplinary Probation  Loss of grade appropriate privileges to include senior privileges, sports, clubs, activities	4 <sup>th</sup> Offense Potential Dismissal
<b>CLASS A VIOLATIONS</b>				
<b>Examples of Class A</b> includes behavior that is considered unacceptable at SACS. These incidents indicate a lack of respect for the SACS Community and a total disregard for the agreed upon guidelines as a student. These include but are not limited to: Lying/Theft, Use of alcohol or tobacco (including Vaping), Purposeful Destruction of Property, Threatening and/or Assaulting a Staff Member or Student, Sexual Activities or incidents of a Sexual Nature, Possession and/or Distribution of Pornography, Criminal Activities, any activity that shows a lack of respect for Christ and His Lordship over the school.			Minimum period of school suspension  Potential Dismissal or Expulsion	
<b>Bullying/Taunting/Racial Slurs/Hazing</b>				
The taunting or bullying of others to include racial slurs and hazing will not be tolerated as these actions show a complete disregard for other image bearers of God.	Potential Actions Parents meet with Administration to discuss disciplinary action Minimum ISS/OSS and potential Disciplinary Probation Potential Dismissal  Severe/Repeated Offense Potential Dismissal/Expulsion  The severity of the offense may necessitate administration advancing the level of the offense/disciplinary action.			
<b>Cheating/Plagiarism – Cumulative for 8<sup>th</sup>-12<sup>th</sup> Grade</b>				
Cheating/Plagiarism/Inappropriate use of AI highlights the character of a student. Students demonstrating a history of cheating will not be allowed to remain at SACS. Consideration is given to 7th grade and below with the understanding that students are still learning the perimeters of plagiarism.	1 <sup>st</sup> Offense  Zero on work  Parents Contacted Suspension from NJHS & NHS for remainder of the year	2 <sup>nd</sup> Offense  Parents meet with administration  ISS  Removal from NJHS/NHS/along with any other leadership roles	3 <sup>rd</sup> Offense  Disciplinary Probation	4 <sup>th</sup> Offense  Probable Dismissal

## Secondary Disciplinary Definitions

### Detention

Detentions will be a minimum of 30 minutes in length on a day and at a time designated by the administration and preclude all other school related activities. The detention time is for reflection on one's conduct and therefore school or personal work during this time will not be allowed.

### Disciplinary Probation

Disciplinary Probation places the student on notice that should the student be involved in another violation of the school's Honor Code; it may likely result in their immediate dismissal. Disciplinary Probation remains in effect for up to one (1) year from the date the student is placed on probation. Students may also be removed from athletics and any leadership positions in school sponsored organizations while on probation and are subject to such organizations' own disciplinary policies.

### Discipline Committee

The Discipline Committee meets to determine and assign corrective measures for students that have failed to correct their own conduct. The committee is composed of three secondary school teachers that will meet with the student to discuss their conduct and the corrective measures put into place. No communication is to occur between members of the committee and students, or parents involved with the committee outside of the Discipline Committee meeting. Parents may attend the meeting but will not be given the opportunity to speak. Any additional concerns that parents would like to address must be submitted in writing.

### In-School Suspension (ISS)

In-School Suspensions will be served on campus during assigned academic day(s). Students will be allowed to engage in their schoolwork but will not interact with the student body nor participate in extra-curricular activities during the duration of their ISS.

### Off-Campus Suspension (OSS)

Off-Campus Suspensions will be served off-campus during assigned academic day(s). This suspension is considered an unexcused absence and follows the unexcused procedures for make-up work.

### Dismissal

Administration may determine that a specific offense or a series of offenses may constitute the need to remove the student from SACS for a minimum duration of one calendar year. Students may reapply to SACS at the end of this time, but no guarantee of readmittance is given.

### Expulsion

Expulsion involves behavior that is of such a severe nature that continuation at SACS is impossible. Students expelled from SACS are not given an opportunity for readmittance.

		This policy applies to:	
Section Number:	1 – 11	X	Parents
Policy Name:	<b>EARLY WITHDRAWAL</b>	X	Elementary Students
		X	Middle School Students
Revised:	7-11-2022	X	High School Students

Administration and the Admissions Office must be notified by letter or phone call at least one day prior to withdrawal. Withdrawals from school must be made through the Business Office. Report cards/transcripts will not be released until fees and fines have been paid and Business Office provides a student withdrawal form to the school's office to confirm tuition obligations have been fulfilled.



		This policy applies to:	
Section Number:	1 – 12	X	Parents
Policy Name:	<b>END OF SCHOOL YEAR REQUIREMENTS</b>	X	Elementary Students
		X	Middle School Students
Revised:	7-11-2022	X	High School Students

At the end of the school year students are required to have all school property returned and any fines/fees paid. This would include textbooks, athletic uniforms, etc. Final report cards/records will not be released until all items have been returned and all financial responsibilities have been met.

Lockers must be appropriately cleaned out including any adhesive residue removed.

		This policy applies to:	
Section Number:	1 – 13	X	Parents
Policy Name:	<b>FIELD TRIPS</b>	X	Elementary Students
		X	Middle School Students
Revised:	7-11-2022	X	High School Students

Field trips are educational in content and complement the academic content. Field trips are considered part of the academic day. Absences of students are not to be excused simply because they do not want to go.

**Field Trip Chaperones**

All parent volunteers who are assigned student groups on field trips for chaperoning purposes must have a clear background check on file, and child safety training completed. While the school will make every effort to utilize school transportation (bus, passenger vans, etc.), rare instances may occur where parents may need to provide personal transportation. In this instance, parent drivers must complete the trainings formerly mentioned as well assign the agreement to adhere to the rules of the SACS Distracted Driver Form. The driver’s current driver’s license and insurance information must be on file with the appropriate school office prior to the field trip. The background check link will be sent t to the volunteers via e-mail from the school’s front office staff.

**Field Trip Guidelines and Reminders**

- Parents who have the responsibility for chaperoning or driving to school events are not to consume alcohol before or during the trip.
- No unapproved stops are to be added by parent drivers during the trip.
- If a child has a life-threatening allergy or takes daily medication, Epi-pens, inhalers, and medication must be in the possession of a responsible adult during the field trip.
- The teacher is responsible for the class. Parents must abide by the teacher’s instructions.
- Students, teachers, and parents are encouraged to wear SACS t-shirts for the trip.
- Students ages 7- and less than 57 inches in height must be properly restrained in an appropriate child safety seat.
- Use of ANY electronic device is strictly prohibited by elementary students during the fieldtrip.

		This policy applies to:	
Section Number:	1 - 14	X	Parents
Policy Name:	<b>GRIEVANCE AND DISPUTE RESOLUTION</b>	X	Elementary Students
		X	Middle School Students
Revised:	7-11-2022	X	High School Students

As a Christian community, we are committed to Biblically addressing concerns, complaints, and conflicts.

**Grievance**

If a person has concerns or grievances, that person should follow the principles given by Jesus Christ in Matthew 18:15. The principles given by Jesus include:

- Go to the person in question privately.
- Go to those in the correct line of authority over that person only after you have spoken to the person in question.
- Do everything with the purpose of building up and not tearing down.
- The normal order of authority that one should follow is: Teacher or Staff person, Principal, and Assistant Head of School or Head of School.

A reasonable effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint and to notify a student’s parent/guardian and appropriate officials as the circumstances warrant.

**Dispute Resolution**

The following procedures, based on Matthew 18, are geared toward the student being the major player in conflict resolution. Along with developing our character in a way pleasing to God, reconciliation is a major goal of the discipline policy at SACS. Our priority is to have the students, parents, and staff members reconcile with God and then with others when problems or disputes arise. Reconciliation requires that we confront issues to deepen fellowship with God and others. To have unity at SACS, it is important that each member of SACS follow God’s procedure for handling disputes as taught in Matthew 18:15-19.

- Step #1 - If a student has a complaint about a student, staff member, or other SACS family member, he/she should first go directly to that person, in private, to resolve the issue. Do not use the class setting as a time to vent frustrations. Ask for a time to meet with a teacher or student. Pray and clearly communicate areas that are causing problems.
- Step #2 - If the student is unable to resolve the matter after step one is complete, then he/she should go to his/her parents and ask them for help. Students should only ask for parent intervention after they have completed step one. The parents should then contact the parents of the other student (if it is a student-to-student issue) or contact the staff member involved.
- Step # 3 - If the student and parents fail to reach an acceptable solution to the conflict, then they should notify the administration. At that point, meetings will be held with the administration and the concerned parties to try and reach an agreeable solution.
- Step #4 – If there is not a resolution to the dispute, the grievance should be taken to the Assistant Head of School or Head of School.

**Board Involvement**

The Board of Directors is a governing policy board and is the final school authority. An appeal to the Board is permitted only on the following basis:

- (1) A failure of the school to abide by its written policies.
- (2) A decision concerning dismissal or expulsion.
- (3) An allegation of fraud or intentional misconduct.

Contact HR Department for additional information if needed.

		This policy applies to:	
Section Number:	1 - 15	X	Parents
Policy Name:	<b>HALLWAY BEHAVIOR</b>	X	Elementary Students
		X	Middle School Students
Revised:	7-8-2022	X	High School Students

Secondary students must use hall passes when travelling to and from classes after the class period begins.

		This policy applies to:	
Section Number:	1 – 16	X	Parents
Policy Name:	<b>LIBRARY/RESOURCE CENTER</b>	X	Elementary Students
		X	Middle School Students
Revised:	7-15-2021	X	High School Students

The library/resource center is available to assist students in building a strong foundation for lifelong education. The library/resource center provides access to a wide variety of informational and literary materials, and access to the informational world beyond the school walls. Use of these resources will promote active learning, critical thinking, and problem solving. Students must be challenged to critically assess the information and viewpoints they encounter, with God’s Word as their constant standard.

		This policy applies to:	
Section Number:	1 - 17	X	Parents
Policy Name:	<b>LOCKERS</b>		Elementary Students
		X	Middle School Students
Revised:	7-13-2017	X	High School Students

Students will be issued lockers at the beginning of the school year. Students are expected to follow the following guidelines related to locker use:

- At all times, the lockers shall be recognized as property of SACS and not the student’s private property.
- Lockers are to be kept neat and clean.
- Lockers may be decorated. The school reserves the right to require students to remove decorations when deemed inappropriate.
- Decorations must be ones that can be easily cleaned up at the end of the day. Balloons, crepe paper, and streamers are acceptable.
- NO glitter, confetti, stickers, paint, or anything with an adhesive back are allowed.
- Students are only allowed to decorate the outside of their lockers for identification using magnets.
- Birthday decorations are to be removed at the end of the day.
- Athletic recognition for sports players may remain on the lockers during that athletic season.

		This policy applies to:	
Section Number:	1 – 18	X	Parents
Policy Name:	<b>LEGAL ISSUES</b>	X	Elementary Students
		X	Middle School Students
Revised:	7/10/2023	X	High School Students

Parent understands and agrees that the School’s primary purpose is to provide educational opportunities to the students within its institution. Parents also understand that it is disruptive to the School for a parent to involve the School (or any of its employees) in legal disputes of any kind, which may include disputes between the parents and disputes that the parents have with third parties. The School often must pay for legal fees and costs associated with such issues.

- Parent is obligated to promptly advise the School whether a parent/guardian is restricted in receiving information about Student from the School, in visiting/picking-up/dropping off Student, in participating in parent/student conferences, etc. Parent must also provide a valid court order to the School evidencing such restrictions. Parent is also under an ongoing obligation to provide any updated orders to the School.
- Parent agrees to promptly reimburse the School for all expenditures incurred by the School because of Parent’s legal disputes, including, but not limited to: disputes with other educational institutions; disputes between the parents; divorce proceedings; custody proceedings and/or modifications of custody proceedings; and/or legal disputes between parent(s) and third

parties. Expenditures incurred may involve reasonable attorneys' fees/costs to prepare for and/or attend depositions, trials, or hearings; to respond to subpoenas; to draft letters or motions; to communicate with Parent or Parent's counsel and/or counsel for third parties, guardians ad litem or attorneys ad litem; and to perform research. Other expenditures may also include the cost of copying documents, providing records, engaging substitute teachers or temporary employees, computerized research, and travel expense. Parent agrees to reimburse the School for such expenditures/fees/costs within thirty (30) days of the School billing Parent for such expenses. Any dispute between the parents regarding which parent may owe which portion of the bill should be resolved between the parents so that the bills for reimbursement to the School can be paid on a timely basis. Parent's failure to pay such fees/costs promptly will result in dismissal of the family from the School.

		This policy applies to:	
Section Number:	1 – 19	X	Parents
Policy Name:	<b>LOST AND FOUND</b>	X	Elementary Students
		X	Middle School Students
Revised:	7-13-2017	X	High School Students

Lost and found articles are kept in the Lion Shoppe. Items not claimed in a timely manner will be donated to the school's Lion Shoppe.

		This policy applies to:	
Section Number:	1 – 20	X	Parents
Policy Name:	Lunch	X	Elementary Students
		X	Middle School Students
Revised:	7-1-2022	X	High School Students

**See parent link tab at [www.sachristian.org](http://www.sachristian.org) to set up and manage lunch accounts.**

Parents who wish to take their son/daughter out for lunch are welcome to do so. Parents must check out their students by going to the elementary school's front office or the secondary **Student Services Office** to sign them out with the attendance secretary. This checkout cannot be authorized over the phone but must be done in person. If parents wish to take their son or daughter's friends out with them, those friends must provide the office with written permission from their parents indicating they are aware of the event. Parents should remember that lunchtime is limited. Students failing to report to class on time following an off-campus lunch will be marked tardy. **Students are not allowed to order food to be delivered to the campus for lunch.**

		This policy applies to:	
Section Number:	1 - 21	X	Parents
Policy Name:	<b>MUSIC</b>	X	Elementary Students
		X	Middle School Students
Revised:	7-11-2022	X	High School Students

All music should align with school values and principles.

		This policy applies to:	
Section Number:	1 – 22	X	Parents
Policy Name:	<b>OFF-CAMPUS BEHAVIOR</b>	X	Elementary Students
		X	Middle School Students
Revised:	7-11-2022	X	High School Students

Students are representatives of their parents and The Lord, and upon admittance they become identified with the school. The school and the community at large will view the student and their family's behavior as what is acceptable by SACS. Consequently, some guidelines go beyond the school setting and make the student subject to disciplinary review and possible action for any incident that occurs off campus. If, in the sole opinion

of the administration, the incident reflects negatively on the reputation of the school or may create an environment that is detrimental to the SACS community, the administration may take appropriate disciplinary action, up to and including termination of the Parent/School Contract. Consideration is given to students that self-report. The following constitute serious breaches of discipline:

- Stealing or shoplifting,
- Sexual immorality,
- Smoking or possession of cigarettes (including e-cigarettes and vaping),
- Possession, use, or distribution of alcohol or illegal drugs,
- Vandalism, malicious prank against a school representative (e.g., Teacher, coach),
- Involvement in a crime, shameful behavior (e.g., Mooning), involvement with the occult,
- Inappropriate computer, cell phone or internet activity (e.g., Obscene, insulting or vulgar websites).
- Bullying activity with social media

At times, the school will discover students involved in activities that may not violate any rules or regulations but are of concern. Should this occur, the school will inform the parents of such activity and expect the parents to take the appropriate actions in response for such activities.

		This policy applies to:	
Section Number:	1 – 23	X	Parents
Policy Name:	<b>PETS (ANIMALS/INSECTS, ETC.)</b>	X	Elementary Students
		X	Middle School Students
Revised:	7-13-2017	X	High School Students

Students should not bring animals of any kind on campus unless given prior permission by an administrator and for the express purpose of a class presentation.

		This policy applies to:	
Section Number:	1 – 24	X	Parents
Policy Name:	<b>PROFANITY AND VULGARITY</b>	X	Elementary Students
		X	Middle School Students
Revised:	7-13-2017	X	High School Students

Profane speech demonstrates a lack of respect for God's name as well as a lack of respect for those who find such speech offensive. This type of speech is unacceptable and will result in disciplinary action.

		This policy applies to:	
Section Number:	1 – 25	X	Parents
Policy Name:	<b>SCHOOL AND FAMILY COOPERATION</b>	X	Elementary Students
		X	Middle School Students
Revised:	7-19-2023	X	High School Students

A positive and constructive relationship between the School and Family Member (defined as Parent, Student, or other person associated with Student) is essential to the School's educational purpose and responsibilities to its students. If any Family Member (i) engages in behavior, communications, or interactions on or off campus, that is disruptive, intimidating, overly aggressive, or reflects a loss of confidence in or disagreement with the School's policies, methods of instruction, or discipline, (ii) otherwise interferes or voices strong disagreement with the School's safety or health procedures, responsibilities, or accomplishment of its educational purpose or program, or (iii) files a lawsuit or threatens litigation against the School for a perceived wrong by the School (including its officers, trustees, directors, Board members, employees, agents, and affiliates), the School reserves the right to place restrictions on the Family's Member's involvement or activity at School, on School property, and/or at School-related events or to dismiss the Family Member from the community. The School may also place restrictions on a Family Member's involvement or activity at School, on School property, or at School-related events for other reasons that the School deems appropriate. The School also reserves the right to withdraw an



offer of enrollment or re-enrollment or to void an executed enrollment contract because of a Family Member's violation of the expectations set forth in this Paragraph. The term "threatens litigation" includes any claim, proceeding, dispute, action, including, without limitation, filing for arbitration, or other matter for which any demand or statement has been made (orally or in writing) or any notice has been given (orally or in writing), or if any other event has occurred or any other circumstances exist, that would lead a prudent person to conclude that such a claim, proceeding, dispute, action or other matter is likely to be asserted, commenced, taken or otherwise pursued in the future. Any determination under this Paragraph shall be in the School's sole and reasonable discretion. There will be no refund of tuition where such dismissal occurs, and any unpaid balance is payable in full according to the terms of this Contract.

Additionally, the School requires that all parents (married, unmarried, divorced, or separated) cooperate with one another in the best interests of Student's education at the School. Failure of parents to cooperate with one another may lead to dismissal of Student or the School's decision not to offer or to withdraw an offer of enrollment already made in future academic years. There will be no refund of tuition where such dismissal occurs, and any unpaid balance is payable in full according to the terms of this Contract.

		This policy applies to:	
Section Number:	1 – 26	X	Parents
Policy Name:	<b>SEARCHES AND QUESTIONING OF STUDENTS</b>	X	Elementary Students
		X	Middle School Students
Revised:	7-13-2017	X	High School Students

Administrators, teachers, and other school professional personnel may question a student regarding the student's own conduct or the conduct of other students. Failure to cooperate with school officials can be grounds for dismissal.

School officials may search a student or a student's property, including the student's vehicle, electronic devices, and cell phones, while they are on school property whenever there is reasonable suspicion to believe the student is in possession of something that violates school policies, with or without the student's free and voluntary consent. School property, such as lockers or school issued gym bags, may be searched if reasonable suspicion exists to believe that contraband is located there. The school reserves the right to search a student or student's property while involved in a school sponsored activity even if off the campus.

SACS reserves the right to use outside sources to search any and all parts of campus at any time.

		This policy applies to:	
Section Number:	1 - 27	X	Parents
Policy Name:	<b>STUDENT CONFIDENTIALITY</b>	X	Elementary Students
		X	Middle School Students
Revised:	7-11-2022	X	High School Students

**Student Records**

At no time is any privileged student information to be discussed inside or outside the school except with those people who have a right and a need to know such information. SACS staff shall maintain the confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA).

Student records shall be kept for each student enrolled in the school. The school registrar or designee will maintain records providing information on registration and attendance and maintain up-to-date permanent cumulative records.

The school registrar or designee keeps confidential files in the school office. Only administrators, the student's teachers and parents may have access to these files.

Student records are updated at the beginning of each school year. Student records shall include academic and other pertinent information. They shall also include:

- Academic records including report cards and test scores.
- Transcripts from all schools a student attended prior to attending SACS.
- Records shall also include applications, birth certificates. Any pertinent information to include any legal information regarding parental custody.

Student records shall be kept up to date in matters of discipline.

Student records shall be kept in a safe, secure, and professional manner. These records will be stored digitally on SACS secured servers. Records of former students will be digitally maintained and stored offsite.

		This policy applies to:	
Section Number:	1 – 28	X	Parents
Policy Name:	<b>STUDENT DRIVERS AND PARKING</b>		Elementary Students
			Middle School Students
Revised:	7-11-2022	X	High School Students

Students are permitted to drive to and from SACS, and to park in approved parking spaces. Students who drive are required to register in the school office. Driving is a privilege and not a right. Students who abuse this privilege by driving recklessly on or near the campus may have this privilege revoked. Students are not permitted to go to their cars during school hours without permission. On-campus speed limits will be strictly enforced, and violators may not be permitted to drive on campus.

First time violators may receive a suspension of driving privileges of one (1) to four (4) days. A second violation involving speeding or reckless driving will be an automatic five (5) day suspension of on-campus driving privileges and a third offense will result in a 30 days' suspension.

**V.O.E (Verification of Enrollment Form)**

The State of Texas requires students applying for driver's permits to be enrolled in school and have attended a proper number of days. Eligible students may obtain a VOE form verifying enrollment and attendance from the student service office.

		This policy applies to:	
Section Number:	1 – 29	X	Parents
Policy Name:	<b>STUDENT SUBSTANCE ABUSE</b>	X	Elementary Students
		X	Middle School Students
Revised:	<b>7-1-2024</b>	X	High School Students

The use of drugs and alcohol endangers the safety, well-being and very lives of students. If a student is suspected of using illegal drugs, alcohol, prescription drugs, or over-the-counter drugs without approval in violation of the school's "Dispensing Medication Policy," the school may require the student to submit a non-invasive drug or alcohol test and the results of the test sent directly to the school. All parents must consent to such testing based upon suspicion. Parents are financially responsible for the cost of any and all testing for their students. All individual results will be kept strictly confidential, and specific information will be disseminated only to the Head of School, School Principal, student, parent, and other members of the School Administration on a need-to-know basis. Nothing in this policy guarantees that a student will be provided the opportunity for a controlled substance test before the student is subject to disciplinary action. Any student who fails a drug or alcohol test, refuses to take such a test, alters or tampers with a drug or alcohol test, or otherwise interferes with the testing process, and/or whose parent or guardian refuses to give consent to such testing within twenty-four (24) hours after a request will be subject to disciplinary action up to and including expulsion and dismissal. Other measures may be necessary to ensure that the school has taken every reasonable step to eradicate substance

abuse and that it is in a position to identify and help students who are in need. Therefore, the School reserves the right to implement any or all of the following measures as it deems necessary:

1. Mandatory drug testing of all HS students when deemed appropriate by the school administration and/or before the student is accepted for admission to the school.
2. Unannounced drug or alcohol sweeps at any time, including the use of drug-detection canines.
3. Unannounced searches of student lockers and all student possessions and vehicles at any time pursuant to the school's "Search Policy" as stated in Section 1-25, including the use of drug-detection canines.
4. Any instruction by a School faculty or staff member to a student to empty his/her pockets, and/or open or unlock his/her book bag, locker, vehicle, or any other student possessions on an individualized basis if the school suspects such student of the possession of drugs or alcohol in violation of the School's Drug and Alcohol Use Policy as stated in section 1-25.
5. Notification of the student's parent/guardian and a consultation between the school, the parent/guardian, and the student; and/or a mandatory assessment and/or counseling of a student by a certified drug abuse counselor.

		This policy applies to:	
Section Number:	1 – 30	X	Parents
Policy Name:	Telephone Calls, Messages, and Deliveries	X	Elementary School
		X	Middle School
Revised:	7/29/2024	X	High School

Office phones are not to be used by students except for school business when authorized by office staff or a teacher. If a student is ill and needs to go home, the school nurse will contact the parent.

Elementary students may not receive deliveries during the day. (i.e. Door Dash, Uber Eats, floral or balloon arrangements, etc.)



**SECTION 2  
GENERAL/ELECTRONIC RESOURCES AND SOCIAL MEDIA**

		This policy applies to:	
Section Number:	2 – 1	X	Parents
Policy Name:	<b>INTERNET SAFETY</b>	X	Elementary Students
		X	Middle School Students
Revised:	7-13-2017	X	High School Students

The SACS Board of Directors recognizes that to effectively provide a Christ-centered education to prepare our students for works of service in the 21st century, students must be globally aware, civically engaged, and capable of managing their lives and careers. The Board also believes that students need to be proficient users of information, media, and technology to succeed in a digital world.

**Personal Information and Inappropriate Content**

- Students and staff should not reveal personal information, including a home address and phone number, on web sites, blogs, podcasts, videos, wikis, e-mail or as content on any other electronic medium
- Students and staff should not reveal personal information about another individual on any electronic medium
- No student pictures or names shall be published on any class, school or SACS web site unless the appropriate permission has been verified according to SACS policy
- If students encounter dangerous or inappropriate information or messages, they should immediately notify the appropriate school authority

**Filtering and Monitoring**

Filtering software is used to block or filter access to content that is obscene or objectionable and all child pornography in accordance with the Children’s Internet Protection Act (CIPA). The determination of what constitutes “obscene” or “objectionable” material is a decision that is solely within the discretion of SACS administration.

- Filtering software is not 100% effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves.
- Every user must take responsibility for his or her use of the network and Internet and avoid objectionable sites.
- Any attempts to defeat or bypass SACS’s Internet filters or to conceal Internet activity are prohibited.
- Proxies, https, special ports, modifications to SACS browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content are strictly prohibited.
- E-mail inconsistent with the educational mission of SACS will be considered SPAM and blocked from entering SACS e-mail boxes.
- Parents shall provide deliberate and consistent monitoring of student Internet use.
- Staff members who supervise students, control electronic equipment or have occasion to observe student use of said equipment online shall make a reasonable effort to monitor the use to ensure that student use conforms to the mission and goals of SACS.
- Staff must make a reasonable effort to become familiar with the Internet and to monitor, instruct and assist effectively.

**Copyright**

Downloading, uploading, copying, modifying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner are generally prohibited. In some instances, the duplication and distribution of materials for educational purposes may be permitted under the Fair Use Doctrine of the United States Copyright Law (Title 17, USC), but that is the

exception rather than the rule. Accordingly, SACS students and staff must not engage in any such duplication or distribution of copyrighted materials without the prior written permission of the copyright owner, unless SACS has approved such activity in advance as an appropriate fair use. This policy does not prohibit the customary use of brief quotations of copyrighted materials with appropriate citation. By uploading or posting any materials to the SACS network, the SACS student or staff doing so represents that he or she has the necessary permissions to do so. SACS reserves the right to prevent access to, to take down, or to delete any materials that SACS believes may infringe the rights of a copyright owner or is otherwise unlawful. All student work is copyrighted. Except as provided in Board Policy, Section 3140, publication of any student work requires permission from the parent or guardian.

		This policy applies to:	
Section Number:	2 - 2	X	Parents
Policy Name:	<b>GENERAL RESOURCE GUIDELINES</b>	X	Elementary Students
		X	Middle School Students
Revised:	7-19-2023	X	High School Students

All items bearing the SACS logos or created to represent SACS in any way must be approved by a SACS principal or Director before order or distribution. This is to ensure that all items accurately represent SACS and our brand standards. No clothing, merchandise, or printed materials with SACS logos can be created and sold by anyone who has not had the design officially approved by a SACS principal or director.

		This policy applies to:	
Section Number:	2 - 3	X	Parents
Policy Name:	<b>NETWORK</b>	X	Elementary Students
		X	Middle School Students
Revised:	7-13-2017	X	High School Students

SACS reserves the right to prioritize the use of, and access to, the network. All use of the network must support education and research and be consistent with the mission of SACS. Acceptable network use by SACS students, faculty, and staff includes:

- Creation of files, projects, videos, web pages and podcasts using network resources in support of educational research
- Participation in blogs, wikis, bulletin boards, social networking sites and groups and the creation of content for podcasts, e-mail and web pages that support educational research
- With parental permission, the online publication of original educational material, curriculum related materials and student work
- Appropriate citation of sources from outside the classroom or school
- Students use of the network for incidental personal use in accordance with all SACS policies and guidelines
- Connection of any personal electronic device is subject to all guidelines in these policies
- Unacceptable network use by SACS students includes, but is not limited to:
  - Personal gain, commercial solicitation, or compensation of any kind
  - Use incurring liability or cost to SACS
  - Downloading, installation, and use of games, audio files, video files, or other applications (including shareware or freeware) without permission or approval from SACS IT Department. If there are any questions, it will be reviewed by the SACS Technology Committee
  - Support or opposition for ballot measures, candidates, or any other political activity
  - Hacking, cracking, vandalizing
  - Introducing viruses, worms, Trojan horses, time bombs, and changes to hardware, software, and monitoring tools



- Unauthorized access to other SACS computers, networks and information systems
- Cyber-bullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks
- Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacture)
- Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material
- Attaching unauthorized equipment to SACS network

SACS shall not be responsible for any damage suffered by any user, including but not limited to loss of data resulting from delays, non-deliveries, or service interruptions for any reason. SACS shall not be responsible for unauthorized financial obligations resulting from the use of, or access to, SACS's computer network or the Internet.

		This policy applies to:	
Section Number:	2 - 4	X	Parents
Policy Name:	<b>NETWORK SECURITY</b>	X	Elementary Students
		X	Middle School Students
Revised:	7-13-2017	X	High School Students

Passwords are the first level of security for a user account. System logins and accounts are to be used only by the authorized owner of the account for authorized SACS purposes. Students and staff are responsible for all activity on their account and shall not share their account passwords with others. These procedures are designed to safeguard network user accounts:

- Create and/or change passwords according to SACS policy
- Do not use another user's account
- Do not insert passwords into e-mail or other communications
- If you write down your account password, keep it out of sight
- Do not store passwords in a file without encryption
- Do not use the "remember password" feature of Internet browsers on public computers
- Lock the screen, or log off if leaving the computer

**Student Data is Confidential**

SACS staff shall maintain the confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA).

**No Expectation of Privacy**

SACS provides the network system, e-mail and Internet access as a tool for education and research in support of SACS's mission. SACS reserves the right to monitor, inspect, copy, review and store, without prior notice, information about the content and usage of:

- The network
- User files and disk space utilization
- User applications and bandwidth utilization
- User document files, folders and electronic communications
- E-mail
- Internet access
- All information transmitted or received in connection with network and e-mail use

No student or staff user has an expectation of privacy when using SACS's network. SACS reserves the right to disclose any electronic message to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State of Texas, to the extent applicable.

**Archive and Backup**

SACS IT department will backup business critical data. It is incumbent on the students to backup all their documents to “OneDrive” (network cloud backup) or a flash drive. SACS is not responsible for loss of data.

**Disciplinary Action**

All users of SACS’s electronic resources are required to comply with SACS’ policies and procedures. Violation of any of the conditions of use explained in these policies is subject to disciplinary action consistent with SACS discipline policy and at the sole discretion of SACS.

**Device Security**

Two primary forms of security exist: electronic device security and Internet filtering. All Electronic devices have a security program installed on them. SACS strives to strike a balance between usability of the equipment and appropriate security to prevent the units from being damaged or used to cause damage to SACS’s network.

Electronic Device Security is in place on the device to prevent certain activities. These include downloading or installing software on the devices, removing software, changing system settings, etc. SACS maintains an Internet filtering software package. This program automatically filters students’ access to the Internet.

SACS reserves the right to prioritize the use of, and access to, the network. All use of the network must support education and research and be consistent with the mission of SACS.

4		This policy applies to:	
Section Number:	2 - 5	X	Parents
Policy Name:	<b>SOCIAL MEDIA</b>	X	Elementary Students
		X	Middle School Students
Revised:	7-13-2017	X	High School Students

This policy governs the publication of and commentary on social media by SACS Board members, employees, students, and parents/guardians (collectively, “SACS Social Media Users”), whether at or away from the school. For purposes of this policy, “social media” means any facility for online publication or commentary, including without limitation blogs, wikis, and social networking sites such as Facebook, LinkedIn, Twitter, Flickr, Instagram, and YouTube. This policy is in addition to and complements any existing or future policies regarding the use of technology, computers, e-mail and the Internet.

SACS Social Media Users are generally free to publish or comment via social media in accordance with this policy. SACS Social Media Users are subject to this policy to the extent they directly or indirectly identify themselves with SACS in any such communication. Publication and commentary on social media involve similar obligations to any other kind of publication or commentary.

All SACS personnel and families are Christian role models, and improper use of social media may destroy the testimony of the school and cause great harm to the name of Christ. To assist users in making responsible decisions about the use of social media, we have established guidelines for the use of social media. As used in this social media policy, “you” and “your” refer to each SACS Social Media User.

**Guidelines**

- Remember that both the spirit and the content of any publication or commentary on social media should reflect the nature and character of Christ. No publication or commentary should dishonor the name of Christ or SACS. Without limiting the generality of the foregoing, the following are prohibited: deceitful, deceptive, profane, harmful, harassing, defamatory, abusive, libelous, slanderous, malicious, threatening, unlawful, pornographic, harmful, and misrepresentative statements or material. If in doubt about the propriety of any material, err on the side of caution and do not publish it.



- Only the Chairman of the Board, the Head of School, and their authorized designees have the authority to speak on behalf of SACS. No other person should purport to speak on behalf of SACS.
- Privacy settings on social media platforms should be set to allow anyone to see profile information similar to what would be on the SACS website. Other privacy settings that might allow others to post or see personal information should be set to limit access to the appropriate people.
- Do not post any information that you would not want the public to see.
- Do not blog anonymously. We believe in transparency and honesty. Do not say anything that is dishonest, untrue, or misleading.
- Be respectful and courteous. Avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, pornographic, threatening, intimidating, disparaging, or that might constitute harassment or bullying.
- Remember that what you publish will be around indefinitely, and once something is published you have no control over how and to whom it may be further disseminated, so consider the content carefully before publishing and be very cautious about disclosing personal details.
- It is critical that you follow the laws governing copyrights and fair use of copyrighted material owned by others, including copyrights owned by SACS.
- No trademarks of SACS may be used in social media without the prior written permission of the Head of School or his designee.
- If you see misrepresentations made about SACS in the media, do not address them yourself; instead, notify your administrator. They will be able to determine if any kind of statement needs to be made on behalf of SACS.
- If you make an error, promptly acknowledge and correct your mistake.
- Do not use SACS email addresses to register on social networks, blogs, or other online tools utilized for personal use.
- Students who participate in social networks including, but not limited to Instagram, Snap Chat, Facebook and Twitter will be responsible for their postings of comments and/or pictures.

If you have questions or need further guidance, please contact your school administrator. Policy violations will be subject to disciplinary action, up to and including dismissal/expulsion from SACS.

**SECTION 3  
HEALTH AND SAFETY**

		This policy applies to:	
Section Number:	3 - 1	X	Parents
Policy Name:	<b>CAMPUS PARKING PERMITS</b>	X	Elementary Students
		X	Middle School Students
Revised:	7-11-2022	X	High School Students

**ID Parking Permits in Authorized Vehicles**

Each year all employees, families and students are issued a SACS vehicle permit, and it should be displayed properly while on campus.

		This policy applies to:	
Section Number:	3 - 2	X	Parents
Policy Name:	<b>EMERGENCY SCHOOL CLOSING</b>	X	Elementary Students
		X	Middle School Students
Revised:	7-13-2017	X	High School Students

Parents may receive an e-mail and/or text if they have opted for these services through the school's intranet portal. In case of inclement weather, tune to local media outlets for possible school closing. You can also check Facebook regarding closings and schedule changes.

		This policy applies to:	
Section Number:	3 - 3	X	Parents
Policy Name:	<b>FIREARMS AND EXPLOSIVES</b>	X	Elementary Students
		X	Middle School Students
Revised:	7-11-2022	X	High School Students

SACS expressly forbids the possession of firearms on School property, while conducting School business or to School functions. The school has "zero tolerance" for possession of any type of weapon, firearm, explosive, chemical deterrent, or ammunition. If an employee or student is suspected of being in possession of a firearm or explosive, the school reserves the right to conduct a search as outlined in Section 1-23. Prohibited weapons include, but are not limited to, the following:

- Any form of weapon or explosive
- All firearms
- All knives

		This policy applies to:	
Section Number:	3 - 4	X	Parents
Policy Name:	<b>FIRST AID</b>	X	Elementary Students
Effective Date:		X	Middle School Students
Revised:	7-7-2022	X	High School Students

The SACS nurse or other designated staff will provide first aid to students who become ill or injured. All student health issues are confidential. The school nurse will contact the parents/legal guardians, verbally and in writing for serious injury, illness, or if the nurse determines there is a need to leave school. Appropriate documentation will be maintained in the nurse's office.

		This policy applies to:	
Section Number:	3 - 5	X	Parents
Policy Name:	<b>HEALTH SERVICES</b>	X	Elementary Students
		X	Middle School Students
Revised:	7-19-2023	X	High School Students



The School Clinic is open 7:30 a.m. – 3:30 p.m. on school days. The nurse can be reached by phone, e-mail or in person. All students with health care needs such as: asthma, food/insect allergies, seizures, diabetes, daily prescription medications given at school, or any other health conditions, need to have the appropriate forms filled out and specific instructions given to the nurse regarding their care. SACS utilizes Magnus as our Student Health Care Portal. It is the responsibility of the parents to enter and keep updated any of their student's health records, forms, and other requirements as needed.

### **Immunizations/Medical Exemptions**

Every student is required to have his/her medical records on file and up to date by the beginning of school each year. Texas State Law requires that immunizations be up to date. All students must have proof on file of conformance to the immunization requirements of the State of Texas. This must be completed by the first day of school.

SACS also accepts affidavit exemptions. Families must request these forms from the Texas State Department of Health and Human Services ([www.dshs.texas.gov](http://www.dshs.texas.gov)). The original forms must be obtained by the family and submitted to the school nurse prior to the student's first day. The affidavit must be signed and notarized prior to submission and takes a significant amount of time to process. A new form is required every two years; please plan accordingly.

Failure to comply will result in a student not being able to attend school until requirements are met.

### **Illness**

Please do not send your child to school if he/she has had fever (100.0), diarrhea or vomiting within the last 24 hours. They must be fever free, without the aid of medication, for 24 hours before returning to school. If there are any questions, please keep them at home until symptoms are improved or a doctor has cleared them to return to school. Students with a transmittable infection (such as pink eye, strep, etc.) must have improved symptoms and a minimum of two complete doses of antibiotics before returning to school.

If a student becomes ill while at school, the student should report to the school nurse. The student may obtain an excuse from class to lie down for a time not to exceed one (1) class period. If, according to the judgment of the school nurse, a student should be sent home because of illness or injury, parents are expected to pick up the student as soon as possible. The school infirmary has limited facilities and cannot serve as a "holding area" for students who should be at home.

### **Communicable Diseases/Conditions Exclusion from School**

#### *Notification to Clinic, Office and Teacher*

Please notify the office, teacher, and clinic immediately if your child has a communicable disease. The Health Department requires the school to record data and warn families in cases where children might be at risk.

At risk cases include: chicken pox, flu, covid, measles, mumps, meningitis, infectious hepatitis, scarlet fever, tuberculosis, polio, myelitis, whooping cough, septic sore throat, bacillary dysentery, staphylococcal infections

In the event a contagious disease becomes widespread in any given school; the Nurse will communicate information to the Administration and aid in the decision making for the health and safety of the school community. The Texas Department of State Health Services may mandate that students having exemptions from immunizations be kept out of school until the outbreak is over. Our school clinics follow Universal Precautions to prevent further contagion related to disease. For more information on Universal Precautions, visit [www.cdc.gov](http://www.cdc.gov).

The guidelines below have been developed for the exclusion of students who have communicable or contagious diseases. A student **with any of the following symptoms** must not attend school until the student is free from symptoms listed below:

- Temperature of 100 degrees or more. Students must be fever free for 24 hours, without fever reducing medication, i.e., Tylenol, Motrin, Advil, before re-entry.
- Vomiting or diarrhea must be symptom free for 24 hours, without medication, before re-entry.



- An undetermined rash over any part of the body accompanied by fever.
- Red, draining eyes, intense itching with signs and symptoms of secondary infection.
- Open, draining lesions or wounds.
- For any infection, antibiotics must be taken for a minimum of 24 hours prior to re-admittance to school. The student who has been placed on antibiotics for a contagious disease should complete 2 doses of the prescribed medication before returning to the school setting.
- A certificate of the attending physician attesting that the child does not currently have signs or symptoms of a communicable disease or to the disease's non-communicability in a school setting; may be deemed necessary for reentry into school.

### **Medication and Emergency Action Plan**

Students needing inhalers and Epi-pens will need to include the Emergency Action Plan form along with their medications. Emergency Action Plans are valid for the duration of the school year in which they are submitted. New Action Plans are required at the start of each new school year. No student will be allowed to carry medication on their person unless authorized by a doctor and approved through the student's school Nurse. Emergency Action Forms can also be found on the school's website under the health clinic tab or in the school's medical app.

### **Inhalers**

The 77th Texas Legislature enacted House Bill 1688 which entitles a student with asthma to possess and self-administer prescription asthma medicine. A student may possess and self-administer asthma medicine on school property or at a school-related event, if the student has written permission from the student's parent and the student's physician or licensed health care provider.

The following requirements must be met prior to a student being allowed to carry his/her inhaler:

- The parent has requested that school personnel not administer the student's asthma medication; and
- The school receives annual written authorization from the student's parent for the student to self-administer, and
- The inhaler is properly labeled for that student; and
- The school nurse or other appropriate party assesses the student's knowledge and skills to safely possess and use his/her inhaler in a school setting and enters a plan to implement safe possession and use of the inhaler into the student's school health record.

### **Medication Guidelines**

- All medications (prescription and over the counter) must be kept by the nurse in the clinic. The nurse will not give any medicine unless it is provided by the parent with a signed permission obtained or a parent gives permission for medications that the clinic has in stock.
- Medications must be brought in and picked up by the parent/legal guardian. Any medications not picked up at the end of the school year will be properly disposed of by the Nurse.
- All medications must be in the original container with administration instructions on the label. Prescription medications must have the correct label and name.
- The nurse has the right to refuse to dose a child's medication if it is not in the proper packaging. If your child is to receive medication at school, it is the child's responsibility to report to the designated area in the nurses' office to take his/her medication.
- Medication must not be expired.
- Only secondary students may keep cough drops in their possession, but not cough syrup.
- A Physician Authorization Form must be filled out by the physician for prescribed medication that will be given at school. An example is temporary antibiotics for an illness.
- Failure to follow the school's medication guidelines may be considered as a violation of the Code of Conduct.



**Required Medication Forms – Clinic Forms**

- Emergency Health Care Plan – for all Allergic reactions – Benadryl, EpiPen
- School Asthma Action Plan – for all students with Asthma
- Physician Authorization Form – for all prescription medications given at school greater than two (2) weeks
- Over the Counter Medication Form (Elementary Only) – examples – Tylenol, Advil, Tums, cough drops

It is imperative that all Emergency and Asthma medications and their paperwork are in the Clinic on the very first day of school! Please plan and make Dr.’s appointments in May for the following school year.

**Dispensing Medication**

Ibuprofen, Acetaminophen, and cough drops may be obtained at the nurse’s office, provided written permission has been given to the school by the parents. **ALL** other medications needed at any time during the school year must be turned in the nurse’s office along with written instructions for their use. Unapproved use of any drug, whether obtained by prescription, or over the counter, may result in suspension or dismissal.

The following information must be completed on an Authorization to Dispense Medication form available at the office or on the website:

- Student’s name
- Name of medication
- Date(s) to be given
- Time(s) to be given, or how often
- Dosage (how much), which must include a physician’s written direction if different than the recommended dosage
- Signature of the parent or guardian
- Date request written
- Nonprescription medicine must be in the original container with original label and the student’s name.

**Injury**

Parents of injured students who require the aid of accommodations to carry out the expectations of the school day should submit proper documentation from a Physician. Academic and/or physical accommodations will be evaluated based upon doctor referral/recommendation.

		This policy applies to:	
Section Number:	3 - 6	X	Parents
Policy Name:	<b>LICE</b>	X	Elementary Students
		X	Middle School Students
Revised:	7-29-2024	X	High School Students

A student that is found to have live head lice during the school day may remain in the classroom until the end of the day. The parent/guardian of the student will be notified of the head lice infestation and that the student must be treated before re-entry into the classroom the following day. Informational material regarding treatment will be sent home with the student at the end of the day. The student will be re-inspected by the school nurse prior to re-entry into the classroom. If no live head lice are present the student may return to the classroom. If there are no live head lice, but nits are still present in the student’s hair the student may return to the classroom. Parent/guardian is instructed to continue to comb through the student’s hair daily for the next 2 weeks to remove any remaining nits. The student will be re-inspected by the school nurse in approximately 9-14 days after initial treatment depending on the product used. Notify School Clinic if treated on a weekend or over a school break. The School nurse will inspect student prior to re-entry into the classroom.

Current evidence does not support the efficacy and cost effectiveness of classroom or school wide screening for decreasing the incidence of head lice among school children. Parents should make inspection of their child(ren)’s

hair a part of their weekly routine. The clinic and school staff protect and maintain the confidentiality and educational process of each student. (<http://www.cdc.gov/parasites/lice/head/schools.html>)

		This policy applies to:	
Section Number:	3 - 7	X	Parents
Policy Name:	<b>ON CAMPUS SAFETY</b>	X	Elementary Students
		X	Middle School Students
Revised:	7-11-2022	X	High School Students

Safety is always first for our students. Skateboards, roller-skates, etc. should not be used on campus. Students should not be on campus after weekday school hours, holidays, or weekends unless they are engaged in an approved SACS activity and there is adult supervision.

		This policy applies to:	
Section Number:	3 - 8	X	Parents
Policy Name:	<b>STUDENT INSURANCE</b>	X	Elementary Students
		X	Middle School Students
Revised:	7-11-2022	X	High School Students

SACS does not provide student accident insurance.

**SECTION 4  
ACADEMIC POLICIES AND PROCEDURES**

		This policy applies to:	
Section Number:	4 - 1	X	Parents
Policy Name:	<b>ACADEMICS</b>	X	Elementary Students
		X	Middle School Students
Revised:	7-7-2023	X	High School Students

SACS offers a rigorous and comprehensive academic program that prepares students to be career and college ready. SACS academics are designed to promote students' intellectual growth, critical thinking, and academic mastery while continuing to develop creativity and curiosity.

		This policy applies to:	
Section Number:	4 - 2	X	Parents
Policy Name:	<b>ACADEMIC HONORS</b>		Elementary Students
		X	Middle School Students
Revised:	7-11-2022	X	High School Students

**MIDDLE SCHOOL**

Academic honors are determined on the current quarter's grades and noted on the report card each grading period. Electives are included in the honor roll calculation.

- **High Honor Roll** – 95 or higher average with no grade less than 90.
- **Honor Roll** – 90 or higher average with no grade less than 85.
- **Merit Roll** – 85 or higher average with no grade less than 80.

**HIGH SCHOOL**

The High School has established academic honors to recognize students at the annual awards ceremony who have demonstrated excellence in academics. Students who earn a 4.3 GPA in that year's fall semester with no single semester average below 90 will be recognized as a High Honor Roll student in the spring awards assembly.

For consideration of the annual awards assembly, only the GPA from the fall semester of the current academic year will be considered.

		This policy applies to:	
Section Number:	4 - 3	X	Parents
Policy Name:	<b>ACADEMIC FAILURE/PROMOTION</b>	X	Elementary Students
		X	Middle School Students
Revised:	7-29-2024	X	High School Students

**ELEMENTARY SCHOOL**

A grade of 65 or above is required for passing. Students whose yearly average in any core subject (Reading/Literature and Math) is below a 65 will not be promoted to the next grade. The elementary school principal will meet with the student's parents to discuss the best course of action to be taken for the student. Whether a student can repeat a grade they have failed at SACS will be determined by the administration based upon space availability and the student's behavioral and attendance record.

**MIDDLE SCHOOL**

A grade of 65 or above is required for passing. Students failing any core subject will be required to participate in credit recovery before consideration of promotion to the next grade level. Students failing **more than two classes** may not be promoted to the next grade level at SACS even with summer work. The middle school principal will meet with the student's parents to discuss the best course of action to be taken for the student. Whether a student can repeat a grade they have failed at SACS will be determined by the administration based upon space availability, and the student's behavioral and attendance record.

## HIGH SCHOOL

A grade of 65 or above is required for passing. Students who have a semester average below 65 in a class are considered to have failed that class for that semester. Students failing any core subject will be required to gain credit by retaking the course or through credit recovery.

Students who have failed three or more classes at the end of a semester may not be permitted to return to SACS. Students who have failed one or two semester classes may be permitted to return on Academic Probation. Students will be required to repeat the failed semester class during the next school year if the student does not recover the credit during the summer. Grades earned for students repeating a class or taking credit recovery will not be calculated into a student's GPA (beginning with the class of 2026).

Any student failing a semester of Bible with a grade of 64 or below will meet with the administration to determine their future enrollment at SACS. Seniors who fail Bible or fail two or more classes, may not be permitted to participate in the graduation ceremony.

		This policy applies to:	
Section Number:	4 - 4	X	Parents
Policy Name:	<b>ACADEMIC MISCONDUCT</b>	X	Elementary Students
		X	Middle School Students
Revised:	7-24-2024	X	High School Students

At SACS, we believe that honesty and integrity are crucial and desirable traits in all areas of our students' lives including their academic pursuits. We are committed to creating a learning environment that supports the pursuit of academic excellence with honesty and integrity.

### **Cheating**

Cheating is deliberately seeking academic gain through an unfair advantage and includes the willful misrepresentation of any part or all of another's work as one's own; copying another's answers; or giving or receiving unpermitted aid. All conversations during a testing period or while a quiz is being given, whether the offending student(s) have completed the test or quiz or not, may potentially be considered cheating.

### **Plagiarism**

Students' work is expected to be authentic. Everyone who submits work in the school must be the author of that work. Anyone who knowingly offers as their own what is in fact work generated by another party participates in the form of cheating and the work submitted will receive a grade of zero ('0') and will be subject to potential disciplinary action.

#### *Examples of plagiarism:*

- Copying another's work
- Quoting from a textbook or other source without quotations and not citing where the words came from.
- Copying a paragraph and changing a few words
- Paraphrasing someone else's work without citation
- Cutting and pasting statements from a digital source, including AI generators

Students can avoid charges of plagiarism by simply documenting the source of the information they are including in their work. Students' work will never be 'marked down' for having too many source identifiers.

### **Use of AI**

As Artificial Intelligence (AI) is still an emergent technology, AI policies must be subject to continual evaluation to ensure they meet educational and ethical standards of our institution. Integration of AI must aim to serve and enhance the learning journey of our students, aligning with the SACS desire to provide education that embodies Faith Character, and Academic Excellence.

AI has the potential to be used for good as well as for evil. As stated by Jason Thacker in *The Age of AI: Artificial Intelligence and the Future of Humanity* (Grand Rapids, Michigan: Zondervan Thrive, 2020 p. 26) “we are able to use technology for the glory of God and the betterment of society, or we can use it to push aside the dignity of others created in God’s image for sinful and contorted means”.

**Student Policy**

Prohibited Use: Students may not use AI tools, in part or in whole, to bypass the learning processes as this violates SACS academic integrity policy. Use of AI tools for assignments is akin to receiving assistance from another person and raises the same concerns. Examples include using AI to solve math problems, without understanding the underlying principles, or claiming generated content/analysis as one’s own work.

Use with permission: Acceptable use of AI tools, with specific instructor approval, include: research assistance, creative collaboration, problem solving, troubleshooting; all require the student’s active engagement and critical input. In such cases, students must still adhere to the principles of academic integrity and provide full disclosure of how the AI contributed to their work.

Use of AI without the express permission of the instructor, or use of AI without providing full disclosure of how AI contributed to the work, is considered plagiarism and the work submitted will receive a grade of zero (‘0’) with the student subject to potential disciplinary action. This policy will continually be updated as needed.

		This policy applies to:	
Section Number:	4 - 5	X	Parents
Policy Name:	<b>ACADEMIC WARNING</b>	X	Elementary Students
		X	Middle School Students
Revised:	7-24-2024	X	High School Students

**ELEMENTARY and MIDDLE SCHOOL**

Students who fail a course (score below a 65) during the quarter grading period will receive an Academic Warning. If the student continues to do poorly and fails the following quarter grading period, the student will be placed on Academic Probation

Elementary students and parents must attend a mandatory conference with teacher(s) and principal to determine a plan of action/intervention.

**HIGH SCHOOL**

Students failing a course at the end of the quarter grading period will be given an Academic Warning. Once placed on Academic Warning, the warning status cannot be removed until a full quarter has been completed without any failing grades and the student has passed the semester. Students that fail a semester are required to participate in credit recovery.

		This policy applies to:	
Section Number:	4 – 6	X	Parents
Policy Name:	<b>GENERAL/ACADEMIC PROBATION</b>	X	Elementary Students
		X	Middle School Students
Revised:	7-24-2024	X	High School Students

**New Student Probation**

Students that are attending SACS for the first time will be placed on General Probation for their first year. General Probation is defined as: A general trial period regarding a student’s conduct, character, academic qualifications, adaptation to SACS environment, and spiritual walk.

There are three (3) possible outcomes to General Probation:

- The student meets all SACS requirements and is removed from probation status.

- There are some questions over the student’s actions and the probation period is extended.
- The student fails to meet standards and is denied re-enrollment.

**ELEMENTARY SCHOOL and MIDDLE SCHOOL**

A student that fails two consecutive grading periods will be placed on Academic Probation. A student on probation may be restricted from extracurricular activities. Once placed on Academic Probation, the probation status may not be removed until a full grading period of work has been completed and all failing averages have been raised to passing.

**HIGH SCHOOL**

A student that fails a semester course shall be placed on Academic Probation. If a student fails two or more semesters, they may face removal from school for academic non-performance. The student’s grade level teachers and administration will review grades, motivation, progress, etc., to determine whether to extend probation, remove probation, or to administratively withdraw the student from SACS.

Students on Academic Probation may be barred from participation in extracurricular school functions, including athletics, cheerleading, student council, honor associations, fine arts activities, etc.

		This policy applies to:	
Section Number:	4-7	X	Parents
Policy Name:	<b>AP COURSES AND DUAL CREDIT</b>		Elementary Students
			Middle School Students
Revised:	7-18-2024	X	High School Students

**AP and Dual Credit courses are college level courses.**

**AP Courses**

AP Courses are considered college-level and demand a strong academic commitment from the part of the student. Students must meet certain criteria to be considered for any AP course; please see the course catalog for prerequisites. Students taking an AP course will be required to pay an additional fee as well as be required to take the AP exam.

**Dual Credit Courses**

Dual Credit courses are college courses and provide students the opportunity to gain experience and become better prepared for the pace and rigor of college coursework. Students taking college courses while in high school demonstrate to potential universities that they are prepared for the rigor of college. Additionally, Dual Credit courses are a cost-effective way for students to earn college credit and potentially graduate college sooner and with less debt.

Dual credit courses are offered to SACS Juniors and Seniors. Students that have met all SACS and partner university prerequisites (listed in the SACS Course Catalog) may begin to take Dual Credit courses the summer before the start of their junior year.

SACS administration is responsible for determining the universities that it will partner with for dual credit. SACS restricts the choice of approved programs to universities that have an intentional Christian Worldview and reflect that worldview in their coursework. Additionally, the university must be regionally accredited, rigorous, and their courses should have a record of transferability to the institutions our students typically choose to attend after graduation. SACS has partnered with LeTourneau University which offers a variety of college level courses available on the SACS campus and online for our students.

- LeTourneau is the sole partner university for which students enrolled at SACS may earn credit.
- College tuition for Dual Credit courses is paid by parents directly to the partner university.
- Students will receive both high school and college credit for the classes taken.
- Students who meet the prerequisites may take any Dual Credit course offered on the SACS campus. All on-campus dual credit courses will be calculated into the student’s GPA.



**Number of Dual Credit Courses on Campus**

Students are able to take the following semester Dual Credit courses on campus:

- English Composition I (3 credit hrs.)
- English Composition II (3 credit hrs.)
- U.S. History I (3 credit hrs.)
- U.S. History II (3 credit hrs.)
- British Literature I (3 credit hrs.)
- British Literature II (3 credit hrs.)
- American Government (3 credit hrs.)
- General Chemistry I plus Lab (4 credit hrs.)

**Number of Online Dual Credit Courses (LeTourneau University)**

- Students are able to take one (3 credit hr.) course per semester beginning the summer prior to junior year which will be calculated into the student’s GPA.
- Additional online courses **must be approved** and will be included on the student’s transcript with the grade listed as a “P” for passing, without being calculated into the student’s GPA.

**New Students Transferring College Level Courses to SACS**

Students bringing to SACS, High School AP and/or Dual Credit courses must provide that information prior to enrollment. An Academic Review Committee will determine how those courses will be applied towards their SACS GPA.

		This policy applies to:	
Section Number:	4 - 8	X	Parents
Policy Name:	<b>BIBLICAL INTEGRATION</b>	X	Elementary Students
		X	Middle School Students
Revised:	7-11-2022	X	High School Students

With the Bible as the foundational core of our curriculum, God’s truth is integrated in all subjects to encourage the development of a Biblical worldview.

		This policy applies to:	
Section Number:	4 – 9	X	Parents
Policy Name:	<b>CLASS RANK/TOP 10%</b>		Elementary Students
			Middle School Students
Revised:	7-10-2024	X	High School Students

SACS is a non-ranking school and does not provide individual rankings to students or families. Texas House Bill 588 requires schools to report students in the top 10% to aid in the use of the Texas Top 10% Rule for automatic admission to Texas Public Universities. As a result, official transcripts sent to universities will include an individual ranking only for the students in the top 10%. Students ranking in the top 10% or the top 6% will have that noted on transcripts issued to students or families to aid in their college applications. Class Rank/Top 10% is determined by the GPA which is calculated from all grades the student has earned in grades 9<sup>th</sup>-11<sup>th</sup>.

Texas policy dictates that colleges only consider GPA at the end of the junior year for college admissions. As such, SACS ranks, for the first time, students at the end of junior year.

New students bringing AP, Dual Credit, and Honors courses will have those courses matched to what SACS currently offers to ensure that they do not unfairly disenfranchise current SACS students. Transcripts will be reviewed by the Academic Review Committee.

		This policy applies to:	
Section Number:	4 – 10	X	Parents
Policy Name:	<b>GRADES/GPA</b>	X	Elementary Students
		X	Middle School Students
Revised:	7-24-2024	X	High School Students

### ELEMENTARY SCHOOL

Prekindergarten		Kindergarten		Grades 1-5	
<b>S+</b>	Mastery	S+	High satisfactory	A	90% and above
<b>S</b>	Approaching Mastery	S	Satisfactory progress	B	80%-89%
<b>N</b>	Needs Improvement	N	Needs improvement	C-	70%-79%
<b>X</b>	No evaluation at this time	X	No evaluation at this time	D	65%-69%
				F	Below 65%

### MIDDLE SCHOOL

90 – above	A
89 – 80	B
79 – 70	C
69 – 65	D
64 – Below	F

### HIGH SCHOOL

Only High School level courses taken in 9<sup>th</sup> – 12<sup>th</sup> grade will be calculated into a student's GPA. High School grades from transfer credits taken at accredited schools will be calculated into a student's cumulative GPA upon enrollment at SACS. Once the student is enrolled at SACS only grades earned at SACS (or approved under section 7-16) will be calculated into a student's GPA. Grades earned for students repeating a class or taking credit recovery will not be calculated in a student's GPA (beginning with the class of 2026).

#### GRADE POINT AVERAGE (GPA)

The student's cumulative grade point average (GPA) for all high school courses taken in grades 9-12 is calculated at the end of each semester grading period and is published on the student's report card and official transcript.

All grades are recorded as letter grades on the report card and transcripts. The letter grade is based on the grade average earned for the course. Grade Point Average (GPA) for each course is calculated at the end of each semester and is based on a scale of 4.3. Honors level, AP, and dual credit courses are weighted by adding quality points to the semester GPA for that particular course. Honors level courses receive .5 additional quality points to the semester GPA. AP and dual credit level courses receive 1.0 additional quality points to semester GPA.

Grade Average	Letter Grade	GPA Value	Honors GPA Value	AP/DC GPA Value
97-100	A+	4.3	4.8	5.3
93-96	A	4.0	4.5	5.0
90-92	A-	3.7	4.2	4.7
87-89	B+	3.3	3.8	4.3
83-86	B	3.0	3.5	4.0
80-82	B-	2.7	3.2	3.7
77-79	C+	2.3	2.8	3.3
73-76	C	2.0	2.5	3.0
70-72	C-	1.7	2.2	2.7
67-69	D+	1.3	1.8	2.3
65-66	D	1.0	1.5	2.0
< 65	F	0.0	0.0	0.0

		This policy applies to:	
Section Number:	4 – 11	X	Parents
Policy Name:	<b>GRADUATION REQUIREMENTS</b>	X	Elementary Students
		X	Middle School Students
Revised:	7-8-2024	X	High School Students

To graduate from San Antonio Christian High School, a student must meet the graduation requirements and spend at least their entire senior year at SACS or have special permission from the Head of School and the Board of Trustees.

**Graduation Requirements**

The minimum number of Graduation Credits required: 26 hrs., including:

- 4 Credits in Bible
- 4 Credits in English
- 3 Credits in Social Studies
- ½ Credit in American Government
- ½ Credit in Economics
- 4 Credits in Mathematics (Must include Algebra I, Algebra II, and Geometry)
- 4 Credits in Science (Must include Biology, Chemistry, and Physics)
- 2 Credits in a Foreign Language (Must be in the same Language – Latin or Spanish)
- ½ Credit in Speech/Debate
- 1 Credit in Fine Arts
- 1 Credit in Physical Education (To be earned through Athletic Competition or approved PE request)
- 1½ Credits in Electives (any extra course/credit beyond required courses)

**Additional requirements for SACS Graduation**

- 96 Community Service Hours (24 hours for each year in High School. Pro-rated for semester not enrolled in SACS 9<sup>th</sup>-12<sup>th</sup> grade).
- All accounts must be in good standing.

The SACS Graduation Plan provides all SACS graduates with the distinction of Distinguished Level of Achievement with a Multidisciplinary Studies endorsement.

Academic accomplishment is recognized on SACS’ diplomas. This recognition is based on the cumulative grade point average of the student. Categories are as follows:

- Summa Cum Laude – 3.95+**
- Magna Cum Laude – 3.65-3.94**
- Cum Laude – 3.45-3.64**

		This policy applies to:	
Section Number:	4 – 12	X	Parents
Policy Name:	<b>HOMEWORK</b>	X	Elementary Students
		X	Middle School Students
Revised:	7-11-2022	X	High School Students

Homework is an important part of the total educational process and is assigned as it is deemed necessary for learning. To ensure that each student meets or exceeds rigorous performance and achievement standards, teachers in each grade may provide homework. Homework can help students reinforce previously taught skills, explore and extend knowledge, prepare for future lessons, challenge and inspire independent learning, and explore new talents and skills.

		This policy applies to:	
Section Number:	4 – 13	X	Parents
Policy Name:	<b>INCOMPLETES</b>		Elementary Students
		X	Middle School Students
Revised:	7-11-2022	X	High School Students

An incomplete “I” may be recorded when a student has not successfully fulfilled the course requirements. Arrangements to satisfy the course requirements may be made with the course instructor and administration.

		This policy applies to:	
Section Number:	4 – 14	X	Parents
Policy Name:	<b>LEARNING DIFFERENCE - ACCOMMODATIONS</b>	X	Elementary Students
		X	Middle School Students
Revised:	7-11-2024	X	High School Students

For students with a diagnosed learning difference, some accommodations may be made with an administrator approval (only students enrolled in the Academic Support program may receive curriculum modifications). For a student to receive classroom accommodation such as extended time, the school office must have current educational testing and/or medical documentation on file. The standard for current documentation is within the past three years (excluding dyslexia) by a licensed diagnostician or medical professional. Documentation is required if the student plans to apply for extended time on the SAT/ACT or any other standardized testing.

All documentation must be reviewed by the administrator and/or Academic Support facilitator prior to a student receiving accommodations in the classroom. Course instructors do not have the authority to approve accommodations. Once a student’s documentation is reviewed and approved, the administrator will inform the appropriate instructors.

If a physician or other professional requires additional information to make a diagnosis, the appropriate forms must be given directly to the school office who will then give them to the appropriate instructors. The forms will then be sent directly to the requesting professional.

### Academic Support

Academic Support is offered to qualifying students having difficulty managing the demands of the classroom and maintaining passing averages in their subjects. This program consists of students meeting with the Academic Support instructor during their normally scheduled elective to receive additional help. Space is available on a limited basis and may require an interview and testing.

		This policy applies to:	
Section Number:	4 – 15	X	Parents
Policy Name:	<b>REPORT CARDS</b>	X	Elementary Students
		X	Middle School Students
Revised:	7-7-2023	X	High School Students

Electronic report cards are made available to families and students in the FACTS portal the school week following the end of the quarter. The end-of-year report card will be available only if all books have been returned, all fines and fees have been paid, and tuition is current.

		This policy applies to:	
Section Number:	4 – 16	X	Parents
Policy Name:	<b>TESTING/ACADEMIC RECORDS</b>	X	Elementary Students
		X	Middle School Students
Revised:	7-18-2024	X	High School Students

## ELEMENTARY AND MIDDLE SCHOOL

### Testing

Students in 2<sup>nd</sup> – 8<sup>th</sup> grade will take the ERB/CTP5 Achievement test.

### **Academic Records**

Academic records shall be kept for each student. They will be available for certified staff. Parents may request to review their child's academic records with the Academic Counselor or appropriate administrator. Files are securely kept with limited access.

## **HIGH SCHOOL**

### **Academic Records**

Academic records shall be kept for each student. They will be available for certified staff. Parents may request to review their child's academic records with the Academic Counselor or appropriate administrator. Files are securely kept with limited access.

### **Achievement Testing**

Achievement tests provide another source of information that is helpful in determining individual as well as group needs. San Antonio Christian High School utilizes the following nationally normed test to give students a scale to evaluate their academic achievement on a national level.

**PSAT:** The PSAT is taken by all sophomores and juniors each year as preliminary training for the SAT. The PSAT is also used to select junior students for National Merit Scholarships; thus, it is not only helpful practice, but for the bright or gifted student who does well, it can be a means of obtaining recognition for college scholarships.

**SAT AND ACT:** The SAT and ACT tests are college admissions exams. The SAT is offered as an option on-site during the national SAT School Day test dates for juniors and seniors. Testing fees will be collected for the on-site SAT administration. Information concerning additional test dates off-site is made available to juniors and seniors through the Guidance Office. Students in the 11th and 12th grade are strongly encouraged to take the SAT on-site or the ACT (at another testing site).

**AP TESTING:** Students enrolled in an AP (Advanced Placement) course are required to take the AP exam for that subject. Students that do not take the AP exam will not receive the GPA bump for that semester.

If students would like to take an AP (Advanced Placement) exam for a course not offered by the school, they must meet with the Guidance Counselor to receive a recommendation. If the student is recommended for the AP exam, the exam will be administered on-site in May. Students who choose to take an AP exam, and are not enrolled in the AP class, are required to take all second semester finals for the classes in which they are enrolled (unless senior exemptions apply). The registration deadline for AP Exams is the first week of November.

### **Secondary Exams and Reviews**

**Semester Exam Review:** Two class periods for review will be provided prior to semester exams. Teachers will provide an overview of information that will assist students in their study for the exam.

**Semester Exams:** Semester exams count 20% of the semester grade.

Semester exams are mandatory for all high school students in non-elective core courses. While the actual form of the test is left up to the teacher's discretion, the test is intended to be comprehensive. Any material covered in class during the semester should be considered as appropriate for inclusion on the final; however, the test should focus on the most important elements that make up the course curriculum, and those points will have been stressed during class lectures and discussions.

### **Semester Exam Scheduling:**

- Semester Exam dates are posted on the school's calendar at the beginning of each year.
- Students are required to take Semester Exams on the date and time scheduled unless they are ill.
- Semester exams will not be postponed or rescheduled to accommodate family trips.

- Students failing to take a Semester Exam for reasons other than illness or family emergencies, as approved by administration, will not be allowed to make up the missed Semester Exam.
- No more than two e will be given in one academic day

**Makeup Test:**

- Makeup exams are only scheduled for those students that missed the exam due to illness or family emergency.
- Makeup exams will only be taken after the scheduled exam. There are no opportunities to take an exam early.

**Exemptions:**

- Only seniors may be exempt from a semester final.
- See *Senior Privileges* for more information.

		This policy applies to:	
Section Number:	4 – 17	X	Parents
Policy Name:	<b>TEXTBOOKS</b>	X	Elementary Students
		X	Middle School Students
Revised:	7-11-2022	X	High School Students

Textbooks are issued to each student for use during the school year. These texts remain the property of SACS and should be treated as such. The condition of the textbook will be recorded at the time it is issued. Charges will be made to the student for damages, mutilation, or lost textbooks. **Please do not write in or cover hardback books with contact paper. Writing in or on books that are to be reused will result in the purchase of such.** High school students enrolled in dual credit courses not taught or facilitated by SACS teachers must purchase their own textbooks.

		This policy applies to:	
Section Number:	4 – 18	X	Parents
Policy Name:	<b>TRANSCRIPT REQUEST</b>		Elementary Students
		X	Middle School Students
Revised:	7-7-2023	X	High School Students

It is current practice for transcripts to be sent from institution to institution. High School students may request an academic achievement record that contains all courses taken and grades earned during each high school semester at SACS. At the conclusion of a student’s junior year, students are given an unofficial transcript for the college application process. Official transcripts will be sent directly to the college/university.

		This policy applies to:	
Section Number:	4 – 19	X	Parents
Policy Name:	<b>TRANSFER OF CREDITS</b>		Elementary Students
		X	Middle School Students
Revised:	7-10-2024	X	High School Students

**When a student enters SACS having taken High School courses from another institution, the following guidelines will apply to those credits:**

**Transfer of High School Credit for New Students**

**Accredited Schools:** High School credits earned prior to SACS enrollment from another accredited school will be transferred using the SACS grading scale. The course, along with the student’s letter grade, will be posted on the student’s transcript, the grade will be calculated into the student’s SACS High School GPA, and the credit will be applied towards the student’s High School Graduation Requirements.





**Non-Accredited Schools/Home School:** Credits earned through home school courses or non-accredited schools must be approved by the Academic Committee. The approved credits will be posted on the student’s transcript and the student will receive credit toward their High School Graduation Requirements. The course will be listed and a “P” for passing will be placed on the transcript. The grade will not be calculated into their High School GPA.

**High School Credit Earned in Middle School:** High School credits earned during Middle School will be posted on the student’s transcript and the student will receive credit toward their High School Graduation Requirements. The course will be listed and a “P” for passing will be placed on the transcript. The grade will not be calculated into their High School GPA.

**Transfer of Credit for Current Students**

Only courses taught by SACS educators or pre-approved credit recovery relationships may be awarded credit on the student’s transcript after enrolling at San Antonio Christian High School.

Students may only take courses from other accredited institutions if:

- They failed a SACS course and must recover credit. SACS will determine the options for credit recovery.
- Administration has determined that the required course cannot fit into the student’s graduation plan.
- The student was already taking a course at another institution during the enrollment process.

		This policy applies to:	
<b>Section Number:</b>	4 – 20	X	Parents
<b>Policy Name:</b>	<b>TUTORING</b>	X	Elementary Students
		X	Middle School Students
Revised:	7-10-2024	X	High School Students

Every instructor makes a reasonable effort to assist their students when they fall behind or encounter academic difficulties. Instructors are available before and/or after school to give additional assistance when prior arrangements are made. Faculty members are encouraged not to become financially involved in tutoring students and teachers may not charge for tutoring their currently assigned students. Any exemption to this policy must be made through administration.

		This policy applies to:	
<b>Section Number:</b>	4 – 21	X	Parents
<b>Policy Name:</b>	<b>VALEDICTORIAN AND SALUTATORIAN</b>		Elementary Students
			Middle School Students
Revised:	7-10-2024	X	High School Students

The Senior with the highest GPA on **April 25<sup>th</sup>** will be declared the “Valedictorian” and the Senior with the second highest GPA will be declared the “Salutatorian.”

**Guidelines for Selection:**

- A student must have attended SACS for at least five consecutive semesters, including the entire senior year.
- Students must be current in all class work and must be attending SACS full-time.
- GPA will be determined based on cumulative grades and current grade book standing in all classes on **April 25<sup>th</sup>**.
- When comparing two students, both the average of their four full years of high school and their mutual time at SACS will be calculated. If both averages are equal, the individual who has attended SACS high school the longest will be awarded the position.
- The Valedictorian will give their speech during the Graduation Ceremony.
- The Salutatorian will give their speech during the HS Awards Ceremony.

**SECTION 5  
ATTENDANCE**

		This policy applies to:	
Section Number:	5 – 1	X	Parents
Policy Name:	<b>ATTENDANCE</b>	X	Elementary Students
		X	Middle School Students
Revised:	7-11-2022	X	High School Students

Students are required to be in attendance and on time. Students missing 10% or more of the school year (**excused or unexcused**) are subject to academic review which may include academic recovery and/or retention. A student’s attendance is recorded per class period for secondary school. Elementary is reported daily.

		This policy applies to:	
Section Number:	5 – 2	X	Parents
Policy Name:	<b>TARDIES/CHECKING IN AND CHECKING OUT</b>	X	Elementary Students
		X	Middle School Students
Revised:	7-11-2024	X	High School Students

**ELEMENTARY SCHOOL**

Students are tardy who arrive between 7:50 am-10:00 am. If a student arrives after 10:00 a.m. and stays the rest of the academic day, they will be recorded with a 1/2-day absence. Similarly, if a student arrives on time but leaves before 1:00 p.m. they will receive a 1/2-day absence. When a student is tardy for any reason, they must report to the office to check-in. Excessive tardies or absences may result in disciplinary action or retention.

**Checking Out**

Please plan accordingly to allow an extra 10-15 minutes when checking students out during the school day. Office staff are unable to call a student out of class prior to your arrival in the office for release.

**MIDDLE and HIGH SCHOOL**

Students must be in their seats and ready to begin work when the bell sounds. Students tardy to class will receive an infraction. Students arriving more than 10 minutes late to any class are considered absent for that class.

**Morning Tardies (First Period)**

A morning tardy is considered arriving at school late no more than ten (10) minutes. Late students must come by the office to sign in. Written or verbal communication from the parent must be given to obtain an admit slip. Excessive tardies may result in disciplinary action.

**Tardies – Per Quarter**

**Morning Tardy:**

3 per quarter  
4th Offense is Class C, 2nd Offense  
6th Offense - Class C, 2nd Offense

**Classroom Tardy:**

1st & 2nd Offense - Warning  
3rd – 5th Offense - Detention

**Checking Out**

Please plan accordingly to allow extra time when checking students out during the school day. **Office staff are unable to call a student out of class prior to the parent’s arrival for release.**

Student drivers checking out during school hours will need a written excuse or a call to the office prior to the time the student is to be checked out. Parents may call and release their student over the phone in the event of a medical appointment (written note from doctor office confirming visit upon return), illness or family emergency.

Parents wishing to check out their student for lunch must come to the office in person to sign out their student.

**Parents may not check out students during the academic day to attend an on-campus event without administrator approval.**

		This policy applies to:	
Section Number:	5 – 3	X	Parents
Policy Name:	<b>ABSENCE(S)</b>	X	Elementary Students
		X	Middle School Students
Revised:	7-11-2023	X	High School Students

**Mandatory Attendance**

Students are required to maintain a minimum of 90% attendance to earn academic credit. Students falling below 90% attendance are subject to academic review which may include academic recovery and/or retention. All absences (**excused, unexcused, and planned**) count against the minimum attendance standard. Attendance is taken per class and calculated on a semester basis for secondary students only. Elementary will take attendance daily.

Students taking classes for HS credit (8<sup>th</sup>-12<sup>th</sup>) who are absent more than 9 days per semester may be required to make up those contact hours to receive credit for each class. A date/time will be determined for this academic recovery.

**Reporting an Absence**

When a student is absent, parents must give written notice of the absence to the school office by 9:00AM. Students must secure an admit slip to re-enter class if the student misses any part of the day (MS & HS).

**Full Day/Half Day**

**ELEMENTARY SCHOOL**

- Full Day                      Student must be present 5 ½ to 7 hours to be counted present for a full day
- Half Day                      Student must be present 3 ½ hours to be counted present for a half day

**MIDDLE and HIGH SCHOOL**

- Students missing 2 or more class periods due to illness will not be allowed to participate in extra-curricular practices, performances, or athletic competitions on that school day.
- Students who spend more than 30 minutes in the clinic due to illness will not be allowed to participate in extracurricular practices, performances, or athletic competitions on that school day.
- Students arriving more than ten (10) minutes late to any class are considered absent from that class.
- Students leaving during the school day due to illness will not be allowed to participate in extracurricular practices, performances, or athletic competitions on that school day
- A student who receives an unexcused absence will not be allowed to participate in extra-curricular practices, performances, or athletic competitions on that school day.

**Excused Absence**

- Illness
- A note from a doctor will be required for absences due to illness, lasting five (5), or more, consecutive days.
- Doctor/Dental Appointments. Please make every effort to schedule these appointments outside school hours.
- Family Emergencies
- College Day Visits (10th - 12th Grade Only)
- Students are given four (4) days for college visits. Students must bring a parental note specifying the college and dates to be visited prior to leaving for the college visit. A college visitation form from the college/university must be completed and given to the Guidance Department. All missed work is due the day the student returns to school.
- Students taking the initial driver’s test or obtaining a license renewal during school hours must notify the attendance office.



### Unexcused Absence

- Sleeping in late
- Not notifying the school office within two (2) days of the student's return to school.
- Going home to retrieve forgotten items
- Missing school for hair appointments, nails, senior portraits, etc.
- Skipping class
- Students/Parents are expected to make allowances for known traffic patterns. Note, that excessive "traffic excuses" will be deemed unexcused at the discretion of the administration.

### Planned Absence

Although the school will make every effort to work with families, please understand that planned absences (including family trips) place a burden on the school. Administration, teachers, and the respective attendance office must be notified of all planned absences a minimum of one week prior to the absence.

### Reporting Planned Absence

#### ELEMENTARY SCHOOL

- When reporting a planned absence, please contact the classroom teacher and the ES front office at least one week PRIOR to the absence occurring. Due to the extra burden on the teacher, make-up work will be provided on the last day the student is present before the absence.
- Any major school projects that are due during the absence should be completed and turned in prior to the absence.
- Classroom teachers will determine if missing assignments will be due prior to the absence or due the day the student returns. This includes being prepared to take any tests missed.
- Any assignment not turned in or test not taken will follow the late work policy.

#### MIDDLE and HIGH SCHOOL

- Any major school projects that are due during the absence should be completed and turned in prior to the absence.
- When reporting a planned absence, please contact the secondary student service office.
- Students are responsible for contacting each teacher.
- Classroom teachers will determine if missing assignments will be due prior to the absence or due the day the student returns. This includes being prepared to take any missed tests.
- Any assignment not turned in or test not taken will follow the late work policy.

### Partial Day Absences

Students who miss only a portion of the day due to a doctor's appointment, illness, or planned absence are expected to turn in all assignments for all **classes that meet that day**. No extra days will be given. Any assignment not turned in on the day of a partial absence will receive late work penalties. Any test missed due to a partial absence must be taken the same day as the partial absence and scheduled with the teacher. It is the student's responsibility to contact the teacher to arrange a time to take the test. Any test not taken the day of a partial absence will receive a zero.

Students who miss a portion of the day due to leaving school because of an illness or family emergency and does not return the same day will be considered an excused absence and expected to follow the make-up policy as outlined.

		This policy applies to:	
Section Number:	5 – 4	X	Parents
Policy Name:	<b>MAKE-UP WORK/LATE WORK</b>	X	Elementary Students
		X	Middle School Students
Revised:	7-11-2024	X	High School Students

**ELEMENTARY SCHOOL**

**Excused Absences**

- Students will be allowed one day for every day missed.
- Students missing the day before a test are still expected to take the test at its scheduled time, unless other arrangements are made with the teacher.
- Students absent the day of a scheduled test should be prepared to take the test on the day they return, unless other arrangements are made with the teacher.

**Late Work**

- Five (5) points for each day up to 3 days will be deducted for all late work. After day 3, students will be assigned a zero for the assignment.
- Late work will not be accepted after 3 days.

**MIDDLE and HIGH SCHOOL**

**Excused Absences**

- Students missing one day will have one day to turn in any missed work.
- Students missing the day before a test are still expected to take the test at its scheduled time.
- Students absent the day of a scheduled test should be prepared to take the test on the day they return to campus.
- Students missing 2 or more days, will need to meet with individual teacher(s) to determine the appropriate amount of time to make up and turn in assignments.
- Students that come to school late are still responsible to turn in any assignments missed for that day no matter the time they arrive.
- **Students that miss due to school-related activities are still required to turn in their work on the date assigned or before.**

**Unexcused Absences**

- Will result in a zero for any assignment or in-class work missed on the day of the absence.

**Late Work**

**6<sup>th</sup> Grade**

Late Day 1	15%
Late Day 2	25 %
Late Day 3	50%
Late Day 4	0%

**7<sup>th</sup> Grade**

Late Day 1	25%
Late Day 2	50%
Late Day 3	0%

**8<sup>th</sup>-10<sup>th</sup> Grade**

Late Day 1	30%
Late Day 2	50%
Late Day 3	0%

**11<sup>th</sup>-12<sup>th</sup> Grade**

Late Day 1	50%
Late Day 2	0%

**SECTION 6  
ELEMENTARY SCHOOL**

		This policy applies to:	
Section Number:	6 – 1	X	Parents
Policy Name:	<b>ARRIVAL AND DISMISSAL</b>	X	Elementary Students
			Middle School Students
Revised:	7-26-2024		High School Students

**Pre-Kinder Arrival & Dismissal:** Pre-Kinder students, their siblings, and any students who carpool with them will arrive from 7:30-7:45 a.m. at the cafeteria. Pre-Kinder students, their siblings, and any students who carpool with them will be dismissed from the cafeteria at 2:55 PM. Students not picked up by 3:15 PM will be taken to the office for late pickup (fees apply).

**K-5<sup>th</sup> Grade Arrival:** Students arrive at the elementary gym each morning between 7:30-7:45 am. Please have your child remain in the car until you are directed to release by a teacher or patrol crew member. **Please do not drop off any students on the school grounds before supervision begins at 7:30 a.m. unless utilizing the Early Drop Off option in the cafeteria. Please refer to tardy information in section 5-2.**

It is imperative that we have only **ONE CARPOOL LINE IN THE MORNING**. Students arriving after 7:45 a.m. will need to enter through the front office to check in before going to class.

**K-5<sup>th</sup> Grade Dismissal:** Students will be dismissed from the gym at 2:55 PM. Students not picked up by 3:15 PM. will be taken to the office for late pickup at the cost as noted on the tuition and fee schedule.

**PK – 5<sup>th</sup> Grade Early Dismissal**

Carpool starts at 11:55 AM and concludes at 12:15 PM.

**Early Drop Off:**

This service is provided in the cafeteria from 7:00 am -7:30 am for \$5.00 per use per family.

**After School Care:** SACS offers in-house after-school care on our SACS campus. Visit the website for more information.

		This policy applies to:	
Section Number:	6 – 2	X	Parents
Policy Name:	<b>CHAPEL</b>	X	Elementary Students
		X	Middle School Students
Revised:	7-29-2024	X	High School Students

Chapels are held once a week and students are required to attend. Parents and family members are welcome to attend.

		This policy applies to:	
Section Number:	6 – 3	X	Parents
Policy Name:	<b>COMMUNICATION FOLDER/PLANNER/BINDER</b>	X	Elementary Students
			Middle School Students
Revised:	7-7-2022		High School Students

To partner with you to help your student develop lifelong study habits, students will bring home a folder or planner containing communication from their teacher. The folder will contain recently graded work, homework to be returned and an occasional memo, flyer or letter. We ask that you check the folder/planner/binder nightly and discuss any issues with your student, such as graded work that may not be your student’s best work or graded work that may reveal a current academic struggle. Please sign and return any necessary documents and return the folder/planner/binder the following school day.



		This policy applies to:	
Section Number:	6 – 4	X	Parents
Policy Name:	<b>MONEY AND NOTES</b>	X	Elementary Students
			Middle School Students
Revised:	7-7-2024		High School Students

Typically, all monies for fees are sent electronically via the school’s Pay-it system. As such, there are rare instances that money may be sent in directly (i.e., Missionary monies and book orders). Those should be sent in a sealed envelope with the child’s name and the teacher’s name notated on the front.

All notes should be sent in the student’s communication folder/planner/binder. If you need to communicate with your teacher privately, please email them directly using their school email.

		This policy applies to:	
Section Number:	6 – 5	X	Parents
Policy Name:	<b>SAFETY PATROLS</b>	X	Elementary Students
			Middle School Students
Revised:	7-7-2022		High School Students

Students in 5th grade may serve as safety patrol members. Students open car doors during morning carpool arrival times and welcome students to school. Students and parents are asked to cooperate and respect their directions. Student behavior, conduct, and academic standing will be considered before being placed on the safety patrol crew.

**SECTION 7  
MIDDLE SCHOOL**

		This policy applies to:	
Section Number:	7 – 1	X	Parents
Policy Name:	<b>ATHLETICS</b>		Elementary Students
		X	Middle School Students
Revised:	07-15-2021		High School Students

Participation in sports can develop one mentally, physically, socially, and spiritually, and is therefore, an important part of the total educational program at SACS.

6 <sup>th</sup> Grade Sports		7 <sup>th</sup> and 8 <sup>th</sup> Grade Sports
Fall	Cross Country (Boys & Girls) Soccer (Co-Ed) Volleyball (Girls)	Cross Country (Boys & Girls) Volleyball (Girls) Football (Boys) Cheerleading (Girls)
Winter	Basketball (Boys & Girls) Wrestling (Boys)	Basketball (Boys & Girls) Soccer (Co-Ed) Wrestling (Boys) Cheerleading (Girls)
Spring	Golf (Boys & Girls) Track (Boys & Girls)	Baseball (Boys); Softball (Girls) Golf (Boys & Girls) Track (Boys & Girls) Tennis (Boys & Girls) Cheerleading (Girls)

**Administration**

Each coach has the authority to set specific standards of conduct and training rules within the guidelines stipulated by the SACS School Board, administration, and the athletic department. The respective coaches are responsible for enforcing school and team rules. Specific guidelines for athletes are found in the MS Athletic Handbook. No administrative appeals will be heard regarding team assignment, team selection, position, and/or playing time.

**Athletic Fee**

There is an athletic fee for each school sport in which a student participates. This fee will be assessed after a student has been selected for a team and is billed through the Central Office. See Tuition and Fee schedule for details.

**Eligibility**

Students will not be athletically eligible if they have more than two “D’s” (below 70), or one “F” (below 65). Eligibility will be checked weekly beginning the 2<sup>nd</sup> full week of the grading period. Eligibility requirements are spelled out in full in the Athletic Handbook that all athletes and parents must read and agree to abide by. Athletes who are absent more than two classes during the day will not be eligible to participate in that day’s athletic activity, including games. Students arriving more than 10 minutes late to any class are considered absent in that class.

		This policy applies to:	
Section Number:	7 – 2	X	Parents
Policy Name:	<b>CHAPEL</b>	X	Elementary Students
		X	Middle School Students
Revised:	8-06-2019	X	High School Students

Chapels are held once a week and students are required to attend. Parents and family members are welcome to attend.

		This policy applies to:	
Section Number:	7 – 3	X	Parents
Policy Name:	<b>HIGH SCHOOL GRADUATION PARTICIPATION</b>		Elementary Students
		X	Middle School Students
Revised:	7-13-2017	X	High School Students

Students in grades 8th - 12th are required to participate in the commencement ceremony. It is the responsibility of the parents to assure that their children are available to attend. 8th grade students wear winter dress uniform with sweater/vest/cardigan.

		This policy applies to:	
Section Number:	7 – 4	X	Parents
Policy Name:	<b>EXTRACURRICULAR</b>		Elementary Students
		X	Middle School Students
Revised:	7-7-2022		High School Students

**Back To School/End of Year Parties:** Parent volunteers organize these celebrations. The office is happy to pass along communications in regard to the parent planned activities.

**Homecoming:** Homecoming is a high school event. The middle school may be invited to participate in Homecoming events.

Game Day Participation:

- Homecoming Pep Rally
- Spirit Civvies Dress on Game Day Only
- May wear small mum, sold buy our LION backers Booster Club, at school the day of the game. This mum may not be altered in any way for school day wear.

**Christmas Celebration**

Appropriate activities are planned throughout the week prior to the Christmas Break for students to enjoy celebrating the season.

**C.H.A.O.T.I.C.**

Observed the week before Spring Break. Fun and competitive activities are planned for all students to enjoy.

**Student Ambassadors**

Student Ambassadors serve the school by developing leadership within the student body, serving as a liaison between students and administration, providing social and service projects, and by helping promote an attitude in the school that is honoring to the Lord and supportive of Christian education. Qualifications for these positions include showing spiritual leadership, **passing all subjects**, and demonstrating a willingness to work. Eligibility requirements are the same as athletic requirements.

**National Junior Honor Society (NJHS)**

National Junior Honor Society is a nationally recognized society honoring academic achievement in middle school. Eligible 7<sup>th</sup> and 8<sup>th</sup> grade students are invited to apply for membership in the Spring of each academic year. A selection committee reviews applications along with attendance, academic records, discipline records, community service, and personal recommendations.

**SECTION 8  
HIGH SCHOOL**

This section of the handbook is designed to provide an understanding of the high school's philosophy and procedures in approaching many of the situations that occur at San Antonio Christian High School. The curriculum used at San Antonio Christian High School is intended to prepare students for college and life thereafter.

		This policy applies to:	
Section Number:	8 – 1	X	Parents
Policy Name:	<b>ATHLETIC INFORMATION</b>		Elementary Students
			Middle School Students
Revised:	7-13-2017	X	High School Students

Participation in sports can develop one mentally, physically, socially, and spiritually, and is an important part of the total educational program at SA Christian High School. One of the major purposes in our athletic program is to train students to "have the mind of Christ" even when they are under pressure. Each coach has the authority to set specific standards of conduct and training rules within the guidelines stipulated by the SACS School Board, administration and the athletic department. The respective coaches are responsible for enforcing school and team rules. Also, note there is a separate **Athletic Handbook** that provides specific guidelines for athletes. No administrative appeals will be heard regarding team assignment, team selection, position, and/or playing time.

<b>Sports</b>	
Fall	<ul style="list-style-type: none"> <li>▪ Football (Boys): JV &amp; Varsity</li> <li>▪ Volleyball (Girls): Freshman, JV &amp; Varsity</li> <li>▪ Cross Country (Co-Ed): JV &amp; Varsity</li> <li>▪ Cheerleading (Girls): Varsity, spirit/competition</li> </ul>
Winter	<ul style="list-style-type: none"> <li>▪ Basketball (Boys &amp; Girls): Freshman, JV &amp; Varsity</li> <li>▪ Soccer (Boys &amp; Girls): JV &amp; Varsity</li> <li>▪ Swimming (Co-Ed): Varsity</li> <li>▪ Cheerleading (Girls): Varsity, spirit/competition</li> </ul>
Spring	<ul style="list-style-type: none"> <li>▪ Baseball (Boys): JV &amp; Varsity</li> <li>▪ Golf (Co-Ed): Varsity</li> <li>▪ Softball (Girls): Varsity</li> <li>▪ Tennis (Co-Ed): Varsity</li> <li>▪ Track (Co-Ed): JV &amp; Varsity</li> </ul>

**Eligibility Requirements**

Participation in athletics is an integral part of student life. Eligibility is an important factor in the athletic program of SACS. It is the desire that students do well in their studies, and therefore, when grades seriously drop, the ineligibility system serves as a reminder to students to keep a healthy balance between schoolwork and other activities.

Please refer to the **Athletic Handbook** for details on Athletic Eligibility.

		This policy applies to:	
Section Number:	8 – 2	X	Parents
Policy Name:	<b>CHAPEL</b>	X	Elementary Students
		X	Middle School Students
Revised:	8-06-2019	X	High School Students

Chapels are held once a week and students are required to attend. Parents and family members are welcome to attend.

		This policy applies to:	
Section Number:	8 – 3	X	Parents
Policy Name:	<b>PARTICIPATION AND ATTENDANCE AT EXTRACURRICULAR EVENTS</b>		Elementary Students
			Middle School Students
Revised:	7-11-2022	X	High School Students

Students are expected to be a representative of Christ and our School both on and off campus. Students attending extracurricular activities organized by SACS or where SACS is a recognized participant are an extension of our school community and should represent our mission and values in the way they dress, act, and speak.

		This policy applies to:	
Section Number:	8 – 4	X	Parents
Policy Name:	<b>CLUBS AND ACTIVITIES</b>		Elementary Students
			Middle School Students
Revised:	7-13-2017	X	High School Students

SACS HS offers a variety of clubs and activities that students may choose to participate in outside of their normal academics. Proposals for new clubs must include a sponsor in advance and be submitted in writing to the High School Principal for approval.

		This policy applies to:	
Section Number:	8 – 5	X	Parents
Policy Name:	<b>GRADUATION CEREMONY</b>		Elementary Students
			Middle School Students
Revised:	7-11-2023	X	High School Students

Students in grades 8th - 12th are required to participate in the commencement ceremony. It is the responsibility of the parents to assure that their children are available to attend. Students will wear winter dress uniform with sweater, vest, or cardigan.

		This policy applies to:	
Section Number:	8 - 6	X	Parents
Policy Name:	<b>COLLEGE AND CAREER PLANNING</b>		Elementary Students
			Middle School Students
Revised:	7-13-2023	X	High School Students

The Guidance Office provides direction and information to our students to help them make college and career decisions. Our faculty and staff are encouraged to take a personal interest in every student they teach; consequently, there will be a continuing effort to encourage, exhort, and guide students in spiritual, academic, and social matters.

College guidance begins in the spring of a student's eighth grade year. Throughout their high school career, students attend individual and group sessions which focus on academic advising, college admissions test preparation, extracurricular involvement, career exploration, college selection, and college and scholarship applications.

The Guidance Office meets with students to discuss the path to graduation for their students. We strive to ensure our students and their families are well-prepared and informed as they determine colleges or universities of interest.

		This policy applies to:	
Section Number:	8 - 7	X	Parents
Policy Name:	<b>NATIONAL HONOR SOCIETY</b>		Elementary Students
			Middle School Students
Revised:	7-13-2017	X	High School Students

SACS has a chapter of the National Honor Society called the Berean Chapter. The name is taken from the 17th chapter of Acts where it is stated that the citizens of Berean "were more noble...in that they received the word with all readiness of mind, and searched the Scriptures daily, whether those things were so." Students who have demonstrated a readiness of mind in their studies and have demonstrated character honoring to our school and have maintained an appropriate academic grade average will be offered the opportunity to apply to join the National Honor Society.

The following academic standards apply for the Berean Chapter of NHS and are higher than those of the national organization:

- Sophomores (three semesters) - 3.72 GPA
- Juniors (five semesters) – 3.68 GPA
- Seniors (six semesters) – 3.64 GPA

An academically qualified student may be denied acceptance due to their discipline or attendance record. In addition, continued membership is contingent upon maintaining satisfactory academic and discipline records.

Each semester our NHS members will be reviewed, and any falling below the established academic standard and/or behavioral criteria may be placed on probationary status or dismissed. At the time of review any current NHS member who has committed a Class B or Class A violation will automatically be removed from the National Honor Society.

		This policy applies to:	
Section Number:	8 - 8	X	Parents
Policy Name:	<b>SPIRITUAL DEVELOPMENT</b>		Elementary Students
			Middle School Students
Revised:	7-13-2017	X	High School Students

Since our school program is an educational endeavor that seeks to minister to the spiritual as well as the academic development of students, its challenge transcends human effort and must depend on God's enablement. Thus, we enter the realm of faith.

The spiritual program of our school is not separated from other programs and activities but is integrated into everything we do. Our desire is to honor Jesus Christ in all that we do by affirming Scripture, by exalting His name, and by exhorting students toward Godliness in living. The development of moral integrity and spiritual discernment is one of the primary goals of our school. Listed below are some of the means we utilize to accomplish this goal.

- Bible Classes
- Service Hours
- Chapel
- Retreats



		This policy applies to:	
Section Number:	8 - 9	X	Parents
Policy Name:	<b>STUDENT COUNCIL</b>		Elementary Students
Effective Date:			Middle School Students
Revised:	7-13-2017	X	High School Students

**Purpose:** The high school Student Council provides an opportunity for students to develop leadership skills within the student body. The Student Council plans, promotes, and executes school service projects and social events. The members also strive to encourage a Christ-honoring atmosphere among the student body. Qualifications for membership include 2.7 GPA, be in good disciplinary standing, and a desire to serve others with a cheerful spirit.

**Officers:** The Student Council will consist of five (5) elected officers (President, Service, Student Life, Secretary, and Chaplain) from each class.

**Process:** Student Council officers and members will be selected in the following manner:

Students who are interested in being an officer/member of Student Council may complete a questionnaire during the Spring Semester. The questionnaire will be submitted to the Student Council sponsors. Note: Once a deadline has been established, no extensions will be permitted.

Other factors considered include teacher recommendations and student discipline records. An academically qualified student may be deferred from selection for excessive violations, disruptive behavior in the classroom, or other disciplinary concerns.

If more than one student registers for the same office a faculty selection committee will review the candidates for qualifications (ex: GPA., discipline record, etc.). Following this review, if there are still more eligible candidates than positions (either officer or representative), elections will be held to determine who will serve. Office holders will be determined by majority vote of their respective class. Should a majority vote not be established in the first election, the top two (2) candidates will be placed in a runoff. If too few students register for officers or the Student Council Sponsor may select candidates for the positions.

		This policy applies to:	
Section Number:	8 - 10	X	Parents
Policy Name:	<b>SCHEDULING</b>		Elementary Students
			Middle School Students
Revised:	7-13-2017	X	High School Students

Each spring, all students with the help of the Guidance Office are scheduled for the coming year. Schedule changes made after that time are subject to class availability and space. Students may make course changes, with parental permission, through the 10th class day of the fall semester or through the 5th class day of the spring semester.

Add/Drop - Students may make course changes, with parental permission and the approval of the Guidance Counselor. Students who move in or out of an honors class after the permitted course change period will NOT receive the honors "bump" in their GPA for that semester.

		This policy applies to:	
Section Number:	8 - 11	X	Parents
Policy Name:	<b>STUDENT LIFE</b>		Elementary Students
			Middle School Students
Revised:	7-13-2023	X	High School Students

**Assemblies** - An assembly period will be held on a periodic basis. Attendance is mandatory by all students unless otherwise stated by administration.

**Team Leads-** Each grade will have assigned team leads. Team leads will provide oversight and direction for students, class functions, and activities.

**Grade Level Meetings –** Meetings may be held by the team leads to discuss class functions and activities.

**Clubs -** A variety of clubs are offered each year depending on student interest and sponsor availability. Students interested in creating a new club must receive administrative approval.

		This policy applies to:	
Section Number:	8 - 12	X	Parents
Policy Name:	<b>SENIOR PRIVILEGES</b>		Elementary Students
			Middle School Students
Revised:	7-13-2017	X	High School Students

San Antonio Christian High School believes in preparing students for college life and the responsibilities that go along with it. Therefore, seniors will be given SENIOR PRIVILEGES which will allow for more personal responsibility and freedom. These privileges may be revoked in their entirety, or any portion thereof, by Administration based on a senior’s attendance, discipline, or academic conduct or record.

Parents of seniors must sign the “Permission to Participate in Senior Privileges” form before their student will be allowed to participate in the SENIOR PRIVILEGES.

**Senior Privileges:**

*Parking Spots:* Seniors are welcome to purchase and paint their own parking spots. All designs must be approved by the administration.

*Off campus lunch privileges:* Seniors may be given the opportunity by the administration to have lunch off campus on an ad hoc basis.

**Off Periods:**

- Seniors are not required to attend H period unless it is to attend a scheduled athletic requirement.
- Only seniors involved in the following athletic team sports are not required to attend A period if scheduling permits: football, volleyball, swim, basketball, soccer, softball, baseball.

*Senior exam exemption:* A Senior may be exempt from taking an exam when he/she has a combined average of B+ or above for the semester and he/she has no more than six (6) excused/unexcused absences for the semester.

Exemptions to policy include: Approved college Visits (4 or less), and school related activities. Exemptions may be granted due to extensive absences due to documented illness/recovery/hospitalization at the discretion of the administration.

		This policy applies to:	
Section Number:	8 -13	X	Parents
Policy Name:	<b>SERVICE HOURS</b>		Elementary Students
		X	Middle School Students
Revised:	7-18-2024	X	High School Students

We believe that service is an integral part of life and require a minimum of 96 hours of service to a Non-Profit or Christian organization. Students entering SACS after their 9<sup>th</sup> grade year are given a pro-rated number of hours based on the number of semesters attended at SACS.

Community service is defined as giving time to improve the quality of life for community residents in need, particularly low-income individuals in such fields as health care, childcare, literacy training, education (including

tutorial services), social services, housing and neighborhood improvement, public safety, crime prevention and control, community improvement, as well as service in the ministry at your local church.

**Community Service:**

- Freshman may begin earning hours on June 1<sup>st</sup>
- Students must turn in their hours within the same year of service

**Community service cannot be:**

- Lobbying or political fundraising
- Efforts at the home of a student (chores, etc.)
- Direct fundraising activities
- Activities where a student is compensated

Students interested in earning service hours at a for-profit company (i.e. - volunteering to help students at a cheer or dance studio) must submit a request for approval to Administration prior to earning the service hours. These activities should not include pay or financial incentives and should provide an opportunity for our students

to interact with others, sharing the love of Christ and demonstrating the character of our students. Questions regarding service requirements should be directed to the Director of Spiritual Life.

**Reporting Service Hours:** Community Service hours must be submitted via Mobile Serve. Students will be required to provide Geo-verification, an online supervisor signature, and an attached photo. For more information, contact the Director of Spiritual Life.

**Service Locations:** SACS will provide on-campus and off-campus service opportunities that will be made available on the Mobile Serve App.

**SACS Volunteer Service Awards:** All students are encouraged to earn SACS Volunteer Service Awards by completing over 100 hours in an academic year:

- Bronze: 100-174 hours
- Silver: 175-249 hours
- Gold: 250 hours

**Failure to Meet Service Hour Requirements:** Students that fail to meet the community service graduation requirement by the end of their senior year may be ineligible to walk during the graduation ceremony. The student must meet the required number of community service hours to receive their diploma.

**SECTION 9  
PARENT INVOLVEMENT**

		This policy applies to:	
Section Number:	9 - 1	X	Parents
Policy Name:	<b>PARENT /SCHOOL COMMUNICATION</b>	X	Elementary Students
		X	Middle School Students
Revised:	7-11-2022	X	High School Students

SACS website ([www.sachristian.org](http://www.sachristian.org)) is designed to be a source of information for both prospective and current parents. While the homepage is geared to provide important information to families considering SACS, it also houses a special link that connects parents and students to valuable resources. Parent Links, which is located on the upper right-hand corner of the website instantly connects current families to the Weekly ROAR (a live document updated weekly that informs about upcoming events, deadlines, and school-wide information), school forms, school calendar, important information, etc. Please make use of this resource as it is designed specifically with our students and parents in mind.

Critical information will always be emailed and/or texted. Families may update their preferences in their parents FACTS account. Social media will be used as a vehicle to share stories and promote the school to the community. Every effort is made to keep the portal up to date so parents can keep track of each of their students' progress by checking FACTS. Please be sure your e-mail address is correct.

		This policy applies to:	
Section Number:	9 - 2	X	Parents
Policy Name:	<b>PARENT/TEACHER CONFERENCES</b>	X	Elementary Students
		X	Middle School Students
Revised:	7-11-2022	X	High School Students

**ELEMENTARY SCHOOL**

There are two (2) scheduled parent-teacher conference days held yearly. These are scheduled on Friday following the end of first and third grading periods for each PK-5 student. Parents or teachers may request an additional conference at any time they deem necessary.

**MIDDLE SCHOOL AND HIGH SCHOOL**

Parent-teacher conferences for secondary students are encouraged and will be held when deemed necessary. These may be at the request of the parent or the teacher. The purpose of these conferences is to encourage parents to discuss their child's progress in learning and to exchange support for one another in jointly caring for the child. At the high school level, we may require the student to attend the parent conference as well.

		This policy applies to:	
Section Number:	9 - 3	X	Parents
Policy Name:	<b>PARENT ORIENTATION</b>	X	Elementary Students
		X	Middle School Students
Revised:	7-13-2017	X	High School Students

SACS strongly encourages at least one parent to attend the Parent Orientation as the partnership between the school and parents is of highest importance.

		This policy applies to:	
Section Number:	9 - 4	X	Parents
Policy Name:	<b>PARENT VOLUNTEERS</b>	X	Elementary Students
		X	Middle School Students
Revised:	7-11-2022	X	High School Students

Volunteer policies are established based on three levels.

All volunteers must complete a Volunteer Background Check regardless of their level. If a volunteer drives, a Volunteer Driver Form must be completed. Volunteers should be aware of the school's driver and chaperone policies. If a volunteer is driving students in their car without their child present, another adult must be present in the car.

1. Level One-This is for parents helping in clerical situations without direct supervision of students or helping in the classrooms but are always supervised by teachers/staff. Requires a background check using Raptor.

2. Level Two-This is for parents who chaperone field trips, tutor, or have any direct supervision of students. Volunteer Background Check and Child Safety Training is required. An email link will be sent to the parent via Records Pro.

3. Level Three-This is for parents who transport students by school vehicle or personal vehicle. Volunteer Background Check, Child Safety Training, and DMV check are required. An email link will be sent to the parent via Records Pro.

## APPENDIX

SAN ANTONIO CHRISTIAN SCHOOL

# Uniform Guidelines

2024-2025

San Antonio Christian School has an established dress code policy which is outlined in this document. As members of the SACS community, both students and parents have a shared responsibility to uphold the requirements of the dress code set forth by the school. We ask that our students comply with all aspects of the dress code out of respect for The Lord and our community.

## Uniform Providers

Uniforms may be purchased at the Lion Shoppe on the SACS campus. The Lion Shoppe stocks Secondary School PE uniforms along with uniform accessories and School Spirit Wear.

SACS reserves the right to update/amend/alter the dress code policies. Notification of changes will be sent to families.

## 2024-2025 NEW ITEMS listed in Maroon



## ELEMENTARY SCHOOL

### GIRLS

#### Daily Dress:

- Gray or **maroon** polo w/crest (tucked in)
- Plaid skort or **\*Navy pants (special order from Lion Shoppe)** w/brown belt, or plaid jumper
- White bobby socks/**white bobby socks w/ SACS plaid ruffle** (purchased from (Lion Shoppe) or maroon knee-hi socks
- All white (no additional colors) leather Velcro/lace-up tennis shoe or black/navy & white Keds saddle shoe (rubber sole). No high-tops, Converse, Toms or Hey Dudes

**\*Navy Pants for girls will not be in stock. See Lion Shoppe for sizing and purchases.**

#### Chapel Dress (K-5<sup>th</sup>):

- Plaid jumper with white Peter Pan collar blouse
- Plaid snap tie (may be worn daily)

#### Outer Wear:

- Outer Wear: gray ¼ zip long sleeve pullover, cardigan sweater (maroon)/fleece jacket (maroon) w/crest
- Additional non-uniform coats may be worn outside for added warmth
- Black leggings/tights under skort/jumper for additional warmth

#### Jewelry/Nail Polish

- Stud earrings – only one pair
- Small ring – only one per hand
- Gold/silver necklace w/SACS appropriate pendant (no larger than nickel size)
- No bracelets
- Nails should not extend beyond fingertips (impedes writing process & potential safety issue) No neon or black polish

#### Hair:

Hair must be a natural color and non-distracting to the learning environment.

### BOYS

#### Daily Dress:

- Gray/white/**maroon** polo w/crest (tucked in)
- Navy, flat front pants/shorts w/pockets, w/brown belt, no cargo pants
- Pre-K/Kinder may wear elastic waistband
- White crew socks (no logos)
- All white (no additional colors) leather Velcro/lace-up tennis shoe (rubber sole). No high-tops, Converse, Toms or Hey Dudes

#### Chapel Dress (K-5<sup>th</sup>):

- Navy, flat front pants/shorts w/pockets, w/brown belt, no cargo pants
- White polo w/crest

#### Outer Wear:

- Outer wear: Gray ¼ zip long sleeve pullover, cardigan sweater (maroon) / fleece jacket (maroon) w/crest
- Additional non-uniform coats may be worn outside for added warmth

#### Jewelry/Nail Polish

- No piercings
- Small ring – one per hand
- Gold/silver necklace/SACS appropriate pendant (no larger than nickel size)
- No bracelets
- No nail polish

#### Hair:

Hair must be a natural color, neat in appearance and non-distracting to the learning environment. Hair length must not go below the collar and may not cover the eyes. No man buns or ponytails are allowed.

Hats/Caps – Are NOT allowed to be worn with the uniform (Exception: special reward days)

## SECONDARY SCHOOL

### MIDDLE & HIGH SCHOOL GIRLS

#### Daily Dress:

- White (MS/HS)/**maroon** (MS/HS)/black polo (HS) tucked in w/crest or white blouse
- Plaid skirt (**no more than 4" from back of knee**)/
- **\*Navy pants** (special order from Lion Shoppe) with black/brown belt
- Maroon knee-hi socks/plain white crew socks (**no embellishments**)
- **All white (no additional color)** tennis shoe/black & white saddle shoes/penny loafers/**brown or dark brown boat shoes. No high-tops, Converse, Toms or Hey Dudes**

**\*Navy Pants for girls will not be in stock. See Lion Shoppe for sizing and purchases**

#### Chapel Dress:

- White button-down blouse & plaid skirt
- Plaid snap tie (MS)/long tie (HS)
- Sweater/vest/cardigan w/crest – worn in winter & needed for graduation
- Shoes-same as daily wear. Graduation dress requires a shoe that mirrors the saddle shoe or penny loafer.

#### Outer Wear

- **Outerwear sold by school store to include crewneck sweatshirts, jackets, vests, sweaters w/SACS embroidered crest/logo; Colors must be black, maroon, white or gray**

#### Jewelry/Nail Polish/Tattoos

- **No more than three earrings per ear**
- Jewelry should align with core values of SACS & not be excessive
- No facial piercings, gauges, or tattoos
- **Nails:** Neat, clean, and non-distracting to learning environment; no black nail polish

#### Hair:

Hair must be a natural color and non-distracting to the learning environment.

### MIDDLE & HIGH SCHOOL BOYS

#### Daily Dress:

- White (MS/HS)/**maroon** (MS/HS) /black (HS) polo tucked in w/crest
- Navy twill (MS) or gray flannel (HS) flat front pants
- Leather belt (black or brown)
- White/black/navy/gray crew or dress socks (**no embellishments**)
- **All white (no additional color)/all black (no additional color)** tennis shoes/brown/dark-brown/black dress shoes/boat shoes. **No high-tops, Converse, Toms or Hey Dudes**

#### Chapel Dress:

- White oxford shirt button down collar (tucked in)
- Pants & belt: same as daily dress
- Official school striped tie/bowtie
- Sweater/vest/cardigan w/crest – worn in winter & needed for graduation
- Shoes-same as daily wear. Graduation dress requires a shoe that mirrors the dress shoes listed above.

#### Outer Wear:

- **Outerwear sold by school store to include crewneck sweatshirts, jackets, vests, sweaters w/SACS embroidered crest/logo; Colors must be black, maroon, white or gray**

#### Jewelry/Nail Polish/Tattoos:

- Jewelry should align with core values of SACS & not be excessive
- No facial piercings, earrings, gauges, tattoos, or nail polish

#### Hair:

- Must be a natural color, neat, and non-distracting to the learning environment
- **Length must not go below the collar and must be out of the eyes**
- No man buns or ponytails
- No facial hair

**Hats/Caps** – Are NOT allowed to be worn with the uniform (Exception: special reward days)

## **NON-UNIFORMED GUIDELINES**

### **Spirit Civvies**

- Any SACS approved spirit shirt sold in school store or SACS organization/athletic shirt
- PK-5: Uniform shorts/skorts or any denim/khaki pants/shorts (must be at least 4 inches from back of knee)
- 6<sup>th</sup>-12<sup>th</sup>: Any denim or khaki pants (no shorts)
- Capri pants no shorter than mid-calf to include jean material & khakis
- Pants must be without holes, tears, or embellishments (no leggings or athletic wear)

### **Winter Civvies**

- Spirit civvies with appropriate additional undergarments, scarves, jackets, and any additional outerwear for student comfort. Spirit Civvies pant requirements still apply

### **Club Civvies**

- Approved Booster Club/SACS club shirt for current academic year
- Spirit Civvies pant requirements still apply

### **General/Birthday Civvies (MS Only)**

- Students allowed freedom to wear outfit of choice
- Clothes should not promote activities contrary to school policies
- Sweatpants, athletic pants, leggings, workout wear, pajama pants, shorts, tank tops, spaghetti straps, halter tops or revealing clothing are not permitted
- Skirts/dresses should be no shorter than 4" above back of knee

### **PE Uniform (MS only) – Sold in Lion Shoppe**

- Maroon Shorts/MS PE shirt
- Non-leather athletic shoe

### **Retreat Attire**

- Requirements same as General/Birthday Civvies
- No short shorts, wind shorts (unless biker shorts or tights are worn underneath and reach to the knee), or boxer shorts as shorts. Shorts should have a minimum of a 4" inseam
- **Shirts & Blouses:** Boys are expected to wear shirts unless the camp administrator gives permission for them to be removed. No tank tops, see-through shirts, or half-shirts are permitted. Shirts with inappropriate advertisements are not permitted. Bare midriffs and halter-tops are not permitted
- **Swimsuits:** Swimsuits must be modest. Girls may not wear two-piece suits other than tankinis that provide full coverage. Mini-briefs, Speedos, etc., may not be worn by the boys
- **Skirts:** Skirt length should follow uniform guidelines
- **Pants:** Jeans, khakis, capris, or overalls may be worn at camp. Pants should follow uniform guidelines. Pajama bottoms may not be worn outside the cabins

### **PK-12<sup>th</sup> Performances, Awards, Programs**

- Girls: Skirts/dress length/ must follow uniform guidelines, pants, tops (no strapless, cutouts or bare midriffs) & modest neckline
- Boys: Slacks, dress shirt, tie, dress shoes (follow uniform guidelines)