

2025-2026
Parent/Student Handbook
GOLD STANDARD



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

Revised 8/12/25

FAITH, CHARACTER, and ACADEMIC EXCELLENCE

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



INTRODUCTION	- 1 -
MISSION STATEMENT	- 1 -
VISION STATEMENT	- 1 -
MOTTO	- 1 -
PHILOSOPHY OF EDUCATION	- 1 -
OBJECTIVES	- 1 -
EXPECTED STUDENT OUTCOMES	- 1 -
ENROLLMENT	- 2 -
DIVERSITY STATEMENT	- 3 -
NON-DISCRIMINATION CLAUSE	- 4 -
DOCTRINAL STATEMENT	- 4 -
LIFESTYLE STATEMENT	- 4 -
SCHOOL HISTORY	- 5 -
SCHOOL AFFILIATIONS/ACCREDITATION	- 6 -
SCHOOL CULTURE	- 6 -
SCHOOL COLORS, LOGO, AND SONGS	- 6 -
HOURS OF OPERATION	- 8 -
STUDENT CODE OF CONDUCT	- 8 -
SCHOOL STRUCTURE AND GOVERNANCE	- 9 -
SECTION 1 - GENERAL POLICIES AND PROCEDURES	12
1.1. ABUSE OR NEGLECT	12
1.2. APPEARANCE, DRESS STANDARDS, AND UNIFORM REQUIREMENT	12
1.3. ATTENDANCE	12
1.4. BULLYING	17
1.5. GRIEVANCE AND DISPUTE RESOLUTION	19
1.6. CELL PHONES	20
1.7. CHALLENGED MATERIALS	21
1.8. COUNSELING	22
1.9. DISCIPLINE	22
1.10. EARLY WITHDRAWAL	26
1.11. END OF SCHOOL YEAR REQUIREMENTS	27
1.12. HALLWAY BEHAVIOR	27
1.13. HIGH SCHOOL GRADUATION CEREMONY	27
1.14. LIBRARY/RESOURCE CENTER	27

1.15.	LOCKERS _____	27
1.16.	LOST AND FOUND _____	27
1.17.	LUNCH _____	28
1.18.	MUSIC _____	28
1.19.	OFF-CAMPUS BEHAVIOR _____	28
1.20.	PROFANITY AND VULGARITY _____	28
1.21.	SEARCHES AND QUESTIONING OF STUDENTS _____	28
1.22.	STUDENT CONFIDENTIALITY _____	29
1.23.	STUDENT DRIVERS AND PARKING _____	29
1.24.	STUDENT SUBSTANCE ABUSE _____	30
1.25.	TELEPHONE CALLS, and MESSAGES, _____	30
SECTION 2 - INSTRUCTIONAL POLICIES AND PROCEDURES _____		31
2.1.	ACADEMICS _____	31
2.2.	ACADEMIC HONORS _____	31
2.3.	ACADEMIC FAILURE/PROMOTION _____	31
2.4.	ACADEMIC MISCONDUCT _____	32
2.5.	ACADEMIC WARNING _____	33
2.6.	GENERAL/ACADEMIC PROBATION _____	33
2.7.	AP COURSES AND DUAL CREDIT _____	34
2.8.	BIBLICAL INTEGRATION _____	35
2.9.	CLASS RANK _____	35
2.10.	GRADES/GPA _____	36
2.11.	GRADUATION REQUIREMENTS _____	37
2.12.	GUIDANCE AND CAREER PLANNING _____	37
2.13.	HOMEWORK _____	38
2.14.	INCOMPLETES _____	38
2.15.	LEARNING DIFFERENCES - ACCOMMODATIONS _____	38
2.16.	NATIONAL HONOR SOCIETY _____	39
2.17.	REPORT CARDS _____	39
2.18.	SCHEDULING _____	39
2.19.	TESTING/ACADEMIC RECORDS _____	39
2.20.	TEXTBOOKS _____	41
2.21.	TRANSCRIPTS _____	42
2.22.	TRANSFER OF CREDITS _____	42
2.23.	TUTORING _____	43

2.24.	VALEDICTORIAN AND SALUTATORIAN	43
SECTION 3 - NON-INSTRUCTIONAL POLICIES AND PROCEDURES		44
3.1.	ATHLETICS	44
3.2.	STUDENT LIFE	44
3.3.	SPIRITUAL DEVELOPMENT	48
SECTION 4 - PARENT/FAMILY PARTNERSHIP		50
4.1.	SCHOOL AND FAMILY COOPERATION	50
4.2.	LEGAL ISSUES	50
4.3.	CHANGE OF DEMOGRAPHICS	51
4.4.	PARENT/SCHOOL COMMUNICATION	51
4.5.	PARENT/TEACHER CONFERENCES	52
4.6.	PARENT ORIENTATIONS	52
4.7.	PARENT VOLUNTEERS	52
SECTION 5 - ELECTRONIC RESOURCES AND SOCIAL MEDIA		53
5.1.	INTERNET SAFETY	53
5.2.	GENERAL RESOURCE GUIDELINES	54
5.3.	NETWORK	54
5.4.	NETWORK SECURITY	55
5.5.	SOCIAL MEDIA	56
SECTION 6 - HEALTH AND SAFETY		58
6.1.	HEALTH SERVICES	58
6.2.	SAFETY POLICIES	62
6.1.	PETS (ANIMALS/INSECTS, ETC.)	63
APPENDIX – A – Uniform Guidelines		64

INTRODUCTION

This Gold Standard Handbook provides information on the school's philosophy and procedures at San Antonio Christian School ("SACS" or the "School"). 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

Students are expected to master subjects or materials taught in their courses. Students are expected to show growth in spiritual maturity as demonstrated by their words, behavior, and service to their Lord, home, and school. Student are 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, parent(s)/student(s), agree to support SACS and the decisions of the SACS administration. Parent(s) agree to 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, the parent 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 the home, the School desires 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 SACS puts into practice the principle of Matthew 18:15-17, each student and parent agrees to show due respect in interactions with SACS staff members. It is expected that 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 the 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 to withhold privileges, and that right is granted by the parent(s)/guardian(s), for failure to pay currently due tuition, fees, and other charges. Privileges include, but are not limited to, the ability to complete finals; attend class; receive transcripts, report cards, progress reports, and



achievement test results; access to online portal systems and all student records. All payments due thereafter shall be paid in a timely manner in accordance with the agreed upon payment plan selected.

After enrollment, any enrollee who withdraws from 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 any tuition or fees are past due, or if the student's account is not in good standing.
- Students may not be permitted to begin a new school year until all charges from the 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, switch to online instruction, 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 SACS' specifically designed framework, the School welcomes and acknowledges the many God-given talents of diverse learners while maintaining a commitment to high academic standards. The School's 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, the School exposes children to a multicultural environment where the truth of God's word is proclaimed and lived out daily. The School intentionally wants 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 on any of the above bases.

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 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, must 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 a 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 the School carries out His mission of partnering with families to provide students a Christ-centered education while fostering lives of faith and service.

SCHOOL AFFILIATIONS/ACCREDITATION

San Antonio Christian School (SACS) is fully accredited by the Association of Christian Schools International (ACSI) with Exemplary Accreditation status and by the Council on Educational Standards and Accountability (CESA). Additional accreditation is held through Cognia, formerly known as the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI). The school is recognized by the Texas Education Agency (TEA) and the Texas Commissioner of Education as a state-accredited institution. SACS athletic programs compete in the Independent School Athletic League (ISAL) and the Texas Association of Private and Parochial Schools (TAPPS).

The pre-kindergarten program is exempt from state oversight and is accredited and monitored by ACSI. SACS is 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, God has a calling on each constituent of this school community to fulfill specific roles, relationships, and responsibilities to accomplish His desires. As all members of the School community faithfully align with the Word of God and follow His "blueprints" for life, all members embody the message and form the culture which 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 Protoevangelium as Genesis 3:15 is called. The word 'Protoevangelium' 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 – 2:50 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. The SACS Student Code of Conduct was established to help foster personal integrity and responsibility among students. The responsibility for ensuring proper development has been charged to the administration, faculty, and staff by the School Board of Trustees. This responsibility cannot be taken lightly, but should be measured with Christian love, grace, and understanding for the well-being of the 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 the property of individuals
- 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 not limited to, the following:

1. Threatening, harassing, or assaulting another student or staff member whether physically or verbally. Being disrespectful or discourteous. Making, using, or displaying statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, pornographic, threatening, intimidating, disparaging, or that might constitute harassment or bullying.
2. Unexcused absences from classes, chapel, or assemblies. 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.
3. Cheating, copying or plagiarizing the work of others or intentionally assisting another student to cheat. 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, whether from another



person or via electronic means. 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.

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. Accessing, uploading, downloading, displaying, storage and distribution of obscene, 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.
10. 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.
11. Theft.

SCHOOL STRUCTURE AND GOVERNANCE

SACS organizational structure is documented in an organizational chart and is designed to: outline areas of authority and responsibility; 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(c)(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. Emphasis is placed 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. The self-perpetuating board 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 they seek God's continued blessings on the 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 who has authority over the vital operations of the School, including, but not limited to, personnel decisions, admissions, student discipline, curriculum, and budget management.

School 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 schools 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.

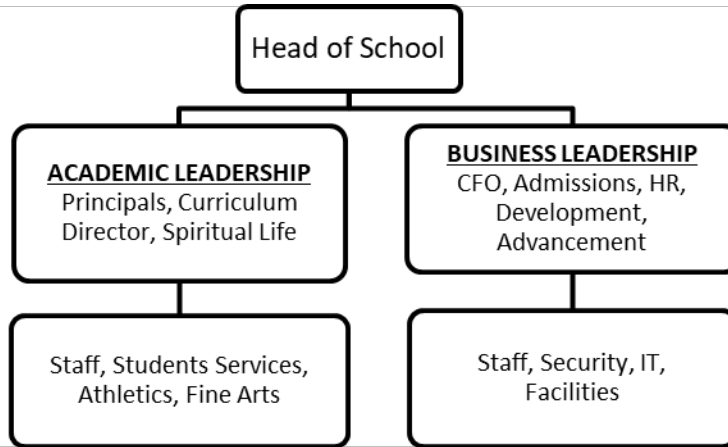
Coaching Staff

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 1 - GENERAL POLICIES AND PROCEDURES

1.1. ABUSE OR NEGLECT

SACS follows the procedures outlined by the Texas Department of Family and Protective Services (TDPRS) regarding reporting the reasonable cause to believe a child is the victim 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 cause to believe a child is the victim of physical or mental 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, unless allowed to do so by the proper 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 cause to believe the child is a victim is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

1.2. APPEARANCE, DRESS STANDARDS, AND UNIFORM REQUIREMENT

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 students comply with all aspects of the dress code out of respect for Our Lord and Savior

1.2.1. 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.

1.3. ATTENDANCE

Regular attendance is essential for academic success. Students are expected to be present and on time each school day.

- **Minimum Attendance Requirement:** Students must maintain at least 90% attendance to earn academic credit. All absences—whether excused, unexcused, or planned—count toward this total.
- **Academic Review:** Students who miss 10% or more of the school year may be subject to academic review. Outcomes may include required academic recovery and/or retention.
- **Secondary School Attendance:** Attendance is recorded by class period and calculated on a semester basis.
- **Elementary School Attendance:** Attendance is recorded daily.
- **High School Credit Courses (Grades 8–12):** Students taking courses for high school credit who are absent more than 9 days in a semester may be required to complete academic recovery hours to receive credit. Specific recovery dates and times will be determined and communicated by school administration.



1.3.1. Absence(s)

1.3.1.1. 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.

1.3.1.2. Reporting 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.

SECONDARY SCHOOL

- 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.
- 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.

1.3.1.3. 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.

1.3.1.4. 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.

1.3.1.5. Partial Attendance

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.

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 |

SECONDARY 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.

1.3.1.6. Tardies/Leaving Early

ELEMENTARY SCHOOL

Students are tardy who arrive between 7:50 am-10:00 am. If students arrive after 10:00 a.m. and stay the rest of the academic day, they will be recorded with a 1/2-day absence. Similarly, if students arrive on time but leave before 1:00 p.m., they will receive a 1/2-day absence. When students are 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 a parent's arrival in the office for release.

SECONDARY 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 no more than ten (10) minutes late to school. 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.

1.3.2. **Make-Up Work/Late Work**

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.
- Deductions for math are based on the total number of points the assignment is worth.

SECONDARY 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 who come to school late are still responsible to turn in any assignments missed for that day no matter the time they arrive.
- **Students who miss due to school-related activities are still required to turn in their work on the date assigned or before.**

Unexcused Absences

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

Late Work

6th Grade

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

8th-10th Grade

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

7th Grade

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

11th-12th Grade

Late Day 1	50%
Late Day 2	0%



1.3.3. Arrival and Dismissal

ELEMENTARY SCHOOL

Pre-Kinder & Kinder Arrival & Dismissal: Pre-Kinder & 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 & Kinder students, their siblings, and any students who carpool with them will be dismissed from the cafeteria at 2:50 PM. Students not picked up by 3:20 PM will be taken to the office for late pickup (fees apply).

1st-5th 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.**

1st -5th Grade Dismissal: Students will be dismissed from the gym at 2:50 PM. Students not picked up by 3:20 PM. will be taken to the office for late pickup at the cost as noted on the tuition and fee schedule.

PK – 5th 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.

1.4. BULLYING

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 considered to be engaging in bullying 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 insult, gossip about, 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 causing rumors to spread.
- Cyber - the intentional and overt act of aggression toward another person by way of any electronic communication device, 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,
- Includes cyberbullying.

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 facts and determination of whether acts of bullying are verified. When acts of bullying are verified, and the written report shall include a recommendation for intervention, including disciplinary action, up to and including expulsion and/or referral to law enforcement, and/or professional counselling.

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 privacy rights of the person responsible for bullying will also 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 is 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.

1.5. GRIEVANCE AND DISPUTE RESOLUTION

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 and your concern has not been resolved.
- 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 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:

- a) A failure of the School to abide by its written policies.
- b) A decision concerning dismissal or expulsion.
- c) An allegation of fraud or intentional misconduct.

Contact the HR Department for additional information if needed.

1.6. CELL PHONES

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, connect to the internet or Wi-Fi, during school hours, including during after school care. This includes cell phones, Apple watches, etc.



SECONDARY SCHOOL

As we seek to foster a focused, respectful, and distraction-free learning environment rooted in our Christian values, we are updating our policy regarding cell phones and smart devices during the school day.

Cell Phones

Students are not permitted to use cell phones during the school day. Phones must be either:

- Left in personal vehicles, or
- Switched off and stored securely in lockers or at the bottom of school bags.

Use of a phone during the school day is not allowed. If a student is found using a phone during school hours, the phone will be turned into the front office and may be collected at the end of the day. If inappropriate phone use becomes a recurring issue, further consequences will apply. In such cases, parents will be required to retrieve the phone from the front office, and additional disciplinary steps may be taken.

We encourage students to make responsible choices and understand that habitual disregard of this policy will be addressed accordingly.

Smart Watches and Other Communication Devices

Smart watches may be worn as timekeeping devices, but they must not be used for communication (calls, texts, messaging apps, etc.) during the school day. Watches found to be in use for communication purposes will be treated as phones under this policy.

Communication During the School Day

We understand that communication with parents may sometimes be necessary during school hours. Students who need to contact a parent or guardian may do so by requesting permission to use the phone at the front office. Likewise, parents may contact the front office to relay messages to their children. Additionally, since students have access to tablets, appropriate email communication with parents may be used when needed and when allowed by staff.

End of School Day

This policy applies from the beginning of the school day until the final bell. Once the school day concludes, students may access their devices as needed, provided it does not interfere with after-school activities or expectations.

Thank you for partnering with us as we guide our students in using technology responsibly and respectfully.

1.7. CHALLENGED MATERIALS

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.

1.8. COUNSELING

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

1.9. DISCIPLINE

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 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, or 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
- Uniform 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
Loss of Spirit Civvies		Withdrawal of Privileges
Change Seating		
Behavior Plan/Contract		
Counselor Conference		



SECONDARY SCHOOL

TARDIES – Assessed per Quarter				
Morning Tardy	3 per quarter		4 th Offense Class C, 2 nd Offense	
Classroom Tardy	1 st & 2 nd Offense Warning	3 rd – 5 th Offense Detention		6 th Offense Class C, 2 nd Offense
UNIFORM INFRACTIONS – Assessed per Semester				
Uniform Violation	1 st & 2 nd Offense Warning	3 rd Offense Loss of spirit dress privileges		4 th Offense Class C, 2 nd Offense
CLASS C INFRACTIONS – Assessed per Semester				
Examples of a Class C 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 st Offense Warning	2 nd Offense Detention	3 rd Offense MS/HS Discipline Committee	4 th Offense Class B, 2 nd Offense
CLASS B INFRACTIONS – Assessed per Year				
Examples of Class 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 st Offense Student Conference to discuss disciplinary action	2 nd Offense Meet with parents to determine Disciplinary Action Possible ISS/OSS	3 rd Offense Minimum ISS/OSS and Potential Disciplinary Probation Loss of grade appropriate privileges to include senior privileges, sports, clubs, activities	4 th Offense Potential Dismissal
CLASS A VIOLATIONS				
Examples of Class A 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, Illegal Drugs, Incendiary Devices), 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
Bullying/Taunting/Racial Slurs/Hazing				
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.			
Cheating/Plagiarism – Cumulative for 8 th -12 th Grade				
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 st Offense Zero on work Parents Contacted Suspension from NJHS & NHS for remainder of the year	2 nd Offense Parents meet with administration ISS Removal from NJHS/NHS/along with any other leadership roles	3 rd Offense Disciplinary Probation	4 th Offense Probable Dismissal

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 who have failed to correct their own conduct. The committee 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). Students will not participate in after-school extracurricular activities. This suspension is considered an unexcused absence.

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.

1.10. EARLY WITHDRAWAL

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 Admissions Office. Report cards/transcripts will not be released until fees and fines have been paid and the Business Office verifies with the appropriate schools offices to confirm tuition and fees owed have been fulfilled.



1.11. END OF SCHOOL YEAR REQUIREMENTS

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.

1.12. HALLWAY BEHAVIOR

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

1.13. HIGH SCHOOL GRADUATION CEREMONY

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

1.14. LIBRARY/RESOURCE CENTER

The library/resource centers are 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.

1.15. LOCKERS

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.

1.16. LOST AND FOUND

Secondary 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.



1.17. LUNCH

See parent link tab at www.sachristian.org to set up and manage lunch accounts.

Elementary 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. This checkout cannot be authorized over the phone but must be done in person. The school does not accept food orders delivered to campus.

1.18. MUSIC

All music must align with school values and principles.

1.19. OFF-CAMPUS BEHAVIOR

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 and removal of the student from the School. Consideration is given to students who 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
- Any social media use that reflects negatively on the school's reputation

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.

1.20. PROFANITY AND VULGARITY

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.

1.21. SEARCHES AND QUESTIONING OF 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.

1.22. STUDENT CONFIDENTIALITY

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.

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, medical records, and 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.

1.23. STUDENT DRIVERS AND PARKING

Students with valid drivers licenses 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. Serious offenses may result in revocation of the privilege.

1.23.1. 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.

1.24. STUDENT SUBSTANCE ABUSE

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 to a non-invasive drug or alcohol test and the results of the test are to be 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.

1.25. TELEPHONE CALLS, and MESSAGES,

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



SECTION 2 - INSTRUCTIONAL POLICIES AND PROCEDURES

2.1. ACADEMICS

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.

2.2. ACADEMIC HONORS

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.

2.3. ACADEMIC FAILURE/PROMOTION

Bible is considered a core subject. 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.

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).

Seniors who fail Bible or fail two or more classes, may not be permitted to participate in the graduation ceremony.

2.4. ACADEMIC MISCONDUCT

At SACS, we believe that honesty and integrity are crucial and desirable traits in all areas of the 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 or not the offending student(s) have completed the test or quiz, may 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 the 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. Unauthorized use of Artificial Intelligence to perform work represented as the work of the student will be considered a violation of the Code of Conduct and is subject to a failing grade and disciplinary action. This includes, but is not limited to, using AI tools to write essays, solve assignments, or generate responses without teacher approval and without clearly disclosing the use of such tools. Students remain fully responsible for the content they submit, including fact-checking and proper citation.

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.

2.5. ACADEMIC WARNING

ELEMENTARY/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 who fail a semester are required to participate in credit recovery.

2.6. GENERAL/ACADEMIC PROBATION

New Student Probation

Students who 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/MIDDLE SCHOOL

A student who 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 who fails a semester course shall be placed on Academic Probation. If a student fails two or more semesters, the student 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.

2.7. AP COURSES AND DUAL CREDIT

AP and Dual Credit courses are college level courses.

AP Courses

AP Courses are considered college-level and demand a strong academic commitment on 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 college credit, gain college course 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 who 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 the 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 the 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 transferring High School AP and/or Dual Credit courses to SACS must provide that information prior to enrollment. An Academic Review Committee will determine how those courses will be applied towards their SACS GPA.

2.8. BIBLICAL INTEGRATION

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.

2.9. CLASS RANK

SACS is a non-ranking school and does not provide individual rankings to students or families. Texas Education Code 51.803 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 9th-11th.

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.

2.10. GRADES/GPA

Elementary School

Prekindergarten		Kindergarten		Grades 1-5	
S+	Mastery	S+	High Satisfactory	A	90% and above
S	Approaching Mastery	S	Satisfactory	B	80-89%
N	Needs Improvement	N	Needs Improvement	C	70-79%
M	Mastery: Skill is mostly or always present	M	Mastery: Skill is mostly or always present	D	65%-69%
D	Developing: Skill is rarely or not present				
	No evaluation at this time		No evaluation at this time	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 9th – 12th 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)

HIGH SCHOOL

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

2.11. GRADUATION REQUIREMENTS

SECONDARY SCHOOL

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 9th-12th 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

2.12. GUIDANCE AND CAREER PLANNING

SECONDARY SCHOOL

The Guidance Office provides direction and information to students to help them make college and career decisions. 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 students and their families are well-prepared and informed as they determine colleges or universities of interest.

2.13. HOMEWORK

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.

2.14. INCOMPLETES

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.

2.15. LEARNING DIFFERENCES - ACCOMMODATIONS

For students with a diagnosed learning difference, some accommodations may be made with 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.



2.16. NATIONAL HONOR SOCIETY

HIGH SCHOOL

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 the 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, 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.

2.17. REPORT CARDS

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.

2.18. SCHEDULING

HIGH SCHOOL

Each spring, all students, with the help of the Guidance Office, have their classes 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.

2.19. TESTING/ACADEMIC RECORDS

ELEMENTARY/MIDDLE 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.

Testing

Students in 3rd - 8th grade will take the ERB/CTP5 Achievement test and the MAP Growth Assessment.

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 who 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.

2.19.1. Secondary Exams and Reviews

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 exams count 20% of the semester grade. 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.

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 exams will be given in one academic day

Makeup Test:

Makeup exams are only scheduled for those students who 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:

- Seniors
 - Midyears and Finals
 - B+, not more than 6 days absent, all qualifying subjects
- Juniors
 - Midyears
 - A-, not more than 6 days absent, 1 subject
 - Finals only
 - A-, not more than 6 days absent, 3 subjects (can't include a midyear subject not examined)
- Sophomores
 - Midyears
 - A, not more than 6 days absent, 1 subject
 - Finals only
 - A, not more than 6 days absent, 2 subjects (can't include a midyear subject not examined)
- Freshman
 - Midyears
 - A, not more than 6 days absent, 1 subject
 - Finals only
 - A, not more than 6 days absent, 1 subject (can't include a midyear subject not examined)

Attendance and academic requirements are shared with the students at the beginning of the academic year. Dual Credit and AP courses do not fall under these exemptions.

2.20. TEXTBOOKS

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 the textbook. High school students enrolled in dual credit courses not taught or facilitated by SACS teachers must purchase their own textbooks.

2.21. TRANSCRIPTS

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.

2.22. TRANSFER OF CREDITS

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.



2.23. TUTORING

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.

2.24. VALEDICTORIAN AND SALUTATORIAN

The Senior with the highest GPA on **April 25th** will be declared the “Valedictorian” and the Senior with the second highest GPA will be declared the “Salutarian.”

- The Valedictorian will give their speech during the Graduation Ceremony.
- The Salutarian will give their speech during the HS Awards Ceremony.

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 25th**.
- 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.



SECTION 3 - NON-INSTRUCTIONAL POLICIES AND PROCEDURES

3.1. ATHLETICS

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

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 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.

3.2. STUDENT LIFE

SECONDARY SCHOOL

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

Grade Leads- Grade leads will provide oversight and direction for students, 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.



3.2.1. CAMPS/RETREATS/ANNUAL EVENTS

ELEMENTARY/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

Retreats - 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. SACS currently conducts 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, to do the work assigned, 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.

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, drugs, alcohol, tobacco, vaping devices, incendiary devices, 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, the violation 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.

3.2.2. CHAPEL

Students are required to attend all chapel services. Parents and family members are welcome to attend.

3.2.3. EVENTS/ACTIVITIES

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

3.2.4. FIELD TRIPS

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 as sign 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 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 field trips.

3.2.5. SAFETY PATROLS

ELEMENTARY SCHOOL

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. Privileges may be revoked due to ineligibility.



3.2.6. **STUDENT LEADERSHIP**

HIGH SCHOOL

The student leadership structure will consist of two presidents and six pillars (committees). The pillars will allow most of the seniors to lead in a space that appeals to their strengths. Upskilling students and teaching all of them what it means to be a Christ-like, servant leader. There will be four core pillars that will remain in place every year. The incoming seniors will be given the option to introduce two different pillars, such as Academics and Senior Events. The four core pillars will comprise Spiritual Life, School Spirit, School Events and Communications. The seniors will choose a chairperson for each pillar once the presidents have been elected.

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

All Juniors will be subjected to a comprehensive training program. The two presidents (one male, one female) will be elected at a live voting assembly that will be attended by all high school students. Office bearers will be determined by majority vote. Those seniors wishing to join a pillar will do sign up via an online document and those wishing to become the chairperson of the respective pillar will be put through a comprehensive process of selection.

3.2.7. **SENIOR PRIVILEGES**

HIGH SCHOOL

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.

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.

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.



3.3. SPIRITUAL DEVELOPMENT

Since the 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, all students enter the realm of faith.

The spiritual program of the School is not separated from other programs and activities but is integrated into everything we do. The School's desire is to honor Jesus Christ in all that parents, staff, and students 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 the School. Listed below are some of the means the School utilizes to accomplish this goal.

- Bible Classes
- Service Hours
- Chapel
- Retreats

3.3.1. Service Hours

HIGH SCHOOL

SACS has a core belief that service is an integral part of life and so requires a minimum of 96 hours of service to a Non-Profit or Christian organization. Students entering SACS after their 9th 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 1st

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 students to interact with others, sharing the love of Christ and demonstrating the character of 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 who 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 4 - PARENT/FAMILY PARTNERSHIP

4.1. SCHOOL AND FAMILY COOPERATION

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 and remove a student from the School, 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, or lawsuit, including, without limitation, filing for arbitration or mediation, 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.

4.2. LEGAL ISSUES

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.

4.3. CHANGE OF DEMOGRAPHICS

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.

4.4. PARENT/SCHOOL COMMUNICATION

4.4.1. School Wide Communication

SACS website (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 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.

4.4.2. Communication Folder/Planner/Binder

ELEMENTARY SCHOOL

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.

All notes should be sent in the student's communication folder/planner/binder. Parents who need to communicate with a teacher privately, are asked to email them directly using their school email.

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.

4.5. PARENT/TEACHER CONFERENCES

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.

SECONDARY 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.

4.6. PARENT ORIENTATIONS

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

4.7. PARENT VOLUNTEERS

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.



SECTION 5 - ELECTRONIC RESOURCES AND SOCIAL MEDIA

5.1. INTERNET SAFETY

The SACS Board of Directors recognizes that to effectively provide a Christ-centered education to prepare 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.

5.2. GENERAL RESOURCE GUIDELINES

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.

5.3. NETWORK

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



- Copyright violations; plagiarism
- Unauthorized access to other SACS computers, networks, and information systems
- Cyber-bullying, hate mail, defamation, harassment of any kind, and 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.

5.4. NETWORK SECURITY

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.

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.



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.

5.5. SOCIAL MEDIA

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 6 - HEALTH AND SAFETY

6.1. HEALTH SERVICES

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 its 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.

6.1.1. Immunizations/Medical Exemptions

Every student is required to have his/her medical records on file and up to date by the beginning of each school 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). 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.

6.1.2. Illness

Parents must not send their child to school if he/she has had fever (100.0), diarrhea, or vomiting within the last 24 hours. Students must be fever free, without the aid of medication, for 24 hours before returning to school. If there are any questions, students are to be kept 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.

6.1.3. Communicable Diseases/Conditions Exclusion from School

Notification to Clinic, Office and Teacher

Parents are asked to notify the office, teacher, and clinic immediately if their 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. SACS school clinics follow Universal Precautions to prevent further contagion related to disease. For more information on Universal Precautions, visit 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, or 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.

6.1.4. Lice

A student who 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, then 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>)

6.1.5. 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 to the nurse's office along with written instructions for their use, except as noted above for students who may carry their own prescriptions. 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.

6.1.6. Inhalers, Epinephrine Delivery Systems

A student with asthma or life-threatening allergies may possess and self-administer prescription asthma medicine or an epinephrine delivery system, as appropriate. 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, school nurse, and the student's physician or licensed health care provider. A student with life-threatening allergies may possess an epinephrine delivery system with written permission from the student's parents, school nurse, 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 or epinephrine delivery system:

- The school receives annual written authorization from the student's parent for the student to self-administer, and
- The inhaler or epinephrine delivery system 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 or epinephrine delivery system in a school setting and enters a plan to implement safe possession and use of the inhaler or epinephrine delivery system into the student's school health record.

6.1.7. Medication Guidelines

Except as noted above, 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 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 a 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.

6.1.8. Medication and Emergency Action Plans

Students needing inhalers, epinephrine delivery systems, or medicine to manage diabetes will need to submit 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, the parent, 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.

6.1.9. Required Medical/Clinic Forms

- Emergency Health Care Plan – for all Allergic reactions – Benadryl, Epinephrine delivery system
- 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
- Diabetes Management Plan – For all students with Diabetes
- Seizure Management and Treatment Plan

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 doctor's appointments in May for the following school year.

6.1.10. 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.

6.1.11. First Aid



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.

6.1.12. Student Insurance

SACS does not provide student accident insurance.

6.2. SAFETY POLICIES

Safety is always first for the students. Skateboards, roller-skates, etc. may 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.

6.2.1. Campus Guest

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.

6.2.2. Campus Parking

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.

6.2.3. Emergency School Closing

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. Parents can also check Facebook regarding closings and schedule changes.

6.2.4. Firearms and Explosives

SACS expressly forbids the possession of firearms on School property, while conducting School business, or while attending School functions on or off campus. 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:

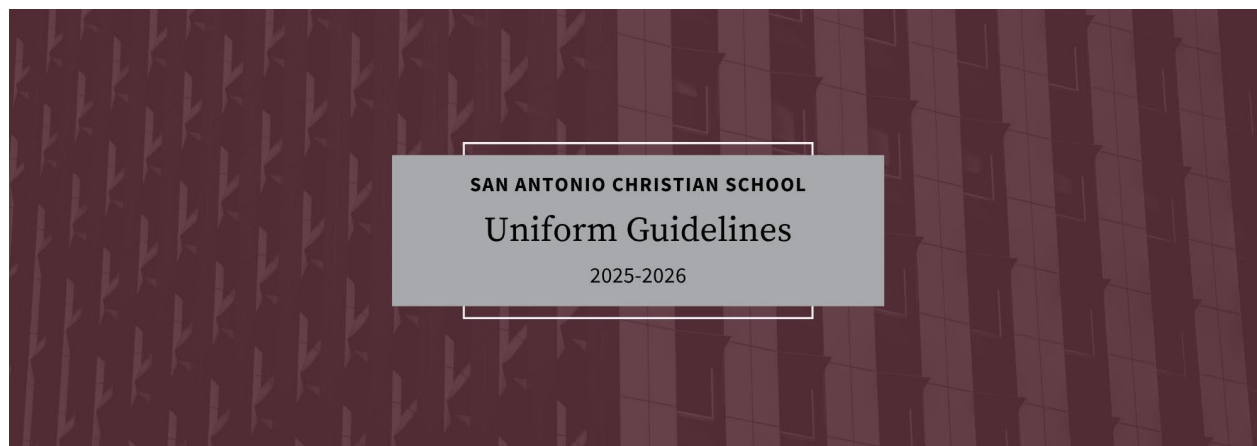
- Any form of weapon, explosive, or incendiary device
- All firearms



- All knives

6.1. PETS (ANIMALS/INSECTS, ETC.)

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 and/or a service animal.

APPENDIX – A – Uniform Guidelines

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.

GIRLS**Daily Dress:**

- Gray or **maroon** polo w/crest (tucked in)
- Plaid skort or navy pants (**navy pants are special order from Lion Shoppe as they are not in stock**) w/brown belt
- Plaid jumper with Peter Pan collar blouse
- 3-year-olds: uniform t-shirt, and khaki pull-on short or maroon polo dress with/ crest logo (biker shorts under)
- White bobby socks, white socks with plaid ruffle (purchased from Lion Shoppe), or maroon knee-hi socks (PK-5th only)
- Footwear must be all-white leather tennis shoes (Velcro or lace-up, with no additional colors) or black/blue and white Keds saddle shoes with rubber soles

Chapel Dress (K-5th):

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

Outer Wear:

- Gray ¼ zip long sleeve pullover, maroon cardigan sweater, and maroon w/crest fleece jacket
- Additional non-uniform coats may be worn **outside** for added warmth
- Black leggings/tights under skort or 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 must not extend beyond fingertips to void writing issues and safety concerns. Neon or black polish are not permitted.

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
- 3-year-olds: uniform t-shirt, and navy pull-on short or pants
- White crew socks (no logos)
- Footwear must be all-white leather tennis shoes (Velcro or lace-up, with no additional colors) or black/blue and white Keds saddle shoes with rubber soles

Chapel Dress (K-5th):

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

Outer Wear:

- Gray ¼ zip long sleeve pullover, maroon cardigan sweater, and maroon w/crest fleece jacket
- 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/skort (**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/skort
- 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 includes 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

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

SECONDARY SCHOOL

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)
- 6th-12th: 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-12th 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)