

# **San Angelo Christian Academy**



## **2023-2024 STUDENT HANDBOOK**

**Revised and Board Approved  
August 21, 2023**



San Angelo Christian Academy, established in 2004, is a private Christian school for children pre-kindergarten through twelfth grade. The school is located at 518 Country Club Road and shares a campus with Southgate Church of Christ.

The curriculum follows the guidelines set forth by the Texas Education Agency and the National Christian Schools Association.

The school received accreditation by the National Christian School Association in April, 2010. By unanimous vote, the External Review Team formally recommended reaccreditation of San Angelo Christian Academy to the NCSA Board of Commissioners in April 2017 and again in April 2022. NCSA is a member of Texas Private School Accreditation Commission, an organization recognized by the Texas Education Agency for Accreditation.

San Angelo Christian Academy has joined the 250 member Texas Association of Private and Parochial Schools (TAAPS).

San Angelo Christian Academy has its own chapter in the National Honor Society.

In addition to the regular curriculum, daily Bible study and instruction in Christian moral and spiritual values are emphasized.

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The San Angelo Christian Academy 2023-2024 Student Handbook is a general reference guide only and is designed to be in harmony with board policy. Please be aware that it is not a complete statement of all policies, procedures, or rules that may be applicable in a given circumstance

## **Our Mission**

### *“What we do”*

To provide a Christ-centered education that fosters excellence and God-given talents

## **Our Vision**

### *“Why we do it”*

To unlock potential and cultivate a desire to serve others and follow Christ

## **Our Values**

### *“How we do it”*

## **Character**

*“Doing the right thing, because it is the right thing to do”*

- Displaying honesty
- Maintaining integrity
- Upholding trust

## **Accountability**

*“It’s not only what we do, but what we don’t do”*

- Exhibiting self-discipline
- Respecting others and ourselves
- Accepting responsibility for our actions

## **Safety**

*“Investing in tomorrow by taking action today”*

- Encouraging healthy interactions
- Creating a positive learning environment
- Protecting our campus

## **Excellence**

*“The result of always striving to be better”*

- Pursuing our academic goals
- Providing opportunities to grow
- Working for the Lord in everything we do

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## **GENERAL STATEMENT OF PHILOSOPHY**

San Angelo Christian Academy provides an educational choice emphasizing academic, spiritual, and physical development. Lessons are designed to prepare graduates to pursue higher education. On the belief that each person is created in the image of God, San Angelo Christian Academy exists to provide the student an environment in which he may develop “in wisdom and stature, and in favor with God and men” (Luke 2:52).

This philosophy is based upon acceptance and application of the Bible as the inspired Word of God and declares that Jesus Christ is the Lord of all the universe and is, therefore, the Lord of all the subjects taught at San Angelo Christian Academy. We reject the idea that religion can be compartmentalized and practiced only in organized chapel and Bible classes. The apostle Paul says in II Corinthians 10:5, “...we take captive every thought to make it obedient to Christ.” With God’s help, San Angelo Christian Academy will make Jesus the Lord of the classroom in Mathematics, History, Science, and every other academic discipline.

While the school can serve to reinforce Christian values, responsibilities, and conduct, it is mainly the parent’s obligation to help the child develop Godly character traits. To accomplish these objectives, the parent:

- Recognizes that the school is an extension of the parent while the child is at school.
  - Teaches the child respect for the law, for authority, for the rights of others, and for private and public property.
  - Shares with the child and with the school an active interest in the child’s schoolwork and personal development.
  - Arranges for the child’s regular school attendance.
  - Cooperates with the school in carrying out disciplinary action when such action is necessary.
  - Models Matthew 18:15 by going to the appropriate person (student, teacher, administrator, school board president, board grievance committee) and communicating with the school regarding his/her child by following this communication policy:
1. Grievances are handled most satisfactorily at the level at which they occur. If a parent has a staff/faculty-related grievance, an attempt must be made to settle the matter first with the staff/faculty member.
  2. If no satisfactory solution is reached, the family may direct the complaint to the administrator for resolution. A record of the complaint will be made by the administrator who will schedule a conference, possibly including all parties. Every attempt will be made at mediation, understanding, and resolution.
  3. Finally, unresolved grievances will be communicated to the board president, who may refer items of concern to the board grievance committee.

We hope we can resolve any concern informally in a cooperative, Christian atmosphere. In this spirit, we will model peacemaking for each other and for our children. At San Angelo Christian Academy, our goal is to develop moral excellence, knowledge, self-control, perseverance, godliness, brotherly kindness, and love in the young people with whom we have the opportunity to work. Our role as a Christian school is to play an integral part in the development of the family, church, and school. Our mission is to compliment home and church in a manner that builds up and affirms our children’s faith in God and guides them in their service to our fellow man through the church, their family, and society.

## **GENERAL STATEMENT OF GOALS**

### **Academic development** will be attained by the following:

- Providing opportunities for logical thinking processes including analysis, evaluation, synthesis, and problem solving.
- Encouraging creative thinking processes in terms of developing new ideas and solutions.
- Encouraging an understanding and appreciation for literature and the cultural arts
- Providing opportunities for participation in the “fine arts” (art, music) and cultural programs.

### **Spiritual development** will be achieved by the following:

- Promoting understanding of the Christian faith and an appreciation of Christian values.
- Participating in daily chapel, and other opportunities for devotionals and worship.
- Promoting student leadership in daily chapel, other opportunities for devotion and worship.
- Studying the Bible and learning scriptures that will provide needed strength in everyday living.
- Encouraging the internalization of ethical and moral standards, a biblical worldview, personal faith, and respect for devotion.
- Teaching skills for Christian living, including decision-making strategies, methods of communicating biblical faith, acceptance of personal responsibility, and showing honor for those who are placed in authority.

### **Citizenship** will be developed by the following:

- Exemplifying pride in our American heritage and encouraging a sense of patriotism through loyalty and service to one’s country, community, congregation, school, and family.
- Examining other cultures, languages, and stressing the importance of respect for the rights of others.
- Encouraging a sense of self-respect and worth.
- Providing current information on local, state, national, and world affairs, seeking through all available means to be well informed.

### **Physical development** will be pursued by the following:

- Encouraging the achievement and maintenance of good health, wholesome habits, and physical fitness.

## **ADMISSION**

San Angelo Christian Academy does not discriminate on the basis of race, color, sex, religion, nationality, or ethnic origin in the administration of its educational policies, admission policies, scholarship, athletics, and other school-administered programs. San Angelo Christian Academy reserves the right to deny admission or continued enrollment to any applicant it determines is unqualified on the basis of personal conduct, character, or academic preparation inconsistent with the purposes, objectives and religious tenets of the school.

Below is a list of criteria that will be considered before accepting or rejecting a student for admission to San Angelo Christian Academy. Decisions will be based on a combination of the following criteria:

### **The student shall:**

- Be eligible for re-enrollment in school last attended.
- Not have been suspended or expelled from school last attended.
- Have a cumulative grade average no lower than 70 and score a minimum of 50% on standardized achievement tests.
- Present a transcript of grades from present and past school year.
- Have a favorable recommendation from last school attended.
- Give authorization to school last attended to release needed information.
- Be free of severe learning and/or behavioral problems.
- Not be coming directly from any type of rehabilitation program (i.e. drugs, alcohol, mental, etc.).
- Present a current immunization record which meets Texas Health requirements.
- Participate in a parent/student interview, if requested.
- Receive approval for enrollment from SACA Administration.

If any of the above criteria are not met, the case must be taken to the Admissions Committee for approval before the student is admitted.

## **REGISTRATION, TUITION, and REFUNDS**

For questions or more complete information, please contact the SACA administrative offices.

All details concerning registration, tuition, and refunds are contained in the enrollment contract. Because questions arise concerning tuition refunds, the policy is restated for your reference.

“Because financial obligations must be made for personnel and other expenses long before the school year begins, a financial strain is experienced when students enroll and then withdraw before the year is completed.

SACA has adopted a policy whereby parents or guardians are responsible for the entirety of the tuition and fees. **Parents may be released from their contractual obligation only if the withdrawal occurs during the first six weeks for present or previously enrolled students, and nine weeks for new, first time students.** There will be no refund of fees.

It is further agreed that enrollment as specified within this enrollment contract, may be canceled in writing, without penalty (except forfeiture of the deposit or registration fee) prior to August 1<sup>st</sup>.

Payments are accepted in the school office if, **(paid in full)**. Or, a **(ten)** month payment plan may be set up through FACTS Management. Information about FACTS can be found on the school website.

Any account that is more than **60 days** past due, will be referred to the school board for resolution.

Transition to virtual learning does not change original contract obligations and/or fees.



## **ATTENDANCE**

School success is closely related to good attendance. It is imperative that school time has the highest priority in your family planning. The school, however, realizes that absences are sometimes necessary due to illness, death, and other emergencies. Parents are expected to call or email the school office if a student is going to be absent or tardy.

A note of explanation should accompany each student upon return from a doctor visit and should be given to the school office upon his/her return to school. Students must sign in at the office before returning to class.

A note of explanation should accompany each student upon return from an extended absence. It must be given to the school office upon return to school. This note should state the reason for, and date(s) of, the absence. The note must be signed by a parent or guardian. Absences of five (5) or more consecutive school days require a physician's statement concerning the illness before the student may re-enter the classroom.

### **Ten unexcused absences in a semester could result in loss of credit for that semester.**

Parent-administrator conferences will be held to assess the situation and to make sure the student is still on track with his/her academic development.

Special consideration will be given for COVID-19 related illnesses.

In cases where a student will miss several days, the teacher needs to be contacted as soon as possible so that make-up work can be planned with the parent and student. Students will have one (1) day to make up daily assignments for each day of absence. Absence does not excuse the student from participating in previously scheduled tests or quizzes upon their return to school. Additionally, absence does not extend deadlines or due-dates for assignments given prior to the student missing school.

SACA discourages trips of any kind while school is in session since any absence affects the learning process. If a trip is unavoidable the school requests the following actions:

- Notify the school office in writing as soon as possible, preferably one week prior to leaving town.
- Make arrangements for make-up work.
- Any major assignment(s) due during the absence must be turned in prior to leaving on the trip.
- The trip must be approved in writing by the administrator, and the student must be in good academic standing for it to be considered an excused absence.

Trips without prior approval will likely be unexcused without permission to turn in make-up work.

## **TARDIES**

Classes begin promptly at 8:00 a.m. and all students are expected to be on time.

**Students are counted tardy if they arrive after 8:00AM or the beginning of a class period. Students will be counted absent for any class or part of the school day that they miss.**

Tardiness is most often caused by bad habits and poor planning. Late arrivals are very distracting to classroom instruction. SACA urges you to please have your child at school on time each morning. A student is considered absent if more than 15 minutes late to a class period or missing from the class period.

### **TARDY POLICY:**

- **First 3 tardy arrivals** (per semester) are excused. At the third tardy, an electronic notice will be sent to parents making them aware that with a fourth tardy, there will be consequences.
- **Fourth offense** - Student will serve lunch detention.
- **Fifth offense** - Administrator/ parent conference. Student serves lunch detention
- **Sixth offense** – Administrator/student conference. Behavior Form and due date assigned. Further tardies will earn an after-school detention.
- **Seventh - tenth tardy** - After-School detention served in administrator's office; 15, 30, 45, and 60 minutes, accordingly.

Tardy records are cleared at mid-term, and students get a fresh start.

## **LOSS OF CREDITS**

Any student with more than **ten (10)** absences (excused or unexcused) during any semester may not receive credit for the semester's work. In cases of major illness, documented by a physician, or in other special circumstances, an appeal may be made to the administrator. If a student misses more than **20** days of school, they face the possibility of being retained.

## **DAILY SCHEDULE**

School begins promptly at 8:00 am. Students may arrive at school or be dropped off at school no earlier than 7:40AM. **Do not drop off students before 7:40AM. No school personnel are on duty before 7:40AM. SACA is not responsible for the safety or well-being of students dropped off prior to 7:40AM in violation of this policy.**

Pre-school through fourth grades will report to their respective classrooms.

Fifth through twelfth grades will report to their first period classroom upon arrival.

In the afternoon, pre-kindergarten students will be dismissed at **2:15PM**.

All other grades will be dismissed at **3:30PM**.

Students will be dismissed at the front entrance as they are picked up by parents or other approved adults.

**Parents please remain in your vehicles and in the traffic line during drop-off and pick-up.**  
***PLEASE DO NOT PARK IN THE TRAFFIC LINE.***

**If you need to pick up your child early for any reason, check in at the front office.** You **MUST** sign your child out, and then he/she will be called to the office to meet you. For the safety of your child, please cooperate with us in this matter.

## **CHAPEL**

Some of the most rewarding school experiences are the daily chapel services. **Attendance is required by all students.** Tardiness and unexcused absence from chapel carry the same consequences as tardiness and unexcused absence from class. Included in the daily Chapel activities will be the reciting of the national and state Pledge of Allegiance.

## **EMERGENCY CLOSING**

School closing or delay due to inclement weather will be announced by 6:30am on; local news stations, the school's Facebook page & website [www.sanangelochristian.academy.org](http://www.sanangelochristian.academy.org). School closings or delays, will follow the San Angelo Independent School District's schedule. In case of emergency closing during the school day, parents will be notified.

## **EMERGENCY DRILLS**

**Fire Drills:** When the fire alarm sounds, it is important that each student follows the directions of the teacher. A calm, quiet and orderly evacuation of the buildings is very important. Maps are posted in the buildings indicating evacuation routes.

**Tornado Drills/Lock-down Drills:** Students and staff will be notified by PA system and they will move to a designated area where students and staff will remain until released by administrative personnel.

SACA has an emergency preparedness plan that includes lock-down procedures. Teachers are trained and an annual drill including students is conducted.

## **CONFERENCES**

Conferences between parents and teachers are important to good communication. There are set days at the end of each quarter for conferences. There will be an open house for conferences on **August 14, 2023**. There will be noon releases for conferences on **October 20, 2023, and January 12, and March 8, 2023**.

Parents are encouraged to schedule additional conferences at any time.

**Call or e-mail to set up conference times.**

***Please do not assume a teacher or staff member will have time for unscheduled conferences at the end of the school day. Conferences must be scheduled.***

## **VISITORS**

For the safety of our students we ask **all visitors to sign in at the SACA Office, located in the primary building**. To provide additional safety, our campus is monitored with an audio/visual surveillance system. Parents wishing to make a visit to the classroom will need to make prior arrangements with the administrator.

## **TRAFFIC PATTERN**

Please come from the north end of the parking lot to drop off and pick up children.

**DO NOT U-TURN**; please exit to the south.

If you need to visit the office please park in the designated parking spaces, not in the flow of traffic. Be considerate of those behind you and move out as quickly as possible. **Please do not leave your car unattended in the loading lanes.**

Please enter from the north end of the parking lot, and exit to the south.

A speed limit of 10 mph is in effect for all vehicles on campus at all times.

## **STUDENT DRIVERS**

SACA has adopted an OPEN CAMPUS Policy for high school students. Students with their own vehicle may leave campus for lunch. Student drivers should follow the established traffic flow (north to south) and observe the 10 mph speed limit on campus.

If any additional student is going to leave with the driver, **both students MUST HAVE** written permission from their parents. Permission remains in effect until parents revoke it.

A signed contract **MUST BE** on file in the office.

If a student misses any part of a school day regardless of whether he/she is the driver or passenger, disciplinary action will be taken. OPEN CAMPUS is a privilege, not a right and will be revoked if abused.

## **SCHOOL LUNCHESES**

Students will need to bring a sack lunch to school on the days we do not offer a hot lunch. Please make every effort to send healthy, nutritious lunches. Nutritious lunches will give your child the energy and brain power needed to be successful in school.

Hot Lunches will be served 5 days a week, **beginning August 28, 2023**, we offer a catered or prepared lunch for the students at the cost of \$4.00 per meal. These meals are served in the Southgate Fellowship Hall.

An envelope will be sent home during the last week of the month. Please mark the envelope with your child's menu choices and enclose the proper amount of **CASH or a CHECK made out to: SACA LUNCH ACCOUNT.** Return payment to 1<sup>st</sup> period/homeroom teacher by slated date. You may send one check for all of your children's lunches; please send separate lists for each child, as it makes it easier for the lunch volunteers to know how many in each class are eating in the lunchroom.

It is very important that the **lunch envelope be returned by the date requested.**

We sometimes use meals catered from outside sources (Chick-fil-A, Little Caesars), it is imperative we have as close a count as possible. Please help us out by marking and returning your lunch envelope promptly.

## **HIGH SCHOOL OPEN CAMPUS**

High School students who remain on campus for lunch have a choice of spots for eating their meal. Students may eat in: the cafeteria, at the picnic tables, fountain, arrival hood, or in their own individual vehicles.

## **PARTIES**

A limited number of class parties may be held throughout the year. Please see your child's teacher for more information or an opportunity to help.

Invitations to private parties should not be passed out on campus unless every boy, or girl (or both) in your child's class receives one. Too many feelings are hurt needlessly when children are excluded.

## **DISMISSAL/PICKUP**

The education and safety of your children are of the utmost importance to all the faculty and staff of San Angelo Christian Academy. The following procedures will be followed on a daily basis to ensure that your child is adequately supervised once he/she has been dismissed from school.

- Pre-kindergarten students will be dismissed at **2:15PM**. All other grades will be dismissed at **3:30PM**.
- Primary teachers will release their students from the front of the Primary building each day to go home with parents, designated pick-up persons, or to After-School Care.
- Secondary students will be dismissed at **3:30PM**, and should be picked up in front of the secondary building.
- Please come from the north end of the parking lot to drop off and pick up children. **DO NOT U-TURN**; exit to the south.
- **No Primary students will be allowed to wait in front of the building for pick-up after 3:40PM.**
- If your child has not been picked up from the school within ten minutes of afternoon dismissal, he/she will be sent to After-School Care and appropriate “drop-in “charges will be applied.

## **AFTER-SCHOOL CARE**

After-School Care uses SACA facilities, and is a separate program of San Angelo Christian Academy. It is operated by Ms. Jamie Thompson. After-School Care has its own rules, paperwork requirements and fees.

After-School Care accepts drop-ins as well as regularly scheduled participants. **There are increased fees for drop-in care.** Please notify the office as soon as you become aware that your child will need drop-in care, as this will affect our student to staff ratio.

Please contact the school office for a detailed fee schedule and more information about After-School Care.

## **GRADING AND REPORTING**

Report cards are sent home four times a year, at the end of each reporting period. Report cards are to be signed by a parent or guardian and returned to the teacher, except at the end of the school year when they should be kept by the parents for future reference.

Progress reports will be sent home at the mid-point of each reporting period for all students. There will be noon releases for conferences on **October 20, 2023 and January 12 and March 28, 2024**. See your school calendar for more information.

San Angelo Christian Academy provides parents online access to their student's teacher, grades, assignments, school events and more with FACTS.

A combination of letter and numerical grades will be used according to each class and subject. The explanation of grades is as follows:

GPA 70-100    Passing  
GPA **Below 70**    Not Passing

A =    90-100 GPA  
B =    80-89 GPA  
C =    70-79 GPA

## **HOMEWORK**

Homework serves two purposes. First, students have an opportunity to review and reinforce knowledge of material and processes already taught in class. Second, it is an opportunity to pursue assignments independently.

The amount of time a child needs to do homework varies with the individual. **Homework will not be given on Wednesdays.** We want our families to have the opportunity to attend Wednesday night Bible study. Parents will be given advance notice if a child's presence is required after school to finish assigned work.



## CLASS RANK/HIGHEST RANKING GRADUATE

The selection of valedictorian and salutatorian to be recognized during graduation activities and ceremonies is not an essential component of education and therefore not a right similar to the right to receive an education.

To be eligible for these honors, the student must have attended San Angelo Christian Academy for at least two years. If a student has not attended SACA for the required number of years but is the highest ranking graduate, under state law they will be eligible to receive the Highest Ranking Graduate program award.

SACA will declare class rank after the 3<sup>rd</sup> quarter of the graduating class' senior year. Early enrollment, dual credit, and honors classes (*are weighted courses which receive 10 points added to the student's final class average.*) are included to calculate class rank. Spring mid-term dual credit grades will be included in calculation of class rank.

## NATIONAL HONOR SOCIETY

The National Honor Society is a national organization founded to recognize excellence in academics and outstanding leadership qualities. Students selected to membership should exemplify superiority in scholarship, service, leadership, and character. Membership in the National Honor Society is a privilege, and not a right. To be eligible for membership in the SACA chapter, a student must be a sophomore, junior, or senior who has a cumulative weighted GPA of 95 or higher. (*All dual credit, early enrollment, and honors courses will receive an additional 10 points added to the final average.*)

## TAAPS REQUIREMENTS

San Angelo Christian Academy is a member of The Texas Association of Private and Parochial Schools (TAAPS). The TAAPS organization serves to organize, stimulate, encourage, and promote academics, athletics, and fine arts in students. **As a member of TAAPS, all high school students are required to comply with all TAAPS rules and regulations.** These may include; sports physicals, and the signing of, and abiding by, all TAAPS rules and regulations. This includes being enrolled in at least four (4) graded classes at SACA. For more information, go to [www.tapps.biz](http://www.tapps.biz)

You are in school to earn an education. You must meet all TAPPS and SACA eligibility requirements in order to participate in TAPPS sponsored extracurricular activities. Extracurricular activities include public performances, contests, demonstrations, displays and club activities. Students must be passing all courses to be considered eligible.

Should a student become ineligible by having a failing grade at grading period, the length of time for ineligibility after a grading period shall be at least three weeks. If after three weeks, the student is passing all subjects they may regain eligibility. If the student is not passing all subjects, they will remain ineligible until the next grading period.

## **FIELD TRIPS**

Educational field trips enhance classroom activities and are encouraged at San Angelo Christian Academy. Parents are notified about upcoming field trips through the monthly newsletter or the Monday notes. At the beginning of each year, parents will be asked to sign a “General Waiver” that will cover all single day trips during the year.

All field trips are properly supervised. Purple SACA t-shirts and jeans must be worn on field trips, this helps chaperones keep track of students.

Students participating in field trips will generally be transported on a Southgate church bus or on Southgate vans. However, parents may occasionally be asked to assist in providing transportation.

## **OVERNIGHT TRIPS**

Overnight trips are a privilege, not a right. Overnight trips require a permission slip (for each trip) signed by the parent or legal guardian, and the student. The school handbook and guidelines for disciplinary action remain in effect on all trips.

Overnight trips will include gender specific chaperones. The number of chaperones needed, and the gender/s needed, will be determined by the administrator after reviewing the number of students and gender/s of students participating in the event. The administrator will recruit and assign chaperones for each overnight trip.

During school sponsored overnight trips, students and chaperones will be accounted for both periodically and when activities or locations change. Curfew and room checks are in place. All students on overnight trips will be transported by SACA faculty, staff, or approved chaperones.

**Students may not take their own vehicles on overnight trips.**

## **DISCIPLINE**

San Angelo Christian Academy exists primarily for the purpose of making Christian principles the dominating influences in the lives of its students. Disciplinary guidelines are deemed necessary by the board and administration of SACA:

- for the orderly operation of the school
- for physical safety
- for the establishment of an atmosphere conducive to learning
- and for the accomplishment of our stated purposes

In order for effective teaching to occur, order must be maintained in the classroom. Teachers make every effort to handle their own discipline. They have full authority and responsibility to correct student behavior whenever such correction is necessary. If the behavior persists or escalates, then the student will be referred to the office.

Disciplinary action will be administered as uniformly and consistently as possible, while at the same time recognizing that each student and each incident must be assessed individually in regard to background, attitude, and repetition.

Disciplinary action can include: a verbal or written warning, notification of parents, and/or serving lunch detention or after school detention. Corporal punishment, suspension (ISS-in school or at home), probation, or expulsion will be enforced by administration or designee. It should be noted that some offenses are considered to be of such serious nature that they may warrant suspension or expulsion following the first incident.

San Angelo Christian Academy has disciplinary authority over a student:

- During lunch periods in which a student is allowed to leave campus.
- While the student is in attendance at any school-related activity, regardless of time or location.
- For any school-related misconduct, regardless of time or location.
- When retaliation against a school employee, board member, or volunteer occurs or is threatened, regardless of time or location.
- When a student engages in bullying or cyberbullying, as defined by Texas Education Code 37.0832.
- When criminal mischief is committed on or off school property or at a school-related event.
- When a student participates in virtual classrooms, meetings, chats, grade book messaging, or similar environments.

SACA has the right to search a vehicle driven to school by a student and parked on school property whenever there is reasonable cause to believe it contains articles or materials prohibited by SACA. SACA has the right to search a student's locker or desk when there is reasonable cause to believe it contains articles or materials prohibited by SACA.

For the purpose of maintaining campus safety, security, and an orderly learning environment, SACA utilizes audio/visual technology.

## **STANDARDS FOR STUDENT CONDUCT**

### **Each student is expected to:**

- Demonstrate courtesy, even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class by taking appropriate materials and assignments to class.
- Meet SACA standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the right and privileges of students, teachers, staff and volunteers.
- Respect the property of others, including SACA property and facilities and Southgate Church of Christ property and facilities.
- Cooperate with and assist the school staff in maintaining safety, order, and discipline.

### **Students shall not mistreat others:**

- Using profanity or vulgar language or make obscene gestures.
- Cheating, copying or plagiarizing the work of another
- Fighting or scuffling.
- Threatening a student, employee, or volunteer, including off school property, if the conduct causes a substantial disruption to the educational environment.
- Engaging in bullying, harassment
- Engaging in conduct that constitutes sexual harassment or sexual abuse, whether by word or gesture.
- Engaging in conduct that constitutes dating violence
- Engaging in inappropriate or indecent exposure of private body parts.
- Participating in hazing.
- Causing an individual to act through the use of threat or force (coercion).
- Committing extortion or blackmail (obtaining money or an object of value from an unwilling person).
- Engaging in inappropriate verbal, physical, or sexual conduct directed toward another person.
- Recording the voice or image of another without the prior consent of the individuals being recorded or in any way that disrupts the educational environment or invades the privacy of others.

### **Students shall not disregard authority:**

- Failing to comply with directives given by school personnel (insubordination).
- Leaving school grounds or school-sponsored events without permission.
- Disobeying rules for conduct on school vehicles.
- Refusing to accept discipline management techniques assigned by a teacher or administrator.

### **Students shall not disrespect property:**

- Damage or vandalize property owned by others.
- Deface or damage school property including technology, textbooks, lockers, furniture, and other equipment-with graffiti or by other means.
- Steal from students, staff or the school.
- Falsify records, passes, or other school-related documents.

## **WEAPONS**

**SACA will not tolerate any use or possession of any weapon**, while on campus or at any school-sponsored activities, *(unless granted permission from Administration for purposes such as art projects, etc.)* A weapon is defined as, anything designed or used for inflicting bodily harm or physical damage.

**San Angelo Christian Academy will not tolerate possession or igniting of fireworks** on school campus or at school events.

Violation of this weapons policy will include confiscation of the weapon and notification of parents. Discipline for violation of this policy could include up to an immediate suspension.

## **SECURITY**

**Campus security is a top priority for San Angelo Christian Academy.** We have a dedicated crisis management team that includes local & area law enforcement members. Our teachers and staff are trained and prepared to implement our crisis management plan if needed.

### **Safety**

Audio & visual surveillance is in use daily throughout our campus.

### **Doors**

SACA has implemented a limited access control system on campus doors. You will need to ring the doorbell or have a door card to enter and you will need to wave out at each outside door.

### **Lock down/Shelter in Place**

Trained and legally armed staff members protect San Angelo Christian Academy.

## **DRUG, ALCOHOL AND TOBACCO POLICY**

Drug, alcohol or tobacco possession, or use by students or employees is forbidden by San Angelo Christian Academy.

Students and employees are prohibited from possessing or using any type of tobacco product, electronic cigarettes (e-cigarettes), or any other electronic vaporizing device (vapes), and any component, part, or accessory for an e-cigarette or electronic vaporizing device while on school property at any time or while attending an off-campus school-related activity.

**SACA will not tolerate possession, use, distribution, or sale of illegal drugs**, whether on campus or at any school-sponsored activities. Discipline for violation of this policy, even in the case of the first offense, could be immediate suspension.

In the case of suspension, the student may re-apply for admission at the beginning of the next school year. Involvement with drugs, or the suspicion of the same, will require mandatory notification of parents. Also, at any time SACA can require any student or faculty member to undergo a drug test. Any conviction, uncontested resolution, or deferred adjudication for violation of a state or federal law will result in immediate suspension for at least the remainder of the school year.

Students who need drug and/or alcohol counseling, treatment or rehabilitation or need further information concerning the health risks associated with drug and alcohol abuse may obtain information through the administration office of the school.

## **HARASSMENT**

**San Angelo Christian Academy will not tolerate harassment** of, or by, its employees and students. Any form of harassment related to an individual's race, color, sex, religion, national origin, age, or disability is a violation of this policy and will be treated as a disciplinary matter.

For these purposes, the term harassment includes, but is not limited to slurs, jokes, and other verbal, graphic or physical conduct. Sexual harassment includes unwelcome sexual advances, jokes, statements or remarks, or other actions either verbal or physical, which create an intimidating, hostile or offensive working/academic environment. Cyberbullying is a violation of SACA's harassment policy.

Violations of this harassment policy by an employee or student shall subject the employee or student to disciplinary action, up to and including immediate discharge from work or expulsion from school. If one believes that he/she is being harassed by another employee or student, this should be made known to the administrator within twenty-four hours. The matter will be investigated, and where appropriate, disciplinary action taken.

Harassment of employees or students in connection with their work or school activities by non-students should be reported to the administration within twenty-four hours. The administration will take appropriate action immediately. **Do not assume the administration is aware of the harassment.** It is the responsibility of every employee and student to report any questionable incidents.

All allegations will be promptly, objectively, and confidentially investigated. If the person is not satisfied with the way the report has been handled by the administration, the matter can be taken to the grievance committee of the Board of Directors.

**BULLYING (All Grade Levels)**

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic methods, or physical conduct against another student.

- Results in harm to the student or the student's property
- Places a student in reasonable fear of physical harm or of damage to the student's property
- Is so severe, persistent, and pervasive that it creates an intimidating, threatening or abusive educational environment

Conduct is considered bullying if it exploits an imbalance of power between the student perpetrator(s) and the student victim and if it interferes with a student's education or substantially disrupts the operation of the school.

**Bullying is strictly prohibited by the Academy.** Bullying could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism. In some cases, bullying can occur through electronic methods, called "cyberbullying." Hazing is considered an act of bullying.

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, administrator, or another SACA employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct.

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. The Academy will also contact the parents of the victim and of the student who was found to have engaged in the bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying.

**Any retaliation against a student who reports an incident of bullying is prohibited.**

## **PARTICIPATION IN GRADUATION ACTIVITIES**

San Angelo Christian Academy has the right to limit a student's participation in graduation activities for violating SACA's codes, policies, and procedures.

Participation might include a speaking role. Students eligible to give the opening and closing remarks or speaker introductions, perform the national anthem, lead prayers, etc. at graduation shall be notified by the campus administrator.

In order to be considered as an eligible student to participate in the ceremony as a speaker, a student shall not have engaged in any flagrant misconduct in violation of SACA's codes, policies, and procedures, during the semester immediately preceding graduation.

The valedictorian and salutatorian may also have speaking roles at graduation. No student shall be eligible to have such a speaking role if he or she engaged in any flagrant misconduct in violation of SACA's codes, policies, and procedures, during the semester immediately preceding graduation.



## **ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES**

Students are expected to do the following when using any computer on campus:

- Take great care of all technology equipment.
- Do not damage the equipment in any way or weaken its utility.
- Use only software legally available through the network.
- Students should not bring games to play on the system without permission of a teacher for educational reasons.
- Students should use only the programs a teacher places on their menu.
- Students must bring any issued technology to class each day, charged and in good working condition.

## **UNACCEPTABLE AND INAPPROPRIATE USE OF TECHNOLOGY RESOURCES**

Students are strictly prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including cyberbullying and "sexting," either on or off school property

This prohibition also applies to conduct off school property, whether the equipment used to send such messages is school-owned or personally owned.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined and, in certain circumstances, may be reported to law enforcement.

Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with your child 'Before You Text' Sexting Prevention Course, a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology.

This can be found online at [www.txssc.txstate.edu/tools/courses/before-you-text/](http://www.txssc.txstate.edu/tools/courses/before-you-text/)

In addition, any student who engages in conduct that results in a breach of SACA's computer security will be disciplined and, in some cases, the consequence may rise to the level of expulsion.

## **INTERNET USE**

The use of the Internet is a privilege, not a right. Inappropriate use will result in a cancellation of those privileges. SACA reserves the right to temporarily or permanently suspend a user from the Internet to prevent any further unauthorized activity.

SACA will make determinations on whether specific uses of the Internet are consistent with our acceptable use practice. SACA reserves the right to log internet use and to monitor file server space utilization by users while respecting the privacy of user accounts.

Use of any information obtained via the internet is at your own risk. SACA specifically denies any responsibility for the accuracy or quality of information obtained through the Internet. SACA exercises no control whatsoever over the content of the information residing on the Internet. All communications and information accessible via the Internet should be assumed to be the private property of the originator.

Internet accounts are to be used only by the authorized owner. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users.

No use of the Internet shall serve to disrupt the use of the Internet by others; hardware and/or software shall not be destroyed, modified, or abused in any way.

The following are prohibited by SACA:

- Tampering with files belonging to other people is strictly forbidden, and the offender is subject to discipline.
- Any use of the Internet for profit-making purposes is prohibited.
- Use of the Internet for personal and private business is prohibited.
- Malicious use of the Internet to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer system is prohibited.
- Hate mail, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the Internet.
- The illegal installation of copyrighted software for use on computers is prohibited.
- Use of the Internet to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network is prohibited.
- Any attempt to disable or circumvent software or hardware meant to limit access to inappropriate materials is prohibited.

## **BUSINESS TELEPHONE USAGE**

In order to limit personal calls, students are asked to make arrangements for school activities, needed materials, etc. before leaving home. Students may use the business phones for emergency purposes or whenever a teacher, employee or administrator deems it necessary. The office will promptly and properly convey any emergency or important messages to students. **Please contact the SACA office FIRST, in the event of an emergency.**

## **POSSESSION AND USE OF PERSONAL TELECOMMUNICATIONS DEVICES, INCLUDING MOBILE TELEPHONES**

For safety purposes, San Angelo Christian Academy permits students to possess personal mobile telephone. However, phones must remain turned off during the instructional day, including during all testing, unless they are being used for approved instructional purposes. SACA faculty have the right to temporarily collect personal mobile phones during instructional periods. A student must have approval to possess other telecommunications devices such as netbooks, laptops, tablets, or other portable computers.

Use of mobile phones are not permitted in the cafeteria or at chapel by any student at any time. Secondary students who have the privilege of outside and off campus lunch may use their phones during that time when they are outside SACA buildings. Students are required to put away their phones upon entering any school building.

The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

In limited circumstances, and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel

SACA is not responsible for damaged, lost, or stolen telecommunications devices.\_

### **Phones on, or in use, without permission will be confiscated and held in the SACA office.**

- First Offence: Student may pick up the phone from the office after school that day.
- Subsequent Offences: Phones will only be released to a parent.

## **POSSESSION AND USE OF OTHER PERSONAL ELECTRONIC DEVICES**

Students are not permitted to possess or use personal electronic devices such as MP3 players, video or audio recorders, DVD players, cameras, games, e-readers, or other electronic devices at school, unless prior permission has been obtained.

Without such permission, teachers will collect the items and turn them to administration. The administrator will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

In limited circumstances and in accordance with law, a student's personal electronic device may be searched by authorized personnel. SACA is not responsible for any damaged, lost, or stolen electronic device.

## **INSTRUCTIONAL USE OF PERSONAL TELECOMMUNICATIONS AND OTHER ELECTRONIC DEVICES**

In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for instructional purposes while on campus.

Students must obtain prior approval before using personal telecommunications or other personal electronic devices for instructional use. When students are not using the devices for approved instructional purposes, all devices must be turned off.

## **SACA UNIFORM POLICY AND DRESS CODE**

Students must abide by the school uniform and dress code. Students at San Angelo Christian Academy are required to wear a board approved uniform. This decision was made for many reasons. The uniform:

- dispenses with competition due to outward appearance.
- emphasizes the development of the inner person.
- develops and reflects a worthy self-image.
- enhances school spirit.
- encourages good deportment.
- serves as an economy measure for parents.
- gives the student a distinctive appearance.
- is symbolic of a student's acceptance of authority over him/her.

The dress code is required to ensure that emphasis is placed upon the character traits of modesty, propriety, personal neatness, and cleanliness. Students are expected to dress neatly, cleanly, modestly, and appropriately for your gender whenever on school grounds or attending a school event, including finals or a school-related trip or function.

The uniform is to be treated and worn with respect. Any item that is worn to school must not undermine the integrity of the school uniform or serve as a disruption to the educational process.

Any clothing, button, jewelry, or other item that promotes something against the philosophy of SACA should not be worn. Students may be asked to remove or cover any items (i.e. jewelry, buttons, etc.) deemed inappropriate.

If students are dressed immodestly or inappropriately at school, the student will be provided with acceptable clothing when available or, parent will be contacted.

The SACA school uniform policy and dress code will be strictly enforced. If a student's dress or hair does not conform to dress code standards, he/she will be reminded of the code. If the situation is not remedied in a timely manner, the student will not be allowed to attend class until the problem has been corrected. The student will be given unexcused absences in classes missed because of dress code infractions.

The administration of San Angelo Christian Academy will have the final determination as to appropriate attire for daily wear and special occasions.

## **PERSONAL APPEARANCE**

Simple jewelry, ornamentation, and make-up are appropriate and must be worn in a manner that does not undermine the integrity of the uniform policy. Earrings of any kind are prohibited for boys on campus or at any school-sponsored activities. Girls are limited to two earrings in each ear. Tattoos and jewelry associated with body piercing should not be visible.

Hair for both boys and girls will be clean, well-groomed, and not covering the eyes. Hair color and style for both boys and girls should not be distracting or undermine the integrity of the uniform policy. No unnatural hair color.

Hair length for boys is considered part of the uniform; therefore, hair may not be longer than the bottom of the collar in the back. Hair should be off the shoulder, allow bottom of ears to show, and be out of the eyes.

Students will be clean shaven. Beards and mustaches are not allowed. Sideburns will be kept trimmed to no longer in length than the bottom of the ear.

Sunglasses, caps, or hoods should not be worn in the building and may be confiscated.

## **SHOES**

Shoes will be worn at all times. Parents should be aware that students play outside every day that the weather permits. Open-toe and open-heel shoes are not forbidden, but do lend themselves to more injuries when running and climbing.

Flip-flops and shoes with high heels should not be worn to school.

Tennis shoes should either be worn to school or brought to be put on before PE.

## **JACKETS/COATS AND HOODIES/PULLOVERS**

Jackets/coats may be worn in the classroom. They must be capable of completely opening in the front in order that the uniform shirt is at least partially visible. Please make sure they are not inappropriate or distracting.

**\*ONLY SACA hoodies/pullovers may be worn to school.**

**\*NO other hoodies will be permitted on campus.**

If a teacher/staff member feels a jacket/coat is distracting, the student will be asked to remove it.

## **SHIRTS**

Shirts may be long or short sleeve.

Brand logo on shirts may not exceed 2 inches.

Each student is required to have one official purple SACA t-shirt.

Purple SACA t-shirts must be worn on field trips.

Any SACA t-shirt may be worn on Friday.

Approved styles of shirt are:

- Button-up
- Polo
- Turtle-neck
- School t-shirts of various designs – on Fridays ONLY
- SACA hoodies/pullovers

Shirts must be a solid uniform color and not transparent. Approved colors are:

- Navy blue
- Light blue
- Royal Purple – the SACA school color

Under shirts must be either:

- Navy
- Light blue
- Khaki
- Purple
- White

## **PANTS, SHORTS, CAPRIS, SKIRTS, SKORTS, JUMPERS, DRESSES**

Dresses, shorts, skirts, skorts, and jumpers should be no shorter than 3 inches above the middle of the knee. Leggings worn under dresses, jumpers, and skirts does not change the length requirements.

Pre-K - fifth grade girls: Must wear shorts under dresses, jumpers or skirts.

Approved uniform colors are:

- Khaki
- Navy

Jeans allowed on Friday.

Leggings worn under the uniform must be:

- Navy
- Light blue
- Khaki
- Royal Purple – SACA’s school color
- White

## **P.E. UNIFORMS**

Students in sixth grade and above are required to suit out in an athletics uniform each day.  
**NOT SUITING OUT WILL HAVE CONSEQUENCES.**

### **SACA P.E. uniform:**

- Official grey P.E. uniform t-shirt
- Purple shorts (school color; not light purple)
- tennis shoes.

In cold weather, grey or purple sweat suits or wind suits are acceptable. Long sleeve gray or purple shirts may be worn under the P.E. uniform t-shirt. Please mark each item clearly and permanently with the student’s name to avoid confusion in dressing areas when students are gathering up their garments.

### **The following items are not allowed on campus or at any school related function:**

- Yoga pants/leggings (worn as pants)
- Spaghetti strap shirts
- Tank tops
- Short shorts
- Any shirt with less than three-inch shoulder straps
- Non-SACA hoodies/pullovers
- Low-revealing shirts
- See through garments
- Tight jeans/pants
- Jeans/pants with rips or shredding that is higher than three inches above the knee.



## **MEDICAL INFORMATION**

San Angelo Christian Academy will follow all state and federal guidelines regarding all routine health screenings. These screenings will include: vision, hearing, scoliosis and acanthosis nigricans.

## **IMMUNIZATION RECORDS**

**State law requires that each student have an up-to-date immunization record or current conscientious exemption affidavit form (signed by a doctor) on file in the school office.**

The registrar will keep these records and will contact you if we discover a record is needed or if a student needs a booster shot. However, it is the parent's responsibility to make sure all immunizations are kept current.

The school is audited on these records by the Texas Department of Health so it is important that you cooperate in providing adequate records and in keeping your child's immunizations current.

## **MEDICATIONS**

The school is not allowed to give any type of medication to students without consent from the parent. At the time of registration, parents must indicate on the registration form whether or not their child is to be given non-prescription medicines such as Tylenol, Motrin, etc. at school. Parents should notify the office if a specific non-prescription medicine should not be given. If a child brings medication to school, it must be brought to the office (in original packaging) for dispensing. EPI Pens and Inhalers may be kept with the student; on their person or in their backpack.

**EXCEPT FOR INHALERS AND EPI PENS, NO MEDICATION MAY BE KEPT IN THE POSSESSION OF THE STUDENT.**

All medication must be in the original container with instructions for administering. If the parent chooses to have a non-prescription medication given in any way other than the printed instructions on the container, a signed and dated note detailing specific dispensing instructions must be brought to the office before any change is made. Prescription drugs will only be given as indicated on the label.

## **CHRONIC MEDICAL CONDITIONS**

If your child has any chronic medical conditions that may, or may not, require intervention while at school, please communicate with our school registrar.

**For conditions such as asthma, food allergies, and seizure disorders, parents MUST bring in a medical "ACTION PLAN" provided by your child's physician.**

## STUDENT ILLNESS

**\*\*\*\*\*PARENTS MUST NOT SEND ILL STUDENTS TO SCHOOL.\*\*\*\*\***

Any student who has a fever of **100.0** degrees or more, has vomited, had diarrhea, or who has any other communicable illness *symptoms* (such as *symptoms* of flu, strep, COVID-19, pink eye, etc.) may not remain at school. A parent will be called to pick up the ill student from school **immediately**.

Students must be free of fever (**without** the use of fever reducing medications such as; Tylenol, Motrin, or Ibuprofen), vomiting, and/or diarrhea for a **minimum of 24 hours** before returning to school.

A student may return to school earlier if a doctor has medically cleared them and the parent can provide documentation from the doctor. Otherwise, the ill student will need to remain home for the **full 24 hours** before returning to school.

Any student that is unable to remain in class and participating due to complaints of physical discomfort (of any kind) **will be** sent home.

When a child has conjunctivitis (pink eye) he/she must be on medicated drops for a **full 24 hours** before returning to school.

Children identified to have live head lice and/or nits will be sent home immediately. SACA will provide information on treatment procedures if needed. Children **must be** free of live lice and all nits must be removed from the hair before the student may return to school.

When the student returns to school, the student shall be re-examined. If the student is free of lice and nit-free, the student may return to class, if not, they will be sent back home for re-treatment.

Re-treatment is required 9-10 days after initial treatment to be sure all nits have been removed. Students who have been treated for lice will be examined on the tenth day back at school before attending their first-period class to confirm that they are lice-free. The school registrar and office personnel will keep track of this ten-day period and will check for new infestation.

**SACA urges all parents to maintain an open line of communication about any illness your child may have, with either the school nurse or administrative staff.**

Below is a list of the **most common** symptoms associated with the above mentioned communicable illnesses.

<u>Flu</u>	<u>Strep Throat</u>	<u>COVID-19</u>	<u>Pink Eye</u>
Fever/chills	Sore throat	Fever/chills	Redness
Muscle pain	Painful swallowing	Cough/congestion	Itching
Cough/congestion	Headache	Fatigue	Pain
Fatigue	Fever	Headache	Eye discharge
	Red or white spots on roof of mouth, or in throat	Shortness of breath	Nasal congestion
		Nausea, vomiting, diarrhea	

## **SERVICES FOR STUDENTS**

### **COUNSELING**

San Angelo Christian Academy has counseling services available to every student upon need or request. Please contact your child's teacher or the administrator to discuss your child's specific need.

### **LIBRARY**

All SACA students have access to and are encouraged to use the campus library. Primary classes are scheduled a weekly library time.

### **COMMUNICATION**

A monthly calendar and list of activities will be sent home at the end of each month for listing the activities for the upcoming month.

A “**MONDAY NOTE**” will be sent home weekly on to inform parents of activities and provide information concerning activities planned for the week. If you would like to receive the Monday note electronically, please go to the website and follow the instructions at the bottom of the home page. The Monday note, as well as reminders about special events, will be emailed to you. **Parents are strongly encouraged to read all Monday notes.**

### **WEB SITE**

This handbook, the school calendar, and other information about San Angelo Christian Academy may be accessed through our web site at: [www.sanangelochristianacademy.org](http://www.sanangelochristianacademy.org)

Jeff Harris is our webmaster; we thank him for his hard work and dedication. Jeff appreciates parents and staff sharing pictures of students and school activities. Please send them to him at his preferred email [catherder@sgcoc.com](mailto:catherder@sgcoc.com).

## **GLOSSARY**

1. A drug is defined as any prescription drug used by anyone other than the person prescribed for, over-the-counter drugs when taken in a dosage or in a manner other than the directions on the packaging, marijuana, narcotics, depressants, stimulants, hallucinogens, solvents, chemical compounds, drug paraphernalia or other controlled substances defined as illegal by federal, state or local laws.
2. Alcohol is defined as any beverage that contains alcohol, or any substance that will alter cognitive abilities.
3. The term “controlled substance” means any drug listed in 21 U.S.C. Section 812 and other federal regulations. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, and PCP.
4. Paraphernalia are devices that can be used for inhaling, ingesting, injecting, or otherwise introducing a controlled substance into a human body
5. Tobacco is defined as any product made or derived from tobacco that is intended for human consumption. Use means voluntarily introducing into one’s body, by any means, a prohibited substance.
6. E-cigarette means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device. The term includes any device that is manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe or under another product name or description and a component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device.
7. Reasonable belief is a determination made by the Administrator or designee using all available information, including the information furnished under Article 15.27 of the Code of Criminal Procedure.
8. Possession means to have an item on one’s person or in one’s personal property, including but not limited to clothing, purse, or backpack; a private vehicle used for transportation to or from school or school related activities, including but not limited to an automobile, truck, motorcycle, or bicycle; telecommunications or electronic devices; or any other school property used by the student, including but not limited to a locker or desk.
9. Mandatory means that something is obligatory or required because of an authority.
10. Graffiti are markings with paint, an indelible pen or marker, or an etching or engraving device on tangible property without the effective consent of the owner. The markings may include inscriptions, slogans, drawings, or paintings.
11. Cyberbullying is the use of any electronic communication device to engage in bullying or intimidation, harassment or sexual harassment.
12. Hazing is an intentional or reckless act, on or off campus, by one person alone or acting with others, that endangers the mental or physical health or safety of a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in an organization.
13. Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense, as defined by Section 71.0021 of the Family Code.
14. Assault is defined in part by Texas Penal Code 22.01(a)(1) as intentionally, knowingly, or recklessly causing bodily injury to another.
15. Abuse is improper or excessive use.



**San Angelo Christian Academy**  
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## STAFF EMAILS

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