

SAN ANTONIO ACADEMY

2018-2019

**Parent/
Student**

HANDBOOK

Be honest.

Be kind.

Be the best you can be.®

Mission Statement

San Antonio Academy of Texas
offers prekindergarten through eighth grade boys
an exceptional academic program
that features small classes, a family-like atmosphere,
the development of a positive self-image and
a foundation for life based upon love of God and
country, integrity and respect for each other.

TABLE OF CONTENTS

I. Important Phone Numbers	3
II. Faculty Profile	4
III. Parents Activities	8
IV. Welcome to The Academy	10
V. General Rules and Information	11
A. Primary Students	11
B. All Grade Levels	12
1. The School Day	12
2. Tardiness	13
3. Attendance	13
4. Communication	14
5. Directory	14
6. Good Manners	14
7. Student Behavior	14
8. Appearance/Haircuts/Jewelry	15
9. Teasing and Harassment	15
10. Honor Code	15
11. Phone Calls & Cell Phones	15
12. Student Health Services	16
13. Medications	16
14. Emergencies	16
15. Food Allergies and Snacks	16
16. Birthday Treats	17
17. Immunizations	17
18. Physical Examinations	17
19. Head Injuries	17
20. Infectious Illnesses	17
21. Infectious Illness Policy	18
22. Nutrition	18
23. Counselor & Learning Specialist	18
24. Academic Accommodations	19
25. Money	19
26. Meals	19
27. Identification of Clothing	20
28. Lost and Found	20
29. School Supplies	20
30. Textbooks	20

31. Homework Club	20
32. Lockers and Locks	20
33. School Dances	21
34. Miscellaneous	21
35. Technology	21
VI. Academic Information	23
VII. Student Behavior	28
A. Merits	28
B. Discipline Process/Demerits	28
C. Honor Code	29
D. Awards for Good Conduct	29
E. Policy Regarding the Use or Possession of Alcohol, Tobacco, E-cigarettes, or Illegal Drugs	29
F. Inappropriate Use of Technology	30
G. Dismissal	30
VIII. Acceptable Use Policy for Computers and the Internet	30
IX. Library Policies	32
X. Athletic Program	35
XI. Extracurricular Activities	38
XII. Nutrition Wellness Policy	39
XIII. Military Program	41
Uniform Photos	46-47
XIV. Uniform and Supply Lists	48
ADDENDUM:	
School Calendar	50

I. IMPORTANT PHONE NUMBERS

Main Office 210-733-7331
Website www.sa-academy.org

PLEASE CALL:

The Registrar, *Peggy Klein* (Ext. 224), if you have any questions about your son's attendance records, school calendar or transcripts.

The School Nurse, *Lauren Walls* (Ext. 207), if you have questions about your son's health or medical procedures or medical records.

The Associate Head/Commandant/Dean of Students, *Frank Stange* (Ext. 205), if you have any questions about your son's overall performance, conduct, grades, military, awards, or after-school activities.

The Associate Head/Academic Dean, *Virginia Beeler* (Ext. 218), if you have any questions about the curriculum, other academic issues or the schedule.

The Associate Head/Admissions Dean, *Mary Wilde* (Ext. 204), if you wish to make an admissions referral.

The School Counselor, *Theresa Moore* (Ext. 203), if you have any questions about your son's overall performance or seek advice regarding counseling issues.

The Learning Specialist, *Patrick Atkerson* (Ext. 259), if you have questions about your son's academic performance.

The Primary Director, *Tanya Weis* (Ext. 219), if you have any questions about the overall program of PK – 2nd grade, including the After-School Care Program.

The After-School Care Coordinator & Primary Level Advisor, *Charlotte Turlington* (Ext. 222), if you have any questions about your son's non-academic performance or the After-school Care Program for PK – 2nd grade.

The Uniform Store Director, *Jennifer Colglazier* (Ext. 227), if you have any questions about purchasing uniforms.

The Athletic Director, *Mike Heineman* (Ext. 216), if you have any questions about the athletic program or after-school athletic activities.

The Enrichment Director, *Cathy Cummins* (Ext. 230), if you have any questions about Enrichment & Reading classes.

The Enrichment Program Registrar, *Michele Cummins* (Ext. 210), to enroll in Enrichment & Early Bird Reading classes.

The Chief Financial Officer, *John Watkins* (Ext. 228), if you have any questions involving finances or student accounts.

The Director of Development, *Mary Shrader*, (Ext. 219), if you have any questions about special events, the Parents Council, Grandparents Council, the Alumni Council, annual giving, fundraising activities or volunteering to help SAA.

The Communications Director, *Becky Shimek* (Ext. 225), if you have any questions about the school's website, newsletter or public relations program.

The Head of School, *Clint DuBose* (Ext. 202), if there is a problem that requires his attention.

FACULTY PROFILE

NAME	YRS EXP	UNIVERSITY/COLLEGE	SUBJECT AREA/GRADE LEVEL
ALLISON, J.J.	11	University of Texas at Austin	2nd Grade
ATKERSON, Patrick	20	University of Texas at San Antonio, Master of Arts Elementary Education University of the Incarnate Word, PhD, Education	5th Math Chairman of Math Department Learning Specialist
BAUMGARDNER, Cathy	30	University of Texas at Austin Houston Baptist University, Master of Education	4th Science Robotics Coordinator Chairman of Science Department
BEELEER, Virginia	36	Texas Christian University	Associate Head of School/ Academic Dean
BERG, Ruth	37	University of Texas at Austin	Primary & Upper School Music Concert Choir
BIEHL, Melinda	44	Sul Ross University, Masters in Education	Chairman of Music Department
BOCK, Natalie	15	Texas Christian University	6th English & Reading 7th & 8th Spanish Yearbook Co-sponsor
BRADLEY, Barry	43	State University of New York at Geneseo North Adams State College	6th Contemporary World Cultures I 8th American History
COLGLAZIER, Jennifer	11	Texas A&M University	3rd Math, Uniform Store Director
COLLIER, Terry	14	Texas A&M University	3rd Language Arts & Science
CUMMINS, Cathy	48	University of the Americas in Mexico City University of Texas at Austin, Master of Education	Reading Institute Enrichment Director
DAVIS, Claudia	19	University of Texas at San Antonio Master of Arts, Curriculum Instruction/Technology	3rd-6th Spanish
DAVIS, Paul	33	Southwest Texas State University, Masters of Arts in History King's College, University of London, Ph.D. in War Studies	7th Texas History
DEBOW, Faith	17	Butler University, Bachelor of Music Eastman School of Music, Master of Music	Primary & Upper School Music

NAME	YRS EXP	UNIVERSITY/COLLEGE	SUBJECT AREA/GRADE LEVEL
DEHLINGER, Kathryn	18	University of Texas at Austin	7th Contemporary World Cultures II Chairman of History Department
DOUGLASS, Laura	35	Texas State University	5th English & Social Studies
DUBOSE, Clint	24	University of Houston Houston Baptist University Master of Education, Curriculum and Instruction	Head of School
DUGGAN, Owen	24	McGill University University of North Texas, Master of Music University of Texas at Austin, Doctor of Musical Arts	Concert Choir 6th Elective Drum Corps
EVERSBERG, Elizabeth	7	Texas Tech University	Primary Art
GATES, Cary	24	University of Texas at Austin Glassell Art School	1st - 8th Art Chairman of Art Department
GIELEN, Alan	18	University of Texas-Pan American University of Southwestern Louisiana, Master of Education	Technology Curriculum Director Prekindergarten - 6th Computer
GIELEN, Linda	19	University of Texas-Pan American University of Southwestern Louisiana, Master of Education	Technology Facilitator
GIRARDEAU, Amy	37	University of Texas at Austin Master of Education	Primary & Upper School Music Concert Choir
GRAF, Karl	32	Villanova University Trinity University, Master of Education	6th Math, 6th Honors Math 7th & 8th Algebra I
GUTIERREZ, Marci	4	University of Texas at San Antonio	Prekindergarten
HAIDUK, Connie	29	University of Texas at San Antonio Early Childhood	Primary Tutor
HANSEN, Mike	34	University of Texas at San Antonio	Geometry, 7th & 8th Pre-AP Algebra, MATHCOUNTS
HAYES, Jennifer	15	University of New Mexico Master of Arts, Elementary Education	7th & 8th Science
HEINEMAN, Mike	29	University of Wisconsin	Athletic Director Physical Education, Coach

NAME	YRS EXP	UNIVERSITY/COLLEGE	SUBJECT AREA/GRADE LEVEL
HIEGER, Iliana	20	Texas A&M University	Prekindergarten, Kindergarten 1st & 2nd Spanish Chairman of Spanish Department
HILL, Kathleen	19	Texas A&M University	3rd Language Arts & Social Studies
IVY, Anne	15	Texas A&M University	Kindergarten
KERNAGHAN, Jane	50	Georgia Institute of Technology Texas State College for Women Trinity University, Master's University of North Carolina Oklahoma State University	Coordinator of Library Books
KRAMME, Lindsay	9	Texas State University	1st Grade
LONGORIA, Maree	22	St. Mary's University University of Texas at San Antonio	4th & 5th Reading Chairman of Reading Department
MARSHALL, Steve	28	Texas A&M at Commerce Texas State University	Athletic Trainer Military Program
MCCLINTOCK, Mike	28	University of Wisconsin	Physical Education Intramurals / Coach
MCNEIL, Leon	25	Abilene Christian University	Physical Education / Coach
MOORE, Brendan	32	University of Dublin (Trinity College)	8th English & Literature Chairman of English Department Summer Director
MOORE, Siomha	6	University of Notre Dame Columbia University Teachers College, Masters in Teaching English	4th English & Math PawPrint Sponsor
MOORE, Theresa, LMSW-ACP, LPC	41	University of Minnesota Our Lady of the Lake University, Master of Science	Counselor
MULLINS, Moye	10	Abilene Christian University University of Texas at San Antonio	2nd Grade
PARISH, Dana	13	Trinity University	Art Electives
POWER, Priscilla	28	Southern Methodist University	7th English & Reading Yearbook Co-sponsor

NAME	YRS EXP	UNIVERSITY/COLLEGE	SUBJECT AREA/GRADE LEVEL
POWERS, Tyna	19	University of Texas at Austin	4th Social Studies Robotics Co-sponsor
RAILSBACK, Kristin	10	University of Texas at Austin University of Texas at San Antonio, Master of Arts in Counseling	Kindergarten
SCHRADER, Brittany	8	University of the Incarnate Word	Physical Education / Coach Summer Kids Place Director Prekindergarten
SINCLAIR, Trisha	14	Connecticut College University of the Incarnate Word, Master of Arts	
SMITH, Julie	23	University of Texas at San Antonio, Early Childhood	Coordinator of Library Services
SNOW, Elizabeth	13	University of the Incarnate Word Master of Arts in Education Our Lady of the Lake University, Library Science Degree	Library Director
STANAGE, Frank	34	Southern Nazarene University, OK	Associate Head / Dean of Students / Commandant
STANAGE, Kim	18	Concordia University Texas, Master of Education Northeast State University, Monroe, LA	5th & 6th Science
TURLINGTON, Charlotte	13	Texas Christian University Master of Arts in Education	Director, After-school Care Primary Advisor
WALLS, Lauren	1	Western Governors University Bachelors of Science, Nursing	Nurse
WEIS, Tanya	22	Seton Hill College, PA Early Childhood	1st Grade Primary Director
WILDE, Mary	32	University of Texas at Austin	Associate Head / Admissions Dean
VELDT, Matt	31	Wheaton College	Physical Education / Coach

AVERAGE YEARS OF TEACHING EXPERIENCE = 24

Over 60% of SAA's teachers have taught at The Academy for 10 or more years.



III. PARENTS ACTIVITIES

SAN ANTONIO ACADEMY

Established in 1886

Dear Academy Parents:

Parents involvement in Academy activities is one of our school's strengths. We encourage you to participate in one of the support organizations listed below. You may sign up for any group at registration, or you may call the main office at anytime during the year.

A. PARENTS CLUB

SAA's Parents Club enhances the boys' experience by connecting parents to create a supportive and friendly community:

1. Involve, in a meaningful way, more parents in the life of the school.
2. Sponsor school events that support and benefit the boys and the teachers and build a stronger school.
3. Use net revenue from events and projects to support the boys and programs of the school.
4. Provide the school with feedback regarding the overall program.

B. FALL FAMILY FAIR STEERING COMMITTEE

1. Organizes and directs The Academy's annual Fall Family Fair.
2. Organizes volunteers for:
 - a. Auction
 - b. Food and drinks
 - c. Game booths
 - d. Invitations and mailout
 - e. Set-up/decorations
 - f. Ticket sales
 - g. Underwriting

117 East French Place • San Antonio, Texas 78212-5899 • (210) 733-7331 • FAX (210) 734-0711

A non-profit, non-denominational, tax-exempt school, prekindergarten – 8th grade
San Antonio Academy admits students of any race, color and national and ethnic origin.

C. BLUE & WHITE UNITE STEERING COMMITTEE

1. Oversees The Academy's annual spring party for parents, alumni, grandparents and friends.
2. Organizes volunteers for:
 - a. Auction
 - b. Food and drinks
 - c. Entertainment
 - d. Location
 - e. Attendance
 - g. Underwriting
3. Organizes and directs The Academy's annual live auction at Blue & White Unite.

D. DANCE COMMITTEE

Organizes and conducts three 6th-8th grade dances.

E. BOOK FAIR STEERING COMMITTEE

Organizes and conducts the autumn and spring Book Fairs.

F. GARDEN CLUB

Helps maintain and improve the physical appearance of the campus.

G. GRADE LEVEL COORDINATORS

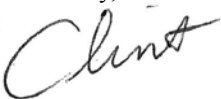
Assist teachers in a variety of ways.

H. 8TH GRADE PARENTS COMMITTEE

1. Provides support to help create a great 8th grade year, including:
 - a. Holding ice cream and taco sales
 - b. Hosting the Cowboy Breakfast
 - c. Creating and supervising the 8th grade dunking booth at the Fall Family Fair
 - d. Supervising the Military Ball
 - e. Hosting the Commencement Luncheon
 - g. Overseeing the selection of the class gift

Please consider joining one of SAA's support organizations. We appreciate all that you do for our boys.

Sincerely,



Clint DuBose
Head of School



IV. WELCOME TO THE ACADEMY

This handbook contains guidelines for everyday life at San Antonio Academy. We have not listed a specific rule to cover every situation. Instead we have tried to convey a sense of The Academy's ethos, culture, and expectations. The Academy's philosophy shapes our guidelines.

Philosophy

San Antonio Academy teaches boys to be honest, to be kind and to be the best they can be. We believe that the development of character and leadership is an important component of an education.

Mission Statement

San Antonio Academy of Texas offers prekindergarten through eighth grade boys an exceptional academic program that features small classes, a family-like atmosphere, the development of a positive self-image and a foundation for life based upon love of God and country, integrity and respect for each other.

Motto

Be honest. Be kind. Be the best you can be.®

V. GENERAL RULES AND INFORMATION

A. PRIMARY STUDENTS: GRADES PK-2

1. Hours and Transportation

School begins promptly at 8:00 AM. **Prekindergarten, kindergarten, first and second grade students will be dropped off beginning at 7:25 AM at the pavilion between the Stribling and the Franklin Houses. Primary students will be met by a primary teacher. During the first week, PK boys will be met by a PK teacher.** Primary students are dismissed at 3:00 PM and may be picked up at the pavilion between the Stribling and the Franklin Houses. Primary students in the After-school Care Program will be picked up no later than 5:30 PM in Room 108 in Taylor Hall. After 3:15 PM, primary parents will park in the lot behind Ellison Hall and come to the Main Office in Taylor Hall to pick up their son(s).

Students may not leave campus unless they are accompanied **by a parent or an authorized adult. If a student leaves the campus during the day, he must check out at the Main Office. Students will be dismissed only to those persons who have written permission to pick up the child. Changes in transportation arrangements must be submitted in writing to the Main Office. If grandparents or other family members wish to pick up students, they must be on the pick-up list.**

2. Dress Code

- Hair:** Reasonably short, neat and combed
Shirt: White SAA T-shirt*
Belt: A belt is required when pants or shorts have belt loops.
Trousers: Navy blue jeans, SAA gym shorts*, or SAA sweatpants*; on Fridays primary boys may wear camo pants or camo shorts.
Socks: Socks are required. White socks are preferred.
Shoes: Students should wear athletic shoes. Light-up shoes are not permitted, as they pose a distraction.

PLEASE MARK ALL CLOTHING WITH YOUR SON'S NAME.

3. Grading System

- **Prekindergarten** will issue four report cards throughout the year. Parent-teacher conferences will be held twice a year.
- **Kindergarten** will issue four report cards throughout the year. Parent-teacher conferences will be held twice a year.

* Available in Uniform Exchange

- **First grade** will use the A-B-C system in reading and math only. Report card grades are available online through our Renweb information management system. Parent-teacher conferences will be held twice a year.
 - **Second grade** will use the A-B-C system in reading and math only. Report card grades are available online through our Renweb information management system. Parent-teacher conferences will be held twice a year.
 - **Promotion:** The Academy's promotion-retention policy is explained in Section VI, H, p. 26.
4. **General Information:** Primary children are not to bring toys or phones to school. Educational books, games, nature collections, pets and show-and-tell items may be brought with the teacher's permission. **Roller-style and satchel-style backpacks are not permitted.**

Birthday party invitations should not be passed out at school unless every member of the class is invited. The school's directory provides a list of names and addresses so that invitations can be mailed. The school does not hold birthday parties during the school day. Please refer to the Nutrition Policy on p. 41, XII, G for the list of recommended birthday treats. Please coordinate birthday treats with your son's teacher.

5. **Lunch/Birthday Treats:** We request that you not bring heavily-sugared birthday treats to school for distribution to your son's classmates. **Many parents do not want their sons to have donuts as treats.** Please refer to the policy on p. 40, XII, G.

B. ALL GRADE LEVELS

1. The School Day

The school day begins at 8:00 AM, and attendance is taken at this time. **All** students may be dropped off beginning at 7:25 AM at the pavilion between the Stribling and Franklin Houses, where teachers will be on duty.

Primary students (PK-2) are dismissed at 3:00 PM and may be picked up at the pavilion between the Stribling and Franklin Houses. **Upper school students** (3-8) are dismissed at 3:30 PM and may be picked up at the pavilion until 4:00 PM. **After 4:00 PM, parents will park in the Ellison Hall lot and meet their sons in front of Taylor Hall or at the Main Office.**

Any **primary** student not picked up by 3:10 will be placed in the After-school Care Program, and a minimum daily rate will be charged, beginning at 3:15 PM.

Students are required to remain on campus during the school day. Students may not leave campus unless they are checked out at the Main Office and accompanied by a parent or an authorized adult. Students may not leave campus with parents of other students unless The Academy receives written permission in advance.

2. Tardiness

Students who are late to school will turn in a parent's note explaining the tardiness. They should bring the note to the Main Office, where they will receive an admit pass to class. In grades 3-8 a pattern of unexcused tardies may result in Friday afternoon study hall, beginning at 3:30 PM.

3. Attendance

a. Absences Due to Appointments

If a student visits a high school, leaves campus for an appointment, or arrives late because of an appointment, he is expected to turn in all due assignments before the end of the same day to either the teacher(s) or the Main Office, and he is responsible for any work assigned that is due on subsequent days.

b. Notification

When a student is absent, his parents are expected to phone or send an email to the Main Office between 8:00 and 9:00 AM to inform us of the absence. Students who have missed school should provide a note from a parent or a physician explaining the absence. Otherwise, the absence may be recorded as unexcused for the time missed in each course.

c. Makeup work

After an excused absence the student has two full school days to turn in assignments, papers, or tests. If extra make-up time is needed, please contact the individual teachers, or the School Counselor, Theresa Moore or Patrick Atkerson, the Learning Specialist. Homework assignments are posted on Renweb.com.

d. Attendance and Athletic Eligibility

If an Academy athlete is absent from school or is unable to participate in P.E. classes on the weekday of a regularly scheduled athletic event, he will not be eligible to compete in that particular contest. In the case of weekend games, the athlete must attend school and participate in regularly scheduled P.E. classes on the last day of school (usually Friday) prior to the weekend of the event. If children are too ill to attend school or participate in P.E. classes, they will be judged too ill for participation in athletic contests.

e. Attendance and School Events

If an Academy student is absent from school, he will not be able to participate in a school event that takes place on the same day. In the case of weekend events, the student must attend school on the last day of school prior to the weekend.

f. Attendance Awards

In order to discourage children from coming to school when they are ill, San Antonio Academy does not offer a Perfect Attendance Award.

4. Communication

San Antonio Academy uses Renweb, an online information management system that allows you to access your son's vital school data via a secure and confidential parent-student portal. Renweb also enables you to communicate via email with teachers and other school personnel. Parents are able to access their sons' grades via Renweb (See page 24).

Conferences

During the opening week of school, all school teachers email their available conference days/times to parents, encouraging parents to schedule conferences, as needed. Teachers encourage parents to send emails or otherwise contact them when there are questions or concerns.

5. Directory

The information contained in the Student Directory is intended for the private use of the families of San Antonio Academy and should not be used for personal gain or to promote non-Academy business interests.

6. Good Manners

We expect our students to behave as gentlemen, addressing all adults with “ma’am” or “sir.”

7. Student Behavior

Students are expected to follow the Golden Rule: *Do unto others as you would have them do unto you.* The discipline process is outlined on pages 28-30.

8. Appearance/Haircuts/Jewelry

Students are expected to keep their hair clean, short and neat. Hair will be off the ears and above the collar, and the length will be such that a student's bangs cannot be combed below the level of the eyebrows. The hairstyle will present a tapered appearance that conforms to the shape of the head, curving inward to the natural termination point without eccentric directional flow, twists, or spiking. Novelty haircuts and extreme modifications to traditional haircuts (including hair coloring and a shaved head) are not

permitted unless expressly approved by the Commandant and the Head of School. In all respects, good hygiene and grooming are expected. Earrings, necklaces, chains, amulets, medallions, wrist bands, bracelets and other jewelry are not part of the daily uniform and may not be worn without the expressed permission of the Head of School and the Commandant. Please refer to page 48 for examples of regulation haircuts.

9. Teasing and Harassment

The Academy expects students to treat each other with respect and kindness. Ongoing teasing or teasing of a hurtful nature is not acceptable at San Antonio Academy. The Academy is a small school and teachers quickly become aware of teasing that has gone too far. In such cases, the School Counselor, Dean of Students and Head of School set up an immediate school conference with the boys and their parents. **Ongoing teasing may be viewed as harassment and may result in serious disciplinary action, up to and including dismissal.**

Inappropriate, hurtful statements in the form of voice mails, text messages, emails or entries on social media are considered harassment and will result in serious disciplinary action, up to and including dismissal.

10. Honor Code

Honesty is the most important quality we possess. Our students and teachers create an environment of mutual trust. Academy students are expected to:

- a. Tell the truth.
- b. Do their own work.
- c. Respect other people's property.

Lying, cheating or stealing are grounds for expulsion. *The Academy's Honor Code is outlined on page 29.*

11. Phone Calls & Cell Phones

Students must have permission from the Registrar or a member of the administration in order to make a telephone call during the school day. The school phone is located in the Main Office. **Students may not have cell phones during the school day. If circumstances require that a student bring a cell phone onto campus, the student is required to give the phone to the Head of School or Main Office personnel, who will hold it in a secure place until the end of the school day. Student phones will not be seen or heard during the school day or on campus after school. Failure to follow this procedure will result in one demerit.**

12. Student Health Services

San Antonio Academy is committed to providing a safe and healthy environment for its students. There is a licensed nurse on duty Monday through Friday from 8:00 AM to 5:45 PM. The nurse will assess illnesses or injuries which occur while students are on campus and will administer care, as needed. If a student is ill, the school nurse will ask parents to take him home until he is healthy.

13. Medications

- a. **The School Nurse may administer prescription medication at school if it is in the original pharmacy-labeled container. No exceptions will be allowed.** Prescription medications must be accompanied by a signed parent's form (available in the nurse's office) and a physician's order.
- b. **ALL MEDICATIONS MUST BE BROUGHT TO THE NURSE'S OFFICE BY THE PARENT. Please do not send your son's medication in his backpack.** At the end of the school year the nurse will notify the parent of any unused medication that needs to be picked up. Parents are responsible for picking up any unused medication from the nurse's office. Any medication left for thirty days after the last day of school will be destroyed.
- c. The administration of non-prescription medication is permitted ONLY if the physician and parent have signed the health record for the following over-the-counter medications such as: Tylenol, Motrin, Benadryl, ibuprofen and cough drops. These medications are kept in stock in the nurse's office.

14. Emergencies

- a. Parents will provide, in RenWeb and Magnus, emergency medical information and phone numbers of people to be notified if parents are unavailable.
- b. In the event of an emergency, 911 will be called and the child will be taken to the emergency room of the hospital that is best suited to handle the specific medical situation.

15. Food Allergies and Snacks

Important Health Reminder Regarding Foods Sent for Birthdays, Snacks or Bake Sales: Many parents do not want their sons to have donuts as birthday treats. We have a number of boys who have life-threatening food allergies to peanuts or other nuts including, but not limited to, sesame seeds and tree nuts. In an effort to keep our students safe and minimize accidental exposure in the classroom or on campus, please read food labels or inquire with the person or company preparing the food item to **ensure that it does not contain nuts of any sort and is not prepared in a kitchen/bakery that uses nuts for other purposes.**

Our faculty and staff are aware of which students have food allergies and other allergies, and they have been trained in: avoidance protocol; how to recognize signs/symptoms of food allergies; and how/when to administer the epi-pen. As always, the safety and well-being of our students is our primary concern. Your cooperation in this endeavor is vital.

16. Birthday Treats

Please coordinate Upper School birthday treats with the Main Office so that we do not end up with multiple treats on the same day. Please do not bring treats on Friday, as the boys have school desserts on Friday.

17. Immunizations

San Antonio Academy requires all immunizations mandated by the State of Texas. A copy of the current immunization record must be on file in the infirmary before a student may attend class. The School Nurse will notify parents if their son's immunizations need to be updated.

18. Physical Examinations

Pre-participation medical history forms are required for all students in grades three-eight. The appropriate forms may be downloaded from the school's web site in June or you may call San Antonio Academy. **Students in grades three-eight may not participate in SAA athletic activities, PE or school sports unless an annual physical exam report from a physician has been uploaded to the Magnus health record system maintained by SAA.**

19. Policy and Protocols for Head Injuries, Grades 3-8

In order to safeguard our boys and on the advice of athletic and medical experts, San Antonio Academy has created a plan to ensure that our school has the most reliable protocols for dealing with head injuries – specifically concussions.

All 3rd-8th graders will be expected to participate in testing to establish a cognitive baseline that can be used to determine if a boy has sustained a concussion. Testing information will be communicated to parents. Testing is free of charge.

20. Infectious Illnesses

Infectious illnesses can spread rapidly through a school because of the proximity of students. Therefore, the following policy has been established:

- a. Children with an elevated temperature will be sent home.
- b. Children who are vomiting or who have diarrhea will be sent home.
- c. Children with contagious conditions, including “pink eye,” impetigo, lice, etc. will need to go home until they have been treated and their condition is no longer contagious.

As recommended by the American Academy of Pediatrics, students must be free of fever, vomiting, and diarrhea for 24 hours before they may return to school.

21. Infectious Illnesses Policy

San Antonio Academy is committed to providing a safe and effective environment for its students, parents and employees. It is understood that the school will take appropriate precautions to ensure that any health and safety concerns arising out of an individual's illness are managed in accordance with current medical knowledge and procedures in order to protect the students, employees, visitors and their families. It is also understood that each case must be addressed with proper regard for the context within which it arises.

22. Nutrition

Children spend a significant amount of their formative years in school. It is well understood that lifestyle patterns are established early in life. Cognizant of the growing national incidence of childhood obesity, the faculty and staff of The Academy strive to help SAA's boys develop ongoing habits that lead to healthy lives via:

- teaching a meaningful health curriculum
- serving nutritionally-balanced meals in the refectory
- providing challenging physical conditioning in P. E. class, as well as extracurricular athletic opportunities for all students.

Additionally, we trust that parents make a nutritionally-sound selection of foods used in all facets of the children's lives.

Many parents do not want their sons to have donuts as birthday treats. Please refer to SAA's Nutrition Policy on page 39.

SAA physical fitness faculty and the nurse measure height and weight and calculate Body Mass Index by age – twice per school year for each student – in order to assess the student's status and inform some parents of the results.

23. Counselor & Learning Specialist

The School Counselor and Learning Specialist are available to parents and students to discuss academic, behavioral or social issues. Through communication with parents, the faculty and administrative staff, concerns are brought to the School Counselor and Learning Specialist, providing the opportunity for problem solving and the learning of life skills. The goal of our counseling program is to prevent small problems from becoming bigger ones.

Theresa Moore, School Counselor, focuses on a child's overall performance, including emotional, developmental, peer and family issues.

Patrick Atkerson, SAA's Learning Specialist, tracks grades and works with students, teachers, and parents to create strategies to maximize their academic performance.

Charlotte Turlington, Primary Level Advisor and After-school Care Director, focuses on the boys' non-academic performance in Prekindergarten through 2nd grades.

24. Academic Accommodations

San Antonio Academy students formally indentified with a physical or learning disability that impacts his education may be considered for accommodations. Academic accommodations at SAA are intended to aid students in minimizing barriers in the classroom, but do not guarantee success. All students are expected to successfully meet SAA's academic and non-academic requirements without modification to the standards.

In order for your child to receive accommodations, the counseling office must receive a recent psychoeducational assessment provided by a professional who is qualified to diagnose learning disabilities. The report must include a diagnosis and explanation of how the disability impacts the student's school performance. The Learning Specialist will use the report combined with input from teachers and parents to determine the appropriate accommodation.

25. Money

Students should not bring large sums of money to school. They may not borrow from or lend cash to fellow students. **If a student needs money, he should consult the Head of School or Dean of Students.**

26. Meals

- a. All students will eat lunch in the dining room.
- b. Meals will be served family-style by a teacher, who will ask older students to help serve the meal.
- c. Older students will assist younger students.
- d. Students may not bring their own lunches or lunches prepared outside of school, unless they receive special permission from the Director of Food Services and the School Nurse.
- e. All students are expected to act as gentlemen in the dining hall. They will walk to lunch, talk quietly and demonstrate good table manners.
- f. Only faculty members may excuse students from the lunchroom.
- g. **Parents are encouraged not to bring heavily-sugared birthday treats to lunch for distribution to their son's classmates. Please refer to the Nutrition Policy on page 39 and Birthday Snacks on page 40.**

- h. Family members are invited to have lunch with the boys anytime during lunch period. The Upper School boys are allowed to invite *one* additional classmate to join them at the table with their guest. Parents of primary boys only invite their own son to join them.

27. Identification of Clothing

All clothing, including jackets and coats, physical education uniforms, books and other articles brought to school, should be clearly marked with the name of the owner. Cloth or iron-on tapes or indelible inks are good for marking clothing. Cloth name tapes are suggested for black socks; indelible ink for athletic equipment and a laundry marking pen for clothing articles.

28. Lost and Found

- a. San Antonio Academy does not assume responsibility for lost articles of clothing, lost gym bags, lost book bags, or lost personal technology devices.
- b. **The school maintains a well-stocked lost and found area inside the gymnasium. Since the school's storage space is very limited, unclaimed (unmarked) items may be discarded after four weeks.**
- c. When a student departs the campus at day's end, he is expected to take home his gym bag and other personal items.
- d. Every Friday SAA empties the locker room of all gym bags and items of clothing and performs additional cleaning.

29. School Supplies

School supplies for the entire year will be provided through The Academy and will be delivered directly to each classroom on the first day of school. If you have any questions, please contact the Main Office.

30. Textbooks

- a. Each student in grades 3-8 will be issued a set of textbooks that will be used at home and will remain at home. Each teacher will also provide a set of textbooks for use in class. The classroom texts will remain in the room. There will be additional sets of books in the Bondurant Library, Mrs. Beeler's office, and those rooms where Homework Club takes place.
- b. Students who lose textbooks or fail to return them will be charged for the replacement of those volumes.

31. Homework Club

The Academy offers students in grades three-eight an opportunity to attend Homework Club, a teacher-supervised study hall held Monday through Thursday afternoons from 3:45 to 5:00 PM for grades five through eight and from 3:45 to 4:30 PM for grades three and four. **There is no charge for Homework Club.** Parents and boys may sign up by contacting the Main Office.

32. P.E. Lockers and Locks

Each student in grades three-eight is assigned one locker in the locker room in the gymnasium. The locker provides a storage space for the student's P.E. gear during the school day. Students should take their P.E. clothing home every day and are expected to keep their lockers neat and organized. Every Friday SAA empties the locker room of all gym bags and items of clothing and performs additional cleaning. The school will conduct locker cleanouts and locker checks on a regular basis. Use of a lock is optional.

33. School Dances

- a. Academy dances are a privilege for Academy boys in grades six, seven and eight.
- b. Dances are open to boys from SLE, SMH, Keystone and TMI, since those schools invite our boys to their dances.**
- c. Academy dances are not open to other non-Academy boys unless written permission is granted by the Head of School. Such permission will be granted only in unusual circumstances. SAA enforces this policy in order to exercise more effective supervision and to maintain an optimal SAA boy-to-girl ratio.**
- d. SAA invites many girls from a variety of public and non-public schools and encourages Academy boys to invite additional girls. Guests should be signed up in the Main Office in advance of the dance.
- e. Behavior at dances conforms to rules of common sense, and dress is casual but respectable.
- f. Academy dances begin at 7:00 PM and end at 10:00 PM. Students must be picked up by 10:20 PM.

34. Miscellaneous

- a. Students are not allowed to bring food, candy, gum or toys to school.
- b. Students may not drive themselves to school on bicycles or on any motorized vehicle.
- c. Students may not bring to school or use on school grounds: skateboards, inline skates, rollerblades, rollerskates, and heeleys (shoes that roll).
- d. Students may not bring liquid shoe polish to school. Liquid shoe polish has a way of moving from the container to carpeted areas of the campus.
- e. Teachers may issue a fidget device during class periods to any student who is approved by the Learning Specialist.

35. Technology

- a. Students may not have phones during the school day. If circumstances require that a student bring a phone onto campus, the student is required to give the phone to the Head of School or Main Office personnel, who will hold it in a secure place until the end of the school day. Student phones will not be seen or heard during the school day or on campus after school. Failure to follow this procedure will result in one demerit.**

- b. **Students may not play games, listen to music, text or watch videos at school on their personal technology device.**
- c. San Antonio Academy has more than 345 computers and other technology devices dedicated to student and instructional use. All student computers are Internet-connected, filtered and monitored on a daily basis.
- d. **A student may not bring a personal computer to school unless he has the permission of the Learning Specialist and has completed a *San Antonio Academy Personal Technology Device Form*.**
- e. **All 6th, 7th and 8th grade students will receive a school-issued Chromebook (a personal mobile device) to use both in the classroom and at home. Students will be issued a handbook detailing the care and use of the device, and will be required to sign a device use agreement. Chromebooks and iPads used in 3rd-5th grades remain in the classroom. SAA monitors the use of school-issued Chromebooks, iPads and other school-issued technology.**
- f. **5th to 8th Grade e-Reader Acceptable Use Policy**
 - **All e-Readers must be registered with the IT Department and accompanied by the Acceptable Use Agreement Form signed by both the parents and the student.**
 - E-Readers are to be used **only** for the reading of school-approved material (books, etc.) and not for other purposes such as communication, entertainment, music, gaming, etc.
 - Only non 3G/4G e-Readers may be brought on campus. (A dedicated e-Reader is distinguished from "general purpose computing devices" such as smart phones, laptops, and tablets which may, among other things, be used to read ebooks.)
 - E-Readers must be used at appropriate times in accordance with teacher instructions. The e-Reader must not be a distraction for the student or those around him nor be a source of any classroom disruption.
 - The student is responsible for knowing how to use his e-Reader properly and effectively; this should not be a burden for the teachers.
 - The e-Reader must be ready to use (charged) and already have all the necessary books loaded. Students will only be allowed to download books at school during SSR with a teacher's permission.

A student who violates any portion of the e-Reader Acceptable Use Policy will lose the privilege of using his e-Reader at school for a length of time commensurate with the nature of the violation.

Additional Information Regarding e-Reader Policy:

San Antonio Academy:

1. Does not recommend any brand or model of device.
2. Will apply a physical label to devices so that teachers can easily identify approved devices.

3. Strongly recommends that devices brought on campus have a protective case or cover.
4. **Recommends that the device be marked or labeled for easy identification of the owner.**
5. **Is not responsible for the maintenance, repair, damage to, loss of or problems associated with e-readers or other personal technology devices.**

VI. ACADEMIC INFORMATION

Although growth proceeds in many and varied ways, the single most important activity at The Academy is the learning that takes place in the classroom. Student achievement in this area is closely monitored and frequent assessments of progress are made by the faculty.

A. Academic Grading System

Each student in grades four through eight earns seven permanently recorded grades per year in each course of study: one grade for each of the six-week grading periods and a separate grade for final examinations. In grade four each final exam counts as 7% of the annual grade; in grades five and six each final exam counts as 10% of the annual grade; in grades seven and eight each final exam counts as 15% of the yearly average. **In grade three, there are no final exams, so each student earns six permanently recorded grades.**

DESCRIPTION	LETTER GRADE	NUMERICAL EQUIVALENT
<i>Excellent</i>	A	90-100
<i>Good</i>	B	80-89
<i>Fair</i>	C	70-79
<i>Failing</i>	F	69 or below

In the special classes where a numerical grade is not assigned, the E-S-N-U system is used to assess performance, effort and conduct. Six week grades will be issued for those classes that meet only once a week. If a student's performance declines, the teacher will notify the parents. **The system includes the following grade assessments for special classes:**

E	Exceptional
S	Successful
N	Needs Improvement
U	Unsatisfactory: Student Is Failing.

In addition to evaluating each student's academic performance, SAA assigns a grade in conduct. The conduct evaluation is made by the Dean of Students, and reviewed by the Head of School, based on the student's

overall behavior as well as the number of conduct referrals and demerits the student has received during the grading period (p. 27).

Conduct grades are recorded as:

S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

B. Communication via Renweb

Parents have complete access to their son's report card grades via Renweb, an online information management system that enables parents to access their son's vital school data, including his grades. As teachers enter grades in their electronic roll book, parents are able to view those grades, via their secure, online parent portal. If you do not have a computer or Internet access, please contact us so that we can mail a hard copy to you.

C. Three-Week Reports: Grades One Through Eight

In addition to assessing progress at the end of the six-week grading period, The Academy evaluates the progress of students in grades three through eight every three weeks. **Three-week grades, which are not permanent, report the cumulative average in each course for that three-week period only. Three-week grades are posted on the next school day following the end of each three-week grading period. Three-week grades determine athletic eligibility and eligibility for leadership positions in grades seven and eight (see pages 37 & 43).**

D. Six-week Report Cards

Six-week reports, which contain permanent grades, are recorded on the next school day following the end of each six-week grading period. The school encourages ongoing communication between parents and their son's teachers via email or via face-to-face conferences. **Six-week grades determine athletic eligibility and eligibility for leadership positions in grades seven and eight (pages 37 & 44).**

E. Communication

Parents of 3rd-8th graders are encouraged to contact their son's teachers and discuss his academic progress.

Third grade teachers hold formal conferences at least once a year.

F. Homework Policy

1. Quantity of Work

San Antonio Academy's homework policy regarding the amount of homework we assign at each grade level is outlined below:

Grade 3

- Four nights per week
- 20-30 minutes of homework
- AR reading
- Weekends: none

Grade 4

- Four nights per week
- 30-40 minutes of homework
- AR reading
- Weekends: none

Grade 5

- Four nights per week
- 40-50 minutes of homework
- AR reading
- Weekends: once in a while

Grade 6

- Four nights per week
- 1-1½ hours of homework, including AR reading
- Weekends: AR Reading; Other homework occasionally

Grades 7 & 8

- Four to five nights per week
- 1½ - 2 hours of homework, including AR reading
- Weekends: every other weekend
- Students enrolled in PreAP Algebra in 8th grade and/or the Geometry elective should expect to receive more homework.

2. Incomplete Work

- **Grades three-five: If a student fails to turn in a homework assignment on the day it is due, the work must be made up by the next day. The highest grade that can be earned will be an 80. If the student does not make up the work by the next day, he will earn a grade of zero, but the missed assignment must be made up in study hall after school that day.**
- **Grade six: If a student fails to turn in a homework assignment on the day it is due, the work must be made up by the next day. The highest grade that can be earned will be a 70. If the student does not make up the work by the next day, he will earn a grade of zero, but the missed assignment must be made up in study hall after school that day.**
- **Grades seven and eight: If a student fails to turn in a homework assignment when it is due, he earns a grade of zero for the missing assignment. The work must still be done and turned in the next day, but the grade remains a zero. If the missing assignment is not turned in on the second day, the student must remain after school and complete the work in**

study hall on Friday. If a student fails to turn in a project or long term assignment/essay on the day it is due, the work must be turned in on the next day. The highest grade that can be earned will be a 70.

G. After-school Help

1. During the year upper school teachers (grades 3-8) remain in their classrooms to work with students every Monday through Thursday from 3:30-4:00. Teachers may require boys to return the next day for after-school assistance under the teacher's supervision. **After-school help may be required when students need extra attention and support in a given area or do not finish homework assignments. After-school classes take place Monday-Thursday from 3:30 to 4:00 PM.**
2. A proctored Homework Club is available on Monday through Thursday from 3:45 to 5:00 PM (Please see page 20).

H. Grade Promotion/Grade Retention Policy

Primary (Prekindergarten-second grade) – A recommendation for grade promotion or grade retention will be made by the classroom teachers. The recommendation will be based upon academic performance, emotional maturity and social development. The recommendation will be made to the Associate Head of School, School Counselor and Head of School. After careful consultation and discussion with the parents, the Head of School will determine placement.

Grades three through eight – To be promoted from one grade level to the next a student in grades three through eight:

1. Shall attain an overall annual average of 70 or above in all subject areas.
2. Summer tutorials will be required should the student fail to meet the above-mentioned criteria.
3. All students must pass physical education in order to be promoted to the next grade level.
4. Sixth grade students shall attain a passing grade in the state-required technology literacy course.

I. Academic Honors: Grades three through eight

Honor lists are announced in chapel following each six-week period.

The Dean's List includes all students whose average grade for that six-week period is 90 or above, with no grade below 90, **and no N's or U's where numerical grades are not assigned.**

- Any student making the Dean's List twice in succession during the school year shall be **awarded a ribbon** to be worn on his uniform.

- Any student who makes the Dean's List or the Honor Roll in five of the six grading periods during the school year shall be **awarded a star** to be sewn on the right-hand sleeve of his dress blue uniform.

The Honor Roll includes students whose grade average for the six-week period is 90 or above, with no grade below **85, and no N's or U's where numerical grades are not assigned.**

The Honorable Mention List includes students whose grade average for the six-week period is 80 or above, with no grade below 80, **and no U's where numerical grades are not assigned.**

To reward honor list achievements, the Dean of Students shall award 5 merits each six weeks for earning Dean's List, 4 merits for earning Honor Roll and 3 merits for earning Honorable Mention.

J. Year-end Awards

Certificates, ribbons and medals are presented at chapel during the final month of school to recognize outstanding performance and/or participation in various facets of school life.

To qualify for an end-of-the-year academic achievement award a student should:

- Have an overall A average in the subject for which the award is given
- Demonstrate absolute integrity
- Demonstrate a positive attitude
- Respond well to criticism
- Take initiative
- Work well within a group
- Work independently
- Contribute in a meaningful way to class discussion
- Demonstrate higher level thinking skills

K. Failing Grades: Grades three through eight.

When a student scores a 69% or lower or a U at the conclusion of a three-week or six-week grading period:

- **He will be ineligible to represent the school on a team for three weeks.**
- **He will forfeit any leadership positions in the military for three weeks.**

VII. STUDENT BEHAVIOR/RESPONSIBILITY

A. Merits

Academy students are recognized for improvement or outstanding performance in all areas of campus life, including scholarship, behavior, leadership, personal appearance, kindness and helpfulness to others. Prompt recognition of any instance of success may come in the form of an award called a **merit**, issued by faculty and staff to the deserving pupil. This is a traditional policy of the school.

B. Discipline Process/Demerits

The goals of the discipline process are to teach children to learn from their mistakes and to create an environment that is conducive to the education of our boys.

When a child misbehaves, his teacher submits a Conduct Referral, which summarizes the misbehavior, to the Dean of Students or Head of School.

The Dean of Students or Head of School meets with the child as soon as possible and determines the disposition of the case. The Dean of Students' or Head's remarks are added to the Conduct Referral, which the student carries home for a parent's signature. Conduct Referrals may require the student to remain after school for a designated time on Friday to write a note of apology or a brief essay about his performance at school. Conduct referrals may also take the form of a student's handwritten note that is carried home for a parent's signature.

In grades three through eight, when behavior or performance is out of line, a penalty, called a demerit, may be assessed. Each behavior demerit requires the student to remain after school for a designated time on Friday afternoons. The number of demerits assessed for rule infractions will depend on the seriousness of the offense. Obviously, each situation is different, and there may be circumstances which must be considered. The Dean of Students will oversee the demerit system and, in most instances, he will make the decisions.

Serious disciplinary infractions or too many infractions will result in a phone call to the parents and/or a parent conference.

As the year progresses, each child's conduct grade will be determined by the number of Conduct Referrals, the nature of each incident, and the aggregate number of Conduct Referrals during the year. A given number of Conduct Referrals during the three-week or six-week period will result in a Conduct grade of N or U. A given number of Conduct Referrals during the semester or the year will result in a Conduct grade of N or U.

When a student's conduct is significantly out of line, the school reserves the right to suspend or dismiss the student. In this event, a parent-teacher conference will be called, and the Head of School will make the final determination.

When a student is suspended, he automatically receives 4 demerits and a grade of "U" for the given grading period.

Seventh and Eighth graders will, on a temporary or permanent basis, lose their leadership positions in the military program if they commit a serious disciplinary infraction or if their conduct grade is less than satisfactory.

The school's focus is positive, and the total number of merits issued to students in a year is more than 30 times the number of demerits.

C. Honor Code

The goals of the **Honor Code** are to teach children the importance of honesty and to create an environment of trust. Academy students are expected to:

1. Tell the truth.
2. Do their own work.
3. Respect other people's property.

Honesty is the most important quality we possess. Lying, cheating and stealing are serious issues.

Copying or downloading other people's work and claiming that it is your work is an Honor Offense. When you use other people's work as part of your paper, you must document your sources. Teachers will show you how to do this. When in doubt, check with your teacher.

In order to enhance the Academy's environment of trust, students are encouraged not to tolerate dishonesty. If a student is aware of an honor code violation, he should report the matter to a faculty member or to the Head of School.

Honor Code offenses may result in as many as four demerits. Second Honor Code infractions call for a parent conference and may lead to suspension or expulsion.

Seventh and eighth graders will lose their leadership positions in the military program if they are guilty of an Honor Code offense or any other serious disciplinary infractions.

D. No Demerits Medal

A No Demerit Medal will be awarded to those 3rd-8th grade boys who have received no demerits.

E. Policy Regarding the Use or Possession of Alcohol, Tobacco, E-cigarettes, or Illegal Drugs

The use or possession of alcohol or illegal drugs, either on campus or off campus, will result in dismissal from the school. The use or possession of tobacco or e-cigarettes on or off campus will result in suspension or dismissal.

F. Inappropriate Use of Technology

The inappropriate use of technology, including sending messages that constitute harrasment, use profanity, or provide access to inappropriate material, both on or off campus, will result in disciplinary action by the school.

G. Dismissal

San Antonio Academy reserves the right to dismiss a student whose continued presence causes a noteworthy disruption of school life. In such cases the Head of School will make the final determination.

VIII. ACCEPTABLE USE POLICY FOR THE USE OF COMPUTERS AND THE INTERNET

San Antonio Academy offers students access to the School's computer network, thereby also allowing students access to the Internet and the School's web-based email. Internet and email use is subject to strict compliance with the procedures outlined in this policy. *Additionally, all students must obtain parental permission as verified by the signatures on the Internet Use Agreement Form before being authorized to use the Internet and the school's web-based email.*

Use of the computers for more traditional purposes such as word processing, spreadsheets, databases, multimedia, Accelerated Reader Program, etc., will be allowed, even if a parent prefers not to authorize Internet or web-based email usage.

What is Possible?

Access to the Internet will enable students to explore thousands of libraries, databases, museums and other repositories of information and to communicate with other Internet users around the world. San Antonio Academy has screening software installed and a filtering application program to help prevent inappropriate Internet use and to report to us any attempts to access inappropriate sites. While our research indicates these programs are effective tools and our teachers will monitor closely students' Internet use, there is no effective program that guarantees that an inappropriate site will not be accessed. Thus, there is a remote possibility that inappropriate material may be intentionally or inadvertently accessed.

The School's goal is to allow use of the Internet resources for constructive educational goals. We believe that the benefits to students from access to the Internet

in the form of information resources and opportunities for collaboration exceed the disadvantages. However, we understand that not all parents will choose to authorize access. We support and respect each family's right to decide whether to apply for access, and we encourage you to be guided by what you believe to be in the best interest of your son.

What is Expected?

Students are responsible for appropriate behavior on the School's computer network, just as they are in a classroom or on a school playground. Communications on the network are often public in nature. **General school rules for behavior and communications apply. It is expected that users will comply with school standards and the specific rules set forth below. The use of the network, Internet and web-based email is a privilege, not a right, and may be revoked at any time at the sole discretion of the School. The user is personally responsible for his actions in accessing and utilizing the School's computer resources. Students should not access, keep, or send anything that they would not want their parents or teachers to see.**

What are the Rules?

Privacy - There is no right to privacy as it relates to a student's use of the School's computer system or web-based email. Network storage areas and email accounts will be treated like school lockers. Network administrators monitor and/or review electronic files to maintain system integrity and to ensure that students are using the system appropriately and responsibly.

Storage Capacity - Students must have the permission of a teacher to store any data on the School's computer system. Users are expected to remain within allocated disk space and to delete material which takes up excessive storage space. The School may delete any data stored on its computer system at any time at its sole discretion.

Email – email is to be used for school purposes only. You are not to use email to sign up for any memberships or services unless authorized by a teacher. The use of commercial email on campus (e.g. hotmail, yahoo mail, etc.) is strictly prohibited.

Copyright Issues – Students should never download or install any commercial software, shareware, or freeware unless they have prior written permission from the Network Administrator. **Students should not copy (or plagiarize) other people's work, or access or attempt to access work that does not belong to them.**

Inappropriate Materials or Language - Profane, harassing, vulgar, abusive or impolite language should **not** be used to communicate, nor should materials be accessed which are inconsistent with the rules of school behavior. **A good**

rule to follow is never view, email, or access materials that you would not want your teachers and parents to see. If a student encounters such material by accident, he should report it to his teacher immediately.

Succinct Advice

To prevent the loss of network, Internet and/or email privileges at the School, **DO NOT:**

1. use a computer to harm other people or their work.
2. damage the computer or network.
3. interfere with the operation of the network.
4. violate copyright laws by installing illegal software, shareware, or freeware.
5. view, send, or display offensive messages or pictures.
6. share your password with another person.
7. waste limited resources such as disk space or printing capacity.
8. trespass into another person's folders, work or files.
9. access inappropriate sites through the school's Internet system.

Any attempts to take any of the actions cited above will result in loss of privileges. Do notify an adult immediately, if by accident you encounter materials that violate the rules of appropriate use.

Consequences

Students will be held accountable for their actions. Infractions of the provisions of the Acceptable Use Policy may result in the suspension or termination of access privileges and/or additional disciplinary action. Disciplinary action will be determined on an individual basis by the Dean of Students and Head of School.

Screening & Filtering Systems

Any attempt to circumvent, disable or alter the school's screening or filtering systems will result in suspension or dismissal.

IX. LIBRARY POLICIES

The **Bondurant Library** is open from 7:15 AM until 4:15 PM Monday through Thursday, and from 7:15 AM until 3:45 PM on Friday during the regular school session. Early dismissals affect hours of operation.

CIRCULATION POLICIES

A. Loan Periods

1. Materials are generally loaned for a two-week period unless otherwise determined by the Library Director.
2. DVDs are circulated only to faculty and staff.

3. Magazines and reference materials are circulated only to faculty and staff.
4. A copy machine is located in the library for student use, with an adult present.

B. Computer/Internet

Students may use the library computers and Internet connections with the provision that all procedures that govern the use of technology in other areas of San Antonio Academy are also followed in the library.

C. Lost/Damaged Material

1. Students who lose books from the library collection will be charged for the replacement of that title. If the title is later found and returned, the cost for the title will be refunded.
2. Students will be charged for books damaged while in their possession.

D. Fines

1. The library levies a fine of 25¢ per day for overdue books, for up to two weeks. Fines are calculated for third graders on school days only, not weekends, vacations or holidays.
2. If the book is not returned after a two-week period, the cost of the book will be charged to the student's account after notifying parents.
3. Students are responsible for paying their fines in cash.
4. At the end of the school year any unpaid fees are charged to the student's account.

PATRONS' POLICIES

A. Library Use

1. The purpose of the San Antonio Academy Library is to support and supplement classroom learning activities with appropriate instruction, services and physical resources. To this end, during the school day the library is open to individual students with library passes signed by a teacher.
2. The library staff meets designated classes on a regular basis and is available for other classes, groups or meetings by special arrangement.
3. If a group or individual wants to reserve the library during after-school hours, the library staff and school administration will be notified to provide necessary access.
4. Students must have the permission of the library staff in order to use the second floor mezzanine or to access the library's museum (p. 34).
5. The San Antonio Academy library staff posts SAA's **Acceptable Computer Use Policy** for all visitors, including non-students and non-faculty/staff.

B. Borrowing Privileges

1. Student borrowers are limited to a maximum checkout of:
 - 1 book for prekindergarten, kindergarten, and first grade
 - 2 books for second grade during second semester (1 AR book and 1 book of choice)
 - Up to 2 books for third through fifth grades
 - Up to 3 books for sixth through eighth grades
2. San Antonio Academy reserves the right to suspend borrowing privileges when materials are two-weeks overdue.
3. San Antonio Academy teachers and staff may borrow materials.

C. Library Conduct

1. Students are expected to respect the need of fellow patrons for a quiet work/study environment.
2. **All library users are reminded that food and drink are prohibited in the library.**
3. Faculty members will accompany their classes to and from the library.
4. Students will not run in the library or on the library stairways.

OPERATIONAL PROCEDURES

A. Sign Up for Use of the Library

1. A calendar is maintained by the library staff to enable faculty and staff to schedule the facility.
2. Faculty members provide hands-on direction and supervision for classes brought to the library for special programs or research projects.

B. Sending Individuals or Groups of Students to the Library

1. Other than regular classes, a faculty member may send up to four students to the library at one time, provided they present a signed library pass.
2. The library staff reserves the right to send students back to the classroom if the library is too crowded or if students behave inappropriately.

C. Photocopying and Computer Printout Services

1. Students may copy or print up to five pages at one time for their individual use.
2. Patrons using any document replication procedure or device are expected to do so within the boundaries of copyright law.

BONDURANT LIBRARY MUSEUM: The McCombs Family Collection

To celebrate its rich history and to provide a living record of its relationship to individuals, families and institutions throughout South Texas and beyond, San Antonio Academy has created the San Antonio Academy Museum, which is housed on the second floor of the Bondurant Library.

The museum offers diverse historical and cultural exhibits that provide a vivid glimpse into the past. The exhibits include Flight in San Antonio, Civil War, Frontier Americana, Frost Bank, Negro Baseball League, Texas Rangers, Tex Hill and the Flying Tigers, King Ranch, Traylor-West Ranches, Tuskegee Airmen, World War I, World War II and much more.

The museum may be visited during the library's hours of operation or by appointment.

X. ATHLETIC PROGRAM

A. Athletic Program

1. Overview

Academy students take physical education as a part of the school's curriculum. Physical education classes emphasize physical fitness, self-discipline, good sportsmanship, and teamwork (Please refer to S.A.A.'s Curriculum Guide).

The Academy also offers after-school programs in competitive sports so that each student will have the opportunity to participate in a positive, school-sponsored athletic activity.

We encourage our students to become involved in after-school athletic activities, and each year approximately 94% or more of the student body takes advantage of this opportunity. This is a vital part of each boy's development. No students are cut from The Academy's athletic teams because of their skill level. In basketball and soccer there are two levels of team participation: varsity and developmental. The school's coaches determine the varsity and developmental rosters.

We also ask parents to help with our athletic program by assisting with uniforms, refreshments or registration. Please contact the Athletic Director if you would like to help.

2. P.E. Guidelines, Grades three through eight

- a. Dress out in the proper uniform every day. The P.E. uniform includes white socks.
- b. Participate in class activities to the best of your ability.
- c. Maintain a positive attitude and demonstrate good sportsmanship.
- d. Treat classmates with respect and kindness.
- e. **Shower daily: grades four through eight.**
- f. Bring a lock for your gym locker, if you choose.
- g. SAA reserves the right to check P.E. lockers.
- h. Turn in your Physical Form in order to participate in class. **Since consistent participation is the major factor in determining P.E.**

grades, a student who does not dress out, fails to bring the proper uniform to class, or is absent unexcused from class two times during a three-week grading period will receive an “N.” After four times during a three-week grading period, the grade will be a “U.”

3. Locker Room Guidelines

- a. A complete, fresh change of P.E. clothes (socks, shorts, and shirt) is expected on a daily basis.**
- b. SAA provides clean towels for student use on a daily basis.
- c. Students will not share towels.
- d. Each Friday students are required to take home their gym clothes so that SAA can perform additional cleaning.**
- e. Shower shoes are suggested for use in the shower stalls.
- f. Students will use soap during each shower session and will wash their bodies thoroughly.
- g. Students are advised and will be reminded to dry the area between their toes before dressing.
- h. Bring an additional pair of black socks to put on after the shower is completed.
- i. Students who have a confirmed case of athlete’s foot, or other infectious ailments of the skin, must report this to the coaching staff and school nurse. In such cases, the school reserves the right to keep the student from taking P.E. until his condition is no longer contagious. The School Nurse will make this determination. In such cases, the student’s absence from P.E. will be excused.
- j. Students will not run or engage in horseplay in the locker room.

4. Competitive Teams

a. Goals

- 1) Our focus is to teach advanced individual and team skills and strategies so that players are prepared for high school competition.
- 2) Our goal is to reinforce the values that every athlete needs in order to be successful:
 - a) Hard Work: give 100% effort in every practice and game.
 - b) Sportsmanship: play fair, win with humility and lose with grace.
 - c) Teamwork: place team goals ahead of personal interests; always support and encourage team members.
 - d) Respect: treat with respect all officials, opponents, teammates and coaches.
 - e) Appreciation: be aware of and be thankful for God-given abilities and opportunities.

b. Competitive Sports by Season

1) Fall

- Cross-Country Grades 5-8
- Fencing* Grades 1-8
- Football Grades 6-8
- Tennis Lessons** Grades K-8

2) Winter

- Basketball Intramurals Grades K-5
- Varsity Basketball/Developmental Teams Grades 6-8
- Ironman*** Grades 5-8
- Lacrosse Youth Program Grades 1-4
- Soccer
 - Intramurals Grades PK-5
 - Varsity Soccer/Developmental Team Grades 6-8
- Tennis Lessons Grades K-8

3) Spring

- Spring Football Grades 5-7
- Developmental Lacrosse Grades 5-6
- Varsity Lacrosse Grades 7-8
- Tennis Lessons** Grades K-2
- Varsity Tennis Grades 5-8
- Varsity Track & Field Grades 5-8
- Intramural Track Meet, Kickball Grades PK-2
- Intramural Dodgeball Grades K-5

*** For pay: Contact Coach Heineman**

****For pay: Contact Coach Schrader**

*****Ironman for Grades 5-8: Wednesday 6:30 AM Physical Fitness Workout**

c. Eligibility – The School’s Rules

- 1) **All athletes must pass every class in order to compete on a school team. Three-week and six-week grades determine eligibility. Any numerical grade of 69% or lower or any letter grade of U makes the student ineligible until the next report period.**
- 2) **The Head of School and Athletic Director reserve the right to withhold an Academy athlete from practice and competition if his academic performance or conduct declines significantly. In such instances, the Head of School, Dean of Students, and Athletic Director will reinstate the athlete when his performance shows noteworthy improvement.**
- 3) **If an Academy athlete is absent from school or is unable to participate (for health reasons) in P.E. classes on the weekday of a regularly scheduled athletic event, he will not be eligible to compete in that particular contest. In the case of weekend**

games, the athlete must attend school and participate in regularly scheduled P.E. classes on the last day of school (usually Friday) prior to the weekend of the event. If children are too ill to attend school or participate in P.E. classes, they will be judged too ill for participation in athletic contests.

- 4) Any student who has ongoing behavioral or academic issues or a significant decline in academic or behavioral performance is subject to suspension or dismissal from his team. The Athletic Director, Dean of Students and Head of School will collaborate on these decisions.
- 5) Tryouts for 6th-8th grade soccer, 7th and 8th grade basketball and tennis will be held prior to each season, and all students will be given an opportunity to demonstrate their abilities. Coaches will post a list of the boys who make the Varsity Team. Those students who do not play on the Varsity Team will have the opportunity to play on the Developmental Team. If questions arise, please contact the coach of that team.

NOTE: SAA participates in several leagues. Each league has its own set of rules regarding age-based eligibility.

5. For-pay Lessons

When there is sufficient interest, San Antonio Academy sponsors for-pay lessons in tennis and fencing.

XI. EXTRACURRICULAR ACTIVITIES

After school many 3rd-8th graders elect to remain on campus to receive help from teachers or to participate in one of the many formal or informal extracurricular activities, including Academy athletic activities. The Academy supervises and sponsors the following opportunities:

- Athletic Activities
- Art Classes
- Chess Lessons
- Computer Activities
- Enrichment Classes
- Free Play: Biedenharn Plaza/Frost Field
- Library Use
- Music Activities and Lessons

- Robotics (5th - 8th grades)
- Supervised Study Hall (p. 20, #31)
- Tutoring

We encourage students to become involved in school-sponsored activities after school. When boys become involved in after-school activities, their ownership of the school experience becomes stronger.

XII. NUTRITION WELLNESS POLICY

San Antonio Academy has drawn up a Nutrition Wellness Policy, which is intended to guide our school, as we make a conscious effort to scale back the amount of sugary products and processed snacks our boys consume and replace them with more nutritionally-sound options. We have also drawn up some guidelines that we ask you to observe.

Nutrition Wellness Policy:

Healthy eating patterns are essential for students to achieve their full academic potential, physical fitness, full physical and mental growth and to maintain healthy lives. SAA strives to help our boys develop ongoing nutritional habits.

Nutritional Goals:

- Continue to integrate nutrition education into the curriculum.
- Educate our boys about healthy food choices through our Dimensions of Wellness program.
- Share nutritional information with families to impact positively the health of the community.
- Encourage parents to make a nutritionally-sound selection of foods in their children's lives outside of school.
- Serve nutritionally-balanced meals in the cafeteria: fresh green salads, fresh vegetables, soup and fruit are available every day in addition to low-fat milk, main dishes and vegetables. Desserts are served only on Friday.
- Scale back the amount of sugar and processed snacks our boys consume and add more nutritionally-sound options.

A. After-school Snacks (*After-school Care, and school-sponsored activities*)

- We will continue with the types of snacks that are currently offered in After-school Care – on MWF the boys eat packaged foods ordered by the cafeteria. These include: popcorn, pretzels, cheese crackers, goldfish, animal crackers. Usually the boys can choose between two snacks offered.
- Sponsors of other after-school activities will offer healthy snacks for their students.

B. Primary Snacks (*Parents of Kinder and 2nd grade boys – those students have second lunch*)

- You are encouraged to choose from the list of snack options provided by classroom teachers and the Primary Department.
- Prekindergarten and first grade eat lunch earlier and therefore do not need morning snacks.

C. Primary Holiday Parties (*for homeroom mothers*)

- Primary parties are scheduled by the classroom teachers 3-4 times a year. Volunteers are asked to sign up in advance to develop and monitor one of the stations (small snack, craft or game).

D. Snack Sales (*Parents Club*)

- Drinks will include bottled water or flavored waters.
- The bake sale component will be limited to three times a year.
- Pizza slices and sandwiches made through the cafeteria will be offered more often.
- Items like bananas, apples, oranges, dried packaged fruits, yogurt, string cheese, Z bars and muffins will be available.
- The number of sweet items will gradually be reduced.
- Portion control will be in place.

E. Ice Cream Sales (*Eighth grade class*)

- The sale will be one day a week.
- More healthy choices will be offered (sorbet, sherbet, frozen fruit bars), while eliminating some of the others.
- Portion control will be in effect, and the number of items that a students can purchase will be limited.

F. In-Class Activities (*Teachers and staff*)

- Teachers will consider the frequency and kind of treats when rewarding their own students.

G. Birthday Snacks (*Parents of all boys*)

- We hope to continue with birthday treats but want and need to reduce the sugary sweets.
- Please let one of your son's teachers know when you plan to bring his birthday treat, so we avoid two treats on one day. Also please avoid Fridays, since the boys receive desserts on that day.

H. *Ongoing*

Education Regarding Healthy Food Choices

- The Dimensions of Wellness program will continue to reinforce the topic of healthy living through planned activities, including the Health Fair.
- Nutrition will be integrated more fully into the curriculum.
- A Wellness Policy on nutrition has been established and includes steps needed to achieve the goals.

XII. OVERVIEW: MILITARY PROGRAM & LEADERSHIP POSITIONS: GRADES 3-8

- San Antonio Academy's limited military program is a mandatory upper school activity that provides students with opportunities to acquire leadership skills, learn the principles of teamwork and develop the *esprit de corps* that comes from working together to achieve common goals. **San Antonio Academy's limited military program endeavors to recognize those students who are outstanding all-around leaders. In evaluating a quality as intangible as leadership, we seek those young men whose actions and words have the greatest positive influence on their peers. It is our hope that the top officers in the military program will be our best all-around leaders.**
- Every upper school student is assigned to one of the battalion's companies. Within each company the boys share common and specific chores, with the older students assuming greater levels of responsibility. Training the younger boys gives those in charge a chance to gain valuable teaching experience and helps form a camaraderie that would otherwise never occur. All companies compete for year-end awards in four categories: academic performance, athletic competition, drill prowess and appearance.
- Each cadet is afforded equal opportunities to earn military rank. The school's Commandant, who oversees and directs the limited military program, regularly reviews each cadet's overall military performance. In addition, teachers provide the Commandant with consistent, ongoing feedback about the boys' appearance and behavior, and it is commonplace for the Commandant to provide active, ongoing verbal feedback to the boys. Students are continually evaluated, and the Commandant may announce promotions throughout the school year. A student's conduct may also result in discipline, which could include the loss of rank or leadership position on a temporary or permanent basis.
- For boys in grades three-six, designated rank does not impart special privileges or responsibilities. Rather, a younger child's rank is a tangible symbol of positive reinforcement and is a source of great pride. In addition, for

those few students who do not attain their desired rank, the system of promotion serves as a clear reminder that improvement is expected.

- As the boys enter grades seven and eight, rank advancement continues, and students are recognized for more responsibility in the program by promotion to designated leadership positions. **All 7th and 8th grade students earn leadership positions with specific responsibilities and job descriptions.**
- **To determine the outstanding all-around leaders in grades seven and eight, each student is evaluated based on the boy's overall performance at the school, including citizenship, interaction with peers, participation in the school's activities and performance in the limited military program.**
- **To identify those students with exemplary citizenship, positive interaction with peers, positive overall school performance and participation in school activities, the school seeks input from faculty, staff and the students themselves:**
 - In January teachers in grades six through eight list, individually, the top ten leaders in seventh and eighth grade. The criterion is: **Whose actions and words have the greatest positive influence on their peers?** The Commandant compiles a quantified summary report.
 - In January, the seventh graders list the top 10 leaders in grade 7, and the eighth graders list the top 10 leaders in grade 8. The criterion is: **Whom do you respect enough to follow?** The Commandant compiles a quantified summary report.
 - The Commandant actively seeks and consistently receives written and informal input from the faculty regarding the boys' overall performance and leadership qualities.
- **The Commandant and Assistant Commandant evaluate each student's performance in the military program vis á vis the following criteria:**
 - Does the student take consistent pride in his appearance? **Are his uniform and haircut in order on a daily basis?**
 - Does the student put forth consistently good effort in drill or does he go through the motions of participating?
 - Does the student attend daily drill sessions or does he look for excuses to miss practice?
 - Is the student on time for morning line-up and morning duties?
 - Does the student behave during drill or does he have to be redirected?

- **Does the student assert himself in such a way that he commands the respect of his peers? Do his mates take him seriously when he issues commands? A student's ability to command the respect of his peers is the single most important quality of the student-leader in our limited military program. This may also be the most subjective and, therefore, the most difficult quality to evaluate.**
- The Commandant and Assistant Commandant meet with the Head of School in January to determine leadership positions for grades 7 and 8, taking into account the input described above.
- **Leadership positions are announced in January.**
- **All seventh and eighth graders earn leadership positions with detailed job descriptions. In order to retain their positions, all 7th and 8th graders must do a good job of carrying out their duties.**
- **It is recognized that the system of military promotion is subjective, and therefore fallible and potentially subject to disagreement, and relies very heavily upon the judgment of the Commandant and the Head of School, who oversee more than 220 young men.**

Please note that seventh and eighth graders may lose their leadership positions in the military program on a temporary or permanent basis if they score failing grades or if they are guilty of an Honor Code offense or any other serious disciplinary infractions.

The military program reinforces two additional cardinal principles that have served as part of the institution's philosophical foundation: pride in appearance is a precursor to pride in achievement; and all SAA boys are intrinsically equal — i.e., there are no socioeconomic, ethnic or religious criteria by which we measure our students. In addition, the school's simple khaki uniform removes the distractions of competing to see who can wear the most stylish, trendy or expensive clothing.

The limited military program, which has served as a meaningful and unique growth experience for generations of Academy boys, has one more function. Drill provides active boys with the opportunity to enjoy the fresh morning air as they burn off excess energy.

A scale of highest possible cadet rank, according to grade level, is as follows:

Third Grade	Corporal
Fourth Grade	Sergeant
Fifth Grade	Staff Sergeant
Sixth Grade	Sergeant 1st Class
Seventh Grade	Command Sergeant Major
Eighth Grade	Colonel

B. Uniform Descriptions (also available under the Uniform Store tab at www.saa-academy.org)

With the exception of shoes and socks, all uniforms and all uniform accessories may be purchased at The Academy's Uniform Store. The terms "left" and "right" refer to the student's left or right. Shoes and socks may be purchased from School Shoes Unlimited, which is present on campus during Back-To-School Week.

1. **Daily Khaki Uniforms:** Black lace-up daily shoes¹, including an SAA-approved black athletic shoe, black socks, khaki trousers², black web belt with brass buckle (white belt is for eighth grade students), Academy T-shirt, short-sleeved khaki shirt with rank insignia on collar and nameplate on flap of right shirt pocket.
2. **Camouflage Fatigue Uniform:** Athletic shoes (no cleated shoes), white athletic socks, fatigue trousers, black web belt (white belt for eighth grade students) and white Academy T-shirt or SAA's Fall Family Fair T-shirt or fifth-eighth grade Leadership Retreat T-shirts.
3. **Blue Uniform:** There are two types of blue uniforms: the **drill blue uniform** and the **dress blue uniform** (*see photographs, pages 46 and 47*):
 - a. **Drill Blue Uniform** (dress blue jacket not worn): Black lace-up dress shoes, black socks, blue trousers with web belt and brass buckle, plain white T-shirt (not SAA with school seal), **blue** military uniform shirt with appropriate collar ornaments or rank insignia, name plate, shoulder braid, award ribbons above left shirt pocket, black necktie and dress saucer hat.
 - b. **Dress Blue Uniform:** dress blue jacket, black lace-up dress shoes, black socks, dress blue uniform trousers with web belt and brass buckle, plain white T-shirt (not SAA with school seal), **white** long-sleeve dress shirt (not button-down collar), black necktie and dress saucer hat. The blue jacket contains the nameplate, ribbon awards,³ shoulder braid, collar ornaments or rank insignia on upper right and left lapels, and school shields on lower lapel both sides.

¹ Shoes for the khaki and blue uniforms must be black lace-up and polishable with normal black shoe polish. **Shoes may be purchased through The Uniform Store at designated times in August** (The July mailout details times.) Boots, black suede, corfam or patent leather shoes are not acceptable with either khaki or blue uniforms.

² Since one of the purposes of our uniform is to ensure the uniformity of the dress code, the only authorized khaki trousers and black athletic shoes (for use with the khaki uniforms) are sold in the Uniform Exchange. Students may not wear trousers of any different style or color.

³ **Medals may be worn on the dress blue jacket in lieu of ribbon awards. No more than six medals are authorized to be worn on the dress blue jacket without permission from the Commandant. Medals and ribbons are worn at the same time only by members of the eighth grade class at commencement.**

4. Uniform Schedule:

The annual uniform schedule is posted on Renweb and is printed in the SAA Parents Club Calendar. The uniform schedule for the first six weeks is listed below:

- a. **First six weeks of school: Monday, Tuesday, Wednesday, Thursday – daily khaki uniform as described above.** A khaki shirt is optional during the first six weeks. **Friday – Fatigue uniform as described above, with Academy T-shirt.**
- b. **The drill blue uniform will be worn in its entirety on the sixth or seventh Friday of the school year.**

Changes to the uniform schedule, as dictated by weather and events, will be announced in advance.

5. Unauthorized Uniform Modifications

Modifications to the uniforms described at the beginning of this section without prior approval from the Commandant are unauthorized. Specifically, this precludes the use of metal taps on shoes, unauthorized amulets, wrist bands, chains, necklaces, earrings, medallions or other jewelry, boots, berets, scarves, unauthorized patches and cords, etc. Exceptions will be granted on an individual basis per demonstrated need.

C. Haircuts

If a student's haircut does not conform to the school's expectations, his chances for a top position in the military will be very limited (page 14, item #8).



DRESS BLUE UNIFORM
(Also see Uniform Store tab at the SAA website)



8th Grade Hat



Dress Shoe:
**Worn with Drill and
Dress Uniforms.**

DRILL BLUE UNIFORM

(Also see Uniform Store tab at the SAA website)



3rd - 7th Grade Hat



Daily Shoe:
Worn with Daily Khaki Uniform.

XIV. UNIFORM AND SUPPLY LISTS

The Academy's Uniform Store sells most items listed below. Items not sold at the Uniform Exchange are listed below with asterisks (*).

RECOMMENDED #	ITEM
1	Coat, dress blue
1	Trousers, dress blue
1	Shirt, dress white, long sleeves (no button-down collar)
1	Shirt, blue drill, long sleeves
3 or 4	Shirts, khaki, short sleeves
3 or 4	Trousers, khaki
1	Camouflage trousers
1	Black, four-in-hand tie
1	Dress saucer hat
1	Cord citation (red, white, blue, or yellow eighth grade)
1	Emblem for dress saucer hat
2	Red, white and blue crest
1	Pair SAA round ornaments
1	Pair rifles ornaments, round infantry
2	Belts, web black (white for officers & eighth graders), with 2 buckles, one daily and one dress
2 or 3	Handkerchiefs, plain white*
2	Pairs lace up shoes, black: one for daily use, one for dress (see pages 46-47)
1	Pair athletic shoes*
5	Pairs of socks, black*
3	White athletic socks (SAA socks optional)
5 or 6	SAA white T-shirts with blue emblem
1	White undershirt
2	SAA blue gym T-shirts
2	SAA blue gym shorts
1	Light outer jacket or sweatshirt
1	Gym bag
1	Binder: SAA provides on first day of school
1	White cotton gloves: 8th grade only for Commencement and for the Color Guard

The student's name should be written on all articles of clothing, gym bags and book bags

SUN	MON	TUE	WED	THU	FRI	SAT
August 2018			1	2	3	4
5	6	7	8	9 UNIFORM STORE 10:00 AM - 1:00 PM Upper School	10 TAX-FREE DAY UNIFORM STORE 10:00 AM - 1:00 PM	11
12	13 UNIFORM STORE 9:00 AM - NOON Primary Grades NOON - 3:00 PM Upper School	14 UNIFORM STORE NOON - 4:00 PM All Grades	15	16 UNIFORM STORE ONLINE PICK-UP ONLY NEW PARENT ORIENTATION 5:30 - 6:00 PM Ellison Hall OPEN HOUSE PRIMARY/3RD GRADE PARENTS 6:15 - 7:00 PM - ELLISON HALL	17 UNIFORM STORE 8:30 AM - 2:30 PM BACK-TO-SCHOOL DAY 8:30 AM - 2:30 PM Ellison Hall	18
FACULTY IN-SERVICE						
19	20 CLASSES BEGIN 8:00 AM	21	22	23 CLASS REPRESENTATIVES MEETING Bondurant Library 8:15 AM	24	25
KHARI W/SAATSHBT					CAMOS	
26	27	28	29 FACULTY APPRECIATION	30	31	
KHARI W/SAATSHBT					CLUBS CAMOS	

SUN	MON	TUE	WED	THU	FRI	SAT	
September 2018						1	
2	3 SCHOOL HOLIDAY LABOR DAY	4 PARENTS' CLASS 8:30 - 10:00 AM Brundage Room	5 PARENTS' FORUM PRE-K & KINDER 8:30 - 9:30 AM Brundage Room ALUMNI COUNCIL MEETING 12:00 NOON OPEN HOUSE UPPER SCHOOL (4TH-5TH) PARENTS 7:00 - 8:30 PM - Ellison Hall Snack Sale (7th Grade)	6 PARENTS CLUB MEETING 8:15 AM Bondurant Library INDIVIDUAL PHOTOS 8th Grade	7 1st Three-Week Grading Period Ends	8	
KHARI W/SAATSHBT					CLUBS CAMOS		
9 ROSH HASHANAH BEGINS AT SUNSET	10 ROSH HASHANAH	11 FINANCE COMMITTEE 8:30 AM	12 GRANDPARENTS' COUNCIL 12:00 NOON CHOOSING THE CORRECT HIGH SCHOOL 7th - 8th Grade Parents 7:00 - 8:00 PM Bondurant Library Snack Sale (6th Grade)	13 BOARD OF TRUSTEES 8:00 AM	14 BACK-TO-SCHOOL DANCE 7:00 - 10:00 PM 6th - 8th Grades	15	
KHARI W/SAATSHBT					CAMOS		
16	17 PARENTS' CLASS 8:30 - 10:00 AM Brundage Room YOM KIPPUR BEGINS AT SUNSET	18	19 SCHOOL HOLIDAY YOM KIPPUR	20 Fall Family Fair Raffle Ticket Sales Begin	21	22	
KHARI W/SAATSHBT					CAMOS		
23	24	25 PRIMARY GRANDPARENTS' CHAPEL 7:30 AM Ellison Hall	26 PARENTS' FORUM 3RD & 4TH GRADES 8:30 - 9:30 AM Brundage Room GRANDPARENTS' LUNCH 8TH GRADE 12:20 PM Snack Sale (5th Grade)	27	28 1st Six-Week Grading Period Ends	29	
30	KHARI W/SAATSHBT					CLUBS CAMOS	


SUN	MON	TUE	WED	THU	FRI	SAT
	1 Applications Accepted for Tex Hill Scholarship	2 PARENTS' CLASS 8:30 - 10:00 AM Brundage Room	3 PARENTS' FORUM 1ST & 2ND GRADES 8:30 - 9:30 AM Brundage Room ALUMNI COUNCIL MEETING 12:00 NOON Snack Sale (4th Grade)	4 ADVISORY COUNCIL 10:30 AM Bondurant Library	5 INDIVIDUAL PHOTOS PK - 7th Grades Primary: SAA (Shirt)/SAA Shorts INSPECTION DRILL BLUE with CAP	6
7	8 SCHOOL HOLIDAY COLUMBUS DAY	9 <i>Fall Family Fair Raffle, Sales Incentive Program Ends</i>	10 DEVELOPMENT COMMITTEE 12:00 NOON <i>Fall Family Fair Drop-In-The-Bucket Pre-Sales Begin Bake Sale (3rd Grade)</i>	11	12 CAMOS	13 SSAT TESTING ISEE TESTING
14	15	16 PARENTS' CLASS 8:30 - 10:00 AM Brundage Room <i>Fall Family Fair Drop-In-The-Bucket-Pre-Sales End</i>	17 PARENTS' FORUM 5TH & 6TH GRADES 8:30 - 9:30 AM Brundage Room GRANDPARENTS' LUNCH 7TH GRADE 11:30 AM Snack Sale (2nd Grade)	18	19 ALUMNI DAY 8:00 AM Pass-In-Review 8:40 AM - Frost Field Fall Family Fair Set-Up 9:30 AM - 12:30 PM 2nd Three-Week Grading Period Ends DRILL BLUE with CAP	20 <i>Fall Family Fair Set-Up 9:30 - 11:00 AM</i> 33RD ANNUAL FALL FAMILY FAIR 5:00 - 9:00 PM
21	22	23	24 FACULTY APPRECIATION Snack Sale (1st Grade)	25	26 FALL DANCE 6th - 8th Grades 7:00 - 10:00 PM INSPECTION DRESS BLUE with CAP	27
28	29	30 PARENTS' CLASS 8:30 - 10:00 AM Brundage Room INVESTMENT COMMITTEE 8:30 AM	31 PARENTS' FORUM 7TH & 8TH GRADES 8:30 - 9:30 AM Brundage Room GRANDPARENTS' LUNCH 6TH GRADE 12:30 PM HALLOWEEN	<h1>October</h1>		

SUN	MON	TUE	WED	THU	FRI	SAT
<h1>November</h1>				1	2 FIRST GRADE BIKE RACE 1:00 PM Bosse Field CLUBS CAMOS	3
				4 Daylight Saving Time Ends  Set Clocks Back 1 Hour	5	6 FINANCE COMMITTEE 8:30 AM
11	12	13 PARENTS' CLASS 8:30 - 10:00 AM Brundage Room	14 Snack Sale (7th Grade)	15	16 GRANDPARENTS' & GRANDFRIENDS' DAY 11:30 AM - Grandparents' Lunchroom (Off Campus) 1:45 PM - Convocation & Prinary Concert Ellison Hall 2:25 PM - Parade - Frost Field After School Care Class at 3:30 PM	17
18	19	20	21	22 THANKSGIVING	23	24
THANKSGIVING BREAK						
25	26 CLASSES RESUME 8:00 AM	27 PARENTS' CLASS 8:30 - 10:00 AM Brundage Room	28 Snack Sale (6th Grade)	29	30 SCIENCE FAIR INSPECTION DRILL BLUE with CAP	

SUN	MON	TUE	WED	THU	FRI	SAT
<h1>December 2018</h1>						1 ISEE TESTING
2 HANUKKAH BEGINS AT SUNSET <small>KHAKI W/ KHAKI SHIRT</small>	3	4	5 DEVELOPMENT COMMITTEE 12 NOON Snack Sale (5th Grade)	6 8TH GRADE LEADERSHIP RETREAT	7 <small>3rd Three-Week Grading Period Ends</small> <small>CLUBS CAMOS</small>	8 SSAT TESTING
9	10 PARENTS' CLASS 8:30 - 10:00 AM Brundage Room <small>KHAKI W/ KHAKI SHIRT</small>	11	12 GRANDPARENTS' LUNCH PRE-KINDERGARTEN 11:30 AM FACULTY APPRECIATION Snack Sale (4th Grade)	13	14 <small>INSPECTION</small> DRESS BLUE NO CAP	15
16	17	18	19 Snack Sale (3rd Grade)	20 HOLIDAY CONCERTS 1:15 - 1:45 PM - PRIMARY 1:45 PM - Dismissal 2:30 - 3:00 PM - UPPER SCHOOL 3:00 PM - Dismissal Ellison Hall After School Care Closes at 3:00 PM. <small>DRESS BLUE NO CAP</small>	21 SCHOOL HOLIDAY WINTER BREAK	22
23	24 CHRISTMAS EVE <small>KHAKI W/ KHAKI SHIRT</small>	25 CHRISTMAS DAY	26	27 <small>DRESS BLUE NO CAP</small>	28 <small>WINTER BREAK</small>	29
30	31 NEW YEAR'S EVE <small>WINTER BREAK</small>					

SUN	MON	TUE	WED	THU	FRI	SAT
		1 NEW YEAR'S DAY	2	3	4	5
6	7 CLASSES RESUME 8:00 AM <small>KHAKI W/ KHAKI SHIRT</small>	8 Tex. Hill Scholarship Applications Due by 5:00 PM	9 ALUMNI COUNCIL MEETING 12:00 NOON Snack Sale (2nd Grade)	10 PARENTS CLUB MEETING 8:15 AM Bondurant Library	11 <small>3rd Six-Week Grading Period Ends</small> <small>CLUBS CAMOS</small>	12
13	14 PARENTS' BOOK STUDY 10:00 - 11:30 AM Counseling Office <small>KHAKI W/ KHAKI SHIRT</small>	15 FINANCE COMMITTEE 8:30 AM PARENTS' CLASS 8:30 - 10:00 AM Brundage Room	16 GEOGRAPHY BEE 8:30 AM Ellison Hall GRANDPARENTS' LUNCH KINDER 12:20 PM Snack Sale (1st Grade)	17 BOARD OF TRUSTEES 8:00 AM	18 ADMISSIONS OPEN HOUSE 9:00 AM Ellison Hall <small>INSPECTION</small> DRESS BLUE NO CAP	19 ISEE TESTING
20	21 SCHOOL HOLIDAY DR. MARTIN LUTHER KING, JR. DAY <small>KHAKI W/ KHAKI SHIRT</small>	22 REENROLLMENT CONTRACTS SENT VIA RENWEB	23 SPELLING BEE 8:15 AM Ellison Hall GRANDPARENTS' LUNCH 1ST GRADE 11:30 AM Snack Sale (Kindergarten)	24	25 COWBOY BREAKFAST 7:00 - 8:00 AM <small>CLUBS WESTERN WEAR</small>	26
27	28 PARENTS' BOOK STUDY 10:00 - 11:30 AM Counseling Office <small>KHAKI W/ KHAKI SHIRT</small>	29 PARENTS' CLASS 8:30 - 10:00 AM Brundage Room INVESTMENT COMMITTEE 8:30 AM	30 MATHCOUNTS COMPETITION 8:15 AM Ellison Hall GRANDPARENTS' LUNCH 2ND GRADE 12:20 PM Snack Sale (7th Grade)	31 <small>4th Three-Week Grading Period Ends</small> 5TH GRADE RETREAT	<h1>January 2019</h1>	

SUN	MON	TUE	WED	THU	FRI	SAT
February 2019					1 FACULTY IN-SERVICE STUDENT HOLIDAY	2 SSAT TESTING
3	4	5	6 ALUMNI COUNCIL MEETING 12:00 NOON Snack Sale (6th Grade)	7 ADVISORY COUNCIL 10:30 AM 5TH & 6TH GRADE PARENTS TRANSITION LUNCHEON 11:30 - 1:00 PM Elison Hall	8 REENROLLMENT CONTRACTS DUE WINTER DANCE 6th - 8th Grades 7:00 - 10:00 PM CAMOS	9 MATHCOUNTS COMPETITION
10	11 PARENTS' BOOK STUDY 10:00 - 11:30 AM Counseling Office	12 PARENTS' CLASS 8:30 - 10:00 AM Brundage Room	13 DEVELOPMENT COMMITTEE 12:00 NOON FACULTY APPRECIATION SHAKESPEARE PLAY Snack Sale (5th Grade)	14 VALENTINE'S DAY BOOK SWAP SHAKESPEARE PLAY	15 CLASS PHOTOS PK - 7th Grades (Primary, SAA, Felling/SAA Starts)	16
17	18 SCHOOL HOLIDAY PRESIDENTS DAY	19 Finalists for Tex. Hill Scholarship Interviews	20 GRANDPARENTS' LUNCH 3RD GRADE 11:30 AM Snack Sale (4th Grade)	21	22 4th Six-Week Grading Period Ends CLUBS CAMOS	23
24	25 PARENTS' BOOK STUDY 10:00 - 11:30 AM Counseling Office Tex. Hill Scholarship Winners Announced	26 PARENTS' CLASS 8:30 - 10:00 AM Brundage Room SAA CHOIR CONCERT 5:00 PM Christ Episcopal Church	27 UPPER SCHOOL GRANDPARENTS' CHAPEL 7:30 AM Elison Hall Snack Sale (3rd Grade)	28 WILDCAT CHAT SPEAKER 7TH GRADE RETREAT		

SUN	MON	TUE	WED	THU	FRI	SAT
March 2019					1 CRAZY SOCK DAY in honor of Dr. Seuss (Primary Only) 7TH GRADE RETREAT INSPECTION DRESS BLUE NO CAP	2 SSAT TESTING ISEE TESTING
3	4	5	6 ALUMNI COUNCIL MEETING 12:00 NOON 6TH GRADE RETREAT Snack Sale (2nd Grade)	7	8 SCHOOL HOLIDAY SPRING BREAK	9
10 Daylight Saving Time Begins  Set Clocks Ahead 1 Hour	11	12	13	14	15	16
17	18 CLASSES RESUME 8:00 AM Summer At The Academy Registration Begins	19 FINANCE COMMITTEE 8:30 AM PARENTS' CLASS 8:30 - 10:00 AM Brundage Room	20 GRANDPARENTS' LUNCH 4TH GRADE 12:20 PM NATIONAL SPANISH EXAM GRADES 7 & 8 Snack Sale (1st Grade)	21 BOARD OF TRUSTEES 8:00 AM NATIONAL SPANISH EXAM GRADES 7 & 8	22 5th Three-Week Grading Period Ends INSPECTION DRILL BLUE WHN CAP	23 STATE MATHCOUNTS COMPETITION
24	25	26	27 GRANDPARENTS' LUNCH 5TH GRADE 11:30 AM Snack Sale (Kindergarten)	28 8TH GRADE CLASS TRIP DEPARTS 7:30 AM	29	30 8TH GRADE CLASS TRIP RETURNS 9:00 PM
31					CLUBS CAMOS	

SUN	MON	TUE	WED	THU	FRI	SAT
	1 PRE-K - 1ST GRADE ART SHOW	2 PARENTS' CLASS 8:30 - 10:00 AM Brundage Room	3 2ND GRADE GREEK PLAY 9:00 AM Ellison Hall ALUMNI COUNCIL MEETING 12:00 NOON Snack Sale (7th Grade)	4	5 INSPECTION DRILL BLUE with CAP	6 MILITARY BALL 6th - 8th Grades San Antonio Country Club 6:20 PM Photos 7:00 - 11:00 PM 8th Grade After-Party 11:00 PM - 12:00 Midnight
7	8	9	10 DEVELOPMENT COMMITTEE 12:00 NOON Snack Sale (6th Grade)	11	12 UPPER SCHOOL FIELD DAY 8:30 AM 11:30 AM - Primary Dismissal 12:00 NOON - Upper School Dismissal After School Care 11:30 AM - 5:30 PM ALUMNI/ 8TH GRADE TUG-OF-WAR 1:00 AM	13
		ACHIEVEMENT TESTING			5th Six-Week Grading Period Ends ATHLETIC WEAR	
14	15	16 PARENTS' CLASS 8:30 - 10:00 AM Brundage Room	17 3RD GRADE DAY AT THE MUSEUM 8:30 AM Ellison Hall Snack Sale (5th Grade)	18	19 SCHOOL HOLIDAY GOOD FRIDAY PASSOVER BEGINS AT SUNSET	20
21 EASTER	22	23 KING ANTONIO VISIT 8:25 AM	24 Snack Sale (4th Grade)	25 PRIMARY GRADES FIELD DAY 8:30 AM 11:30 AM - Primary Only EARLY DISMISSAL After School Care 11:30 AM - 5:30 PM UPPER: CAMOS	26 SCHOOL HOLIDAY BATTLE OF FLOWERS PARADE HONOR GUARD AT THE ALAMO 5th - 8th Grade Volunteers	27
28	29	30 INVESTMENT COMMITTEE 8:30 AM PARENTS' CLASS 8:30 - 10:00 AM Brundage Room SPRING BOOK FAIR				

April 2019

SUN	MON	TUE	WED	THU	FRI	SAT
			1 ALUMNI/ 8TH GRADE LUNCH 11:30 AM ART SHOW OPENING 3:00 - 6:00 PM Snack Sale (2nd Grade)	2 PARENTS CLUB MEETING 8:15 AM	3 GOLDBECK PANORAMIC PHOTO 8:15 AM Primary, SAA T-Shirt/SAA Shorts	4
			SPRING BOOK FAIR		6th Three-Week Grading Period Ends DRILL BLUE NO CAP	
5	6	7	8 GRANDPARENTS' COUNCIL 12:00 NOON 2ND TO 3RD GRADE TRANSITION 2:00 - 2:30 PM Ellison Hall FACULTY APPRECIATION Snack Sale (2nd Grade)	9 FINANCE COMMITTEE 8:30 AM	10 MOTHER'S DAY CONCERTS 1:00 - 1:30 PM - PRIMARY 1:30 PM - Dismissal 2:15 - 2:45 PM - UPPER SCHOOL 2:45 PM - Dismissal Ellison Hall After School Care 1:30 PM - 5:30 PM	11
12 MOTHER'S DAY	13	14	15 8TH GRADE DEBATE	16 BOARD OF TRUSTEES 8:00 AM	17	18
		REVIEW FOR FINAL EXAMS			INSPECTION DRILL BLUE with CAP	
19	20	21	22 Snack Sale (Kindergarten)	23 PRIMARY PROMOTION CEREMONY 10:00 - 10:30 AM Ellison Hall 10:00 AM - 8th Grade Dismissal 11:30 AM - Upper School Dismissal After School Care Closes at 11:45 AM GATHER UNDER THE OAK TREE 5:30 PM	24 8TH GRADE BREAKFAST 8:00 AM 133RD COMMENCEMENT 9:00 - 10:30 AM Upper School	25
		FINAL EXAMS - GRADES 4-8			DRILL BLUE with CAP	
26	27 MEMORIAL DAY	28	29	30	31	

SUN	MON	TUE	WED	THU	FRI	SAT
<i>June</i> 2019						1
2 <i>Summer At The Academy Begins</i>	3	4	5 ALUMNI COUNCIL MEETING 12:00 NOON	6	7	8
SUMMER AT THE ACADEMY						
9	10	11	12	13	14	15
SUMMER AT THE ACADEMY						
16 FATHER'S DAY	17	18	19	20	21	22
SUMMER AT THE ACADEMY						
23	24	25	26	27	28	30
31	SUMMER AT THE ACADEMY					

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4 INDEPENDENCE DAY	5 HOLIDAY	6
SUMMER AT THE ACADEMY						
7	8	9	10	11	12	13
SUMMER AT THE ACADEMY						
14	15	16	17	18	19	20
SUMMER AT THE ACADEMY						
21	22	23	24	25	26	27
SUMMER AT THE ACADEMY						
28	29	30 INVESTMENT COMMITTEE 12:00 NOON	31	<i>July</i> 2019		

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Be kind.

Be the best you can be.®

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