

# SARASOTA MILITARY ACADEMY

## CADET CODE OF CONDUCT 2022-2023

SMA-COL Christina Bowman  
Interim Head of School, CEO



### SMA CREST Meaning of the Symbols

**“HONOR”**

SMA is based on HONOR

**Crossed Swords**

Strength through Unity

**United States of America  
of America United We Stand**

The basic tenets of the United States

**Four stars  
and Country**

HONOR in: Self, Community, Family,

**Fort**

Strength of our Country

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## **SARASOTA MILITARY ACADEMY**

### **High School Campus**

801 North Orange Avenue

Sarasota, FL 34236

Tel: 941-926-1700

Fax: 941-926-1701

### **SMA ADMINISTRATION**

SMA-COL Christina Bowman	Chief Executive Officer
SMA-COL Christina Bowman	Head of School
SMA-LTC Caitlin West	Assistant Head of School 9 <sup>th</sup> and 10 <sup>th</sup> Grade Administrator
SMA-LTC Abby Williams	Assistant Head of School 11 <sup>th</sup> and 12 <sup>th</sup> Grade Administrator

### **\*\* STAYING CONNECTED \*\***

**School Website:** [www.sarasotamilitaryacademy.org](http://www.sarasotamilitaryacademy.org)

**Family Access Portal:** Parents/guardians and cadets should sign up on the Family Access Portal on the school website in order to access daily attendance, assignments, grades and schedules.

**SMA Calendar:** The calendar is located on the school website.

**Mailing List:** Make sure you sign up for our mailing list on the school website. By signing up, you will receive the Eagle Weekly (the weekly E-newsletter) and other important news, dates, and information.

**Phone Messaging:** From time to time, SMA will send out a phone call or text message with important news and updates. We will use your number from your school records. Please ensure this is kept up to date. To make any changes, please contact the Registrar.

**Social Media:** Facebook and Instagram are a great way to stay informed with the latest SMA news.

**[SMA Facebook Page](#)**

**[SMA PTCC Facebook Page](#)**

**[Instagram](#)**



## **BELL SCHEDULES**

### **Monday, Tuesday, Thursday, Friday**

Call to Formation	7:05a.m.
Formation & Moment of Silence	7:10a.m. - 7:20a.m.
Period 1	7:25a.m. - 8:50a.m.
Period 2	8:55a.m. - 10:20a.m.
Announcements	10:20a.m. - 10:25a.m.
Lunch	10:25a.m. - 11:00a.m.
Period 3	11:05a.m. - 12:30p.m.
Period 4	12:35p.m. - 2:00p.m.

### **Wednesday Advisory**

Call to Formation	7:05a.m.
Formation & Moment of Silence	7:10a.m. - 7:20a.m.
Period 1	7:25a.m. - 8:45a.m.
Period 2	8:50a.m. - 10:10a.m.
Advisory	10:15a.m. - 10:35a.m.
Lunch	10:35a.m. - 11:10a.m.
Period 3	11:15a.m. - 12:35p.m.
Period 4	12:40p.m. - 2:00p.m.

### **Early Dismissal**

Call to Formation	7:05a.m.
Formation & Moment of Silence	7:10a.m. - 7:20a.m.
Period 1	7:25a.m. - 8:05a.m.
Period 2	8:10a.m. - 8:50a.m.
Period 3	8:55a.m. - 9:35a.m.
Period 4	9:40a.m. - 10:20a.m.

### **Half Day for Exams**

Call to Formation	7:05a.m.
Formation & Moment of Silence	7:10a.m. - 7:20a.m.
Period 1 or 3	7:25a.m. - 8:50a.m.
Period 2 or 4	8:55a.m.- 10:20a.m.



# Sarasota Military Academy

## 2022-2023 A/B School Calendar

July 2022						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2022						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4		6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23			26
27	28	29	30			

December 2022						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15		17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19		21	22	23	24	25
26	27	28				

March 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2023						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28		30	31			

June 2023						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	



First / Last Day of School



Professional Day - No School for Cadets



National Holiday



No School for All



Grading Period Ends



Gold (A) Day



Blue (B) Day

Please visit [www.SarasotaMilitaryAcademy.org](http://www.SarasotaMilitaryAcademy.org) to view our SMA High School Event Calendar for the most up-to-date events and other important dates.

# Sarasota Military Academy

## 2022-2023 Calendar of Events

<b>August</b>	9	New Student Orientation	<b>January</b>	2-6	Winter Break
	10	First Day of School		9	No School for Cadets - Professional Day
	25-26	Blood Drive		12-13	Blood Drive
<b>September</b>	5	No School for All - Labor Day		16	No School for All - MLK Day
	14	College and Career Day/SPIN		26	Dress Down Day
	15	Dress Down Day	<b>February</b>	8	Dismissal: 10:20am (Professional Development)
	21	Dismissal: 10:20am (Professional Development)		16	Dress Down Day
<b>October</b>	12	End of 1st Grading Period		20	No School for All - Presidents' Day
	13	Dress Down Day	<b>March</b>	9	Dress Down Day
	13	Senior Howl-O-Scream		9-10	Blood Drive
	14	No School for Cadets - Professional Day		10	End of 3rd Grading Period
	28	Freshman Lock-In		13-17	Spring Break - No School for All
	31	Halloween Costume Day		20	No School for Cadets - Professional Day
<b>November</b>	2	Dismissal: 10:20am (Professional Development)		21	Senior Beach Day
	3-4	Blood Drive	<b>April</b>	7	No School for All - Mini Break
	11	Veterans' Day Parade		13	Dress Down Day
	17	Dress Down Day		26	Dismissal: 10:20am (Professional Development)
	21-25	Thanksgiving Break		28	Senior Grad Bash
<b>December</b>	8	Dress Down Day	<b>May</b>	1-5	Teacher and Staff Appreciation Week
	17	Military Ball		4-5	Blood Drive
	21	Final Exams: Pd 1 & Pd 2 - Dismissal: 10:20am		4	Dress Down Day
	22	Final Exams: Pd 3 & Pd 4 - Dismissal: 10:20am		8-12	Senior Spirit Week
	22	End of 2nd Grading Period		17	Prom (Tentative Date)
	23-30	Winter Break		18	Last Day for Seniors
				19	Graduation Rehearsal TBA
				19	Graduation (7:00pm)
				25	Final Exams: Pd 1 & Pd 2 - Dismissal: 10:20am
				26	Final Exams: Pd 3 & Pd 4 - Dismissal: 10:20am
				26	Last Day for Cadets
				29	Memorial Day Parade

**SARASOTA MILITARY ACADEMY (SMA)** follows the School Board of Sarasota County Student Code of Conduct and School Rules, as well as, the county Attendance Policy. For further information, details, and updates to SMA rules and policies, please refer to the SMA website and to the Sarasota County's Student and Family Handbook or log on to: [www.sarasotacountyschools.net](http://www.sarasotacountyschools.net)

### **ACADEMY MISSION STATEMENT**

Within a culture where every cadet is valued, Sarasota Military Academy is committed to:

- Preparing students for College, Careers, & Citizenship;
- Developing tomorrow's Leaders; and
- Cultivating Character based upon the steadfast values of Honor, Integrity, and Respect.

### **CADET AGREEMENT**

**As an incoming Cadet of the Sarasota Military Academy, I**  
**\_\_\_\_\_**, **promise that**

1. I will read and abide by all rules and policies as outlined on the SMA Website, to include the Cadet Code of Conduct.
2. I will take an active role in my learning process by giving my best effort and advocating for myself. I will be responsible for completing and submitting class assignments and homework.
3. I will always wear the uniform correctly in accordance with the Regulation for Wear and Appearance of the SMA uniforms at all times, to include bus stops, field trips and after school activities.
4. I will comply with the Academy's random drug-testing policy. (High School Only)
5. I will display good manners and demonstrate proper courtesy to staff and faculty at all times.
6. I will not intimidate, harass, bully, or threaten anyone, and I will not tolerate it in others. I will report bullying or inappropriate behavior that I witness. I will settle disputes and conflicts peacefully, using respectful language.
7. I will attend classes on a regular basis with no more than nine absences in a semester.
8. I will care for books, furniture, equipment, and rooms properly and help others to do the same.

9. I will help keep the campus clean by following the “Don’t pass it up; Pick it up!” code, and I will be respectful of others’ rights and property.
10. I will not bring materials or objects to school that will be disruptive to the educational process, such as smart watches, which are prohibited, and will abide by the Electronic Device Policy when bringing cell phones or other electronic devices to school.
11. I will be responsible for bringing any notice from my teachers or parents/guardians, to or from school.
12. I will exhibit the principles of good sportsmanship.
13. I will move from one area of the school to another in a quiet and orderly manner.
14. I will not chew gum on campus, and I will politely remind others of the same.
15. I will abide by the Computer and Network Policy as posted on the SMA website.
16. I will adhere to the Academy Honor Code ~ Honoring Self, Family, Community, and our Nation.

I understand that SMA requires Cadets to have self-discipline, integrity, endurance, determination, and a willingness to work hard and to build and display strength of character. I am entering SMA with the understanding that I am ready to take responsibility for my learning and actions, and with the full support of my parents/guardians. ***I understand that I may be asked to return to my district school if I repeatedly violate this agreement.***

**By signing this agreement, I acknowledge, accept, and agree to all the aforementioned expectations.**

### **ARMY JROTC CADET CREED**

#### **A statement of beliefs and principles**

1. I am an Army JUNIOR ROTC Cadet.
2. I will always conduct myself to bring credit to my Family, Country, School, and Corps of Cadets.
3. I am loyal and patriotic.
4. I am the future of the United States of America.
5. I do not lie, cheat, or steal and will always be accountable for my actions and deeds.
6. I will always practice good citizenship and patriotism. I will work hard to improve my mind and strengthen my body.



7. I will seek the mantle of leadership and stand prepared to uphold the Constitution and the American way of life. May God grant me the strength to always live by this creed.

### **FORMATION**

Each school day begins at 7:10am, with a MANDATORY morning formation for ALL cadets. All belongings should be left in the first period classroom prior to formation.

### **ATTENDANCE POLICY**

School attendance is the responsibility of the parent/guardian and the cadet. Sarasota Military Academy keeps accurate records of cadet attendance and parents/guardians may view it daily online via the [Family Access Portal](#) located on the [SMA school website](#).

**Florida Statute §1003.24** states that the parent/legal guardian of a child of compulsory age is responsible for the child's daily school attendance. School staff, parents, students and state agencies are expected to work together to ensure that all applicable school attendance laws are obeyed, including but not limited to referral to the state-designated agency for possible court action for truancy.

#### **Absences:**

- All absences are considered **unexcused until the school receives an excuse note within 3 days of cadet's return to school.**
- An Administrator or designee has the authority to determine whether or not an absence is excused.
- Over nine (9) excused absences per semester for illness OR eighteen (18) for illness in a school year is considered excessive.
- Cadets whose absences for illness exceed these numbers must have a parent/guardian statement on file at the school explaining such absences or tardiness. Once a cadet's absences for illness are excessive without information on file, administration may require a doctor's statement for further absences to be excused.
- Administration has a legal right to ask for a written medical excuse when excused absences for illness are excessive.
- Prolonged absences, 5 days or more, that occur for medical reasons must be documented by a physician.
- If a cadet is present in school all day, but has 1 U (unexcused) absence from one class period, it is the cadet's responsibility to contact that specific teacher within 2 days,, to have the U corrected. This may be done verbally or via email.

**Cadets have a right to:**

- Appeal a decision about an absence.
- Make up all work missed during an out-of-school suspension or an unexcused absence, including tests and quizzes. In the case of unexcused absence, a teacher may deduct up to 30 percent from the earned grade for the work made up.

**Cadets have the responsibility to:**

- Attend classes daily and be on time.
- Get absences excused by turning in an excuse note to the main office within 3 days of returning to school.
- Turn in excuse notes to the main office before formation, during lunch, or after school. Notes will not be accepted during class time.
- Request make-up assignments from teachers upon their return to school after an absence and complete it within a reasonable length of time to be no more than one full calendar day for each day missed.
- During an extended absence from school, it is the cadet's responsibility to contact the teacher and to request schoolwork that may be completed at home.

**Excused absences include:**

- Cadet illness
- Death in the family
- Observance of a religious holiday or service that is recognized as such by members of the cadet's faith.
- Medical/Dental appointment. **With a doctor's note only.**
- Therapeutic service appointment (i.e. speech, occupational, physical, behavioral therapy) **With a note from the organization only.**
- Subpoena by law enforcement agency or mandatory court appearance. **With a copy of subpoena only.**
- Leaving school early with written permission from parent/guardian. If leaving for an appointment, a note from the doctor or organization will be required to excuse the missed classes.
- Pre-arranged absences in writing from parent/guardian with all teacher's signatures and administrative approval.
- Other absences beyond the control of the parent or cadet, as determined and approved by the Administration or designee.

### **Appointments:**

Whenever possible, appointments for cadets; i.e., doctor, dentist, driver's license test, etc., should be made after school hours so as to not interrupt the learning process.

### **Excuse Notes:**

- Excuse notes must be **handwritten** by the parent/guardian. **No emails.**
- Only therapeutic service and doctor's notes, as mentioned above, may be faxed or emailed.
- **Absences for 3 or more days** that are prearranged must be approved in writing at least **5 days prior** to absence. The parent/guardian must **handwrite** a detailed note and before turning it into the main office, the cadet must have each teacher sign it, followed by the signature of an Administrator.

### **Acceptable Excuse notes must have the following:**

1. Date that the note is written
2. Cadet's first and last name
3. Date(s) of absence(s) and/or tardiness, as well as, the time of arrival and/or departure if applicable.
4. Reason for absence, late arrival, or dismissal
5. Parent/guardian signature.

### **Procedures for Late Arrival/Early Departure:**

- Cadets who arrive late to school must first sign in at the main office. To be excused, they must provide a doctor's note or a written note from a parent/guardian with the reason for the late arrival.
- Cadets who leave school early for a doctor/dentist appointment, **must bring a doctor's note when they return.** The absence for the remainder of the day will then be excused.
- Cadets who need to leave school early must bring a written excuse note from a parent/guardian giving permission for the early departure, along with a reason.
- If a cadet does not have written permission to leave early, they should report to the main office to request that their parent/guardian be called for verbal permission. The **cadet must sign out** in the main office prior to leaving.
- At NO time does verbal permission from a parent/guardian excuse a cadet from missed classes. Verbal permission only allows the cadet to leave the school grounds early. Any subsequent time missed in

classes is UNEXCUSED until the receipt of a doctor's note or a written note from the parent/guardian.

- **Cadets may NOT sign themselves out** of school without parental permission and without being cleared in the main office, regardless of reaching the age of 18.
- If the parent/guardian is present, they must sign the cadet in/out. A valid driver's license is required to sign their cadet out of school early.
- Cadets who leave school early due to illness must be cleared and signed out through the clinic. In this case, a note will not be necessary to excuse this early departure. This will be excused automatically.
- If a parent/guardian comes to school to pick up a sick cadet, they must first report to the main office before signing the cadet out from the clinic for the day. A valid driver's license is required.

### **Cadets Must Report to:**

Main Office (Urfer Hall) when:

- Late to formation
- Late to school
- Leaving school early
- Need to turn in an excuse note for absences or previous late arrivals to school.

### **Dual Enrollment:**

Cadets who arrive late or leave early due to attending STC or SCF must sign in/out every time in the main office.

### **Tardiness:**

Any cadet who is not in class when the bell rings, is considered tardy, unless they provide a valid hall pass. When tardy to class, cadets should report directly to their classroom, where teachers will record the tardy in PBIS. If a cadet is on campus but is tardy to formation, they should report to the main office. All tardies will reset at the end of each quarter.

### **Cadets are Tardy if:**

- Not standing in formation at 7:10am.
- Not in the classroom when the tardy bell.

### **Truancy and Driver's License Law:**

Truancy is defined as being absent from school without parent/guardian permission or knowledge and/or without permission from school officials. According to the Drivers' License Law, cadets who are truant will face consequences. Cadets between the ages of 14 to 18 years of age who dropout of school or who have excessive unexcused absences (15 unexcused absences in a 90 day period) will be automatically reported to the Department of Highway Safety and Motor Vehicles by the county truant office.

Any cadet who has 15 unexcused absences (full days or individual class periods), excluding suspensions, within 90 school days, with or without the knowledge or justifiable consent of the cadet's parent or legal guardian, is considered to be a habitual truant. The county truancy officer will be contacted to investigate habitual truants and the cadet will lose their Driver's License, or the ability to obtain a license or learner's permit. Monitoring of attendance for driving privileges is done during class periods.

### **Example of Full Days and Individual Class Periods:**

- Unexcused Absence from 1 full school day = 1 Unexcused Absence
- Unexcused Absence from 1, 2, 3, or 4 class periods = 1 Unexcused Absence

### **Reinstating Driving Privileges:**

Application for reinstatement of the driving privilege can be made after the cadet has thirty (30) consecutive days of attendance with NO unexcused absences or tardies (full days or individual class periods). Once this requirement is met, please call the District Student Services Office and ask for the Truancy Officer for SMA: 941-927-9000 ext. 34754.

### **BUS TRANSPORTATION**

- School bus transportation is a privilege, not a right. This privilege can be denied for unacceptable bus behavior.
- Parents/guardians have the responsibility for the control and direction of cadets at the bus stop. All cadets have responsibilities regarding their behavior on the school bus and at the bus stop.
- Refer all bus transportation questions to the Bus Route Supervisor, Beth Harris: 941-877-7737.

## **CELL PHONE/ELECTRONIC DEVICES POLICY**

### **Communication/Electronic Devices:**

Cell phones or other wireless communication devices shall not be used during the school day and should be turned off before formation. Laptops, tablets, cell phones, smart watches, Google Glasses, or other wireless communication devices shall not be used during the school day. These electronic devices must remain off and out of sight between 7:10am and 2:00pm, including lunch time. The only exception to this policy will be in classrooms where teachers authorize personal devices for educational use under the school's Bring Your Own Device (BYOD) policy. Cadets involved in a BYOD activity may use their electronic devices in class, but must turn them off immediately at the end of the lesson or the class. Under no circumstances may cadets use their devices in common areas including hallways, courtyard, restrooms, or the cafeteria. The school is **NOT** responsible for stolen or lost electronic devices.

Cadets are prohibited from electronically recording teachers or classes without the written permission of an administrator or designee. During testing administration, if a cadet is found with an electronic device that reproduces, transmits, calculates, or records (for example, a cell phone, camera, smart watch or tablet) in a pocket, at his/her desk, or within reach during testing, that cadet's test will be invalidated. In addition, the device will be confiscated and the cadet will be disciplined. A violation of the policy regarding electronic items gives school officials reasonable suspicion to conduct a search of the contents of the electronic item.

### **Bring Your Own Device (BYOD) Policy:**

The goal of the BYOD program is to expand opportunities for 21<sup>st</sup> Century learning. However, using personally owned devices at school is a privilege, not a right and may only be used for learning purposes at the discretion of the classroom teacher. This privilege may be revoked for the cadet body as a whole or for cadets individually at the discretion of the administration. Therefore, it is important that cadets use their devices responsibly, respect the property of others, and demonstrate that this use benefits them academically and helps them develop into good digital citizens.

## **Devices Permitted During BYOD:**

The following devices, though currently permitted, may be prohibited at the discretion of the school administration.

- Laptops, smart watches, Chromebooks
- Tablets (iPad, Galaxy, Surface, etc.)
- E-Reader – (Kindle, Nook, etc.)
- Headphones and earpods
- Internet Accessible Cell Phones (iPhone, Android, Windows based Smart Phones, etc.)

## **Rules and Conditions:**

The following rules and conditions are specific to SMA's BYOD program. All other school/District rules and policies also apply, including, but not limited to, the Code of Conduct and Technology AUP. Parents/guardians must retrieve confiscated devices during normal business hours.

## **Where/When/Storage:**

1. Cadets may only use their device in the classroom when instructed to do so by their teacher.
2. Cadets may not use their device to text or update personal sites/accounts during school hours.
3. Cadets may not use their device in common areas (hallways, bathrooms, locker rooms, cafeteria, etc.) unless specifically instructed to do so by a teacher or school administrator.
4. Cadets may only use electronic devices in the library/media center with the permission of the media specialist. If sound is required, headphones must be used.
5. Cadets should not ask teachers or staff to 'hold onto' or store their device.
6. Administrators/Staff should not be asked to retrieve devices left in school.
7. Devices must be off, off and away, when not being used in the classroom.

## **Network/Internet Access/Electrical:**

1. Cadets should always use the school's wireless network, not personal data plans, to access the web. BYOD privileges may be revoked for cadets found to be visiting websites which are blocked by the school's filter.
2. Personal devices may only connect to the school's guest network. Although some devices may not be able to connect to the guest

network, the school will not alter network settings in order to allow such devices to connect.

3. No guarantee is made that the school's wireless network will always be available. Network outages may occur without notice. In addition, no quality of wireless signal is promised. Signal strength may vary depending on the location in the school and the number of devices simultaneously connecting to the network. All schools are not currently equipped to support all cadets connecting to the wireless network.
4. Cadets should bring devices fully charged to school. Access to electrical outlets or computers for charging is not permitted.
5. Cadets will not have access to network printers using their own device. Media Center has printers that are accessed through school issued computers.

#### **Theft/Loss/Damage/Troubleshoot/Inspection:**

1. The school/district will not be held financially responsible for lost or stolen devices, nor are school administrators responsible for conducting searches for lost/stolen devices.
2. The school/district will not be held responsible for any physical damage or data loss, including damage/data loss resulting from connecting devices to the school's wireless network or power outlets.
3. School/district staff, including technology staff, will not configure troubleshoot, or repair student devices.

#### **Phone Calls/Messages to Cadet:**

- If a cadet has an emergency that requires a phone during the school day, the cadet may use the phone in the classroom with the teacher's permission, as well as, in the main office.
- Cell phone use during the school day is prohibited – except for learning in conjunction with a teacher-approved Bring Your Own Device (BYOD) activity – and will result in confiscation and a discipline consequence.
- If a parent needs to reach a cadet during the school day, the main office should be called.



## **CLINIC PROCEDURES AND EMERGENCY CONTACTS**

- Emergency and health information is kept in the clinic for each cadet. This information should be updated, with the registrar, throughout the year as needed.
- Parents/guardians are responsible for having the Medical Field Trip Treatment Consent form notarized and turned in. This form will allow the cadet to attend field trips throughout the school year.
- If a cadet becomes ill at school, he/she should report to the clinic, with a pass from their teacher, where the clinic aide or nurse on duty will determine the degree of illness.
- The cadet may rest in the clinic for up to 20 minutes at which time the cadet either returns to class or is picked up by a parent/guardian and signed out for the day. See *Procedure for Early Departure*..
- Cadets may not make arrangements to be picked up until the clinic has cleared them. If a parent/guardian comes to school to pick up a sick cadet, the parent/guardian must report to the main office prior to signing their cadet out for the day from the clinic. A valid driver's license is required.
- When a serious illness or injury occurs, the parent/guardian will be notified at once. All head injuries will be reported to the parent/guardian regardless of degree of severity since symptoms may appear later in the day. In an emergency, 911 will be called. First aid and/or CPR will be administered if appropriate while waiting for the EMTs. All contacts and medical information needs to be updated and current for emergency responders.

### **Medication:**

A Medication Authorization Form must be picked up from the clinic and filled out by the doctor in order for prescription medication to be kept in the clinic. The only medications that are allowed to be carried in the school by the cadet are EpiPens and inhalers with the Doctor's approval on the Medication Authorization Form. Cadets are not permitted to keep any medication on their person in school or on school trips. All medications must be kept in the clinic. Over the counter medications, Tylenol and Motrin, are available in the clinic as long as the cadet has a County OTC Medication Form filled out and signed by the parent/guardian. This form is optional and will be distributed during the first week of school. It does not roll over from the prior school year.

**Clinic Hours: 7am-1:30pm & 1:30pm-2pm for emergencies only.**

## **COMMUNITY SERVICE**

- Each cadet will be required to complete 75 hours of community service during their four years at the Academy. Cadets may volunteer at a variety of organizations or activities; however, at no time may they receive pay for their efforts. **All approved volunteer opportunities including SMA support, such as office help, cleanup projects, etc., must be performed outside of normal school hours.**
- Florida law requires that Bright Futures Scholarship candidates qualifying for the Academic Scholars Award complete 100 hours of community service. Additional information about the Bright Futures Scholarship may be found on the [Bright Futures website](#).
- It is the cadet's responsibility to keep a record of their community service hours. These hours must be documented on the appropriate form, which may be picked up in the main office or Registrar's Office.
- Once a cadet accumulates 75 hours or more, the form must be turned in to the Registrar's Office.
- All JROTC related community service hours are on record with the Senior Army Instructor. Cadets should bring a copy of this record to the Registrar's Office, during their senior year or before withdrawing from the Academy, to ensure it is entered into their official records.

## **ONLINE PARTICIPANT & PUBLISHING AGREEMENT**

## **INTERNET & TECHNOLOGY SAFE-USE GUIDELINES**

## **ACCEPTABLE USE POLICY FOR TECHNOLOGY & NETWORKS**

Please visit the SMA website for the complete [agreement, guidelines, and policy](#) for the above mentioned documents.

## **STUDENT SERVICES**

Our SMA Student Services Department believes in empowering all cadets to achieve their academic, career, and socioemotional goals while supporting their personal and professional development.

### **Some tips to remember:**

- Make an appointment with your counselor at least once each semester to ensure you are informed of all academic opportunities.
- Familiarize yourself with the Sarasota County school [website](#) and the [SMA website](#) for information on graduation requirements, scholarships, vocational, career/college information, free lunch applications, and more.

## **Directory of Student Services**

<b>TITLE/DESCRIPTION</b>	<b>NAME</b>	<b>LOCATION /EXT.</b>
School Counselor (Cadets A-L) and 504 Plans	SMA-CPT Katy Kirchner-Corban	Student Services Ext. 226
School Counselor (Cadets M-Z) and 504 Plans	SMA-CPT Marsha Seagrave	Student Services Ext. 249
ESE and ESOL Liaison and Behavior Specialist	SMA-MAJ Jennifer Catena	Student Services Ext. 295
Testing and SCF DE Coordinator	SMA-CPT Alex Teicheira	Student Services Ext. 257
School Psychologist (Wednesdays)	SMA-CPT Sarah Cottrez	Student Services
ESE, Tutoring and Testing Liaison	SMA-CPT Kim Hartzell	Room 116
ESE, Tutoring and Testing Liaison	SMA-CPT Kristina Wall	Room 116
ESOL Support	SMA-CPT Luciana Meadows	Room 116
Student Success Center	Diana Berris	Room 34, Ext. 269
Student Success Center	Sarah Harding	Room 34, Ext. 269
Senior Class Advisor	SMA-CPT John Geimer	Room 2006
Senior Class Advisor	SMA-CPT Breanne Scott	Room 3008
Registrar	SMA-MAJ Michael Holland	Student Services Ext. 255
Attendance	SMA-CPT Monika Chenkus	Main Office Ext. 222
Nursing Supervisor, RN	SMA-MAJ Leslie Collier	Clinic, Room 8 Ext. 233
Clinic Aide, CNA	SMA-CPT Laura Stutzman	Clinic, Room 8 Ext. 227
Media Specialist	SMA-CPT Hellen Harvey	Media Center Ext. 270
Gently Used Store	SMA-CPT Carrie Pellegrino	Supply Room - Ext. 291
Military Supply Specialist	SMA-CPT Carrie Pellegrino	Supply Room Ext. 291

### **POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT**

Each cadet at SMA is expected to adhere to all policies and procedures. In doing so, cadets are rewarded for exhibiting these expectations on a consistent basis and are often “caught” being good. SMA uses an electronic point system called PBIS rewards (Positive Behavior Interventions & Support) to acknowledge cadets who go above and beyond. Both cadets and parents may check the reward balance by visiting [PBISrewards.com](http://PBISrewards.com). Additionally, cadets may “purchase” items such as admission to school events, school supplies, snacks, front of the lunch line pass, and/or dress down days with their awarded points. PBIS Rewards help SMA create a positive climate in which every cadet can learn and grow academically, socially, and emotionally. The school store is located in the media center and is open before formation and after school until 2:15pm. If you need to shave or remove nail polish, please report to the main office. You may use your Eagle Rewards Points instead of paying a dollar.

#### **PBIS Rewards Points Store:**

<b>Items</b>	<b>Points</b>	<b>Items</b>	<b>Points</b>
Class B Belt	200	Socks	100
Class B Belt Buckle	150	White T-Shirt	300
Beret	800	\$5.00 gift card	150
Crest	120	Candy	50
Flash for Beret	75	Chips/Cookies	30
Name Tag	125	*Dress Down Day	150
Polo Belt	800	Front of the Lunch line Pass	30
PT Shirt	400	Shave/Nail Polish Removal	30
PT Shorts	800	Water Bottle	15
Star	100		

\*Dress Down Day purchased by PBIS points must be purchased ahead of time and cannot be purchased for a scheduled Dress Down Day fundraiser.

Eagle Expectations and Actions:

Expectations
<u>Everyone Acts Responsibly</u>
● Follow classroom procedures
● Accepting accountability for ones actions
● Ownership of learning environment
● Realizes and utilizes personal strength
● Encourage positive behaviors in others
<u>Always Do My Best</u>
● Plan and manage your time wisely
● Take pride in your work
● Be attentive
● Be positive
● Make effort for improvement
<u>Give Respect</u>
● Golden rule treat others as you want to be treated
● Listen when others are speaking
● Good manners
<u>Lifelong Learners</u>
● Contribute to society
● Discover your potential
● Challenge your mind
<u>Everyone is Honorable</u>
● Respect property, possessions and people
● Model honesty and integrity
● Encourage positive behaviors in others

Actions
<u>Everyone Acts Responsibly</u>
● Verbally reminding others to do the right thing
● Address others appropriately
● Accepting responsibility
<u>Always Do My Best</u>
● Complete planner on a daily basis
● Work is neat, complete and on time
● Posture, eye contact and active participation
● Set goals
<u>Give Respect</u>
● Encouraging words and actions
● Offer assistance when someone needs help
● Be an active listener
● Keep SMA clean and secure
<u>Lifelong Learners</u>
● Set goals
● Read
● Enhance skill set
<u>Everyone is Honorable</u>
● Keep SMA clean and secure
● Be truthful and forthcoming
● Use encouraging words and actions

- DISCIPLINARY PROCEDURES**
- Morning/afternoon detentions will be scheduled by Administration/designee.
  - Parents will be notified by a telephone call. Transportation to and from detentions is the responsibility of the cadet and parent/guardian.
  - Cadets are expected to follow the Cadet Code of Conduct.
  - Cadets committing egregious acts will be subjected to Sarasota County Schools behavior and consequences guidelines.
  - Cadets who consistently do not adhere to the Cadet Code of Conduct will be considered for dismissal from The Academy.

**Dismissal Policy:**

A cadet may be dismissed from Sarasota Military Academy for one or more of the following reasons as supported by the Sarasota Military Academy Charter, the Sarasota School Board Student and Family Handbook, the SMA Cadet Code of Conduct, and the SMA Cadet and Parent Agreements:

- Failure of the cadet to follow school policies as stated in his/her signed cadet agreement.

- Failure of the parent(s)/guardian(s) to adhere to the signed parent/guardian agreement.
- Failure to follow all policies and rules as outlined in the Sarasota County Student and Family Handbook or SMA Cadet Code of Conduct.

### **Dismissal Procedure:**

The following information represents the school guidelines for cadet dismissal:

1. Concerns about the cadet will be communicated with Parent(s)/Guardian(s) through implementation of interventions and/or disciplinary actions. Interventions may include referral to a Counselor or Behavior Specialist/designee (as applicable). Other documented interventions may be provided through the School Wide Support Team (SWST) or administration. A Behavior Contract will be implemented if a student is demonstrating consistent inability to comply with The SMA Cadet Code of Conduct.
2. Parent(s)/Guardian(s) will be notified if their child is not responding to interventions and a probation contract will be established for a set period of time along with a designated review date for improvement. The cadet may be monitored on a weekly basis.
3. Parent(s)/Guardian(s) may request a meeting to discuss the terms of the probation contract in person with administration.
4. If the cadet does not satisfactorily complete the terms of the probation, parent(s)/guardian(s) will receive written notice of the dismissal, no less than 10 days prior to dismissal, including the reasons for the dismissal and the summary of actions.

### **Parent Appeal Process:**

The parent(s)/guardian(s) of a cadet who has had their enrollment rescinded (dismissal) may appeal to the Head of School, within 10 business days. To request an appeal, the cadet must write a formal request letter and provide appropriate supportive documentation. Failure to do so within 10 business days negates any possibility of appeal.

### **Consequences for Confiscated Cell Phone or other Electronics:**

- 1<sup>st</sup> Offense: Parent/guardian must pick up
- 2<sup>nd</sup> Offense: Detention and parent/guardian must pick up
- 3<sup>rd</sup> Offense: Extra School (ES) and parent/guardian must pick up
- 4<sup>th</sup> Offense: 1 Day (ISS) and parent/guardian must pick up
- 5<sup>th</sup> Offense: 2 Days (ISS) and parent/guardian must pick up

### **Consequences for Tardies and Uniform Discrepancies:**

3<sup>rd</sup> Offense: 1 Detention  
6<sup>th</sup> Offense: 2 Detentions  
9<sup>th</sup> Offense: Extra School  
12<sup>th</sup> Offense: 1 Day ISS

**Detentions:** Wed. 6:00am-7:00am and Tues./Thurs.2:15pm-3:15pm

**Extra School:** Tues.2:15pm-4:00pm

Failure to serve a detention will result in additional detentions, extra school and ISS. A behavior contract may be implemented for repetitive behavior.

### **RIGHT TO SEARCH**

Administrators have the authority to search a cadet, their possessions, and vehicle upon reasonable suspicion of a prohibited or illegally-possessioned substance or object. Cadets may be searched on school campus, school field trips, during extracurricular activities, school bus, or any other supervised activity.

See [Sarasota County Student and Family Handbook](#) for more details.

### **EXTRACURRICULAR ACTIVITIES AND SPORTS**

#### **AVAILABLE AT SMA**

Please visit the school website for a detailed list of school [extracurricular activities](#), including sports and clubs.

### **FIELD TRIPS AND EXTRACURRICULAR ACTIVITIES**

Participation in extracurricular and interscholastic activities, as well as school field trips at SMA, is a privilege. Failure to establish and maintain the SMA standards may render the cadet ineligible to participate. Cadets must be in school for half a day on the day of an activity or trip, unless the absence is approved by an administrator. If the activity or trip is on a weekend, the cadet must be in school the day before. Parent/guardian and teachers' permission is required and a notarized Medical Field Trip Treatment Consent form must be on file in the clinic.

### **ATHLETICS**

#### **SMA Athletic Director: MSG (Ret) Teddy Grace**

Cadets and parents/guardians must comply with the following standards for athletes and any extracurricular activity participants representing SMA. SMA maintains high expectations for academic achievement and

appropriate behavior at all times and at all events. Cadets must comply with the Code of Conduct and all school-specific behavior expectations.

To be eligible to play or to participate in either a practice or an event/game, a student must:

- 1) Meet all eligibility requirements as set forth by the Florida High School Athletic Association as appropriate for the sport.
- 2) Cadets must maintain a minimum 2.0 Grade Point Average in all classes.
- 3) Cadets must be present in school for at least 1/2 of the academic day unless excused by an administrator and approved by the Coach or Advisor.
- 4) Cadets must attend required meetings/practices prior to an event or game unless excused by a Coach, Trainer, Advisor or Administrator.
- 5) Have a notarized [Athletic Packet](#) on file with the Athletic Director.

These are the minimum expectations set forth by SMA. A Coach/Advisor/Head of School may add additional rules to those listed above that he/she feels are in the best interest of the program and cadet.

**The following violations may result in immediate suspension from a team:**

- 1) The confirmed use or possession of tobacco or alcohol\*
- 2) The sale, use or possession of illegal drugs\*
- 3) Being charged with a misdemeanor/felony\*
- 4) Failure to adhere to the attendance policy of SMA
- 5) Failure to adhere to the discipline policy of SMA
- 6) Any act of unsportsmanlike conduct at practice or a game/event
- 7) Any act that brings embarrassment to the school in accordance with the SMA student contract

*\*Cadet is subject to suspension for the remainder of the season.*

*Cadet may petition for reinstatement after serving the assigned suspension.*

## **ACADEMIC ACTIVITIES AND OPPORTUNITIES**

### **Exceptional Student Education (ESE) and Gifted Education:**

The school will provide the programs and services, including supplemental support and enrichment services, modifications and accommodations, to ensure the academic success of students with disabilities whose education needs can be met in a regular classroom

environment with at least 80% of instruction occurring in a class with non-disabled peers.

### **Literacy Initiatives 2022-2023:**

*“You can be a good reader but not a good writer, but you can’t be a good writer if you do not read!”*

### **Reading and Writing**

All cadets are required to carry an Independent Reading Book (IRB) to read during free class time. This may be an independent reading book of their choice, an assigned book from any content area, or a content area textbook. Some teachers schedule independent reading time into their daily or weekly schedules. All content area classes will be doing, at least, weekly writing which will incorporate Critical thinking. Critical thinking transcends subject area divisions and promotes reasoning through ideas, opinions, and situations. Critical thinking employs a set of skills and questioning strategies that helps to guide students to an enhanced clarity and better reading comprehension.

### **Vocabulary**

Since one can only learn and understand the world around them through language, vocabulary is a vital component of academic success. Additionally, comprehension and critical thinking require strong vocabulary skills.

### **LEAVING CAMPUS**

SMA is a closed campus. Cadets **cannot** leave school unless they follow the proper procedures. (See Attendance Policy). Cadets will not be allowed to visit their vehicle to retrieve items they forgot.

### **LEAVING CLASS**

Cadets must first report to class and get approval from the teacher to leave class with a hall pass. The cadet is then to go only to the specified destination and return to class in a timely manner.

### **LOST AND FOUND**

Lost and Found is located in the main office. It is the responsibility of the cadet to replace all missing uniform items and books. SMA is not responsible for damaged, lost or stolen items. Do not bring valuables to school. Do not leave anything in the restrooms or hallways. Keep all your belongings with you whenever possible.



## **LUNCH POLICY**

SMA is a closed campus and cadets are not permitted to leave during lunch. **Cadets are not allowed to order food for delivery** and parents/guardians bringing lunch to a cadet must drop it off in the main office or check in at the main office to obtain a visitor's badge. A valid driver's license is required. Only family members that are listed on the cadet's record may stay to eat lunch with the cadet. Cadets are expected to follow SMA rules during lunch time in addition to the following expectations:

- Clean up area when finished eating and throw trash away
- Wait in the lunch line respectfully
- "Don't pass it up, Pick it up" (Referring to trash on campus).

**\*\*Cadets who have food delivered against the school policy, may pick their delivery up **after** 2:00pm.**

## **VISITORS, VOLUNTEERS, AND CHAPERONES**

All visitors, volunteers, and chaperones must sign in and obtain a visitor's badge in the main office. A valid driver's license is required. All volunteers and chaperones must go through a background check and be approved in our database.

## **PARKING PERMITS**

### **AND ACCESSING VEHICLES DURING SCHOOL HOURS**

- Parking on campus and in the Junior Parking Lot (JPL) is a privilege and it may be revoked by an administrator.
- There is limited parking on campus for select seniors. Parking on campus will be reserved for Regimental Staff and seniors who have a 3.5 GPA or higher (Unweighted).
- The permits will be sold to those meeting the criteria on a first come, first serve basis. All other cadets are to park in the JPL.
- Cadets must purchase a parking permit in order to park in either lot.
- The form that requires parent/guardian signature may be found on the [SMA website](#).
- Citations and/or disciplinary actions will be issued for illegal parking, parking in unauthorized spots, and for not having a parking permit.
- Parking privileges may be suspended due to behavior issues, poor grades, sharing permits, and visiting cars for any reason during school hours.
- SMA is not responsible for any missing items from vehicles or any damage caused to vehicles.

- Do not bring valuables to school, nor should you leave them in your vehicle.
- Lock your vehicle at all times. Cadets are not to visit vehicles during school hours, therefore, they should bring all books and necessary items with them when they park in the morning.
- When absolutely necessary, written approval from the main office is required in order to go back to the car.
- Cadets cannot loiter in or near cars before, during, or after school.

### **SCHOOL STORE**

- At times, cadets arrive at school “out of uniform” meaning that they are missing uniform items or are not in the correct uniform.
- Cadets need to be “in uniform” at all times so if they arrive at school out of uniform they need to report to the Supply to purchase any items they are missing.
- Forms of payment accepted are cash, check, and debit or credit cards.
- PBIS points may be used for some items. See
- Items and prices are listed below.

#### **School Store Prices:**

Class B Brass Belt Buckle	\$6.00	Class B Name Tag	\$4.00
Class B Beret	\$25.00	Class B Star	\$3.00
Flash for Beret	\$3.00	PT Shorts	\$20.00
Class B Black Belt	\$4.00	PT Shirt	\$22.00
Class B Crest	\$4.00	Polo Belt	\$17.00
Class B Shoes (Male)	\$61.00	Shirt Stays	\$10.00
Class B Shoes (Female)	\$47.00	Socks (Black)	\$3.00
Class B Black Jacket	\$80.00	White T-shirt	\$3.00

### **SENIOR CLASS**

- It is the cadet’s responsibility to ensure they keep up to date on all senior deadlines, activities, meetings, etc.
- Seniors should visit the school [Facebook page](#) regularly, sign up for the Eagle Weekly via the mailing list on the school [website](#), and more importantly, join the Senior Google Classroom to stay up to date with all senior activities and deadlines.

## **TRANSCRIPTS**

- You may request transcripts from the Registrar's Office by filling out the appropriate form, emailing the Registrar at [smaregistrar@oursma.org](mailto:smaregistrar@oursma.org), or by filling out the [form](#) on our website.
- Cadets applying to colleges will need to request official transcripts.
- Make sure you inform the Registrar where your final transcripts should be sent.

## **WITHDRAWAL/GRADUATION CLEARANCE PROCEDURES**

1. A few days prior to the day of withdrawal/graduation, cadets must obtain a Withdrawal/Clearance Form from the Registrar that a parent/guardian must sign.
2. The form must then be taken around to every teacher, media center, school store, supply room, etc. Getting all the signatures may take a day or two and teacher's classes should not be interrupted to obtain signatures. This form must be turned back in to the Registrar's Office before the cadet will be officially withdrawn.
3. Once the uniform is returned to the supply room (with a \$20 service and processing fee for withdrawals), the Polo Uniform must be worn.
4. Once the completed form is turned in to the Registrar's Office and all fees and fines are satisfied, the office will complete the withdrawal process.

## **JROTC UNIFORM STANDARDS**

### **Uniform Standards:**

The Army Class "B" uniform is the uniform of the day, Monday through Friday. The Polo Uniform is permitted on Fridays. Exceptions to this policy must be approved by the grade level administrator and may require a note from a physician. Cadets not wearing the appropriate uniform will be placed in In-School Suspension until they are in the proper uniform.

### **Class B Uniform Standards:**

Sarasota Military Academy is, as the name implies, an institution where military traditions and customs are an important part of the academic experience. Cadets will be furnished with uniforms at no cost, but they are required to wear and care for the uniforms properly. The uniform will be worn in accordance with the standards outlined in U.S. Army Cadet Command Regulation 145-2 and AR 670-1/DA Pam 670-1. When the uniform is worn, it will be worn completely and not mixed with civilian clothing or civilian shoes or without **required** items such as belts, nametags, etc.

Cadets and parents/guardians must understand that this is a US Army Uniform, as modified, and must be worn with proper respect. Cadets may not play sports or be involved in any work detail while in the Class B Uniform, nor may they engage in any conduct that would bring embarrassment or disgrace to the uniform or the Army. Further, the uniform may not be worn to promote political causes or at partisan political organizations' events.

**Cadets may NOT wear the Class B Uniform  
while performing fundraising activities.**



## Class A (Army Blue)

### Male Cadets & Cadet Officers

#### ROTC INSIGNIA

(MALE Cadet OFFICERS)

Place the ROTC Insignia 5/8 inch above the notch on both collars, with the centerline of the insignia bisecting the notch and parallel to the inside edge of the lapel.

(FEMALE Cadet OFFICERS)

Place the ROTC Insignia 5/8 inch up from the collar and lapel seam, with the centerline of the insignia parallel to the inside edge of the lapel.

#### NAMEPLATE

(All MALE Cadets)

The Nameplate is worn centered left to right on the flap of the right breast pocket, and centered between the top of the button and the top of the pocket.

#### SPECIAL TEAM PINS

(All MALE Cadets)

When worn, center Special JROTC Team Pins (arcs) between the bottom of the pocket flap and the bottom of the pocket. If more than one Team Pin is worn, space them 1/8 inch between each arc.

#### RANK INSIGNIA

(All Cadet OFFICERS)

Pin-on Grade Insignia are worn only on the epaulets of the ASU coat. Center Rank Insignia on the shoulder loop 5/8 inch from the outside shoulder seam.

#### TORCH OF KNOWLEDGE INSIGNIA

(All Cadet OFFICERS)

Center Torch of Knowledge Insignia on both lapels 1 1/4 inches below the ROTC Insignia, with the centerline of the insignia bisecting the ROTC Insignia and parallel to the inside edge of the lapel.

#### RIBBONS

(All MALE Cadets)

Center Ribbons 1/8 inch above the top of pocket flap. Third and subsequent rows may be aligned to the left to present a better appearance.



## Class B (Army Blue)





# Class A (Army Blue) All Cadets

## UNIT CREST

(All Cadets)

The Unit Crest will be worn centered 1/4 inch above the HU, HUD, or MU; OR for MALE Cadets 1/4 inch above the right breast pocket and for FEMALE Cadets 1/4 inch above the Nameplate.

## HU, HUD, MU INSIGNIA

(All Cadets)

Center the HU, HUD, or MU Insignia 1/4 inch above the right breast pocket on the male uniform and 1/4 inch above the Nameplate on the female uniform. It can be worn by itself or joined by the Academic Achievement Wreath. The Academic Achievement Wreath is centered 1/4 inch above the right breast pocket/Nameplate, with the star centered in the wreath.

## SHOES

Boots are not authorized for wear at any time.

(All MALE Cadets)

Male black oxford shoes are authorized for wear.

(All FEMALE Cadets)

Black oxford shoes or black service pumps may be worn. The pump will be plain, with closed toe and heel. The heel will be between 1/2 and 3 inches high.



## GRAY BERET

(All Cadets)

The beret is a one piece gray knitted wool shell, bound with leather and a draw cord through the binding. The beret has a gold trim black center flash sewn onto the badge stay. Items that are authorized for wear on the flash are Cadet Officer Rank and the JROTC Cap Insignia with wreath. Officer Rank are centered horizontally on the flash. The JROTC Cap Insignia will be worn by Enlisted Cadets. It is a wreath 1 3/16 inches in height containing the letters "JROTC" on a panel inside the wreath, with gold color metal.

## SHOULDER PATCH

**NO shoulder patch will be worn on the blue ASU enlisted coat.**

## ARMY GRAY SHIRT

(All Cadets)

The Army gray long or short sleeve shirt are the only authorized shirts with ASU uniform.

## BLACK NECKTIE / NECK TAB

(All Cadets)

The black necktie or neck tab are mandatory while wearing the ASU coat.

## PIPING

No piping will be sewn onto the sleeve of the ASU coat.



## RANK INSIGNIA

(All ENLISTED Cadets)

Pin-on Grade Insignia are worn only on the epaulets of the ASU coat. Center Rank Insignia on the shoulder loop 5/8 inch from the outside shoulder seam.

## RIBBONS

(All FEMALE Cadets)

Center Ribbons on the left side with the bottom row parallel to the bottom edge of the Nameplate. Third and subsequent rows may be aligned to the left to present a better appearance.

## JROTC INSIGNIA

(ENLISTED FEMALE Cadets)

Place the JROTC Insignia centered on both lapels of the coat, parallel to the inside edge of each lapel; 5/8 inch above the notch.

(ENLISTED MALE Cadets)

1 inch above the notch.

## NAMEPLATE

(All FEMALE Cadets)

The Nameplate is worn 1 to 2 inches above the top button of the coat and centered horizontally on the wearer's right side.

## SPECIAL TEAM PINS

(All FEMALE Cadets)

When worn, place Special JROTC Team Pins (arcs) parallel to the waistline of the coat. Placement of Team Pins may be adjusted to conform to the individual figure difference. If more than one Team Pin is worn, space them 1/8 inch between each arc.

## Female & Enlisted Cadets

### Placement of Pin-On Items on the Class B Uniform:

#### Females

**Nametag:** Centered on the right side of the uniform so that the bottom of the nametag is even with the top of the second visible button. The name tag may be moved 1-2" up, depending on the build of the cadet.

**Gold Star:** Centered 1/4" above the nametag.

**SMA Crest:** Centered 1/8" above the gold star.

**Ribbons:** Centered on the left side of the uniform so that the bottom edge of the ribbons is parallel with the bottom edge of the nametag.

**Belt:** Tip of the belt should be to the right side of the buckle.

*The female Class B shirt does not have pockets. Every uniform item is positioned based on the placement of the nametag; therefore, it is extremely important that the nametag is placed correctly on your uniform FIRST while you are wearing the shirt.*

### **Males**

- Nametag:** Centered left and right, on the right pocket flap, as well as, centered from the top of the button to the top of the pocket flap.
- Gold Star:** Centered  $\frac{1}{4}$ " above the right pocket flap.
- SMA Crest:** Centered  $\frac{1}{8}$ " above the gold star.
- Ribbons:** Centered  $\frac{1}{8}$ " above the left pocket flap.
- Belt:** Tip of the belt should be to the left side of the buckle.

### **Team Cords:**

If a cadet has earned only one cord, that cord will be worn on the left shoulder. If a cadet has more than one cord, the special teams coach will direct which cord will be worn on which shoulder. Team cords are only worn by ACTIVE members of a competitive team for THAT school year (unless they were removed from the team.)

### **Special JROTC Team Pins (Arcs):**

Approved arcs are worn as follows:

### **Males**

Centered on the right pocket.  
Space multiple arcs  $\frac{1}{8}$ " apart.

### **Females**

Centered on the right side of the uniform, below the nametag to the natural waistline – adjusted to conform to individual figures. Space multiple arcs  $\frac{1}{8}$ " apart.

### **Medals and Ribbons:**

As you start to earn ribbons and/or medals, be advised that you can't wear them together; you wear EITHER your medals OR your ribbons, but NOT BOTH.

### Care and Maintenance of Uniform Items:

Standards to be met while in uniform include maintaining the uniform in a clean and serviceable condition. The shirts may be washed, dried, and ironed (sizing/starch is recommended). **Trousers and slacks MUST BE DRY CLEANED and may not be washed.** Shoes should be cleaned/shined with Windex spray or furniture polish spray (such as Pledge). Dirt can be removed from the side edge with a small brush (put some black shoe polish on it to restore the color of the shoe edge, as dirt and dust collect there). After initial issue of all uniforms and hemming of both pairs of pants, it is the cadets'/parents'/guardians' responsibility to properly maintain the uniforms. This includes dry cleaning, sewing on lost buttons, necessary mending, replacement of broken zippers, and repair of torn/loose hems. **Only when a cadet outgrows an issued uniform item will he/she have the item replaced at no cost.**

### Socks:

**Only** calf-length black socks may be worn with the Class B Uniform. No logo, plain black socks only. White socks are **NOT AUTHORIZED** for wear with the Class B uniform.

### Undershirt:

A white, crew neck t-shirt without any writing or designs, is required for all.

### Beret:

SMA issued berets must be worn with the Class B Uniform during formation and while in the Class A Uniform at Off Campus Events.

### Jewelry Standards:

While in any uniform, females may wear post-type earrings in gold, silver, or diamond. The earrings will not exceed 6mm or 1/4inch in diameter; they must be unadorned and spherical (round) and may be screw-on, clip-on, or post-type. The **ONLY** body piercings allowed for females are earrings which may only be worn in the lowest piercing in the ear lobe. No other earrings are authorized. Males may not wear earrings. Earrings are authorized for Females in the OCP uniform following earring guidelines.

Face piercing of any type, such as, eyebrow/tongue/nose rings, and ear gauges are strictly prohibited. **Cadets who get new piercings during the school year that are not in compliance with the uniform policy must remove them immediately; they cannot be covered up by**



**Band-Aids nor may the cadet insert clear plastic plugs.** New piercings should be done during the summer months, so they have time to heal and don't necessitate posts to keep them open. Both males and females may wear necklaces if they are not visible in any uniform and the chain is no larger than the Army ID tags chain. No bracelets are allowed while in uniform. Both males and females may wear one ring per hand and a wrist watch: These must be conservative and not detract from the appearance of the uniform. No large or colorful rings and watches. Faddish watches and watch bands are not authorized.

### **Cosmetic and Nail Standards:**

Tattoos or brands, regardless of subject matter, are prohibited on the head, face, neck (anything above the t-shirt neckline to include on or inside the eyelids, mouth, and ears), below the wrist bone, and hands. Tattoos that are considered extremist, indecent, sexist, or racist are prohibited anywhere on a cadet's body. Cadets may not cover tattoos or brands with bandages or make up in order to comply with the tattoo policy.

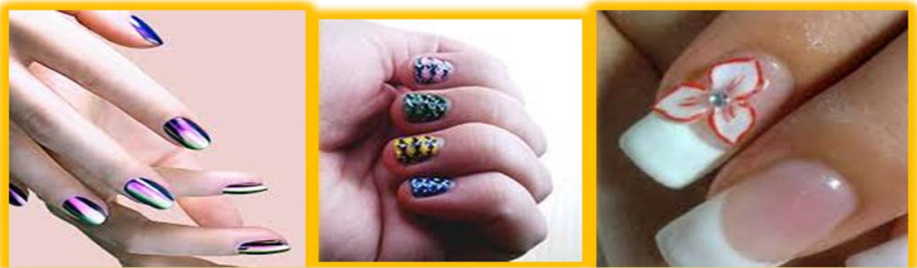
**Males:** Clear nail polish is allowed, fingernails may not extend past the tip of the finger, and makeup is prohibited.

**Females:** Female cadets may wear cosmetics if they are conservative and complement the uniform and their complexion.

- Eccentric, exaggerated, or trendy cosmetic styles and colors are inappropriate with the uniform and are prohibited, to include "wings" on eyes.
- Nails are to be neatly trimmed and not to exceed ¼" to the tip of the finger.
- Cadets will NOT wear shades of lipstick and nail polish that are extreme and present an unprofessional appearance. Extreme colors include, but are not limited to: purple, gold, blue, black, white, bright (fire engine) red, hot pink, yellow, glitter, and fluorescent/neon colors.
- Extreme nail shapes such as coffin, ballerina, and stiletto are prohibited.
- Cadets cannot apply designs to nails or apply two-tone or multi-tone colors to nails, however, they do have the option to wear an American manicure, a two-tone nail style that maintains a natural appearance.

## Nails:

All Designs and these shapes are **NOT AUTHORIZED**:



These shades ARE authorized:



## Hairstyle Standards:

While following the standards listed in the upcoming paragraphs, the appropriateness of a hairstyle can be determined by whether or not the cadet can properly wear their headgear (beret/ACU cap.) The headgear must fit snugly without bulging or distortion from the intended shape of the headgear and without excessive gaps.

## Hair Color and Highlights:

- Highlights (Uniform Blend of Colors) are authorized for male and female cadets as long as they present a natural appearance (Natural Hair Colors) and are not a prohibited color such as, but not limited to, purple, blue, pink, green, orange, bright red, and fluorescent or neon colors.
- When female cadets add color or highlights to hair, root growth of a different color should not exceed 1.5 inches of the original color for long hair and short haircut styles should be less.
- Male cadets may also dye their hair as long as the new color goes from the scalp to the end of the hair (no highlighted "Tips").
- Root length of root growth in male cadets must be much shorter than is allowed for female cadets as the hair length requirements are shorter.

The JROTC instructor may determine the appropriate length of root growth based on the haircut.

- Questions about hair color should be addressed to the grade level administrator or cadet's JROTC instructor prior to coloring hair.

### **NOT AUTHORIZED Roots:**



### **Male Haircut, Shaving, and Grooming Standards:**

- Male cadets must keep the hair on top neatly groomed.
- Extreme, eccentric, or faddish haircuts or hairstyles, such as high fades with long hair on top or pompadours or faux hawks are NOT authorized.
- Hair must not touch the ears or the collar of the Class B shirt.
- Hair length cannot exceed 2 inches (or less if hair is thick).
- Hair must present a TAPERED appearance.
- Inappropriate styles that result in shaved portions of the scalp (other than the neckline) or designs cut into the hair are prohibited.
- The beret must sit naturally on the head.
- Male cadets must be clean-shaven, however, they may have sideburns. If worn, sideburns will not extend below the bottom of the ear opening, and they are NOT allowed to end in a "point". Sideburns must end with a solid horizontal cut that is not angled. Sideburns will not be tapered or flared. The length of sideburn hairs when extended will not exceed  $\frac{1}{8}$ ".
- Mustaches are permitted; if worn, males will keep mustaches neatly trimmed, tapered, and tidy. No portion of the mustache will cover the upper lip line or extend sideways beyond the corners of the mouth.

### **NOT AUTHORIZED Male Haircuts:**



### **Authorized Male Haircuts:**



### **Female Hair Standards:**

- Many female hairstyles are acceptable, as long as they are neat and conservative. Extreme, eccentric, or trendy haircuts or hairstyles are not authorized.
- There is no minimum hair length for female cadets.
- Hair must be neatly groomed, the length and bulk of the hair may not be excessive, and that the hair may not present a ragged, unkempt, or extreme appearance.
- Hair must be neatly and inconspicuously fastened or secured to either a bun, single ponytail, two braids, or a single braid. Braids and singular ponytails may be worn down the center of the back in all uniforms, but

length will not extend past the bottom of the shoulder blades while at the position of attention. There is no minimum length for the wear of a ponytail or braid as long as it does not go past the shoulder blades. Female hairstyles must look neat and controlled (no wisps floating free, etc.), and must not interfere with the proper wearing of the SMA beret or any other SMA equipment.

- Multiple locs, braids, twists or cornrows may come together in one or two braids or a single ponytail.
- If worn, bangs may not fall below the eyebrows, may not interfere with the wear of all headgear, must lie neatly against the head, and not be visible underneath the front of the headgear. The width of the bangs may extend to the hairline at the temple.
- Faddish and exaggerated styles, to include shaved portions of the scalp other than the neckline, designs cut in the hair, and unbalanced or lopsided hairstyles are prohibited.
- Hair will be styled so that it does not interfere with the proper wear of all military headgear. All headgear will fit snugly and comfortably around the largest part of the head without bulging or distortion from the intended shape of the headgear and without excessive gaps. When headgear is worn, hair should not protrude at distinct angles from under the edges. Hairstyles that do not allow the headgear to be worn in this manner are prohibited.
- Pigtails and widely spaced individual hanging locks, and other extreme styles that protrude from the head are prohibited.
- Dreadlocks are unauthorized.
- Hair extensions are authorized, however, they must have the same general appearance as the natural hair and conform to the above regulations.



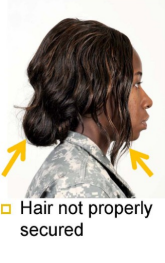
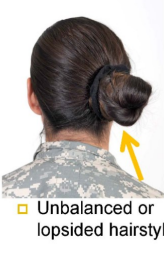
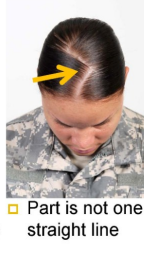
### **Hair-Holding Devices:**




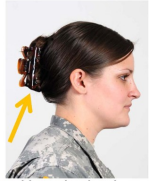
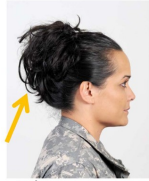

- Hair-holding devices are authorized only for the purpose of securing the hair.
- Cadets will not place hair-holding devices in the hair for decorative purposes.
- Foreign materials (beads and decorative items) may not be woven into the braids and are prohibited with all hairstyles.
- All hair-holding devices must be plain and of a color as close to the cadet's hair color as possible or clear (e.g., a blonde may wear brown or clear hair-holding devices).
- Authorized devices include, but are not limited to, barrettes, combs, pins, clips, or elastic bands.







- Devices that are conspicuous, excessive, or decorative are prohibited. Some examples of prohibited devices include, but are not limited to, “scrunchies,” beads, bows, claw-clips, headbands, and barrettes with butterflies, flowers, sparkles, gems, or scalloped edges or in colors not closely matching the hair.



**NOT AUTHORIZED Female Haircuts and Hairdos:**






















**Authorized Female Haircuts and Hairdos:**

**Cold Weather Uniform Standards:**

**Blankets:**

Blankets are NOT authorized during school hours.

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**Formation:**

You will be directed when wearing of the jacket is mandatory during formation and when the jacket may no longer be worn during formation. Do not bring the jacket to the formation area if it is not permitted to be worn.

**Jacket:**

The Black JROTC jacket is the **ONLY** jacket that may be worn with the Army Class B Uniform. This jacket may **not** be worn with **any** other clothing/uniform. When worn, the jacket will be zipped up in the front (to the bottom of the JROTC Patch), and both sleeves will be worn down. No other civilian clothing articles may be worn under the JROTC jacket if they are visible.

**Hoodie:**

Only the approved SMA hoodies may be worn with the PT and Polo Uniform. During formation, they may only be worn if the SMA black jackets are currently authorized.

**Accessories:**

Plain black gloves may be worn with any uniform. SMA issued berets must be worn with the Class B Uniform during formation. These accessories may only be worn outside.

**Eyeglasses:**

Eyeglasses or sunglasses that are trendy or have lenses or frames with conspicuous initials, designs, or other adornments are not authorized. Cadets will not attach chains or ribbons to eyeglasses. Glasses may not be worn on top of the head, nor can they hang off of the uniform.

**SMA Polo Uniform Standards:****A. SMA Polo Uniform (First Friday of every month)**

- Uniform inspection will be conducted in formation every morning.
- Blue and Gold SMA Polo Shirt, BLACK pants and/or shorts, and the BLACK belt, **MUST** all be purchased at [Children's World](#) or at the Gently Used Store on campus.
- Shorts and pants must rest at the natural waist of the cadet; no more than 2 inches below the navel.
- Shorts must not extend below the knee and must be hemmed no more than 4 inches above the knee. Shorts and pants must have at least 1 inch of free play (without pulling) in the garment at the hips and legs. Shorts may NOT be rolled up.

- The bottom button of the polo shirt must be buttoned.
- Only white undergarments may be worn under the polo shirt. An undershirt or camisole is optional.
- No long sleeve shirts may be worn under the polo shirt.
- Only athletic shoes or boat shoes are to be worn. Cadets cannot deface the shoes in any way. Shoes must be tied properly. All colors are allowed.

### **NO CROCS.**

- Black socks must be worn and must be visible.
- Jewelry, makeup and nail polish standards are the same as with the Class "B" uniform. (See Class B Uniform Policy).
- **Females may wear hair down only on Fridays.** Headbands and pins are allowed as long as they are PLAIN and match the hair color.
- The approved SMA Hoodie is the ONLY authorized hoodie, and the hood must be worn DOWN. It is NOT authorized for wear with the Class B Uniform. Team Hoodies or jackets are not allowed with any uniforms.

### **B. SMA Spirit Wear (Every Friday, except the first one of each month)**

- Team polos and spirit wear is only authorized during Spirit Wear Fridays.
- All other standards are the same as with the SMA Polo Uniform above.

### **PT (Physical Training) Uniform Standards:**

- Only the SMA PT Uniform (shirt and shorts) is authorized for all physical activities. These must be purchased in the SMA School Store, SMA Gently Used Store, or at [Children's World](#).
- The SMA Hoodie is the ONLY authorized hoodie to be worn with the PT Uniform, and the hood must be worn DOWN.
- Cadets must wear any color athletic shoes and visible black socks.
- Females must wear their hair in a bun or a ponytail.
- Jewelry, makeup and nail polish standards are the same as with the Class "B" uniform. (See Class B Uniform Policy).



### **Dress Down Day Dress Code:**

- If wearing a hoodie, the hood is not to cover the head.
- All clothing must be tasteful and appropriate.
- No inappropriate writing or signs on clothing, such as anything pertaining to drugs, alcohol, profanity, nudity, politics, weapons or anything controversial or suggestive.
- Shirts or tops may not be ripped, torn, or have holes. Pants may be ripped, but must not have exposed skin above the knee. (leggings or shorts may be worn underneath)
- Pants, shorts, and skirts must sit at the waist.
- No flip-flops or slippers. Sandals, Crocs and open-toe shoes are allowed.
- No spaghetti straps, muscle shirts, tube tops, or tank tops.
- Shoulder, back, torso and cleavage must be completely covered at all times.
- No midriffs or cleavage showing.
- Skirts, dresses and shorts cannot be higher than 4 inches above the knee.
- Leggings may be worn if the top completely covers the buttocks and groin area.
- Only EARRINGS are allowed. No other body piercings are authorized.

### **Halloween Costume Day Dress Code:**

- Nothing revealing, no cleavage. No more than 4 inches above the knee.
- No mixing of military uniforms and civilian clothes.
- No dangerous accessories (such as golf clubs, baseball bats, swords, snakes, whips, animals, etc.).
- No bare feet, bedroom slippers, or other dangerous footwear (such as spikes, cleats, platform heels, etc.).
- If not wearing a uniform, you must be in an actual costume.
- No advocating of tobacco, alcohol, drugs, or anything derogatory or offensive, such as rebel flags, foul language, etc.
- No animals or large stuffed animals.
- No masks during class.
- Nothing disruptive to class. Nothing too large. Costumes must not prevent a student from fitting through the door or sitting correctly at the desk.
- Costume must not prevent another student from seeing the teacher or board.