



## **San Antonio Academy Parent-Student Handbook**

### **Our Mission:**

The mission of San Antonio Academy of Texas is **to offer an exceptional education intentionally crafted for boys**, ages pre-kindergarten through 8th grade.

The Academy achieves its mission by:

- Inspiring scholarship, leadership, and integrity
- Fostering curiosity, inquiry, and experimentation
- Challenging and inspiring each boy to become the very best version of himself
- Creating an environment where each student is known, understood, and valued
- Sharing experiences that promote brotherhood, character, and resilience
- Establishing a foundation for life based on the love of God and country, and respect for one another

### **Our Vision:**

Educating boys for life and preparing each young man to fulfill his noble purpose.

### **Our Motto:**

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

### **Our Commitment:**

Since The Academy's founding in 1886, developing well-rounded young men through a balanced program intended to challenge, inspire, equip, and engage the hearts and minds of boys has been the hallmark of a San Antonio Academy education. Mindful of their ethical, intellectual, physical, emotional, and social development, we educate and support boys to achieve fulfilling lives, to be lifelong learners, to engage meaningfully in their communities, and to make a difference.

To this end, we are committed to:

**Bond of Brothers:** The "Bond of Brothers" is built and reinforced by creating opportunities for older boys to mentor our younger students, building an esprit de corps that permeates our community and lives beyond our walls in and amongst our alumni.

**Character and Leadership:** The development of character and leadership with particular emphasis on values such as empathy, integrity, respect, responsibility, and resilience.

**Breadth of Program:** A rich and robust educational experience that balances academics, the arts, athletics, our military leadership program, service, and experiential education.

**A Boy-Centered Approach to Teaching and Learning:** Varied, engaging, and research-based instructional practices acknowledging the diversity of learners and meeting the learning needs of boys.

**Core Academic and 21<sup>st</sup> Century Skills:** The development of key skills, including creativity and innovation, critical thinking and problem-solving, communication, collaboration, and leadership.

**Personal Wellness:** The strengthening of our students' physical, social, and emotional well-being is fostered through mentoring and counseling, physical and health education, and an athletics program that promotes active participation and healthy competition.

**Continuous School Improvement:** A culture of continuous school improvement through which all are inspired to do and be their best.

#### **San Antonio Academy Board of Trustees**

The Academy's Board of Trustees exists to create plans, set policies, and make decisions that will best ensure the viability of the school's mission for the current students' children.

#### **Accreditation**

San Antonio Academy is accredited by the Independent Schools' Association of the Southwest (ISAS) and holds membership in the National Association of Independent Schools (NAIS).

#### **San Antonio Academy is an Equal Opportunity Employer**

The Academy is firmly committed to treating employees and applicants for employment according to their experience, talent, and qualifications for the job, without regard to their race, religion, color, national origin, sex, genetic information, age (if over forty (40)), disability (if otherwise qualified to do the job), or any other classification protected by law. Our policy in this regard covers all employment decisions, including recruitment, hiring, placement, promotions, transfers, layoffs, or terminations, rates of pay, employee benefits, and selection for training.

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## **IMPORTANT PHONE NUMBERS**

Main Office: 210-733-7331

**Website:** [www.sa-academy.org](http://www.sa-academy.org)

### **PLEASE CALL:**

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

**Administrative Assistant to the Head of School, Paige Matlock** (200), if you need to reach the Head of School, schedule an appointment, or have any other needs.

**Nurse, Cristina Rubey and Priscilla Rodriquez** (Ext. 207), if you have questions about your son's health, or medical procedures, or medical records.

**Head of School, Paul Quick** (Ext. 200), if there is a problem that requires his attention.

**Director of Primary School/SEL Coordinator, Charlotte Turlington** (Ext. 222), if you have any questions about your son's overall performance, conduct, grades, or school activities in Primary School (PreK-2nd grade).

**Director of Elementary School, Carol Sobey** (Ext. 248), if you have any questions about your son's overall performance, conduct, grades, or school activities in Elementary School (3rd-5th grade).

**Director of Middle School and Counseling/Wellness, Ernest Cox** (Ext. 203), if you have any questions about your son's overall performance, conduct, grades, or school activities in Middle School (6th-8th grade); or your son's (PK-8) school experience or seek guidance with parent-child issues.

**Director of Curriculum and Student Services, Patrick Atkerson,** (Ext. 255) if you have any questions about the curriculum or academic accommodation questions.

**Director of Admissions, Gary Marvin** (Ext. 226), if you have questions about admission or re-enrollment.

**Uniform Store Director, Valeria Otero** (Ext. 235) if you have any questions about purchasing uniforms.

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

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

**Communications Director, Amanda Arnold** (Ext. 225), if you have any questions about the school's digital marketing, publications, or public relations program.

**Summer at The Academy Program Registrar, John Weaver** (Ext. 212) (210-736-5876), if you have questions about the Summer At The Academy program.

**Wildcats Extended Learning & Leadership (W.E.L.L.) Coordinator, Brittany Schrader** (ext. 245)

**Director of Campus Life, John Weaver** (Ext. 212)

**After School Care Coordinator Sherry Omidi** (Ext. 233)

**Commandant, Colonel (Ret) Steve Marshall** (Ext. 205)

**Associate Head of Advancement, John Carr** (Ext. 268)

**Constituent Relations, Jennifer Colglazier** (Ext. 227)

## **PORTRAIT OF AN ACADEMY BOY**

The Portrait of an Academy Boy is a picture of what The Academy strives for boys to exhibit when each young man is a graduate of The Academy. This portrait was crafted by students, parents, teachers, and administrators. It is a living document that helps all stakeholders guide Academy boys to find his noble purpose and live out The Code of The Academy.

### **[PORTRAIT OF AN ACADEMY BOY](#)**

## **GENERAL RULES AND INFORMATION**

### **Directory**

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

### **Attendance**

#### **A. Absences**

When a student is absent, his guardian should notify the Main Office between 8:00 and 9:00 AM. Students who have missed school should provide a note from a guardian or a physician explaining the absence.

#### **B. Tardiness**

Students who are late to school will report to the Main Office with a note explaining the tardiness. When patterns of tardiness occur, parents will be notified by the Division Head.

#### **C. Makeup Work**

After an excused absence the student has the number of days absent plus one to turn in assignments, papers, or tests. If extra make-up time is needed, please contact the individual teachers or Student Services.

#### **D. Attendance and School Events**

If a student is absent from school, he will not be able to participate in school events that take 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.

#### **E. Planned Absence**

San Antonio Academy encourages family trips to be scheduled around the school calendar. Students and families are encouraged to communicate with faculty when a student will be absent. Students will be provided a reasonable period of time to complete the assignments.



## **Lost and Found**

- The school maintains a lost and found area. Items may be discarded after four weeks.
- The school is not responsible for lost articles of clothing, lost gym bags, lost book bags, or lost personal technology devices.

## **School Supplies**

School supplies are provided through The Academy and will be delivered directly to each classroom on the first day of school. A financial charge may be assessed for the replacement of items.

## **At-Home Resources**

Each student in grades 3-8 will be issued resources, i.e a set of textbooks, novels, etc., as needed to be used at home and will remain at home. When necessary, each teacher will also provide a set of resources for use in class.

## **Standardized Testing**

Students in kindergarten through eighth grade take NWEA Map Growth multiple times a year. MAP Growth offers assessments in math, reading, language usage, and science. Teachers can use the scores to identify learning areas that their class should focus on, as well as monitor the growth of individual students. Parents can monitor their son's progress over a single year or several years. The link below will provide additional information. Please reach out to your son's teacher if you have additional questions.

[Family Guide to MAP Growth](#)

## **Student Billing**

- All families are required to establish an account within Blackbaud Tuition Management at <https://parent.blackbaud.com>.
- All student billings will be distributed by email and are always available through your Blackbaud Tuition Management account.
- Tuition payments are billed in accordance with the enrollment contract. Past due balances are assessed a service charge of \$40 and 1.5% late fee per month.
- Other charges are due by the end of the month in which they are billed. If these charges relate to a student activity, your student may not be allowed to participate in the activity if payment is not received by the due date.
- Non-sufficient funds checks will be subject to a \$60 handling fee.

## **Re-Enrollment Contract Standards**

San Antonio Academy aims to meet the individual needs of all students. There may be times when the school environment and standards may not be suited to a student's needs or capabilities. Ongoing conversations will be conducted to ensure families and students are aware of their standing in the school. If necessary, San Antonio Academy may withhold a student's contract.

## **Gifts to Employees**

Families continue to be very generous to the San Antonio Academy community and these guidelines have been established to ensure compliance with Federal Internal Revenue Service regulations.

Our faculty and staff are required to report all cash, tips, gift cards, or other items of value such as tickets, trips, or use of property from anyone connected with San Antonio Academy including coworkers, parents, alumni, and vendors.

Families who wish to make gifts to faculty and staff are encouraged to do so through the annual Holiday Fund. Gifts received in this fund will be distributed equally to employees and San Antonio Academy will "gross-up" the gift to cover applicable taxes.

## **PRIMARY SCHOOL (Grades Pre-K-2nd)**

### **Dress Code**

Please mark all clothing with your son's name.

**Hair:** Short, neat, and combed. Hair should not cover the eyes or ears.

**Shirt:** White SAA T-shirt

**Trousers:** Blue jeans (no rips/holes or large logos), blue primary gym shorts, or SAA sweatpants; on Fridays, Primary School students may wear GREEN camo pants or camo shorts.

**Socks:** White or SAA-branded socks are required.

**Shoes:** Students should wear athletic shoes. Light-up shoes are not permitted.

**Backpack:** Should be big enough to fit a regular-sized folder. No keychains on backpacks. Roller-style or satchel-style backpacks are not permitted.

**Water Bottle:** Spill-proof and filled with water ONLY.

### **Outer Garments:**

- SAA-branded hoodie or sweatshirt (indoors and outdoors)
- Solid-colored, cold-weather coat bearing no logo larger than an inch.
- Solid-colored, cold-weather beanie bearing SAA-branded logo or no logo larger than an inch (outdoors only).

## **The School Day**

The school day begins with Chapel starting at 8:00 AM. Primary School students must be dropped off at the pavilion, even if they have a brother in Elementary or Middle School. The pavilion drive (between Stribling and Franklin Houses) gates open at 7:30 AM. Students may not be dropped off before then. Primary School students will be escorted to Ellison Hall when they are dropped off by a teacher or Safety Escort.

Students are required to remain on campus during the school day. Students may not leave campus unless they are checked out through the Main Office and accompanied by an authorized adult. Changes to transportation should be made through the Main Office.

Primary School students are dismissed at 3:00 PM and may be picked up at the pavilion drive. Any student not picked up by 3:10 PM will be placed in the After-school Care Program, and a minimum daily rate will be charged.

[After-School Care Pricing](#)

## **Birthday Snacks**

Please coordinate with your son's teacher when you plan to bring his birthday treat. Most birthday celebrations are held on the playground during recess.

## **After-School Care**

[After School Care Information](#)

## **Grades**

SAA is on a 9-week grading cycle. Each Primary School student will receive a report card at the 9-week mark and a progress report at the 4-week mark. Numerical grades are not given in Primary School. Grades are based on the development of mastering new concepts. The legend is as follows:

|   |                   |
|---|-------------------|
| E | Exceptional       |
| S | Successful        |
| P | Progressing       |
| N | Needs Improvement |
| U | Unsuccessful      |

## **Grade Communication**

San Antonio Academy uses FACTS, an online information management system that allows access to a student's vital school data via a secure and confidential portal. FACTS also enables communication via email with teachers and other school personnel. Report

cards and progress reports will be sent via FACTS at the appropriate times.

## **Homework**

Homework is a regular expectation for boys in 1st and 2nd grade and is almost exclusively a review of material and skills learned in class along with daily requirements to practice reading and math facts.

Primary School students will generally have 15–20 minutes of homework; this time gradually increases as he advances to higher grade levels.

## **Conferences**

Primary School parent/teacher conferences are held twice a year, once in the fall and once in the spring. Teachers will schedule them directly with parents. In addition, teachers have a conference time each day when they are available to meet throughout the year if needed.

## **Physical Education**

Students will be learning basic muscle terminology, body mechanics, and strength. The students will also be introduced to age-appropriate balance, speed, and agility training. They will play games and activities that carry over to future knowledge and understanding of overall body movement and mechanics for a wide variety of sports and activities. Students will be given a grade based on participation and behavior.

## **Conduct and Behavioral Expectations - Social-Emotional Learning**

In the Primary School grades (PK – 2nd Grade), behavioral expectations are viewed through a social-emotional learning (SEL) lens. Before a child can think, they must be allowed to feel. Once the child's feelings have been acknowledged and heard, the situation will be utilized as a teachable moment. The foundation of teaching children to get along with each other is teaching self-regulation skills.

Behavior is dealt with in the classroom first. If patterns start to occur with behavior, the teacher will seek assistance from the Director of Primary School or the Director of Campus Life.

The success of a school-wide community lies in the relationship built between students, staff, and parents. This relationship begins with communication. Parents will be informed about student expectations, successes, issues, and concerns through ongoing communication, including teacher updates, parent meetings, consultation with the Counseling and SEL staff, and administration. Communication is key in cultivating a

supportive school-wide community. Our goal is to teach the skills that are required to overcome any behavioral obstacles.

**Beliefs:**

- All students have the right to learn, participate, and positively contribute to the school-wide community.
- All students are resilient and will have the opportunity to learn from their experiences.
- All students will develop intrapersonal and interpersonal effectiveness skills.

**Our Commitment:**

- Community and behavior expectations are viewed through a social-emotional lens.
- Communication and collaboration will take place between all stakeholders to reinforce a high level of community and behavior expectations.
- Work with all students to develop skills meeting desired expectations.
- Maintain an interest in the personal goals, needs, and achievements of each student.
- Support each student in their social, personal, academic, and extracurricular goal development.

**Miscellaneous**

1. **Chapel:** Parents may attend Chapel after the first week of school. Your son may sit with you, but only your son. When Chapel is over, please bring your son down the stairs and have them join their class' line to go to the classroom.
2. **Lunch:** Parents may attend lunch with their son. Parents and their child ONLY may sit at the guest table. Friends will remain at their assigned lunch table.
3. **Money:** No money should be brought to school.
4. **Taco Sale and Snack Sale:** The Parents' Club holds these sales throughout the year. Primary School students are not to attend these sales without an adult with them.
5. **Toys and Trading Cards:** Toys and trading cards are not to be brought to school or After-School Care.

**ELEMENTARY SCHOOL (Grades 3-5)**

**Dress Code**

San Antonio Academy has a set of standards for the school uniform and appearance where discipline is judged. Therefore, a neat and well-groomed appearance by all students is fundamental to the school and contributes to an effective learning

environment. These standards can be found in the [Military Program Guide](#). It is the responsibility of the student to meet these standards and all teachers and staff to ensure students present a neat appearance. Failure to meet the school uniform standards may result in disciplinary action to include Conduct Referrals.

In general:

- Uniforms will be neat, clean, and worn to standards.
- Hair will be clean, combed, and worn to standards.
- Shoes will be clean, laces tied, free of worn areas, and regularly polished.
- Jewelry is not authorized other than the school ring. This includes other rings, necklaces, bracelets, earrings, and other forms of jewelry.
- Watches may be worn, as long as they are analog or simple digital watches. Watches considered “Smart Watches” are not authorized.

## **The School Day**

The Pavilion drive (between Stribling and Franklin Houses) gates open at 7:30 AM. Elementary School begins lineup at 7:55 AM. The school day begins with Chapel starting at 8:00 AM.

Students are required to remain on campus during the school day. Students may not leave campus unless they are checked out through the Main Office and accompanied by an authorized adult. Changes to transportation should be made through the Main Office.

Elementary School students (grades 3-5) are dismissed at 3:30 PM and may be picked up until 4:00 PM. For supervision purposes, any student not picked up by 4:00 PM will be placed in the After-School Care Program.

## **Birthday Snacks**

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.

## **Four-Week Reports**

In addition to assessing progress at the end of the grading period, The Academy evaluates the progress of students in grades 3-5 every four weeks. Four-week grades, which are not permanent, report the cumulative average in each course for that four-week period only.

## Report Cards

Report cards contain permanent grades and are recorded on the next school day following the end of each grading period. The school encourages ongoing communication between parents and their son's teachers via email or face-to-face conferences.

## Grades

Each student in grades 3-5 earns four report cards throughout the year with permanently recorded grades. In grades 4-5 a separate grade for final examinations is recorded. In grade 4, each final exam counts as 7% of the annual grade; in grade 5, each final exam counts as 10% of the annual grade. In grade 3, there are no final exams.

| <b>Description</b> | <b>Letter Grade</b> | <b>Numerical Equivalent</b> |
|--------------------|---------------------|-----------------------------|
| Excellent          | A                   | 90-100                      |
| Good               | B                   | 80-89                       |
| Fair               | C                   | 70-79                       |
| Failing            | F                   | 69 or below                 |

In classes where a numerical grade is not assigned, the E-S-N-U system is used to assess performance, effort, and conduct. 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. It is 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.

Conduct grades are recorded as:

|   |                   |
|---|-------------------|
| S | Satisfactory      |
| N | Needs Improvement |
| U | Unsatisfactory    |

## Grade Communication

San Antonio Academy uses FACTS, an online information management system that allows access to a student's vital school data via a secure and confidential portal. FACTS also enables communication via email with teachers and other school personnel. Parents

can access their sons' grades via FACTS. Teachers contact parents when a student does not turn in homework or receives a major grade of 75% or lower.

## **Homework**

Students should expect approximately 10 minutes per night per grade level. Assigned reading will be in addition to this time. Projects or homework is not assigned over holidays or during school vacation days. Students in grades 5 and below do not have homework over the weekends. Homework is considered a formative assessment therefore, all homework should be assessed, but not all homework needs to be recorded as a grade. Homework should be returned to the student quickly and before a summative assessment so the student may use the feedback to better understand his strengths and weaknesses. If group work is assigned outside of class, students should be able to complete it through remote collaboration.

Homework that is not turned in on the specified due date, but is turned in before the summative assessment is accepted. Teachers are not required to give full credit for late work. Assignments that are considered completion grades should still be assessed and feedback given to the student.

### **Homework Resources:**

- Teacher Google website will provide learning objectives, description of classroom activities, and homework assignments. Digital resources should be made available through links when possible.
- Students may attend after-school tutoring or Homework Club as additional resources for help.
- Students may be required to attend tutoring with their teacher when necessary.
- Teachers will make parents aware when there is a pattern of incomplete or missing homework.

## **After-School Help**

During the year, all teachers are available for additional academic assistance. Teachers may require a student to remain after school to complete missing work, utilize accommodations such as extended time on tests, or for remediation when an academic need is recognized. When a student is required to attend after-school help, parents will be notified.

## **Homework Club**

San Antonio Academy offers students an opportunity to attend an after-school Homework Club from 3:45 to 4:30 PM Monday through Thursday afternoons. Homework Club is



monitored by SAA teachers or staff to provide a quiet space and dedicated time for independent work. The monitor is available for assistance but is not expected to act as a tutor or reteach lessons.

Drop-in students may be accepted based on availability, and they are expected to follow the same guidelines, including remaining until dismissal.

Homework Club procedures:

- Students in Homework Club are expected to remain for the entire time unless prior arrangements have been made. If a student needs to leave early, parents should come to the assigned room to check the student out of Homework Club.
- Students should arrive promptly at 3:45 PM or notify the monitor if they are working with another teacher.
- Boys are encouraged to bring a snack from home to eat before the beginning of Homework Club.
- Attendance will be checked daily and parents notified if their son does not attend.
- Parents should notify the Main Office by email or phone call if their son will not attend on a day he is registered.
- Only a parent may enroll or withdraw a student during the school year.

If you have questions about Homework Club, please contact the Main Office.

## **Incomplete Grades**

In the event a student is unable to complete a course within the regular grading cycle due to a matter of serious nature, the Director of Elementary School and Director of Student Services may finalize a grade or approve a temporary grade of Incomplete (INC). The course must be completed within an established period. A report card may be reprinted with the appropriate grade.

## **Transcripts**

A transcript is a copy of the student's educational record. Official transcripts are mailed from San Antonio Academy to the designated receiver and will be sent upon request by the parent or at the end of the 8th grade year. For more information about transcripts contact the registrar in the Main Office.

## **Parent-Student-Teacher Conferences**

Parents are encouraged to contact faculty members to confer and find solutions for student development in class. Parents may also contact the Director of Elementary School or Student Services.

**Contacting Teachers:** Parents are encouraged to contact a teacher directly if they are concerned about their son's progress. Parents should email the teacher directly. Please allow 24 hours for a response. If the concern persists, the parent should contact the Division Director.

At any time a Division Director may arrange a parent-student-teacher conference to address any concerns for a student. Parents may also request a conference at any time.

Actions a student may take if having academic difficulties:

- Make appointments to meet with the teacher during study hall or before/after school tutorials.
- Initiate a student-parent-teacher conference.
- Reach out to the Director of Elementary School or Director of Student Services.

## **Academic Honors**

**The Dean's List** consists of all students whose average grade for the Quarter is 90 or above, with no grade below 90, and no "N" or "U" where numerical grades are not assigned.

**The Honor Roll** consists of all students whose grade average for the Quarter is 90 or above, with no grade below 85, and no "N" or "U" where numerical grades are not assigned.

**The Honorable Mention List** consists of all students whose grade average for the Trimester is 80 or above, with no grade below 80, and no "U" where numerical grades are not assigned.

Academic Awards are presented to students who meet the following criteria:

- **Dean's List Ribbon:** Criteria – Grades 3-8. Awarded for being on the SAA Dean's List for three grading periods during the school year. One ribbon is awarded annually per student at the end of the school year.
- **Academic Stars:** Criteria – Grades 3-8. Awarded to students who, for three grading periods, have no grades below 85 and no "N" or "U" where numerical grades are not assigned. Awarded at the end of the school year.

## **End-of-Year Awards**

Medals are awarded to students at the end of the year to recognize outstanding performance or participation in various components of school life. Class and Subject

medals are awarded to students in Grades 3-8 who qualify under the following guidelines:

- Demonstrates an excitement for the subject for which the award is given.
- Demonstrates integrity.
- Demonstrates a positive attitude.
- Responds well to criticism.
- Takes the initiative.
- Works well within a group.
- Works independently.
- Contributes in a meaningful way to class discussion.
- Demonstrates higher-level thinking skills.

### **Technology & Cell Phones**

Students are provided with a Chromebook for school-related activities. Students should not bring personal electronic devices to school. If for any reason a parent thinks that an electronic device is necessary, it must be turned off and left in the student's book bag until the student leaves at the end of the day. If a student needs to contact a parent or guardian before 5:00 PM, they may utilize a landline in an administrative office. Students may use a personal electronic device after 5:00 PM only to contact a parent or guardian.

### **Physical Education**

Students will be learning basic muscle terminology, body mechanics, and strength. The students will be introduced to age-appropriate balance, speed, and agility training. They will also have games and activities that carry over to future knowledge and understanding of overall body movement and mechanics for a wide variety of sports and activities. Students are expected to demonstrate good sportsmanship, kindness, and respect for all.

**Overall Goals:** Teaching body mechanics, strength training and knowledge, fundamentals of speed and agility, teamwork, understanding overall games and sports, and sportsmanship.

1. **Grades:** Students will be given a grade for behavior and participation.
2. **Uniform:** Students will dress out for physical education/athletic classes with a uniform with their name on their personal clothing.
3. **Locker Room:**
  - a. Students will be assigned a locker and issued a combination lock for their locker.
  - b. Proper behavior and etiquette will be monitored by coaches.
  - c. Locker room hours are 7:30 AM - 5:30 PM.

- d. Students are responsible for the upkeep of lockers and lockers may be inspected at any time.

## **Student Behavior**

San Antonio Academy focuses on a positive behavior system and utilizes restorative practices. The Portrait of an Academy Boy provides a general guideline of developmentally appropriate expectations for the students.

Mutual respect and trust form the essence of effective student-teacher relationships. Teachers will work to first identify and support the student as they work to exhibit prosocial behavior in the classroom. If a student continues to exhibit a need or continues to interrupt the learning process, they may be invited to seek additional support outside of the classroom (Counseling Office). The Counseling Office will support students for any behaviors requiring additional attention.

In some instances, a conduct referral may be necessary. For further information, see *Student Life: Conduct, Behavior, Expectations, and Responsibilities (Pgs. 29-37)*.

The Counseling Office, Student Life, Student Services, and Division Heads are available to consult with faculty and staff to discuss ongoing and individualized student strategies and interventions.

## **Field Trips**

San Antonio Academy supports participation in off-campus learning opportunities to enrich our academic programs. Trips may include but are not limited to, athletic events, speech competitions, robotics competitions, and class trips.

Any out-of-town/field trip formally sponsored by San Antonio Academy must be approved by the appropriate Division Head. School rules and expectations as dictated in the Student Handbook apply to all school-sponsored trips. Students are expected to participate in school trips and continue to adhere to the school motto and standards.

Students must be in good academic and behavioral standing. SAA may continue to determine student travel eligibility and will communicate with the student and parent.

## **MIDDLE SCHOOL (Grades 6-8)**

### **Dress Code**

San Antonio Academy has a set of standards for the school uniform and appearance where discipline is judged. Therefore, a neat and well-groomed appearance by all

students is fundamental to the school and contributes to an effective learning environment. These standards can be found in the [Military Program Guide](#). It is the responsibility of the student to meet these standards and all teachers and staff to ensure students present a neat appearance. Failure to meet the school uniform standards may result in disciplinary action that may include Conduct Referrals.

In general:

- Uniforms will be neat, clean, and worn to standards.
- Hair will be clean, combed, and worn to standards.
- Shoes will be clean, laces tied, free of worn areas, and regularly polished.
- Jewelry is not authorized other than the school ring. This includes other rings, necklaces, bracelets, earrings, and other forms of jewelry.
- Watches may be worn, as long as they are analog or simple digital watches. Watches considered “Smart Watches” are not authorized.

## **The School Day**

Middle School students may be dropped off in Ellison Hall/Gym Parking lot beginning at 7:30 AM. Middle School begins lineup at 7:55 AM. The school day begins with Chapel starting at 8:00 AM. Students are required to remain on campus during the school day. Students may not leave campus unless they are checked out through the Main Office and accompanied by an authorized adult. Changes to transportation should be made through the Main Office.

Middle School students (grades 6-8) are dismissed at 3:30 PM and may be picked up until 4:00 PM. For supervision purposes, any student not picked up by 4:00 PM will be placed in the After-School Care Program.

## **Birthday Snacks**

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.

## **Four-Week Reports**

In addition to assessing progress at the end of the grading period, The Academy evaluates the progress of students in grades 6-8 every four weeks. Four-week grades, which are not permanent, report the cumulative average in each course for that four-week period only.

## Report Cards

Report cards contain permanent grades and are recorded on the next school day following the end of each grading period. The school encourages ongoing communication between parents and their son's teachers via email or face-to-face conferences.

## Grades

### Academic Grading System

Each student in grades 6 -8 earns four report cards throughout the year with permanently recorded grades. In grades 6-8, a separate grade for final examinations is recorded. In grade 6, each final exam counts as 10% of the annual grade; in grades 7 and 8, each final exam counts as 15% of the yearly average.

| <b>Description</b> | <b>Letter Grade</b> | <b>Numerical Equivalent</b> |
|--------------------|---------------------|-----------------------------|
| Excellent          | A                   | 90-100                      |
| Good               | B                   | 80-89                       |
| Fair               | C                   | 70-79                       |
| Failing            | F                   | 69 or below                 |

In classes where a numerical grade is not assigned, the E-S-N-U system is used to assess performance, effort, and conduct. 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. It is 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.

Conduct grades are recorded as:

|   |                   |
|---|-------------------|
| S | Satisfactory      |
| N | Needs Improvement |
| U | Unsatisfactory    |

## Grade Communication

San Antonio Academy uses FACTS, an online information management system that allows access to a student's vital school data via a secure and confidential portal. FACTS also enables communication via email with teachers and other school personnel. Parents

are able to access their sons' grades via FACTS. Teachers contact parents when a student does not turn in homework or receives a major grade of 75% or lower.

## **Incomplete Grades**

In the event a student is unable to complete a course within the regular grading cycle due to a matter of serious nature, the Director of Middle School and the Director of Student Services may finalize a grade or approve a temporary grade of Incomplete (Inc). The course must be completed within an established period. A report card may be reprinted with the appropriate grade.

## **Transcripts**

A transcript is a copy of the student's educational record. Official transcripts are mailed from San Antonio Academy to the designated receiver and will be sent upon request by the parent or at the end of the 8th grade year. For more information about transcripts contact the registrar in the Main Office.

## **Homework**

### **Homework Guidelines**

- Students should expect approximately
  - 6th grade: 10-15 minutes per subject, per night. Assigned reading may be in addition to this time.
  - 7th-8th grade: 15-20 minutes per subject, per night. Assigned reading may be in addition to this time.
- Projects or homework should not be assigned over holidays, or during school vacation days. Students in grades 6-8 may occasionally have assignments or projects to complete over weekends and time for studying is expected on weekends.
- Homework is considered a formative assessment therefore, all homework should be assessed, but not all homework needs to be recorded as a grade. Homework should be returned to the student quickly and before a summative assessment so the student may use the feedback to better understand his strengths and weaknesses.
- If group work is assigned outside of class, students should be able to complete it through remote collaboration.
- Homework that is not turned in on the specified due date, but is turned in before the summative assessment should be accepted. Teachers are not required to give full credit for late work.
- Assignments that are considered completion grades should still be assessed and feedback given to the student.

## **Homework Resources**

- Each teacher's Google website will provide learning objectives, a description of classroom activities, and homework assignments. Digital resources should be made available through links when possible.
- Students may attend after-school tutoring and Homework Club as additional resources for help.
- Students may be required to attend tutoring with their teacher when necessary.
- Teachers will make parents aware when there is a pattern of incomplete or missing homework.

## **After-School Help**

During the year, all teachers are available for additional academic assistance. Teachers may require a student to remain after school to complete missing work, utilize accommodations such as extended time on tests, or for remediation when an academic need is recognized. When a student is required to attend after-school help, parents will be notified.

## **Homework Club**

San Antonio Academy offers students an opportunity to attend an after-school Homework Club from 3:45 to 5:00 PM, Monday through Thursday (3rd through 5th graders are dismissed at 4:30 PM). Homework Club is monitored by SAA teachers or staff to provide a quiet space and dedicated time for independent work. The monitor is available for assistance but is not expected to act as a tutor or reteach lessons.

Drop-in students may be accepted based on availability, and they are expected to follow the same guidelines including remaining until dismissal.

Homework Club Procedures:

- Students in Homework Club are expected to remain for the entire time unless prior arrangements have been made. If a student needs to leave early, please call the Main Office at 210-733-7331.
- Students should arrive promptly at 3:45 PM or notify the monitor if they are working with another teacher.
- Boys are encouraged to bring a snack from home to eat before the beginning of Homework Club.
- Attendance will be checked daily and parents notified if their son does not attend.
- Parents should notify the Main Office by email or phone call if their son will not attend on a day he is registered.
- Only a parent may enroll or withdraw a student during the school year.



If you have questions about Homework Club, please contact the Main Office.

### **Parent-Student-Teacher Conferences**

Parents are encouraged to contact faculty members to confer and find solutions for student development in class. Parents may also contact the Director of Middle School or Student Services. Conferences may be facilitated to ensure student goals and needs are being met.

**Contacting Teachers:** Parents are encouraged to contact a teacher directly if they are concerned about their son's progress. Parents should email the teacher directly. Please allow 24 hours for a response. If the concern persists, the parent should contact the Division Director.

At any time a Division Director may arrange a parent-student-teacher conference to address any concerns for a student. Parents may also request a conference at any time.

Actions a student may take if having academic difficulties:

- Make appointments to meet with the teacher during study hall or before/after school tutorials.
- Initiate a student-parent-teacher conference.
- Reach out to the Director of Elementary School or Director of Student Services.

### **Technology & Cell Phones**

Students are provided with a Chromebook for school-related activities. Students should not bring personal electronic devices to school. If for any reason a parent thinks that an electronic device is necessary, it must be turned off and left in the student's book bag until the student leaves at the end of the day. If a student needs to contact a parent or guardian before 5:00 PM, they may utilize a landline in an administrative office. Students may use a personal electronic device after 5:00 PM only to contact a parent or guardian.

### **Academic Honors**

**The Dean's List** consists of all students whose average grade for the Trimester is 90 or above, with no grade below 90, and no "N" or "U" where numerical grades are not assigned.

**The Honor Roll** consists of all students whose grade average for the Trimester is 90 or above, with no grade below 85, and no "N" or "U" where numerical grades are not assigned.

**The Honorable Mention List** consists of all students whose grade average for the Trimester is 80 or above, with no grade below 80, and no "U" where numerical grades are not assigned.

Academic Awards are presented to students who meet the following criteria:

- **Dean's List Ribbon:** Criteria – Grades 6-8. Awarded for being on the SAA Dean's List for two grading periods during the school year. One ribbon is awarded annually per student at the end of the school year.
- **Academic Stars:** Criteria – Grades 6-8. Awarded to students who, for two grading periods, have no grades below 85 and no "N" or "U" where numerical grades are not assigned. Awarded at the end of the school year.
- **W.W. Bondurant, Sr. Award for Academic Excellence:** Criteria – Grades 6-8. Awarded to 6th, 7th, and 8th grade students with the top three highest numerical academic averages. First place is a Gold SAA Medallion with Blue Ribbon Hanger. Second place is a Silver SAA Medallion with Red Ribbon Hanger. Third place is a Bronze SAA Medallion with White Ribbon Hanger. Awarded at graduation. Based on grade point average with no "N" or "U" where numerical grades are not assigned.

### **End-of-Year Awards**

Medals are awarded to students at the end of the year to recognize outstanding performance or participation in various components of school life. Class and Subject medals are awarded to students in Grades 6-8 who qualify under the following guidelines:

- Demonstrate an excitement for the subject for which the award is given
- Demonstrate integrity
- Demonstrate a positive attitude
- Respond well to criticism
- Takes the initiative in class and outside of the classroom
- Work well within a group
- Work independently
- Contribute in a meaningful way to class discussion
- Demonstrate higher-level thinking skills

### **Physical Education/Athletics/Athletic Lockers**

Physical Education and athletic classes at the Middle School level will incorporate strength, speed, and agility training. These classes will also be learning muscle terminology and how it relates to specific exercises and activities. Classes will also

include different games and activities for a variety of skill levels. Students will also be expected to demonstrate good sportsmanship, kindness, leadership, and respect for all. Overall Goals: Teaching body mechanics, strength training and knowledge, fundamentals of speed and agility, teamwork, leadership, understanding overall games and sports, and sportsmanship.

- A. Grades: Students will be given a grade for participation and behavior.
- B. Uniform: Students will dress out for physical education/athletic classes with a uniform with their name on their personal clothing.
- C. Locker Room:
  - Students will be assigned a locker and issued a combination lock for their locker.
  - Proper behavior and etiquette will be monitored by coaches.
  - Locker room hours are 7:30 AM - 5:30 PM.
  - Students are responsible for the upkeep of lockers and lockers may be inspected at any time.

## **Student Behavior**

San Antonio Academy focuses on a positive behavior system and utilizes restorative practices. [The Portrait of an Academy Boy](#) provides a general guideline of developmentally-appropriate expectations for the students.

Mutual respect and trust form the essence of effective student-teacher relationships. Teachers will work to first identify and support the student as they work to exhibit prosocial behavior in the classroom. If a student continues to exhibit a need or continues to interrupt the learning process, they may be invited to seek additional support outside of the classroom (counseling office). The Counseling Office will support students for any behaviors requiring additional attention.

In some instances, a conduct referral may be necessary. For further information see *Student Life: Conduct, Behavior, Expectations, and Responsibilities (Pgs. 29-37)*.

The Counseling Office, Student Life, Student Services, and Division Heads are available to consult with faculty and staff to discuss ongoing and individualized student strategies and interventions.

## **Field Trips**

San Antonio Academy supports participation in out-of-town learning opportunities to enrich our academic programs. Trips may include but are not limited to, athletic events, speech competitions, robotics competitions, and class trips.

Any out-of-town/field trip formally sponsored by San Antonio Academy must be approved by the appropriate Division Head. School rules and expectations as dictated in the student handbook apply to all school-sponsored trips. Students are expected to participate in school trips and continue to adhere to the school motto and standards.

Students must be in good academic and behavioral standing. SAA may continue to determine student travel eligibility and will communicate with the student and parent.

### **Personal Items, Valuables, and Money**

Students are strongly encouraged to leave valuable items, such as jewelry, electronic devices, or large amounts of money at home.

### **School Dances**

- Academy dances are held for Academy boys in grades 6-8 in the fall, winter, and spring.
- Academy dances are open to any 6-8 grade girls, and independent school boys.
- SAA welcomes girls from a variety of public and non-public schools.
- Behavior at dances conforms to the school's rules and dress is casual but respectable.
- The Academy hosts a Military Ball in the spring for 7th and 8th grade students. Academy boys are encouraged to ask a young lady if they may have the honor of escorting her to the ball. Attire for boys is Dress Blue, and semi-formal for girls.

## **STUDENT SERVICES: ACADEMIC INFORMATION**

### **Academic Accommodations**

San Antonio Academy strives to serve all of its students. San Antonio Academy students who have diagnosed cognitive or physical differences impacting learning may be eligible for consideration for academic accommodations. The purpose of accommodations is to support students in becoming effective and independent learners. Academic accommodations do not guarantee success or provide an unfair advantage.

Although SAA strives to support students with different learning abilities, SAA classrooms are not a therapeutic environment. San Antonio Academy does employ a reading specialist, who is a certified academic language therapist, licensed educational diagnostician, and licensed dyslexia therapist. However, The Academy does not employ behavioral interventionists, or speech and language therapists. If parents choose to utilize outside specialized practitioners it may be possible to coordinate therapy during the school day by contacting the Director of Student Services.

For a student to be considered for educational accommodations, the office of Student Services must receive a full report of a psycho-educational evaluation with a current diagnosis and explanation of how the disability impacts the student's school performance. The Office of Student Services will use the report, as well as input from teachers and parents, to determine which accommodations SAA can reasonably provide.

Generally, testing for educational accommodations expires after a three-year period. In order to continue to be eligible for accommodations after the expiration date, the student must be tested again. SAISD offers testing free of charge.

An evaluator's recommendation that a student should receive specific accommodations does not guarantee they will be granted. Some common accommodations allowed at SAA include:

- **Extended Time:** students may receive up to 50% extended time on graded assignments. Students are expected to finish tests on the same day it is given.
- **Preferential Classroom Seating:** student's seat is placed in a location that is most beneficial for his learning in the classroom. Teachers maintain discretion to move a student who abuses this privilege or becomes disruptive – this accommodation does not allow students to leave the presence of a teacher for testing.
- **Spelling Assistance:** students may be eligible for modified spelling expectations, or use a dictionary or other appropriate method to assist in spelling on written assignments. This accommodation does not provide assistance on assignments such as spelling tests.
- **Assistance with Note-Taking:** a copy of class notes will be made available to the student to supplement his own notes (he is expected to take notes). Teachers may provide note-taking assistance in a number of ways, including reducing writing by providing a teacher-provided template, taken by an assigned classmate, from the teacher's own notes, or the teacher may post the document in Google Classroom.
- **Use of Audiobooks:** students will be allowed to use audiobooks for a percentage of their independent reading requirement (some resources are available through the SAA library, others must be purchased by the student e.g., Learning Ally, and Audible).
- **Use of a Four-Stroke Calculator:** students may have limited access to use a calculator in math and science classes when computation is not the skill being assessed.

## **Tutoring**

Students should not miss core academic classes for tutoring. A student who would like to work with an outside tutor or therapist on the school campus must receive permission from the office of Student Services or Head of School. Generally, all tutoring should be done after school.

## **Accommodations for Concussions**

If a doctor recommends academic accommodations for a student due to a concussion, the school will provide reasonable accommodations for up to three weeks if needed.

Academic accommodations will end once a student has been medically cleared to return to sports or other activities that carry a risk of injury to the head.

## **Promotion/Retention for Primary School (Pre-K–Grade 2)**

A recommendation for grade promotion or grade retention will be made by the classroom teachers. The recommendation will be based on academic performance, emotional maturity, and social development. After careful consultation and discussion with the parents, the Head of School will determine placement.

## **Promotion/Retention for Elementary and Middle School**

To be promoted from one grade level to the next, a student must attain an overall annual average of 70 or above in each core subject area. Summer tutorials will be required should the student fail to meet the minimum criteria.

## **STUDENT LIFE: CONDUCT, BEHAVIOR, EXPECTATIONS, AND RESPONSIBILITY**

The mission of San Antonio Academy is **to offer an exceptional education intentionally crafted for boys ages Pre-Kindergarten through 8<sup>th</sup> grade.**

The vision of The Academy is to **educate boys for life and prepare each young man for his noble purpose.**

In conjunction with the mission and the vision, The Academy's motto: **Be honest. Be Kind. Be the best you can be.** informs The Academy's expectations and guides the behavior and conduct process.

When students have a safe and secure learning environment and good self-regulation skills, it is easier for teachers to teach, and for students to learn. Respect for others, self-control, and upholding community standards are the goals of our behavior and conduct system. These traits are the foundation of character development.

When considering the needs of the whole child and their successful integration in society, we want far more for them than mere compliance. Therefore, The Academy maintains a conduct and behavioral process and intervention model grounded in restorative practices, where mistakes are embraced as learning opportunities. The goals of the process include improved attitudes and behaviors, enhanced interpersonal relationships, and a stronger, more mutually respectful community. Additional goals of The Academy's behavior and conduct system are to:

- Promote and maintain a warm, joyful, and safe learning environment.
- Teach and acknowledge acceptable standards of behavior that are beneficial to the educational process, create an effective and mutually respectful community, and encourage self-development.
- Maintain prosocial student conduct to ensure that educational activities remain uninterrupted.
- Practice cooperation with others in a social and academic setting.
- Learn, develop, and practice strategies for successfully managing conflict.
- Develop a strong sense of self-worth, self-efficacy, and high self-esteem.
- Develop skills of independence and interdependence.
- Teaching students appropriate behavior goes hand in hand with learning essential character education and social and emotional skills. These social and emotional learning skills (SEL) equip young people with strategies and understandings to navigate the world in an effective, dignified, and caring way.
  - ***Self-Awareness:*** Being able to identify your own emotions and thoughts and understand how they impact your behavior and in turn affect the environment.
  - ***Self-Management:*** Being able to successfully regulate your emotions, thoughts, and behaviors in various circumstances.
  - ***Relationship Skills:*** Being able to build and maintain healthy and satisfying relationships with diverse individuals and groups.
  - ***Responsible Decision Making:*** Being able to make productive choices about your own behavior and social exchanges based on ethics, safety, and social norms.

## **Expectations**

San Antonio Academy students shall act in a developmentally appropriate personal, social, and academic manner with the utmost honesty and integrity. This section on student conduct and behavior will outline the behaviors, conduct, expectations, and responsibilities of San Antonio Academy students.

### **The Honor Code.**

San Antonio Academy's motto, "**Be honest. Be kind. Be the best you can be.**" is the basis for our school's Honor Code. To maintain the standards and traditions of San Antonio Academy,

- The basic components of honor are honesty, integrity, trust and respect for oneself, others and their property. The Code is designed to reinforce and uphold these qualities. The Code is not only a system of expectations within The Academy, but a way of life for the members of the school's community. Honor is ultimately a matter of personal responsibility.
- The Code is a way for each individual to raise the whole community to a higher level of trust and freedom. By acting honorably and trusting that others are acting honorably, the individual contributes to a positive, trusting environment that aids personal, community, and educational development. Students, faculty and administration are equally charged with responsibility for promoting the principles of honor and creating an atmosphere of trust and mutual respect.

In order for every student to live honorably, to have the opportunity "to fulfill his noble purpose," and to be the best he can be, each student shall:

- Respect themselves and the rights of others.
- Attend school faithfully.
- Complete his assignments with diligence.
- Put forth an effort worthy of his personal best.
- Behave in a manner that contributes to classroom learning and enhances the school community.
- Behave respectfully and collaboratively with fellow students, teachers, and school staff.
- Obey requests by any adult in the school.
- Refrain from possession or use of any weapons or facsimile, illegal drugs, alcohol, tobacco, or vaping device.

The school's motto translates to Honor this way:



- ***Be Honest – Students will tell the truth, will act with academic integrity, will respect others' person and property, and will hold their peers accountable to do the same.***
  - **Telling the truth: Students are expected to speak the truth when asked about a situation and/or one's involvement.** Deliberately deceiving another by stating an untruth or by any direct form of communication including the telling of a partial truth and the vague or ambiguous use of information or language with the intent to deceive or mislead is a violation of The Code.
  - **Academic Integrity: Students will follow all teacher instructions, appropriately crediting all resources used, and citing any collaboration or assistance one was given.** Should a student have a question about the requirements of an assignment, the student should consult with the teacher regarding the assignment's requirements prior to completing the assignment. Using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question would constitute academic dishonesty on the assignment.
  - **Respecting the person and property of another: Each student's person and property are inviolable and shall be respected at all times.** The expectation is that students will encourage and cooperate with one another in a respectful manner enhancing the *Bond of Brothers*. In addition, it is expected that students will act in a manner that contributes to classroom activities and does not disrupt the learning environment for others. If a student discovers any item that is not his own, that student will attempt to return it to the rightful owner or turn in that item to the office.
  - **Peer-to-peer accountability: Students will hold one another accountable for living out The Code. Students shall be responsible for reminding their peers to act in accordance with The Code and/or dissuading their peers from any action that is contrary to The Code.** Implicit in The Code is the expectation that a student will report an unresolved incident with honor implications to the proper authority within a reasonable length of time. "Proper authority" includes teachers, coaches, administrators, and school staff. A "reasonable length of time" is the time it takes to confront the student(s) suspected of the honor violation and decide whether the incident was a misunderstanding or a possible violation of The Code.
  
- ***Be Kind – Students are expected to be respectful, encouraging, and supportive of one another.***

- **Respect: A respectful, deferential, and cooperative attitude is the expectation.** School personnel assumes that all students will follow directions from teachers or staff, in a classroom or in common areas, and will interact with adults and each other in a developmentally appropriate, mature, and mutually respectful manner.
- **Cooperation: Cooperative behavior in classrooms or common areas is expected.** Students will work to be focused and attentive in class. Students will ensure that all group activities will be positive and inclusive, allowing all who wish to participate to do so.
- **Physical Activity: Physical expression is normal for developing boys, however, all physical activity should be respectful of other people.** Any physical action that results in hurting another is contrary to the Code.
- **Anti-Bullying Statement: Adapted from StopBullying.gov.,** *"Bullying is unwanted, aggressive behavior among school-aged children that involves a power imbalance. The behavior is repeated over time. Both kids who are bullied and who bully others may have serious, lasting problems. In order to be considered bullying, the behavior must be aggressive and include:*  
**An Imbalance of Power: Students who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people. Repetition: Bullying behaviors happen more than once.** To further clarify, bullying is the ongoing harassment by one or more students of another where there is a definable power difference, (including cyberbullying) by another, or a group (i.e., engaging in physical intimidation, taunting, hazing, name-calling, insulting, cursing, gesturing, or verbally abusing any person; including, but not limited to: comments, abuse, or harassment based on that person's race, religion, gender, creed, national origin, personal or physical attributes, disability, intellectual ability; and matters pertaining to sexuality, or characteristics of another person or the associates of another person).
- **Social Media and Technology: It is expected that students will use all social media and technology, including all online messaging appropriately.** The expectation is that in all online communication, students will behave in accordance with The Code.
- **Cell phones:** Students should leave cell phones at home during the day. However, should a parent think that his/her student needs his cell phone at school, the phone shall remain in the student's backpack and shall be off throughout the school day. Any disruption caused by a cell phone will result in the phone being confiscated for the remainder of the school day.

If a student needs to contact a parent or guardian before 5:00 PM, they may utilize a landline in an administrative office. Students may use a personal electronic device after 5:00 PM only to contact a parent or guardian.

- **Stewardship of the campus: Students shall respect all school and personal property. It is the responsibility of each student to care for and maintain the campus and to respect others' property.** This includes disposing of trash during snack sales and policing the grounds as needed. In addition, should a student come across property that is not his, the student will attempt to return it to the owner or will bring it to the office where it will be placed in the "lost and found."
- ***Be The Best You Can Be – To “fulfill his noble purpose,” each boy must commit himself to putting forth an effort worthy of his personal best at all times and to encourage others to do the same.***

### **Discipline Process for Elementary and Middle School (3rd – 8th Grade)**

In general, when student behavior becomes more than can be mitigated by the teacher or staff, they will utilize a “Conduct Referral Form” to summarize the students’ behavior. The student and the Conduct Referral are sent to the Main Office where they will be directed to the appropriate administrator who will meet with the student as soon as possible. In most cases, this will be the Director of Campus Life.

Conduct referrals are used at San Antonio Academy to note continued minor conduct/behavior infractions of The Code. Conduct Referrals are also used to note continued violations of the school’s uniform standards, customs, or courtesies.

For ***minor infractions*** and lapses in discipline, actions are assessed along with the following guidance for consequence. Minor infractions resulting in a Conduct Referral are cumulative. This means that a second offense in a category, even if it is of a different type from the first, counts as a second offense.

***Major infractions*** are those that may violate The Code, the safety of students and staff, or laws applicable to minors. Major infractions are dealt with immediately and, at a minimum, will be assigned four Demerits, a conduct grade of “U,” and if deemed necessary, a parent conference. In addition, for infractions regarding academic integrity, the student may receive a grade of zero for the work in question, may have to redo their work, and/or may have additional work assigned. The severity and purpose of the infraction will determine the severity and need for further action. ***This may include suspension or dismissal at the discretion of the Head of School.***

7th and 8th graders may lose their leadership positions and rank in the Military Program if they commit a **major infraction** or if their conduct grade is less than “S” (satisfactory).

Demerit service minutes will be served at the discretion of the Director of Campus Life.

Our process is guided by the three Rs or R<sup>3</sup>.

**The three pillars of the R<sup>3</sup> process are *reflection, restitution/reset, and restoration.***

1. **Reflection** requires that the boy understand his responsibility in the misconduct and demonstrate a willingness to turn away from the behavior and make better decisions in the future.
2. **Restitution/Reset** requires that the boy be penalized for his misconduct. In keeping with our mission and vision, penalties may range from routine to actions that are “intentionally crafted” for the lesson we want to instill in the boy. Depending on the specifics and severity of the behavior, the penalty could be a combination of one or more of the following:
  - Lunch reset – eating with an administrator at the adult table, dining hall clean-up
  - Recess reset and grounds clean-up
  - Afterschool reset with or without grounds clean-up
3. **Restoration** requires that the boy create a plan for restoring the relationship with an individual or the community depending on the specifics of the situation.

### **Merits and Demerits (3rd – 8th Grade)**

To help students make positive choices and to create a positive climate for learning, San Antonio Academy uses a merit and demerit system to address behavior for grades 3rd to 8th grade. The system provides rewards for positive behaviors and penalties for negative behaviors. The system is intended to assist students in making good choices and understanding the consequences of those choices, thus exercising SEL skills such as self-management, decision-making, and relationship skills. Our ultimate goal is to develop students of character who are self-disciplined and good citizens.

Any teacher or staff member can issue merits. Every student has an opportunity to earn merits over time. To earn merits, students must exhibit positive behaviors above and beyond the expectations of The Code on a consistent basis.

Students who demonstrate the following positive behaviors can earn merits:

- Trustworthiness: honesty, returning lost items
- Respect: value others’ opinions and property, listening to peers and superiors alike

- Responsibility: returning important documents, caring for equipment, reporting incidents
- Fairness: be accountable, cooperate, willing to do what is best for everyone
- Citizenship: pride in school and community
- Caring and Helpful: holding the door, saying please and thank you, assisting a classmate or teacher
- Random Merits: such as school spirit, Chapel, and assembly behavior
- Making the Honor Roll or Honorable Mention Roll

Merits earned by an individual can positively impact that boy's company standing for end-of-year and graduation awards.

Awards are given at the end of the school year that recognizes the top two students who have attained the most merits in their class. Awards are also given to students who did not receive a demerit during the school year. See the Military Program Guide for further information on these awards.

Demerits are only issued by the Director of Campus Life in consultation with the Division Director, and/or the Head of School.

Demerits are designed to document and track repeated minor or serious major infractions. Accumulation of demerits by students who consistently disrupt the learning environment can eventually result in further administrative punishment. Demerits will be documented in the school database (FACTS) and parent contact will be made accordingly. While verbal reprimands are usually appropriate and sufficient to correct minor misbehavior, some incidents may be disruptive enough or persistent enough to warrant interventions such as receiving demerits and accompanying penalties like those stated above.

Major infractions may result in significant penalties that are not addressed through the use of demerits.

Demerits earned by an individual can negatively impact that boy's company standing for end-of-year and graduation awards.

- **1st Conduct Referral:** Referral sent home for parent review and signature.
- **2nd Conduct Referral:** 15 minutes of service time. Referral sent home for parent review and signature. Demerit and Conduct grade warning.
- **3rd Conduct Referral:** 30 minutes of service time. Referral sent home for parent review and signature. Last strike warning. Demerit and Conduct grade warning.
- **4th Conduct Referral:** 2 Demerits. 45 minutes of service time. Referral sent home for parent review and signature. The Director of Campus Life will contact parents at this time if they haven't previously. Conduct grade recorded as "N" for the current grading period.

- **5th Conduct Referral:** 3 Demerits. 1 hour of service time. Referral sent home for parent review and signature. The Director of Campus Life will request a parent conference at this time if they haven't previously. Conduct grade recorded as "U" for the current grading period.

Further Conduct Referrals will be managed by exception along with the school counselor and other administrators.

Major infractions are those that may violate The Code, the safety of students and staff, or laws applicable to minors. Major infractions are dealt with immediately and, at a minimum, will be assessed 4 Demerits, conduct grade of "U," and parent contact. In addition, for infractions regarding academic integrity, the student may receive a grade of zero for the work in question, may have to redo their work, and may have additional work assigned. The severity and purpose of the infraction will determine the severity and need for further action. This may include a letter of reprimand, suspension, or dismissal at the discretion of the Head of School.

7th and 8th graders may lose their leadership positions and rank in the Military Program if they commit a major infraction or if their conduct grade is less than "S" (satisfactory). The disposition of student leadership will be made by the Commandant in consultation with the Director of Campus Life and with the concurrence of the Head of School.

## **Uniform Standards**

San Antonio Academy has a set of standards for the school uniform and appearance where discipline is judged. Therefore, a neat and well-groomed appearance by all students is fundamental to the school and contributes to an effective learning environment. These standards can be found in the [Military Program Guide](#). It is the responsibility of the student to meet these standards and all teachers and staff to ensure students present a neat appearance. Failure to meet the school uniform standards may result in disciplinary action to include Conduct Referrals.

In general:

- Uniforms will be neat, clean, and worn to standards.
- Hair will be clean, combed, and worn to standards.
- Shoes will be clean, laces tied, free of worn areas, and regularly polished.
- Jewelry is not authorized other than the school ring. This includes other rings, necklaces, bracelets, earrings, and other forms of jewelry.
- Watches may be worn, as long as they are analog or simple digital watches. Watches considered "Smart Watches" are not authorized.

## **Traditions, Customs, and Courtesies**

Established in 1886, The Academy embraces a rich tradition of over 130 years of school history. Our traditions have been a part of the school's fabric since its beginning making this school unique to San Antonio and Texas. Each generation has added a bit of flavor to an event or custom to make it a little different and relevant for the current school environment, yet upholding the customs and courtesies that keep it strong and continue to nurture boys of strong character.

Our customs include wearing the school uniform, our school motto, morning Chapel where we say the Pledge of Allegiance and offer a morning prayer, a Military Program that focuses on boy leadership development and conducts events such as parades, the annual Military Ball, and daily morning lineup. The school Buddy Program also enriches our school community as older boys nurture and develop the younger boys. Our customs foster school pride and excitement, teamwork, boys of strong character, and a strong competitive spirit.

Our courtesies include boys who have good manners; address adults as Sir or Ma'am, stand when visitors enter a classroom and greet adults who visit the camps. Courtesies are also expressed by boys who are role models for other boys and help to develop them, freely sharing learning and knowledge. These common courtesies foster good manners and politeness in dealing with others and create a unique learning environment.

## **PARENTAL AND FAMILY COOPERATION**

Parents, legal guardians, and family members are expected to be respectful and cooperate with San Antonio Academy with respect to all decisions affecting the student or the school community as a whole. Continued enrollment of a student is specifically contingent upon the parents, guardians, and family members not creating disruptions within the school, abiding by school policies and rules as well as by the decisions of the administration. If it is determined, in the sole discretion of San Antonio Academy, that the behavior of a parent, legal guardian, or family member is detrimental to, or impedes, SAA's ability to follow its mission, meet its educational objectives or if the behavior makes a positive or constructive relationship impossible, the student may be requested to withdraw, be suspended, or expelled. This action will be taken separately and apart from the student's conduct. No refund of tuition or fees will be made if a student is required to withdraw, is suspended, or is expelled under this policy.

## **Strategies for Parents/Guardians**

Parental/Guardian involvement is essential to a boy's academic success and it helps to enrich their experience at The Academy. Developing SEL skills at home, parents and

guardians understand it's critical to pay attention to the development of the whole young person, including character education. Parents and guardians have a dual role to play in raising a self-aware, respectful boy who knows how to manage his emotions, make responsible decisions, and resolve conflicts nonviolently. At home, parents and guardians should strive to create an environment of trust, respect, and support. The Responsive Classroom has an array of resources, articles, and publications to assist families and the school community in developing SEL skills. These can be found at <https://www.responsiveclassroom.org/about>.

Strategies to use at home:

- **Be a good listener.** This can be a challenge for both adults and boys but it is extremely important.
- **Set clear expectations at home.** Know your son's classroom goals and The Academy's exceptions. Support your son by collaborating with him to meet these and home rules.
- **Become knowledgeable in The Academy's history, traditions, customs, and uniform standards.**
- **Model the behavior you seek.** Nurture your son's self-esteem. A boy with a good sense of self is happier, well-adjusted, and does better in school. Strategies for fostering self-esteem include giving your son responsibilities, allowing him to make age-appropriate choices, and showing your appreciation for a job well done.
- **Respect differences.** Every boy has his own unique talents and abilities. Whether in academics, athletics, or interpersonal relationships, resist the urge to compare your son to friends or siblings. Instead, honor your son's accomplishments and provide support and encouragement for the inevitable challenges he faces.
- **Take advantage of support services.** Seek the advice and support of school counselors, teachers, or staff during times of family crisis, such as a divorce or the death of a close friend or family member. Remember that no matter how close you are to your son, he may be more comfortable discussing a troubling family situation with another trusted adult.

Strategies to use at school:

- **Communicate with teachers and staff.** Get to know your son's teachers; their goals and expectations. Help the teacher get to know your son. Keep teachers informed about your son, including medical information, family situations, and education challenges.
- **Get involved.** When parents/guardians are involved at school, the performance of all the children at school, not just their own, tends to improve. The more



comprehensive and well-planned the partnership between school and home, the higher the student achievement.

- **Celebrate The Academy and its diversity.** Collaborate with other parents, teachers, and staff to support programs and events that celebrate and honor the school and the many cultures in our school community.

## **COUNSELING AND WELLNESS**

The School Counselor is available to students and families to discuss personal, social, behavioral, and academic needs. The counseling program sets out to support student developmental skills prior to greater needs arising. We will work collaboratively to facilitate conversations with, and among students, teachers, and parents.

The purpose of the San Antonio Academy comprehensive school counseling program is to provide a high-quality and effective school counseling model addressing the personal, social, academic, and career development competencies of all students so that they may realize and achieve personal and postsecondary goals. Recognizing the importance of the entire educational community, the Counseling and Wellness program staff will serve as an integral member of the campus support system enabling all students the opportunity to fully progress so that they may be prepared to effectively manage future challenges. The counseling program staff will utilize a comprehensive assessment to define the focus of the school counseling program based on the school's academic, attendance, and discipline data. The counseling staff will work with students, teachers, parents, and community members to design the counseling program, consult with campus leadership, and prioritize the counseling program goals.

The SAA comprehensive school counseling program is thoughtfully designed, intentionally planned, and organized to meet the needs of all students. The comprehensive school counseling program is led by professional staff who advocate, collaborate, and facilitate individual and systemic change ensuring every child has access to services to cultivate personal growth. Counselors strive to empower students to build resilience and achieve their personal, social, and academic aspirations. The school counseling program is aligned to the Texas Model for Comprehensive School Counseling Programs, 5th edition, and is delivered through direct and indirect services:

### **Direct Services**

- **Guidance Curriculum** - to teach students life skills related to their mindsets and behaviors and focus on their social, emotional, personal, academic, and career development.
- **Individual Planning** - to guide each student in planning and goal setting in social, emotional, personal, academic, and career domains.

- **Responsive Services** - to assist students with personal health and safety, prevention, remedial, and crisis intervention.

### **Indirect Services**

- **System Support** - to work indirectly on behalf of students through consultation with teachers, staff, and parents, coordination of counseling-related services, utilization and analysis of data to increase counseling service efficiency, and attending or providing school counseling-related professional development.

The comprehensive school counseling program is an integral part of the SAA education system and is designed to meet the needs of each student by addressing personal and social inhibitors to academic success. The comprehensive school counseling program creates an inclusive environment that ignites innovation and creativity, fosters individual growth, and instills a passion for learning. The counseling program staff will use a variety of assessment data to analyze students' strengths, interests, and areas for growth, and help determine a plan to meet the individualized needs of the whole child. The counseling program is aware of possible factors impacting students and the education system (transitions, relationships, anxiety, depression, etc.) and will work to preventatively and responsively support all students.

School Counseling and wellness staff are uniquely trained in child and adolescent development, learning strategies, self-management, and social skills. The Counseling program supports students through important developmental periods. The pyramid for comprehensive school counseling services provides an overview of the structure and support provided through the SAA Counseling and Wellness Programs.

## **HEALTH SERVICES**

### **Student Health Services**

- A. San Antonio Academy is committed to providing a safe and healthy environment for its students. The nurse or a designated representative will assess illnesses or injuries which occur while students are on campus and administer care as needed. Parents will provide 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, chosen by the emergency responders.

### **Medications**

- A. The School Nurse or other designated representative may administer prescription medication if it is in the original pharmacy-labeled container. Prescription

- medications must be accompanied by a signed guardian's form (available on Magnus and in the nurse's office) and a physician's order.
- B. ALL MEDICATIONS MUST BE BROUGHT TO THE NURSE'S OFFICE BY THE PARENT/GUARDIAN. Do not send your son's medication in his backpack. 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 a guardian has signed the health record for over-the-counter medications such as: Tylenol, Motrin, Benadryl, Ibuprofen, allergy medication, and cough drops. These medications are kept in stock in the nurse's office.

### **Food Allergies and Snacks**

If your son(s) has any allergies, please fill out the form located on Magnus as well as contact the health clinic. 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 minimize accidental exposure, 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 made 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.

### **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.

### **Immunization Exemption**

Texas Administrative Code (TAC) §97.62 describes the conditions under which children and students can seek exemptions from immunization requirements in Texas elementary and secondary schools and institutions of higher education. Exclusions from compliance are allowable on an individual basis for medical contraindications, active duty with the armed forces of the United States, and reasons of conscience, including a religious belief.

## **Physical Examinations**

Pre-participation medical history forms are required for all students in grades Pre-K-8. The appropriate forms may be downloaded from the school's website. Students in grades Pre-K-8 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 health record system maintained by SAA.

## **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 elevated temperatures 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 without fever-reducing medications, vomiting, and diarrhea for 24 hours before they may return to school.

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.

Additional safety information for novel viruses is located on the school's website.

## **PARENTS' ACTIVITIES**

Parent involvement at San Antonio Academy is an important part of not only helping the school but of building the community we cherish. We encourage you to participate in any and all the ways that interest you. Contact Jennifer Colglazier for more information at [jcolglazier@sa-academy.org](mailto:jcolglazier@sa-academy.org).

## **Parents Club**

The SAA Parents Club supports the three pillars of the SAA community: Our boys, our staff, and our families. Activities include the Uniform Exchange fundraiser, Middle School Dances, Alamo Honor Guard, Speaker Series, and Snack & Taco Sales.

## **Fall Fair Committee**

The Fall Family Fair Committee plans and organizes The Academy's annual Fall Fair including: drop-in-the-bucket, food and drink, games, event promotion, decoration setup, and clean-up, ticket sales, and underwriting.

## **SAA Soiree Committee**

The SAA Soiree Committee plans and organizes The Academy's annual spring fundraiser including: class projects, decorations, entertainment, food and drink, fundraising (auction, paddles up, and raffle), invitations, table sales, and underwriting.

## **Class Representatives**

Class representatives serve as liaisons between class parents and administration. Representatives are chosen by the Head of School and Parent Relations.

## **Host Families**

Ensure a smooth transition for families new to San Antonio Academy.

## **TECHNOLOGY**

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

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 closely monitor 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 the use of 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 that 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. Students may not have cell phones during the school day. If circumstances require that a student bring a cell phone onto campus, it must be turned off and left in the student's book bag until the student leaves at the end of the day. If a student needs to contact a parent or guardian before 5:00 PM, they may utilize a landline in an administrative office. Students may use a personal electronic device after 5:00 PM only to contact a parent or guardian.

Students may not play games, listen to music, text, or watch videos at school on their personal technology devices.

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.

A student may not bring a personal computer to school unless he has completed a San Antonio Academy Personal Technology Device Form.

All students in grades 4-8 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 grades Pre-K through 3 remain in the

classroom. SAA monitors the use of school-issued Chromebooks, iPads, and other school-issued technology.

### **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 smartphones, 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.

### **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.



## **Screening & Filtering Systems**

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

## **Consequences**

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.

## **LIBRARY POLICIES**

The Bondurant Library supports and supplements classroom learning activities with appropriate instruction, services, and physical resources. To this end, the library is open to students from 7:30 AM until 4:30 PM, Monday through Thursday, and from 7:30 AM until 3:45 PM on Friday during the regular school session. Early dismissals affect hours of operation.

### **Circulation Policies**

- A. Loan Periods: Library books are due two weeks from the date checked out. A student may renew his book for an additional two weeks.
- B. Students may check out the maximum number of books as noted: Pre-K through 1st: 1 book, 2nd through 5th: 2 books, and 6th through 8th: 3 books.
- C. Overdue or Lost book - Students may not check out a book until the overdue or lost book is returned. If a book is lost or damaged, the replacement cost will be charged to the student's account.

### **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.

### **Lost/Damaged Material**

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. Students will be charged for books damaged while in their possession.

### **Fines**

- The library levies a fine of 25¢ per day for overdue books, for up to two weeks. Fines are calculated on school days only, not weekends, vacations, or holidays.

- San Antonio Academy reserves the right to suspend borrowing privileges when materials are two weeks overdue.
- 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 the parents.
- Students are responsible for paying their fines in cash.
- At the end of the school year, any unpaid fees are charged to the student's account.

## **ATHLETIC PROGRAM**

### **Overview**

Academy students are encouraged to take part in any athletic activity they are interested in. We offer after-school athletic programs to give many opportunities for students to enjoy positive, school-sponsored athletics. The athletic program is also structured to give students knowledge of higher-level athletic expectations. We will help develop leadership skills, brotherhood, and discipline.

### **Athletics 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 knowledge and values that every athlete needs in order to be successful.
  - **Hard Work:** Give 100% effort in every practice and game.
  - **Sportsmanship:** Play fair, win with humility, and lose with grace.
  - **Teamwork:** Place team goals ahead of personal interests; always support and encourage team members.
  - **Respect:** Treat with respect all officials, opponents, teammates, and coaches.
  - **Appreciation:** Be aware of and be thankful for God-given abilities and opportunities.
  - **Knowledge and preparation in speed, strength, and agility**

### **Competitive Sports by Season**

#### **I. Fall**

- Cross-Country (Grades 5-8)
- Fencing (Grades 1-8)
- Football (Grades 6-8)
- Tennis Lessons (Grades Pre-K-8)

#### **II. Winter**

- Basketball (Grades 7-8)

- Ironman (Grades 3-8)
- Soccer (Grades 6-8)

### **III. Spring**

- Spring Football (Grades 5-7)
- Lacrosse (Grades 7-8)
- Tennis Lessons (Grades Pre-K-2)
- Tennis (Grades 5-8)
- Track & Field (Grades 5-8)
- Intramural Track Meet (Grades Pre-K-2)
- Golf (Grade 8)
- Baseball (Grades 7-8)

Tryouts for 6th-8th grade soccer, 7th and 8th grade basketball, and tennis will be held prior to each season. 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 practice with the Varsity Team during P.E./after school. If questions arise, please contact the coach of that team.

## **EXTRACURRICULAR 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 (grades 5-8)
- Study Hall
- 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.

# **NUTRITION WELLNESS**

## **Nutrition Wellness Policy**

Healthy eating patterns are essential for students to achieve their full academic potential, physical fitness, full physical and mental growth, and maintain healthy lives. The Dimensions of Wellness program will continue to reinforce the topic of healthy living through planned activities.

## **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 positively impact 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.

## **Meals**

- All students will eat lunch in the dining room.
- Meals will be served family-style and supervised by a teacher.
- Older students will assist younger students and serve the meal.
- 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.
- All students are expected to act as gentlemen in the dining hall. They will walk to lunch, talk quietly, and demonstrate good table manners.
- Only faculty members may excuse students from the lunchroom.
- Family members are invited to have lunch with the boys anytime during the lunch period.

## **After-School Snacks**

### ***(After-School Care, and school-sponsored activities)***

- Snacks in After-School Care – the students eat packaged foods ordered by the refectory. These include: popcorn, pretzels, cheese crackers, goldfish, and animal crackers. Usually, the students can choose between two snacks offered.

- Sponsors of other after-school activities will offer similar healthy snacks for their students.

### **Primary School Snacks**

*(Parents of Kindergarten and 2nd Grade students – those students have second lunch)*

- You are encouraged to choose from the list of snack options provided by classroom teachers.
- Pre-K and grade 1 eat lunch earlier and therefore do not need morning snacks.

### **Primary School Holiday Parties**

*(For homeroom mothers)*

- Primary School 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).

### **Snack Sales**

*(Parents Club)*

- Drinks will include bottled water or flavored waters..

### **In-Class Activities**

*(Teachers and staff)*

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