



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, pre-kindergarten through 8th grade.

The Academy achieves its mission by:

- Creating an environment where each student is known, valued, and understood
- 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.®

THE PORTRAIT OF AN ACADEMY BOY AND ITS FOUR PILLARS

[The Portrait of an Academy Boy](#) provides the developmental focus for each of the four pillars. As a boy progresses through The Academy program, attention to these developmental areas will contribute to his growth as a young man, furnishing opportunities to practice the skills required to become an Academy Boy.

This portrait was crafted by students, parents, teachers, and administrators. It is a living document that helps all stakeholders guide each Academy boy to find his noble purpose and live out The Motto of The Academy.

THE PILLARS

Scholarship: We learn at a high-level, utilizing a growth mindset, goal-setting and a reflective process. We engage with ideas and issues with a global perspective.

Leadership: We lead confidently with the ability to communicate and collaborate with empathy.

Integrity: We commit to being principled citizens known for being honest, kind, and the best we can be.

Brotherhood: We create lasting bonds with others, fostering friendship, and developing a strong lifelong link with those in our community.

OUR COMMITMENT

Since The Academy's founding in 1886, the hallmark of The Academy education has been the development of well-rounded young men. Offering a balanced program intended to challenge, inspire, equip, and engage the hearts and minds of boys, The Academy is dedicated to growing scholars, leaders, young men of integrity and brothers on whom others can rely. For 139 years, The Academy has been fostering the development of Texas gentlemen.

In addition, The Academy is 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 21st 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.

The Academy policy regarding equal treatment regardless of race, religion, color, national origin, sex, genetic information, age, disability or any other classification protected by law prohibits any type of harassment or retaliation for activity protected by appropriate state or federal anti-discrimination laws. Accordingly, The Academy strictly prohibits any employee from harassing another employee on the basis of his/her race, religion, color, national origin, sex, genetic information, age, disability or any other classification protected by law; and The Academy, likewise, strictly prohibits any type of retaliation for any employee engaging in any activity protected by the appropriate federal or state anti-discrimination laws.

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IMPORTANT PHONE NUMBERS

Main Office: 210-733-7331

Website: www.sa-academy.org

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

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

Nurse, Cheryl Digges (*Ext. 207*), for questions about your son's health, medical procedures, or medical records.

Semmes Foundation Head of School, Paul M. 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 (Pre-K- 2nd grade).

Elementary School Concerns if you have any questions about your son's overall performance, conduct, grades, or school activities in Elementary School (3rd-5th grade), please contact the main office.

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 (Pre-K - 8) school experience or seek guidance with parent-child issues.

Director of Student Services, Patrick Atkerson (*Ext. 255*), if you have any questions about student services.

Director of Teaching/Learning and Curriculum, Veronica Bordano (*Ext. 270*), if you have any questions about the curriculum.

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

Director of Technology, William Wray (*Ext. 238*), if you have questions about technology.

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.

Chief Development Officer, Jennifer Colglazier (Ext. 227) if you have any questions regarding philanthropic opportunities at The Academy.

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

Wildcats Extended Learning & Leadership (W.E.L.L.) Coordinator, Brittany Schrader (Ext. 245) if you have questions regarding our after school W.E.L.L. programs.

After-School Care Coordinator Sherry Omid (Ext. 233) if you have questions regarding our After-School Care program.

Commandant, SgtMaj. (Ret) Delvin Smythe (Ext. 212) if you have questions regarding the military leadership program and/or your son's conduct and behavior

Constituent Relations, Emily Iturbe (Ext. 268) if you have any questions regarding volunteer opportunities.

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 7:30 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 should report to the Main Office. The division head will notify parents when patterns of tardiness occur.

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 the office of 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. Please see Player/Parent Athletic Agreement for further information regarding absences and athletic participation.

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 located outside Stribling House.
- Items may be discarded after four weeks. The school is not responsible for lost articles of clothing, gym bags, book bags, or personal technology devices. **All items should be labeled with the student's name.**

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 8th grade take NWEA Map Growth three times a year. MAP Growth offers assessments in math, reading, and language usage. 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. Families are provided testing results at the end of the year with the report card or upon request. 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 available through Blackbaud Tuition Management account.
- Tuition and Fees 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

San Antonio Academy is grateful for the generosity of its families; however, Federal Internal Revenue Service regulations require our faculty and staff to report all cash, gift cards, or other items of value from anyone connected with San Antonio Academy including coworkers, parents, alumni, and vendors.

While we support families providing gifts to our faculty and staff in any way that they should like, we encourage you 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.

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
- Solid-colored, cold-weather coat bearing no logo larger than an inch.
- Solid-colored, or camo, cold-weather beanie **bearing SAA-branded logo** or no logo larger than an inch.

The School Day

The school day begins with chapel 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. Once dropped off, Primary School students will be escorted to Ellison Hall 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 Information and Pricing](#)

Birthday Snacks

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

Grades

SAA is on a 9-week grading cycle. Numerical grades are not given in Primary School. Parents will be notified when report cards are viewable through the Wildcat Portal. 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

Homework

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

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.

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.

Conduct and Behavioral Expectations - Social-Emotional Learning

In the Primary School grades, 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 first in the classroom. If patterns start to occur, the teacher will seek assistance from the Director of Primary School or the Commandant.

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.
- To work with all students to develop skills to meet desired expectations.
- To maintain an interest in the personal goals, needs, and achievements of each student.
- To support each student in their social, personal, academic, and extracurricular goal development.

Miscellaneous

1. **Chapel:** Parents are invited to attend chapel. Your son may sit with you on the balcony. ***We ask that only your son be brought to sit with you.*** When chapel is over, please bring your son down the stairs and have him join his class line to go to the classroom.
2. **Lunch:** Parents are invited to attend lunch with their son. A guest table is provided for parents to sit with their sons. Friends should remain at their assigned lunch table. Other than birthday treats, outside food is not allowed.
3. **Money:** Students should not bring cash to school.
4. **Taco Sale and Snack Sale:** Parents Club holds these sales throughout the year. Primary School students are welcome to purchase items if they are accompanied by an adult.
5. **Toys and Trading Cards:** Toys and trading cards are not to be brought to school or After-School Care, including sports equipment. The school has purchased ample equipment for recess.

ELEMENTARY SCHOOL (GRADES 3–5) AND MIDDLE SCHOOL (GRADES 6–8)

Dress Code

San Antonio Academy has a set of standards for the school uniform and appearance. These standards are found in the [Military Program Guide](#). A neat and well-groomed appearance by all students is fundamental to the school and contributes to an effective learning environment. The students are responsible for meeting these standards. Failure to meet the school uniform, including haircut, standards may result in disciplinary action such as a Conduct Referral.

Hair: Short, neat, and combed. Hair should not cover the eyes or touch the collar.

Shoes: On NON-dress/drill blue uniform days, students will wear ALL black athletic tennis shoes. On dress/drill blue days, please refer to the military program guide. On camo days, students will wear any athletic tennis shoes.



Dress Shoe



Daily Shoe

Jewelry: No jewelry is allowed. Analog and/or simple watches may be worn. "Smart Watches" are not allowed.

Backpack: Only school-issued backpacks are allowed. Keychains and other decorative items are not permitted.

Outer Garments: SAA-branded, solid-colored, or camo, cold-weather coat, hoodie, sweatshirt, or beanie bearing a logo no larger than an inch may be worn.

The School Day

Elementary and Middle School students may be dropped off in Ellison Hall/Gym Parking lot (behind Ellison Hall) beginning at 7:30 AM. ***The school day begins at 7:55 AM with lineup before chapel.*** 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.

Students are dismissed at 3:30 PM and may be picked up until 3:45 PM. For supervision purposes, any student not picked up by 3:45 PM must check in with After-School Care.

Ellison Hall/Gym Parking Lot: Parents are asked to keep the pickup line circulating. If a student is not ready for pickup, parents are asked to park in a parking spot when waiting for their son(s) so that traffic can maintain movement.

Birthday Snacks

Parents should contact their son's teacher when planning to bring birthday treats.

Report Cards and Progress Reports

Report cards contain permanent grades and are recorded following the end of each nine-week grading period. Progress report grades are recorded after the fourth week of a grading period. Parents will be notified when these reports are available to be accessed through The Wildcat Portal. Grades are posted regularly for parents and students to monitor progress at any time.

Grades

Academic Grading System

Each student in grades 3–8 earns four report cards throughout the year with permanently recorded grades. If a student's performance declines, the teacher will notify the parents.

Description	Numerical Equivalent
Exceptional (E)	90-100

Successful (S)	80-89
Progressing (P)	70-79
Needs Improvement (N)	65-69
Unsuccessful (U)	64 or below

In addition to evaluating each student’s academic performance, SAA assigns a grade in conduct based on the student’s overall behavior. The number of conduct referrals and demerits the student has received during the grading period are also considered.

Conduct grades are recorded as:

S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

Grade Communication

San Antonio Academy uses the Blackbaud online information management system which allows access to a student's vital school data via a secure and confidential portal. Blackbaud also enables communication via email with teachers and other school personnel. Parents are able to access their sons' grades via Blackbaud. Teachers will contact parents when a student does not consistently 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 teacher may finalize a grade or assign a temporary grade of incomplete (Inc). The course must be completed within an established period.

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 Guidelines

Homework is a regular expectation for boys in 3rd—8th grade. Homework is intended to be a review of material and skills learned in class along with daily requirements to reinforce learning. **We encourage parents to limit assistance on projects to foster independence in the boy and allow the faculty to assess the student's understanding.**

- Generally, projects or homework are not assigned over holidays, or during school vacation days. Students in grades 6-8 may occasionally have assignments or projects to complete over 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 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.

After-School Help

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. Teachers will contact parents when a student is required to attend after-school support.

Homework Club

After-school 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 required to reteach lessons.

Students not enrolled in Homework Club may work in the library. The library remains open until 4:30 PM as a place for students to quietly work.

Homework Club Procedures:

- Students

- 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.
- Should arrive promptly at 3:45 PM or notify the monitor if they are working with another teacher.
- Are encouraged to bring a snack from home to eat before the beginning of Homework Club.
- 3rd—5th graders are dismissed at 4:30 PM
- 6th—8th graders are dismissed at 5:00 PM
- Attendance will be checked daily and parents will be notified if their son does not attend. Repeated absences will be cause to withdraw a student from HWC.
- Parents should notify the Main Office by email or phone call if their son will not attend on the day he is registered.

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 regarding student development in class. Parents may request the Director of Middle School or Student Services to attend a conference. Individual student conferences will be offered in the fall and spring semesters.

Contacting Teachers: Parents are encouraged to contact a teacher directly if they would like an update or are concerned about their son's progress. Parents should contact the teacher directly. Under most circumstances, teachers will respond within 24 hours. If the concern persists, the parent should contact the Division Director.

A student or parent may contact the Division Director at any time and may arrange a parent-student-teacher conference to address any concerns for a student. If a student is having academic, personal, or social difficulties, they may:

- Make an appointment 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 Counseling, Division Director, or the Office of Student Services.

Technology & Chromebooks

Students are provided a Chromebook for school-related activities. Students will lose the privilege of the Chromebook for engaging/utilizing the Chromebook for non-school-related searches and activities.

Cell Phones

San Antonio Academy is a cell phone-free campus. Students should not bring personal electronic devices (cell phones/smart watches) to school. If a student needs to contact a parent or guardian before 5:00 PM, he may utilize a landline in an administrative office. Faculty and staff will collect all cell phones brought/utilized on campus. A parent will need to meet with an administrator in order to recover their child's cell phone.

Academic Honors

High Honors consist of students whose average grade for the Trimester is 90 or above, with no grade below 90, and no "N" or "U".

The Honor Roll consists of students whose grade average for the Trimester is 90 or above, with no grade below 85, and no "N" or "U".

End-of-Year Awards

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

- **High Honor Ribbon:** Criteria – Grades 3-8. Awarded for being on the High Honor list for two grading periods during the school year. One ribbon is awarded annually per student at the end of the school year.
- **Academic Star:** Criteria – Grades 3-8. Awarded to students who, for two grading periods, have no grades below 85 and no "N" or "U." Awarded at the end of the school year.
- **W.W. Bondurant, Sr. Award for Academic Excellence:** Criteria – Grades 6-8. Awarded at graduation to the three students in the 6th, 7th, and 8th grade who have the highest numerical academic averages. Based on grade point average with no "N" or "U."

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:

- 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

Overall Goals: Learning body mechanics, learning the importance of exercise for health, strength training and knowledge, fundamentals of speed and agility, teamwork, leadership, understanding overall games, sports, and sportsmanship.

- **Grades:** Students will be given a grade for overall daily participation, which will be affected by failure to participate in activities.
- **Uniform:** Students will dress out for physical education/athletic classes with a uniform with their name on their personal clothing. Athletic uniforms will be worn daily unless any style blue uniform is worn on that specific day.
- **Locker Room:**
 - Students will be assigned a locker and issued a combination lock.
 - 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.
 - Only water is allowed inside the locker room.
 - All uniforms and athletic bags need to be stored in the locker room and not left out on campus grounds, unless there is a specific area instructed by coaches.
- **Participation:**

- All boys are expected to participate during each class. Students with a current exemption from the school nurse will be excused from participation.
- If a student doesn't change into their P.E. uniform, they will have a non-uniform participation for the day, which can affect their grade.
- For additional information on athletics, please read the [Athletic Guidelines](#) which includes team rules and expectations.

Field Trips and Culminating Experiences

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

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.

Personal Items, Valuables, and Money

Students and families are encouraged to keep all items of value at home. Students should not bring valuable items such as jewelry, electronic devices, or large amounts of money to school. The school will not be responsible for lost or stolen items.

School Dances/Socials

- Academy dances/socials are held for grades 6–8 in the fall, winter, and spring.
- Academy dances/socials are open to any 6–8 grade girls, and independent school boys.
- SAA welcomes girls from public and independent schools.
- Behavioral expectations at dances/socials conform to the school's rules and dress is casual but respectable.
- The Academy hosts a Military Ball in the spring for 6th, 7th, and 8th grade students and a female guest. Attire for boys is Dress Blue, and semi-formal for girls.

STUDENT SERVICES: ACADEMIC INFORMATION

Guide to Academic Accommodations

San Antonio Academy students who have diagnosed learning differences may be eligible for academic accommodations. The purpose of accommodations is to support students in becoming effective, independent learners, and minimize barriers to learning. Academic accommodations do not guarantee success or provide an unfair advantage.

The following learning differences, but not limited to, are addressed within our Educational Support Services:

- Attention Deficit Disorders
- Dyslexia
- Dysgraphia
- Executive Functioning
- Processing Speed Deficiencies

For a student to be considered for educational accommodations, the Office of Student Services must receive a full report of a psychoeducational 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 to evaluate his current needs.

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 and coordinate through the Office of Student Services. 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 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 Pre-K through 8th grade.**

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

The [Portrait of an Academy Boy](#) provides a general guideline of developmentally appropriate expectations for the students.

In conjunction with the mission, the vision, and [portrait](#), 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.

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 for 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 students 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 referred to the counseling office or the Commandant.

The Counseling Office, the Commandant, Student Services, Division Heads, and Head of School are available to consult with parents, faculty, and staff to discuss ongoing and individualized student strategies and interventions.

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 guided by the motto and the appropriate developmental behaviors are found in [The Portrait of an Academy Boy](#).

Expectations

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

The Motto in Action.

San Antonio Academy's motto: **"Be honest. Be kind. Be the best you can be."**

To maintain the standards and traditions of San Antonio Academy,

- The basic components of integrity are *honesty, trust, and respect for oneself, others and their property*. The Motto reinforces and guides students to attain these qualities. The Motto is not only a system of expectations within The Academy, but a way of life for the members of the school's community.
- The motto is ultimately a matter of personal responsibility and 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 Motto.
 - **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 Motto. Students shall be responsible for reminding their peers to act in accordance with The Motto and/or dissuading their peers from any action that is contrary.** 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.
- ***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 assume 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 Motto.

- **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 students will behave and conform to the expectations of use of technology in all online communication.
- **Cell phones:** Students must leave cell phones at home during the day. If a student needs to contact a parent or guardian before 4:00 PM, they may utilize a landline in an administrative office.
- **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.***

Conduct and Behavior for Elementary and Middle School (3rd–8th Grade)

Rationale: SAA students shall act in a personal, social, and academic manner with the utmost honesty and integrity. This section on student life, conduct, and behavior will outline the expectations and responsibilities for San Antonio Academy.

Our behavior and conduct process is guided by the three R’s or R³: Repentance (Reflection), Restitution, and Restoration.

Repentance (reflection) requires that the student understands his responsibility in the misconduct and demonstrates a willingness to turn away from the behavior in the future.

Restitution requires that the boy be penalized for his misconduct. In keeping with our mission, penalties may range from the routine to consequences “intentionally crafted” for the lesson we want to instill in the boy. Depending on the specifics and severity of the behavior, the response+ may be:

- Lunch reset
- Recess reset and grounds clean-up
- After-school reset with or without grounds clean-up
- In-house reset – one to three days

+Each of these penalties are options available for use in crafting a penalty “intentionally crafted” for long-term retention of the intended lesson.

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. (See Corrective Process for Elementary and Middle School.)

Conduct and Behavior - Corrective Process for Elementary and Middle School (3rd–8th Grade)

In general, if student behavior becomes more than can be mitigated by the teacher or staff, they will follow the process outlined to summarize the student’s behavior.

When correction is required, the following process will be utilized to support student behavior, social, and emotional development***:

1. Teacher will address the behavior and expectations directly with the student utilizing the three R's outlined above*.
2. If behavior continues, the teacher will contact the parent to make them aware of the behavior and expectations*.
3. If the behavior continues, the teacher will utilize the demerit and referral system to refer the student to the Commandant (parent will be notified)*.
4. If the behavior continues, the Commandant and the Division Director will address the behavior with the student and meet with the parent(s)*.
5. If the behavior continues, the behavior counsel may meet to evaluate the behaviors and make a determination on the action required to resolve the behaviors/situation**.

*Conduct referrals/demerits will be sent home to ensure communication between the school and the parent. The school will make a determination on the restorative action taken to support the student (may include service, calisthenics, or other methods).

**The counsel will meet and may make the appropriate determination to include: in-school reset, athletic/extracurricular reset, out-of-school reset, suspension, or expulsion.

***At any time, based on the infraction, the school leadership may make a determination to immediately move to a more appropriate step.

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 3rd through 8th grades. 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 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.

Merits

Any teacher or staff member can issue merits. Every student has an opportunity to earn merits. To earn merits, students must exhibit positive behaviors consistent with the motto and outlined in the [Portrait of an Academy Boy](#). The 4

Pillars will be utilized to acknowledge (merits) students who demonstrate positive behaviors. Additionally, the Portrait will be utilized to acknowledge and provide feedback (demerits) to students who exhibit areas for growth.

Individual merits will also positively impact that boy's company standing for end-of-year and graduation awards. End-of-year awards are given to recognize 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.

Demerits

Conduct referrals/demerits are used at San Antonio Academy to note continued minor conduct/behavior infractions. Conduct Referrals may also be utilized to note continued violations of the school's uniform standards, customs, or courtesies.

Demerits are designed to document and track repeated minor or major infractions. An accumulation of demerits may result in further administrative action. Demerits will be documented in the school database (Blackbaud) and parent contact will be made accordingly.

Major infractions may result in significant penalties that are not addressed through the use of demerits. Demerit service minutes and consequences awarded will be served at the discretion of the Commandant.

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

For **minor infractions** and lapses in behavior, 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 rules, expectations, or the safety of students and staff. Major infractions are dealt with immediately and may include a parent conference. 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 Commandant, Division Director, and Head of School.

- 7th and 8th graders are subject to losing their leadership positions and rank in the Military Program if they commit a persistent minor infraction or 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 and the concurrence of the Division Director and Head of School.

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 leadership program that focuses on boy leadership development and conducts events such as parades, the annual Military Ball, and daily morning lineup. The 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 campus. 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.

COUNSELING AND WELLNESS

The School Counselor is available to students and families to discuss personal, social, behavioral, and academic needs. The counseling program aims 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 comprehensive school counseling program is to provide a high-quality and effective school counseling model addressing the personal, social, academic, and career development needs of all students so that they may realize and achieve personal goals. The Counseling and Wellness program 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 current and future challenges. The counseling program staff will utilize the school's academic, attendance, and discipline data to support students 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 support students in building resilience and achieving their personal, social, and academic aspirations. The school counseling program is delivered through direct and indirect services:

Direct Services

- **Guidance curriculum:** teaching students life skills related to their mindsets and behaviors and focuses on social, emotional, personal, academic, and career development.

- **Individual planning:** guiding each student in planning and goal setting in social, emotional, personal, academic, and career domains.
- **Responsive services:** assisting students with personal health and safety, prevention, remedial, and crisis intervention.

Indirect Services

- **System support:** working 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 creates an environment that ignites innovation and creativity, fosters individual growth, and instills a passion for learning. The counseling program staff 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.

HEALTH SERVICES

Student Health Services

- 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 that 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.
- 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

- 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.

- 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 30 days after the last day of school will be destroyed.
- 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 and 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 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. Before a student may attend class, a copy of the current immunization record must be on file in the infirmary. 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:

- Children with elevated temperatures will be sent home.
- Children who are vomiting or who have diarrhea will be sent home.
- 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 helping the school 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.

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 Outlet, Middle School Dances, Alamo Honor Guard, Speaker Series, and Snack & Taco Sales.

Fall Family Fair Committee

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

SAA Soiree Committee

The SAA Soiree Committee plans and organizes The Academy's annual spring fundraiser, which includes 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 Director of Parent Relations.

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-cellular 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 Books:** 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 in which they are interested. We offer after-school athletic programs to give students many opportunities to enjoy positive, school-sponsored athletics.

To participate in SAA athletics, 5th–8th grade parents and players must review the [Athletic Guidelines](#) posted on the SAA website and digitally sign the Player/Parent Agreement Form in [The Wildcat Portal](#).

Athletics Goal

Our focus is on teaching advanced individual and team skills and strategies so that players are prepared for high school-level competition.

Competitive Sports by Season

I. Fall

- Cross-Country (Grades 6–8)
- Football (Grades 6–8)

II. Winter

- Basketball (Grades 6–8)
- Soccer (Grades 6–8)

III. Spring

- Lacrosse (Grades 5–8)
- Tennis (Grades 6–8)
- Track & Field (Grades 6–8)
- Golf (Grades 6–8)
- Baseball (Grades 6–8)

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 AND WELLNESS

Nutrition Wellness Policy

Healthy eating patterns are essential for students to achieve their academic potential, physical fitness, physical and mental growth, and 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 Fridays.
- 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: 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 (these 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 Room Parents)

- The classroom teachers schedule Primary School parties 3 to 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 water.

In-Class Activities

(Teachers and Staff)

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

MILITARY PROGRAM GUIDE

SAA's Military Leadership Program promotes a variety of life skills: planning, following directions, working as a team, setting goals, and overcoming obstacles. Through this unique and tradition-rich program, SAA boys learn to become responsible, self-confident young men.

For program details, please see the [Military Program Guide](#) posted on the SAA website.