



## 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 SAN ANTONIO ACADEMY 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.

## THE PORTRAIT OF AN ACADEMY BOY

[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.

## 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 140 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 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.

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.

## TABLE OF CONTENTS

<b>IMPORTANT PHONE NUMBERS</b>	<b>8</b>
<b>GENERAL RULES AND INFORMATION</b>	<b>9</b>
Directory	9
Attendance	9
Lost and Found	10
School Supplies	10
At-Home Resources	10
Standardized Testing	10
Student Billing	11
Re-Enrollment Contract Standards	11
Gifts to Employees	11
<b>GRADES PRE-KINDERGARTEN-2ND</b>	<b>12</b>
Dress Code	12
The School Day	12
Birthday Snacks	13
Grades	13
Homework	13
Conferences	14
Promotion/Retention for Pre-K-Grade 2	14
Conduct and Behavioral Expectations: Social-Emotional Learning	14
Miscellaneous	15
<b>GRADES 3-8</b>	<b>15</b>
Dress Code	15
The School Day	16
Birthday Snacks	17
Report Cards and Progress Reports	17
Grades	17
Grade Communication	18
Incomplete Grades	18
Transcripts	18
Independent Practice/Homework Standards	18
After-School Help	19
Homework Club	19
Parent-Student-Teacher Conferences	20

Technology & Chromebooks	20
Cell Phones	21
Academic Honors	21
End-of-Year Awards	21
Physical Education	22
Experiential Education and Culminating Experiences	23
Personal Items, Valuables, and Money	23
School Dances/Socials	23
<b>STUDENT SERVICES: ACADEMIC INFORMATION</b>	<b>24</b>
Guide to Academic Accommodations	24
Tutoring	24
Accommodations for Concussions	25
Promotion/Retention for Grades 3–8	25
<b>STUDENT LIFE: CONDUCT, BEHAVIOR, EXPECTATIONS, AND RESPONSIBILITY</b>	<b>25</b>
Student Behavior	25
Expectations	26
The Motto in Action.	26
Conduct and Behavior for 3rd–8th Grade	30
Conduct and Behavior: Corrective Process for 3rd–8th Grade	30
Merits and Demerits (3rd–8th Grade)	31
Traditions, Customs, and Courtesies	33
<b>PARENTAL AND FAMILY COOPERATION</b>	<b>33</b>
<b>COUNSELING AND WELLNESS</b>	<b>34</b>
Direct Services	34
Indirect Services	35
<b>HEALTH SERVICES</b>	<b>35</b>
Student Health Services	35
Medications	35
Food Allergies and Snacks	36
Immunizations	36
Immunization Exemption	36
Physical Examinations	37
Infectious Illnesses	37
<b>PARENTS' ACTIVITIES</b>	<b>38</b>
Parents Club	38
Fall Family Fair Committee	38

Spring Event Committee	38
Class Representatives	38
<b>TECHNOLOGY</b>	<b>39</b>
What is Possible?	39
What is Expected?	39
What are the Rules?	40
e-Reader Acceptable Use Policy	41
Succinct Advice	42
Screening & Filtering Systems	42
Consequences	42
<b>LIBRARY POLICIES</b>	<b>43</b>
Circulation Policies	43
Computer/Internet	43
Lost/Damaged Material	43
Fines	43
<b>ATHLETIC PROGRAM</b>	<b>44</b>
Overview	44
Athletics Goal	44
Competitive Sports by Season	44
<b>EXTRACURRICULAR ACTIVITIES</b>	<b>45</b>
<b>NUTRITION AND WELLNESS</b>	<b>45</b>
Nutrition Wellness Policy	45
Nutritional Goals	45
Meals	46
After-School Snacks	46
Primary School Snacks	46
Primary School Holiday Parties	47
Snack Sales	47
In-Class Activities	47
<b>MILITARY PROGRAM GUIDE</b>	<b>47</b>

## IMPORTANT PHONE NUMBERS

Main Office: 210-733-7331

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

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

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

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

**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.

**Director of 4th–8th Grade and Counseling/Wellness, Ernest Cox** (*Ext. 203*), if you have any questions about your son's overall performance, conduct, grades, or school activities in grades 4th–8th; or your son's (Pre-K–8th) school experience or seek guidance with parent-child issues.

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

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

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

**Director of Pre-K–3rd grade/SEL Coordinator, Charlotte Turlington** (*Ext. 222*), if you have any questions about your son's overall performance, conduct, grades, or school activities in grades Pre-K–3rd grade.

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

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

**Receptionist, Dana Parish** (*Ext. 200*), for general questions regarding the school day, school calendar, or any other general information.

**Registrar/Assistant to the Head of School, Peggy Klein** (*Ext. 224*), for questions about your son's attendance records, transcripts, or if you need to reach the Head of School, schedule an appointment, or have any other needs.

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

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

**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. program.

## 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 and 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. 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 as needed to be used at home and may remain at home. When necessary, each teacher will also provide a set of class resources.

### **Standardized Testing**

Students in kindergarten through 2nd grade take the mCLASS assessment three times a year. mClass is a literacy screening and progress monitoring tool used to assess reading foundational skills. It helps the teachers identify reading strengths and areas of need.

Students in kindergarten through 8th grade also take NWEA MAP Growth three times a year. MAP Growth offers assessments in math, reading, and language usage. Teachers

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, the Director of Student Services, and/or the specific grade level director if you have additional questions.

[Family Guide to MAP Growth](#)

## **Student Billing**

- All families are required to establish a Blackbaud Tuition Management account at <https://parent.blackbaud.com>.
- All student billings will be distributed by email and are available through Blackbaud Tuition Management.
- 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 billed charges are due by the end of the month. 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.

## GRADES PRE-KINDERGARTEN–2ND

### Dress Code

Please mark all clothing with your son's name.

**Hair:** Short, neat, and combed. Hair should not cover the eyes (when combed down), not touch the ears, and should be short of the shirt collar.

**Shirt:** White SAA T-shirt

**Trousers:** Blue jeans (no rips/holes or large logos), blue Primary School gym shorts, or SAA sweatpants; on Fridays, students in grades Pre-K–2nd may wear GREEN camo pants or camo shorts.

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

**Shoes:** Athletic shoes. Light-up shoes are not permitted.

**Jewelry:** No jewelry is allowed, including religious iconography. Analog and/or simple watches may be worn. “Smart Watches” are not allowed.

**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 or camo cold-weather coat or sweatshirt 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.*** Pre-K–2nd grade students must be dropped off at the pavilion, even if they have a brother in Elementary or Middle School. The pavilion entrance (between Stribling and Franklin Houses) is named Sgt. Turner’s Post, and opens at 7:30 AM. Students may not be dropped off before then. Once

dropped off, Pre-K–2nd grade 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.

Pre-K–2nd grade 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 attend 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 6-week grading cycle. Numerical grades are not given in grades Pre-K–2nd. 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**

Pre-K–2nd grade 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 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 Director and Head of School will determine appropriate placement.

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

In the grades Pre-K–2nd, 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, the Commandant, the Director of Wellness, and/or the Head of School.

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:** (See Parent Partnership Pact in [The Wildcat Portal](#))

- 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 to go to the classroom.
2. **Lunch:** Parents are invited to attend lunch and may sit with their son at the provided guest table. ***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. Students in Pre-K–2nd grade 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.

## GRADES 3–8

### 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 standards, including haircut, may result in disciplinary action.

**Hair:** Will take a natural shape of the head and not touch the ears, shirt collar, or eyebrows and have a gradual fade.

**Shoes:** On NON-dress/drill blue uniform days, students will wear ALL black athletic shoes. Refer to the [Military Program Guide](#) for dress/drill blue day footwear specifics. Students may wear any athletic tennis shoes on camo days.



***Dress Shoe***



***Daily Shoe***

**Jewelry:** No jewelry is allowed, including religious iconography. 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 on the backpack.

**Outer Garments:**

- SAA-branded hoodie or sweatshirt
- Solid-colored or camo cold-weather coat or sweatshirt 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**

Students should not be dropped off earlier than 7:30 AM; students in grades 3 and 4 should be dropped off at the pavilion. Students in grades 5–8 may be dropped off at the pavillion or the parking lot behind Ellison Hall.

***The school day begins at 7:52 AM with the bell signalling line-up 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 pick-up line circulating. If a student is not ready for pick-up, parents are asked to park in a parking spot when waiting so 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 six-week grading period. Progress report grades are recorded after the third 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.

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:

<b>Description</b>	<b>Numerical Equivalent</b>
Exceptional (E)	90-100
Successful (S)	80-89
Progressing (P)	70-79
Needs Improvement (N)	65-69
Unsuccessful (U)	64 or below

## Grade Communication

San Antonio Academy uses the Blackbaud online information management system (The Wildcat Portal), allowing access to a student's vital school data via a secure and confidential site. Blackbaud enables communication via email with teachers and other school personnel. Parents are able to access their son's grades via Blackbaud. Communication is strongly recommended when a parent has any concerns about their child. Teachers will contact parents when a student does not consistently turn in homework, his cumulative average for a course is 75% or lower, or persistent behavioral support is required.

## Incomplete Grades

In the event (of serious nature) a student is unable to complete a course within the regular grading cycle, the teacher may finalize a grade or assign a temporary grade of incomplete (Inc) that must be completed within an established timeframe.

## Transcripts

A transcript is a copy of the student's educational record. Official transcripts are mailed from San Antonio Academy at the end of the 8th-grade year to the designated receiver. For more information about transcripts, contact the registrar in the Main Office.

## Independent Practice/Homework Standards

Independent practice supports the student learning journey when it supports one of the following goals:

- **Practice:** Reinforce skills or concepts taught in class.
- **Preparation:** Build background knowledge or readiness for upcoming learning.
- **Extension:** Apply skills creatively or in new contexts.

Effective independent practice promotes responsibility, time management, and independent learning. It should be age-appropriate, developmentally aligned, and responsive to diverse learning styles, especially for students aged 10–14.

Faculty may assign independent practice and projects outside of class but should avoid doing so over holidays or extended weekends. Students in grades 5 and below should not have weekend independent practice. Students in grades 6–8 may occasionally be assigned weekend work or long-term projects.

**Late Work Policy:** To support learning and growth, late independent practice is accepted until the related summative assessment. While timely submission is expected, we prioritize completion and effort over strict deadlines. Teachers may deduct points for late submissions based on the following framework.

### **Supports and Scaffolding**

- Students who struggle with late work will receive structured support (learning lab or check-ins).
- Redos or alternative assignments may be offered to reinforce learning.
- Executive function supports (e.g., reminders, breaking up tasks) are encouraged.

**Feedback and Grading** Independent practice is formative. While it may not always be graded, it will receive timely and specific feedback to promote learning. Zeros should be rare and only after multiple opportunities and interventions.

**Equity and Flexibility** This standard honors developmental differences in organization, processing speed, and motivation. Flexibility and accommodations will be provided as needed, particularly for students with different learning abilities.

### **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 Directors 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. Under most circumstances, teachers will respond within 24 hours. If the concern persists, the parent should contact the Director.

A student or parent may contact the 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, 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 for students. 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. Any student found in possession of or using a personal electronic device on campus will have the device collected by faculty or staff. The device will only be returned following a meeting between a parent or guardian and a school administrator.

## Academic Honors

**High Honors** consist of students whose average grade for the term 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 term 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 three of the four 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 three of the four 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.
- Take 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.
  - Coaches will actively reinforce high standards of behavior and etiquette in the locker room. Students are expected to demonstrate respect, responsibility, and brotherhood at all times. Any behavior that does not align with these expectations will be addressed promptly with appropriate consequences.
  - 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.

## **Experiential Education 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.
- At Academy dances/socials, SAA welcomes 6th–8th grade girls from public and independent schools, and 6th–8th grade independent school boys.
- Behavioral expectations at dances/socials conform to the school's rules, and dress is casual but respectable.

- SAA 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 a diagnosed learning disability 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 disabilities, but not limited to, are supported within our Educational Support Services:

- Attention Deficit Disorder
- Dyslexia
- Dysgraphia
- Executive Function Disorder
- Processing Speed Deficiencies

For a student to be considered for educational accommodations, the Director 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 Director 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 re-evaluated to determine 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 Wildcats Extended Learning & Leadership (WELL) program. 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 Grades 3–8

To be promoted from one grade level to the next, a student must attain an overall annual average of 65 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-Kindergarten through 8th grade.**

The vision of San Antonio 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, Directors, 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 and property 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 5:00 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 3rd–8th Grade**

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 R<sup>3</sup>: Reflection, Restitution, and Restoration.

*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 3rd–8th Grade.*)

## **Conduct and Behavior: Corrective Process for 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 referral system to refer the student to the Commandant (parent will be notified)\*.
4. If the behavior continues, the Commandant and the Director will address the behavior with the student and meet with the parent(s)\*.
5. If the behavior continues, the “community counsel” may meet to evaluate the behaviors and make a determination on the action required to resolve the behaviors/situation\*\*.

\*Conduct referrals 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 and recommend to the Head of School action that may 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 Four 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 needing improvement.

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, 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 with 140 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, while 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 line-up. 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**

**Please refer to the Parent Partnership Pact** (*Sign off on form in [The Wildcat Portal](#)*)

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 in Magnus Health and in the school clinic) and a physician's order.

- **ALL MEDICATIONS MUST BE BROUGHT TO THE SCHOOL CLINIC 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 School Clinic.

## **Food Allergies and Snacks**

If your son(s) has any allergies, please fill out the form located in Magnus Health and contact the School 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 School Clinic. 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–8th. The appropriate forms may be downloaded from the school's website. Students in grades Pre-K–8th 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 build the community we cherish. We encourage you to participate in any and all the ways that interest you. Contact Emily Iturbe for more information at [eiturbe@sa-academy.org](mailto:eiturbe@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 drinks, games, event promotion, decoration set-up and clean-up, ticket sales, and underwriting.

### **Spring Event Committee**

The Spring Event Committee plans and organizes The Academy's annual event fundraiser (*An Evening Under the Oak* or *Clay Classic*), which may include class projects, decorations, entertainment, food and drinks, 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 1st grade eat lunch earlier and therefore do not need morning snacks.

## **Primary School Holiday Parties**

*(For Room Parents)*

- The classroom teachers schedule Primary School parties three to four 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.