SARASOTA MILITARY ACADEMY

CADET CODE OF CONDUCT
2026-2027

SMA-COL Christina Bowman
Head of School

SMA CREST
Meaning of the Symbols

HONOR	SMA is based on HONOR
Crossed Swords	Strength through Unity
United States of America United We Stand	The basic tenets of the United States of America
Four stars	HONOR in Self, Community, Family, and Country
Fort	Strength of our Country

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SARASOTA MILITARY ACADEMY
High School Campus

801 North Orange Avenue, Sarasota, FL 34236
Tel: 941-926-1700 Fax: 941-926-1701

SMA ADMINISTRATION

SMA-COL Christina Bowman: Head of School (H.O.S.)
SMA-LTC Caitlin West: Assistant H.O.S., 9th/10th Administrator
SMA-LTC Abby Williams: Assistant H.O.S., 11th/12th Administrator

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

Bell Schedules

Regular School Day	
Call to Formation	7:10a.m.
Formation & Moment of Silence	7:15a.m. - 7:25a.m.
Period 1	7:30a.m. - 8:55a.m.
Period 2	9:00a.m. - 10:25a.m.
Lunch	10:25a.m. - 10:55a.m.
Period 3	11:00a.m. - 12:25p.m.
Period 4	12:30p.m. - 1:55p.m.

Early Dismissal Day	
Call to Formation	7:10a.m.
Formation & Moment of Silence	7:15a.m. - 7:25a.m.
Period 1	7:30a.m. - 8:10a.m.
Period 2	8:15a.m. - 8:55a.m.
Period 3	9:00a.m. - 9:40a.m.
Period 4	9:45a.m. - 10:25a.m.

Exam Day - Early Dismissal	
Call to Formation	7:10a.m.
Formation & Moment of Silence	7:15a.m. - 7:25a.m.
Period 1	7:30a.m. - 8:55a.m.
Period 2	9:00a.m. - 10:25a.m.

Sarasota Military Academy
2026-2027 Calendar of Events

August	10	First Day of School
	13	Senior Family Night (6pm - 8pm)
	27	Dress Down Day
	27-28	Blood Drive
September	7	No School for All - Labor Day
	17	Dress Down Day
	25	Senior Sunrise Event after Formation
October	5	Wreaths Across America Campaign Begins
	8	Dress Down Day
	9	End of 1st Grading Period
	12	No School for Cadets - Professional Day
	15	SPIN (Student Parent Info Night) (5pm - 7pm)
	16	Howl-O-Scream (Seniors)
	21	Picture Day (9th, 10th, 11th)
	23	Career Day (2nd pd. & during lunch)
	29-30	Blood Drive
	30	Halloween Costume Day
November	7	Senior Pictures (Cap & Gown, Class A, & Formal)
	10	Flag Retirement Ceremony (5:30pm)
	11	Veterans' Day Parade - Regular School Day
	12	Fall Team Photos
	13	Armed Forces Day (2nd pd. & during lunch)
	14	UTC Santa Parade
	16	Toys For Tots Drive Begins
	19	Dress Down Day
	23-27	Thanksgiving Break
December	5	Sarasota Holiday Parade
	8	Picture Retakes for All Grade Levels
	10	Dress Down Day
	15	Winter Concert (6pm)
	17	Final Exams: Pd 1 & Pd 2 - Dismissal: 10:25am
	18	Final Exams: Pd 3 & Pd 4 - Dismissal: 10:25am
	18	End of 2nd Grading Period
	18	Military Ball (5:30pm - 10pm)
	19	WAA Wreath Laying Ceremony
	21-31	Winter Break

January	1	Winter Break
	4	No School for Cadets - Professional Day
	14	Dress Down Day
	14-15	Blood Drive
	18	No School For All - MLK Day
	25	Spring Team Photos
February	11	Dress Down Day
	15	No School for All - Presidents' Day
March	11	End of 3rd Grading Period
	11	Dress Down Day
	12	No School for Cadets - Professional Day
	15-19	Spring Break - No School for All
	26	No School - Mini Break for All
April	1-2	Blood Drive
	2	Senior Beach Day
	8	Dress Down Day
	15	Senior Grad Bash
	16	No School - Mini Break for All
	20	Spring Concert (6pm)
	29	Dress Down Day
	29	JROTC Awards Night (5:30pm)
	30	Senior College Day During Formation
	30	Senior Military Day During Formation
May	3-7	Teacher and Staff Appreciation Week
	3-7	Senior Spirit Week
	6	Senior Carnival (2:30pm - 7pm)
	7	Senior Signing Day During Formation
	8	Prom (5pm-10pm at the Westin)
	11	Senior Night (6pm 8pm)
	12	Last Day for Seniors
	13	Dress Down Day
	13	Graduation Rehearsal (9:30am) Mandatory
	13	Graduation (7pm)
	18	Senior "Prep Clap Out" at the Prep
	25	Final Exams: Pd 1 & Pd 2 - Dismissal: 10:25am
	26	Final Exams: Pd 3 & Pd 4 - Dismissal: 10:25am
	26	Last Day for Cadets
	31	Memorial Day Parade - No School

The most up to date events and other important dates may be found on our event calendar on our SMA website.
Please scan the QR Code to view.

Last Updated: 6/11/26

STAYING CONNECTED

School Website: www.sarasotamilitaryacademy.org
Focus Portal: Parents/guardians and cadets should sign up on the Focus Portal on the school website in order to access daily attendance, assignments, grades and schedules.
SMA Calendar: The calendar is located on the school website.

Mailing List: Parents/guardians should ensure that the e-mail address is correct on the cadet's record, as it will be used to e-mail you the Eagle Weekly (the weekly E-newsletter) and other important news, dates, and information. Anyone may also sign up for the Eagle Weekly on our school website.

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

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

SMA Facebook Page | SMA PTCC Facebook Page | Instagram

ACADEMY MISSION STATEMENT

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

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

CADET AGREEMENT

(THIS WAS SIGNED AT TIME OF ENROLLMENT)

As an incoming Cadet of the Sarasota Military Academy, I _____, promise that:

1. I will read and abide by all rules and policies as outlined on the SMA Website, to include the Cadet Code of Conduct.
2. I will take an active role in my learning process by giving my best effort and advocating for myself. I will be responsible for completing and submitting class assignments and homework.
3. I will always wear the uniform correctly in accordance with the Regulation for Wear and Appearance of the SMA uniforms at all times, to include bus stops, field trips and after school activities.
4. I will comply with the Academy's random drug-testing policy. **(High School Only)**
5. I will display good manners and demonstrate proper courtesy to staff and faculty at all times.

6. I will not intimidate, harass, bully, or threaten anyone, and I will not tolerate it in others. I will report bullying or inappropriate behavior that I witness. I will settle disputes and conflicts peacefully, using respectful language.
7. I will attend classes on a regular basis with no more than nine absences in a semester.
8. I will care for books, furniture, equipment, and rooms properly and help others to do the same.
9. I will help keep the campus clean by following the “Don’t pass it up; Pick it up!” code, and I will be respectful of others’ rights and property.
10. I will not bring materials or objects to school that will be disruptive to the educational process, such as smart watches, which are prohibited, and will abide by the Electronic Device Policy when bringing cell phones or other electronic devices to school.
11. I will be responsible for bringing any notice from my teachers or parents/guardians, to or from school.
12. I will exhibit the principles of good sportsmanship.
13. I will move from one area of the school to another in a quiet and orderly manner.
14. I will not chew gum on campus, and I will politely remind others of the same.
15. I will abide by the Computer and Network Policy as posted on the SMA website.
16. I will adhere to the Academy Honor Code ~ Honoring Self, Family, Community, and our Nation.

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

ARMY JROTC CADET CREED
A statement of beliefs and principles

1. I am an Army JUNIOR ROTC Cadet.
2. I will always conduct myself to bring credit to my Family, Country, School, and Corps of Cadets.
3. I am loyal and patriotic.
4. I am the future of the United States of America.

5. I do not lie, cheat, or steal and will always be accountable for my actions and deeds.
6. I will always practice good citizenship and patriotism. I will work hard to improve my mind and strengthen my body.
7. I will seek the mantle of leadership and stand prepared to uphold the Constitution and the American way of life. May God grant me the strength to always live by this creed.

FORMATION

Each school day begins at 7:10am when cadets are required to be on the pavers, with a MANDATORY morning formation for ALL cadets at 7:15am. All belongings should be left in the first period classroom prior to formation.

ATTENDANCE POLICY

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

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

Absences:

- All absences are considered **unexcused until the school receives an excuse note within 3 days of cadet's return to school.**
- An Administrator or designee has the authority to determine whether or not an absence is excused.
- Over nine (9) excused absences per semester for illness OR eighteen (18) for illness in a school year is considered excessive.
- Cadets whose absences for illness exceed these numbers must have a parent/guardian statement on file at the school explaining such absences or tardiness.
- Prolonged absences, 5 days or more that occur for illness and/or medical reasons, must be documented by a physician.
- Administration has a legal right to ask for a written medical excuse when excused absences for illness are excessive.
- If a cadet is present in school all day, but has 1 U (unexcused) absence from one class period, it is the cadet's responsibility to contact that

particular teacher within 2 days, to have the U corrected. This may be done verbally or via email.

Cadets have a right to:

- Appeal a decision about an absence within one week of returning
- Make up all work missed during an out-of-school suspension or an excused or unexcused absence, including tests and quizzes.

Assignment Policy for Make-up and Late Work:
A cadet who has been absent (including "P"), shall be expected to make up the work missed. The school shall provide opportunities for the cadet to make-up assigned work for an excused absence and not receive an academic penalty unless the work is not made-up within a reasonable time. In the case of unexcused absences, cadets will be expected to make-up all work missed during the period of the unexcused absence. In the case of unexcused absence, other than for suspension, a teacher will deduct up to 30% from the earned grade for work made up. The teacher shall specify a reasonable period of time for make-up work. In no case shall the time be less than one full calendar day for each day missed. E.g. If you are absent for 1 day, you get 1 day to make up the work; if you are absent for 2 days, you get 2 days to make up the work with no penalty; after that, the late work policy of a deduction of 30% from the earned grade applies.

In the case of work turned in late, a teacher will deduct up to 30% from the earned grade for work made up. Late work will not be accepted after one week past the due date. E.g., if an assignment was due on a Wednesday, the latest it would be accepted for late credit (-30%) would be the following Wednesday.

Cadets have the responsibility to:

- Attend classes daily and be on time.
- Get absences excused by having their parent/guardian upload a note directly into the Parent Focus Portal Account or by turning in an excuse note to the main office within 3 days of returning to school.
- Cadets may turn in excuse notes to the main office before formation, during lunch, or after school. Notes will not be accepted during class time.
- Request make-up assignments from teachers upon their return to school after an absence and complete it within a reasonable length of time to be no more than one full calendar day for each day missed.

- During an extended absence from school, it is the cadet's responsibility to check Google Classroom for assignments and to contact the teacher to request schoolwork that may be completed at home.

Excused absences include:

- Cadet illness
- Death in the family
- Observance of a religious holiday or service that is recognized as such by members of the cadet's faith.
- Medical/Dental appointment. **With a doctor's note only.**
- Therapeutic service appointment (i.e. speech, occupational, physical, behavioral therapy) **With a note from the organization only.**
- Subpoena by law enforcement agency or mandatory court appearance. **With a copy of subpoena only.**
- Pre-arranged absences for various reasons that are submitted in writing from parent/guardian, that include all necessary details and with all teacher's signatures and administrative signature of approval.
- Other absences beyond the control of the parent or cadet, as determined and approved by the Administration or designee.

Appointments:

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

Excuse Notes:

- Excuse notes must be either uploaded into the Focus Parent Portal Account or **handwritten** by the parent/guardian and turned into the main office within 3 days of returning to school after an absence. **No emails please.**
- Only therapeutic service and doctor's notes, as mentioned above, may be faxed or emailed.

Acceptable Excuse notes must have the following:

1. Date that the note is written
2. Cadet's first and last name
3. Date(s) of absence(s) and/or tardiness, as well as, the time of arrival and/or departure if applicable.
4. Reason for absence, late arrival, or dismissal
5. Parent/guardian signature.
6. **Absences for vacations or other trips consisting of <u>any number of days</u>,** must be pre-approved in writing at least **5 days prior** to the

absence. The parent/guardian must handwrite a detailed note and before turning it into the main office or uploading it into the Focus Portal, the cadet must have each teacher sign it, followed by the signature of the Head of School. The note should have the cadet's name, dates and reason for the absences, and parent/guardian signature. It is the cadet's responsibility to obtain any work that will be missed.

Procedures for Late Arrival/Early Departure:

- Cadets who arrive late to school must first sign in at the main office. To be excused, they must provide a doctor's note or a handwritten note from a parent/guardian with the reason for the late arrival.
- To leave school early, a cadet must have written permission from parent/guardian. The note must have the cadet's full name, the date, the reason, and the parent/guardian signature.
- Cadets who leave school early for a doctor/dentist appointment, **must bring a doctor's note when they return**. The absence for the missed classes will then be excused.
- If a cadet does not have written permission to leave early, they should report to the main office to request that their parent/guardian be called for verbal permission. The **cadet must sign out** in the main office prior to leaving.
- At **NO** time does verbal permission from a parent/guardian excuse a cadet from missed classes. Verbal permission only allows the cadet to leave the school grounds early. Any subsequent time missed in classes is UNEXCUSED until the receipt of a doctor's note or a written note from the parent/guardian.
- **Cadets may NOT sign themselves out** of school without parental/guardian permission and without being cleared in the main office, regardless of reaching the age of 18.
- If the parent/guardian is present, they must sign the cadet in/out. A valid driver's license is required to sign their cadet out of school early.
- Cadets who leave school early due to illness, must be cleared and signed out through the clinic. In this case, a note will not be necessary to excuse this early departure. This will be excused automatically.
- If a parent/guardian comes to school to pick up a sick cadet, they must first report to the main office before signing the cadet out from the clinic for the day. A valid driver's license is required.

Cadets Must Report to the Main Office when:

- Late to formation
- Late to school
- Leaving school early
- Need to turn in an excuse note for absences or previous late arrivals to school. Not during class time.

Dual Enrollment:

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

Tardiness:

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

Cadets are Tardy if:

- Not standing in formation at 7:15am.
- Not in the classroom when the bell rings.

Habitual Tardiness to School:

The school reserves the right to require doctor notes or additional documentation from cadets who are consistently late to school, even though they provide an excuse note from home.

Truancy and Driver's License Law:

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

Any cadet who has 15 unexcused absences, excluding suspensions, within 90 school days, with or without the knowledge or justifiable consent of the cadet's parent or legal guardian, is considered to be a habitual truant. The county truancy officer will be contacted to investigate habitual truants and the cadet will lose their Driver's License or learner's permit, or the ability to obtain one. In addition, it has been noted that your car insurance will have

a major price increase, potentially even doubling. In some cases, it could be more difficult to find coverage, requiring high-risk insurance at a higher price.

Reinstating Driving Privileges:
Application for reinstatement of the driving privilege can be made after the cadet has thirty (30) consecutive days of attendance with NO unexcused absences (full days or individual class periods). Once this requirement is met, the cadet or parent/guardian must contact the attendance office to request the reinstatement of their driving privileges. Once approved, the grade level administrator will provide a notarized letter for the DMV. There will be a fee of approximately $40 due at the DMV office.

BUS TRANSPORTATION

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

CELL PHONE/ELECTRONIC DEVICES POLICY

Communication/Electronic Devices:
Cell phones and smart watches and glasses are prohibited from 7:15am to 1:55pm. Devices will be confiscated and parent/guardian will be required to pick up the device. **Exceptions will not be made.**
Cell phones or other wireless communication devices shall not be used during the school day and should be turned off before formation. Laptops, tablets, cell phones, smart watches, Google Glasses, or other wireless communication devices shall not be used during the school day. These electronic devices must remain off and out of sight between 7:15am and 1:55pm, including lunch time. Under no circumstances may cadets use their devices in common areas including hallways, courtyard, restrooms, or the cafeteria. The school is **NOT** responsible for stolen or lost electronic devices.

Cadets are prohibited from electronically recording teachers or classes without the written permission of an administrator or designee. During testing administration, if a cadet is found with an electronic device that reproduces, transmits, calculates, or records (for example, a cell phone, camera, smart watch or tablet) in a pocket, at his/her desk, or within reach

during testing, that cadet's test will be invalidated. In addition, the device will be confiscated and the cadet will be disciplined.

Rules and Conditions:
All other school/District rules and policies also apply, including, but not limited to, the Code of Conduct (School Board Policy 300.2 and 300.4) and Technology AUP. **Parents/guardians must retrieve confiscated devices during normal business hours. Cadets who fail to comply with school policies will receive additional consequences.**
Network/Internet Access/Electrical: Cadets should always use the school's wireless network, not personal data plans, to access the web.

1. Personal devices may only connect to the school's guest network. Although some devices may not be able to connect to the guest network, the school will not alter network settings in order to allow such devices to connect.
2. No guarantee is made that the school's wireless network will always be available. Network outages may occur without notice. In addition, no quality of wireless signal is promised. Signal strength may vary depending on the location in the school and the number of devices simultaneously connecting to the network. All schools are not currently equipped to support all cadets connecting to the wireless network.
3. Cadets should bring devices fully charged to school. Access to electrical outlets or computers for charging is <u>not permitted.</u>
4. Cadets will not have access to network printers using their own device. The Media Center and all the classrooms have printers that are accessed through school issued computers.

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

Phone Calls/Messages to Cadet:

- If a cadet has an emergency that requires a phone during the school day, the cadet may use the phone in the classroom with the teacher's permission, as well as, in the main office.
- Cell phone use during the school day is prohibited and will result in confiscation and a discipline consequence.
- If a parent needs to reach a cadet during the school day, the main office should be called.

CLINIC PROCEDURES AND EMERGENCY CONTACTS

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

Medication:

A Medication Authorization Form must be picked up from the clinic and filled out by the doctor in order for prescription medication to be kept in the clinic in the original container, with the original label. Medications that are allowed to be carried at school by the cadet are EpiPens, inhalers, or diabetic supplies with the Doctor's approval on the Medication Authorization Form. Cadets may also possess and use a medication

regulated by the US Food and Drug Administration for over-the-counter use to treat and/or relieve headaches while on school property or at a school-sponsored event or activity without a physician's note or prescription.

Cadets may NOT share ANY medications with other cadets.
Clinic Hours: 7am-1:30pm & 1:30pm-1:55pm for emergencies only.

COMMUNITY SERVICE

- To graduate from SMA, each cadet will be required to complete at least 75 combined hours of Community Service and/or Community Work during their four years at the Academy. (Cadets who join us for less than four years will have adjusted graduation requirements.)
- Community Service should benefit the community, be unpaid, consist of no more than eight hours per day, and occur outside of school hours. It is the cadet's responsibility to maintain the Community Service Log Sheet, which may be picked up in the Registrar's Office or in the Main Office. The Log Sheet will eventually be turned in to the Registrar's Office for processing.
- Community Service related to JROTC is recorded in the JUMS System by the SMA Army Instructors. It is the cadet's responsibility to bring a printout of their JUMS report to the Registrar's Office before graduation or before withdrawing from the Academy to ensure that these hours are entered into their official records.
- If financial hardship prevents a cadet from volunteering, Community Work hours may be substituted. Printed pay sheets (given around pay day and typically including details such as company name, employee name, hours worked, net pay, etc.) from the cadet's employer should be delivered to the Registrar's Office for processing.
- Bright Futures Scholarship candidates may need as many as 100 combined hours of Community Service and/or Community Work, depending on the type of scholarship. Additional information about the Bright Futures Scholarship may be found on the Bright Futures website.

STUDENT SERVICES

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

Some tips to remember:

- Make an appointment with your counselor at least once each semester to ensure you are informed of all academic opportunities.
- Familiarize yourself with the Sarasota County school website and the SMA website for information on graduation requirements, scholarships, vocational, career/college information, free lunch applications, and more.
- Check your Focus Portal at least once or twice a week to ensure there are no discrepancies with your attendance and assignments/grades.

Directory of Student Services:

Sarasota Military Academy

STUDENT SERVICES FOR 2026 - 2027

TITLE/DESCRIPTION	NAME	LOCATION /EXTENSION
Attendance	SMA-CPT Monika Wysocka	Main Office Ext. 222
ESE and ESOL Liaison and Behavior Specialist	SMA-MAJ Jennifer Catena	Student Services, Ext. 295
ESE and Literacy Coach	SMA-CPT Cheryl Garner	Room 2004
ESE Math Push-In	SMA-CPT Darren Hendricks	Room 2004
Gently Used Store & Military Supply Specialist	SMA-CPT Maria Urrestta	Supply Room, Ext. 291
Media Center Assistant	SMA-SFC Elke Olree	Media Center, Ext. 270
Nursing Supervisor, RN	SMA-MAJ Lora Lechmanick	Clinic, Ext. 233
Registrar (Records, Transcripts, Coummunity Service)	SMA-MAJ Michael Holland	Student Services, Ext. 255
School Counselor (Cadets A-L) and 504 Plans College and Career Coach	SMA-CPT Breanne Scott	Student Services, Ext. 226
School Counselor (Cadets M-Z) and 504 Plans	SMA-CPT Marsha Seagrave	Student Services, Ext. 249
School Psychologist	SMA-CPT Marilyn Wild	Student Services, Ext. 300
School Safety Officer	Steve Campion	Main Office, Ext. 297
School Speech and Language Therapist	SMA-CPT Katie Jackson	Student Services, Ext. 300
Senior Class Advisor	SMA-CPT Angela Cohen	Main Office, Ext. 245
Senior Class Advisor	SMA-CPT Maria Urrestta	Supply Room, Ext. 291
Testing and SCF Dual Enrollment Coordinator	SMA-CPT Alex Teicheira	Student Services, Ext. 257

E-mail for all staff: FirstName.LastName@oursma.org

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT

Each cadet at SMA is expected to adhere to all policies and procedures. In doing so, cadets are rewarded for exhibiting these expectations on a

consistent basis and are often "caught" being good. SMA uses an electronic point system called PBIS rewards (Positive Behavior Interventions & Support) to acknowledge cadets who go above and beyond. Both cadets and parents may check the reward balance by visiting PBISrewards.com. Additionally, cadets may "purchase" items such as admission to school events, school supplies, snacks, front of the lunch line pass, and/or dress down days with their awarded points. Dress down days may NOT be purchased with PBIS points on days when cadets must pay to participate. PBIS Rewards help SMA create a positive climate in which every cadet can learn and grow academically, socially, and emotionally. The school store is located in Student Services and is open before formation, during lunch, and after school until 2:15pm. If you need to shave or remove nail polish, please report to the main office. You may use your Eagle Rewards Points instead of paying a dollar.

Eagle Expectations and Actions:

Expectations

Everyone Acts Responsibly
- Follow classroom procedures
- Accepting accountability for ones actions
- Ownership of learning environment
- Realizes and utilizes personal strength
- Encourage positive behaviors in others

Always Do My Best
- Plan and manage your time wisely
- Take pride in your work
- Be attentive
- Be positive
- Make effort for improvement

Give Respect
- Golden rule treat others as you want to be treated
- Listen when others are speaking
- Good manners

Lifelong Learners
- Contribute to society
- Discover your potential
- Challenge your mind

Everyone is Honorable
- Respect property, possessions and people
- Model honesty and integrity
- Encourage positive behaviors in others

Actions

Everyone Acts Responsibly
- Verbally reminding others to do the right thing
- Address others appropriately
- Accepting responsibility

Always Do My Best
- Complete planner on a daily basis
- Work is neat, complete and on time
- Posture, eye contact and active participation
- Set goals

Give Respect
- Encouraging words and actions
- Offer assistance when someone needs help
- Be an active listener
- Keep SMA clean and secure

Lifelong Learners
- Set goals
- Read
- Enhance skill set

Everyone is Honorable
- Keep SMA clean and secure
- Be truthful and forthcoming
- Use encouraging words and actions

DISCIPLINARY PROCEDURES

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

Consequences for Confiscated Cell Phone or other Electronics:

1st Offense: Parent/guardian must pick up the device

2nd Offense: Detention and parent/guardian must pick up the device

3rd Offense: Extra School (ES), a parent/guardian must pick up the device, and cadet will be put on a Behavior Contract.
Additional violations are subject to Dismissal Procedures.

Consequences for Tardies and Uniform Discrepancies:

3rd Offense: 1 Detention
6th Offense: 2 Detentions
9th Offense: Extra School and Behavior Contract
12th Offense: Probation and consideration for dismissal

Detentions: Wed. 6:00am - 7:00am & Tues./Thurs. 2:15pm - 3:15pm
Extra School: Tues. 2:15pm - 4:00pm
Failure to serve a detention will result in additional detentions, extra school and ISS. Cadets who skip detentions that resulted from a skipped detention will be placed on a behavior contract.

DISMISSAL POLICY

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

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

Dismissal Procedure:
The following information represents the school guidelines for cadet dismissal:

1. Concerns about the cadet will be communicated with Parent(s)/Guardian(s) through implementation of interventions and/or disciplinary actions. Interventions may include referral to a Counselor or Behavior Specialist/designee (as applicable). Other documented interventions may be provided through the School Wide Support Team (SWST) or administration. A Behavior Contract will be implemented if a student is demonstrating consistent inability to comply with The SMA Cadet Code of Conduct.
2. Parent(s)/Guardian(s) will be notified if their child is not responding to interventions and a probation contract will be established for a set

period of time along with a designated review date for improvement. The cadet may be monitored on a weekly basis.

3. Parent(s)/Guardian(s) may request a meeting to discuss the terms of the probation contract in person with administration.
4. If the cadet does not satisfactorily complete the terms of the probation, parent(s)/guardian(s) will receive written notice of the dismissal, no less than 10 days prior to dismissal, including the reasons for the dismissal and the summary of actions.

Parent Appeal Process:
The parent(s)/guardian(s) of a cadet who has had their enrollment rescinded (dismissal) may appeal to the Head of School. To request an appeal, the cadet must write a formal request letter and provide appropriate supportive documentation. An appeal board will hear the cadet's case and a decision will be made regarding dismissal. This decision is final.

RIGHT TO SEARCH

Administrators have the authority to search a cadet, their possessions, and vehicle upon reasonable suspicion of a prohibited or illegally-possessed substance or object. Cadets may be searched on school campus, school field trips, during extracurricular activities, school bus, or any other supervised activity as per F.S. 1006.09(9)

See Sarasota County Student and Family Handbook for more details.

FIELD TRIPS AND EXTRACURRICULAR ACTIVITIES

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

EXTRACURRICULAR ACTIVITIES AND SPORTS AVAILABLE AT SMA

Please visit the school website for a detailed list of school extracurricular activities, including sports and clubs.

ATHLETICS
SMA Athletic Director: SMA-CPT Mick Fallis

Cadets and parents/guardians must comply with the following standards for athletes and any extracurricular activity participants representing SMA. SMA maintains high expectations for academic achievement and appropriate behavior at all times and at all events. Cadets must comply with the Code of Conduct and all school-specific behavior expectations.

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

1) Meet all eligibility requirements as set forth by the Florida High School Athletic Association as appropriate for the sport.
2) Cadets must maintain a minimum 2.0 Grade Point Average in all classes and have no "F's" in any class in season.
3) Cadets must be present in school for at least 1/2 of the academic day unless excused by an administrator and approved by the Coach or Athletic Director.
4) Cadets must have paid their **ATHLETIC PARTICIPATION FEE** for their sport prior to the season beginning.
5) Cadets must attend required meetings/practices prior to an event or game unless excused by a Coach, Trainer, Athletic Director or Administrator.
6) Have a notarized Athletic Packet on file with the Athletic Director, which includes a current Athletic Physical with an EKG from an approved medical provider.

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

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

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

**Cadet is subject to suspension for the remainder of the season.*
Cadet may petition for reinstatement after serving the assigned suspension.

ACADEMIC ACTIVITIES AND OPPORTUNITIES

Exceptional Student Education (ESE) and Gifted Education:
The school will provide the programs and services, including supplemental support and enrichment services, modifications and accommodations, to ensure the academic success of students with disabilities whose education needs can be met in a regular classroom environment with at least 80% of instruction occurring in a class with non-disabled peers.

Literacy Initiatives

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

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

LEAVING CAMPUS

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

LEAVING CLASS

Cadets must first report to class and get approval from the teacher to leave class ***with a hall pass and their Current SMA ID Badge***. The cadet is then to go only to the specified destination and return to class in a timely manner. Cadets are not to leave any classroom or office, without a hall pass or their Current SMA ID Badge and both are required to enter any building.

LOST AND FOUND

Lost and Found is located in the main office. It is the cadet's responsibility to replace all missing uniform items and books. SMA is not responsible for damaged, lost or stolen items. Do not bring valuables to school or leave

them in your car. Do not leave anything in the restrooms or hallways. Keep all your belongings with you whenever possible.

LUNCH POLICY

SMA is a closed campus and cadets are not permitted to leave during lunch. ***Cadets, as well as parents/guardians, are not allowed to order food for delivery at any time.** Only parents/guardians or other members from the cadet's contact list, may bring lunch or other food/drinks, including food from a restaurant and must drop it off in the main office. The cadet will only be allowed to pick up the food during lunch. Only family members that are listed on the cadet's record may stay to eat lunch with the cadet. A valid driver's license is required upon checking in in the main office. Cadets are expected to follow SMA rules during lunch time, in addition to the following expectations:

- Clean up area when finished eating and throw trash away
- Wait in the lunch line respectfully
- "Don't pass it up, Pick it up" (Referring to trash on campus).
- **Cadets who have food delivered against the school policy, may pick their delivery up after 1:55pm.**

VISITORS, VOLUNTEERS, AND CHAPERONES

All visitors, volunteers, and chaperones must sign in and obtain a visitor's badge in the main office. A valid driver's license is required. All volunteers and chaperones must go through a background check and be approved in our database. All visitors who come during school hours must have official business on campus, otherwise, they may visit after 1:55pm.

PARKING PERMITS, PARKING ON CAMPUS, AND ACCESSING VEHICLES DURING SCHOOL HOURS

- The **only** SMA parking lot for cadets is located on our campus.
- Parking on campus is a privilege and it may be revoked by an administrator.
- Cadets must purchase a parking permit in order to park on campus.
- Parking permits will be sold to any cadet who has a valid driver's license and wishes to park on campus.
- The parking permit form that requires parent/guardian signature may be found in the main office and on the SMA website.
- Valid (current year) parking permits must be displayed on the rearview mirror, and visible through the windshield.
- When cadets arrive late to school for any reason, excused or not, they must find parking off campus.

- Cadets are not authorized to park in the visitor parking lot and SMA staff will not open the drive-thru gate for any cadets who arrive late to school, for any reason.
- Citations and/or disciplinary actions will be issued for illegal parking, parking in unauthorized spots, and for not having a parking permit.
- SMA is not responsible for any missing items from vehicles or any damage caused to vehicles.
- Do not bring valuables to school, nor should you leave them in your vehicle.
- Lock your vehicle at all times. Cadets are not to visit vehicles during school hours, therefore, they should bring all books and necessary items with them when they park in the morning.
- When absolutely necessary, written approval from the main office is required in order to go back to the car.
- Cadets cannot loiter in or near cars before, during, or after school.
- Parking privileges may be suspended due to behavior issues, poor grades, sharing permits, and visiting cars for any reason during school hours.

SENIOR CLASS

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

WITHDRAWAL/GRADUATION CLEARANCE PROCEDURES

- **Prior to withdrawal,** a parent/guardian must sign a clearance form from the Registrar's Office in person. The cadet will then acquire signatures from their teachers, Supply Room, Media Center, Clinic, JROTC Senior Army Instructor, and Athletic Director. Class A and Class B uniforms must be dry-cleaned, or a $75 dry-cleaning fee will be charged. The completed clearance form must then be returned to the Registrar's Office for processing.
- **Prior to graduation**, the cadet will return their Class A, Class B, and OCP uniform components to Supply, at which time they will receive their clearance form and the signature from the Supply Room. Class A and Class B uniforms must be dry-cleaned, or a $75 dry-cleaning fee will be charged. The cadet will then acquire signatures from their teachers, Media Center, Clinic, JROTC Senior Army Instructor, and Athletic

Director. The completed clearance form must then be returned to the Registrar's Office before the graduation ceremony for processing.+

- **In either scenario,** after the Class B uniform has been returned to Supply, the Polo uniform must still be worn by the cadet while on campus. Polo and PT uniform items that are no longer needed may be donated to our Gently Used Store.

SMA Graduation Requirements: 28 Credits
4 Credits ELA
• ELA 1, 2, 3, 4 • ELA honors, Advanced Placement (AP), and dual enrollment (DE) courses may satisfy this requirement
4 Credits Mathematics*
• One of which must be Algebra 1, and one of which must be Geometry • Industry Certifications that lead to college credit may substitute for up to two mathematics credits (except for Algebra 1 and Geometry) • An identified computer science** credit may substitute for up to one mathematics credit (except for Algebra 1 and Geometry)
3 Credits Science
• One of which must be Biology 1, two of which must be equally rigorous science courses • Two of the three required course credits must have a laboratory component • Industry Certifications that lead to college credit may substitute for up to one science credit (except for Biology 1) • An identified computer science** credit may substitute for up to one science credit (except for Biology 1)
3 Credits Social Studies
• 1 credit in World History • 1 credit in U.S. History • 0.5 credit in U.S. Government • 0.5 credit in Economics
1 Credit Fine and Performing Arts, Speech and Debate, or Practical Arts*
1 Credit Physical Education*
• To include the integration of health
12 Elective Credits
• To include the integration of JROTC
1 Online Course
75 Community Service Hours (100 for Bright Futures)
Students must earn a 2.0-grade point average (GPA) on a 4.0 scale for all cohort years and pass statewide, standardized assessments unless a waiver of assessment results is granted by the IEP team for students with disabilities.
* Eligible courses are specified in the Florida Course Code Directory. **A computer science credit may not be used to substitute for both a mathematics and science credit

TRANSCRIPTS

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

RESTRICTIONS AND EXCUSE FROM PT, PE, AND SPORTS

- When a cadet has physical restrictions or cannot participate in physical activities, a doctor's note is required and needs to specify the restrictions and for how long (a deadline).
- If a deadline is unknown, then the note should specify the date of the next appointment, which will then become the deadline.
- The note must be brought in to the main office and signed off by the office staff, followed by a copy given back to the cadet, the clinic, and others as needed.

Elevator Pass:

- A doctor's note should be obtained requesting the use of the elevator and specifying how long it is needed for (a deadline).
- If a deadline is unknown, then the note should specify the date of the next appointment, which will then become the deadline.
- This doctor's note must be brought in to the main office and signed off by the office staff, followed by a copy given back to the cadet, the clinic, and others as needed.
- Cadet must have this note on their person each time they use the elevator.

ORTHOPEDIC DEVICES & EXCUSE FROM CLASS B UNIFORM
(Cast, Brace, Boot, Ace Bandage, Arm Sling, Crutches, etc.)

- When an injury occurs and an orthopedic device is required, the Class B Uniform should be worn if the device can be worn under or over the uniform, such as, but not limited to, an arm sling or knee brace.
- A doctor's note is required if the device cannot be worn comfortably with the Class B Uniform and the Polo Uniform must be worn instead. This would usually take place if the cadet is required to wear a cast, special shoes, an orthopedic boot, etc.
- The doctor's note must specify the device that is to be worn and for how long (a deadline).
- If a deadline is unknown, then the note should specify the date of the next appointment, which will then become the deadline.
- Another note may be brought in from the next appointment if more time is required.
- This doctor's note must be brought in to the main office and signed off by the office staff, followed by a copy given back to the cadet, the clinic, and others as needed.
- Cadet must have this note on their persona at all times while out of uniform.

When crutches, a wheelchair, a scooter, or a walker are necessary, a special form must be picked up in the clinic or the main office. This form must be filled out and signed by the doctor and returned to the school clinic. These devices **may** be used while in the Class B Uniform.

UNIFORM PRICES

- At times, cadets arrive at school "out of uniform", meaning that they are missing uniform items or are not in the correct uniform.
- Cadets need to be "in uniform" at all times, therefore, the supply room sells uniform items if a cadet is need of anything.
- Forms of payment accepted are cash, check, debit or credit cards. Parents/guardians may also pay over the phone by calling the supply room at ext. 291.
- Cadets who are unable to purchase or correct the uniform requirements that are necessary for class attendance, will need to contact a parent/guardian to bring the proper uniform or will be required to get picked up. The absence will be considered unexcused.
-

School Store and Supply Room Prices (limited list):

Class B Brass Belt Buckle	$6	Class B Black Jacket	$110
Class B Beret	$30	Class B Pants (Female/Male)	$80/$85
Flash for Beret	$4	Class B Shirts	$75
Class B Black Belt (Female/Male)	$6/$8	PT Shorts	$23
Class B Crest	$5	PT Shirt (Depending on Size)	$19 - $29
Class B Name Tag	$5	Polo Belt	$10
Class B Star	$3	Polo Shirt (Depending on Size)	$36 - $38
Class B Shoes (Female/Male)	$65/$82	Socks (Black)	$5
Class A Jacket (Female/Male)	$170/$198	White T-shirt	$5.00

***** Prices subject to change without notice *****

JROTC UNIFORM STANDARDS

Uniform Standards:

The Army Class "B" uniform is the uniform of the day, Monday through Friday. The Polo Uniform is permitted on Fridays. Exceptions to this policy must be approved by the grade level administrator and may require a note

from a physician. Cadets not wearing the appropriate uniform will be placed in In-School Suspension until they are in the proper uniform.

Class B Uniform Standards:

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

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

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

Females

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

Gold Star: Centered ¼" above the nametag.

SMA Crest: Centered ⅛" above the gold star.

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

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

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

Males

Nametag: Centered left and right, on the right pocket flap, as well as, centered from the top of the button to the top of the pocket flap.

Gold Star: Centered ¼" above the right pocket flap.
SMA Crest: Centered ⅛" above the gold star.
Ribbons: Centered ⅛" above the left pocket flap.
Belt: Tip of the belt should be to the left side of the buckle.

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

Special JROTC Team Pins (Arcs) are worn as follows:

Females: Centered on the right side of the uniform, below the nametag to the natural waistline – adjusted to conform to individual figures. Space multiple arcs ⅛" apart.
Males: Centered on the right pocket. Space multiple arcs ⅛" apart.

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

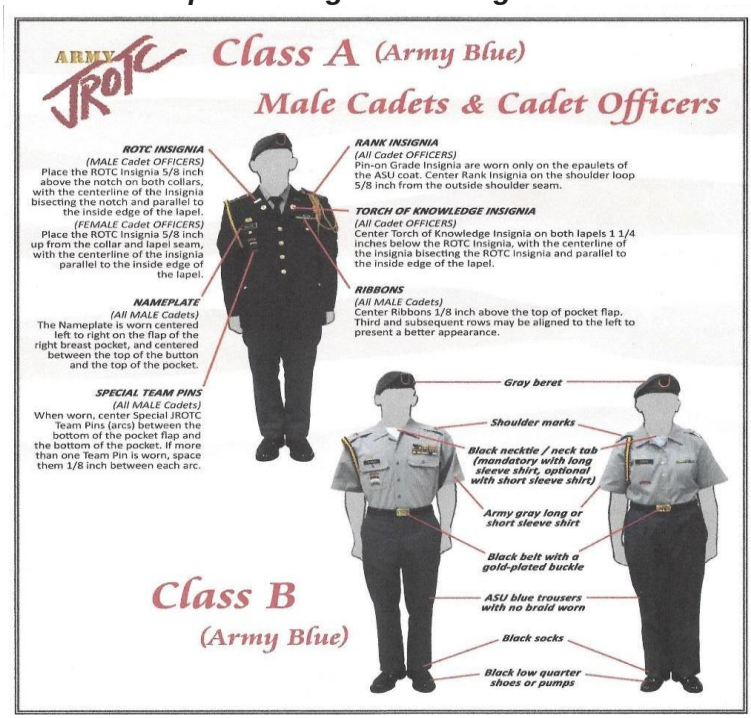
Care and Maintenance of Uniform Items:
Standards to be met while in uniform include maintaining the uniform in a clean and serviceable condition. The shirts may be washed, dried, and ironed (starch is recommended). ***The Class B Pants, Class B Jacket, and Class A Jacket MUST ALL BE DRY CLEANED and may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

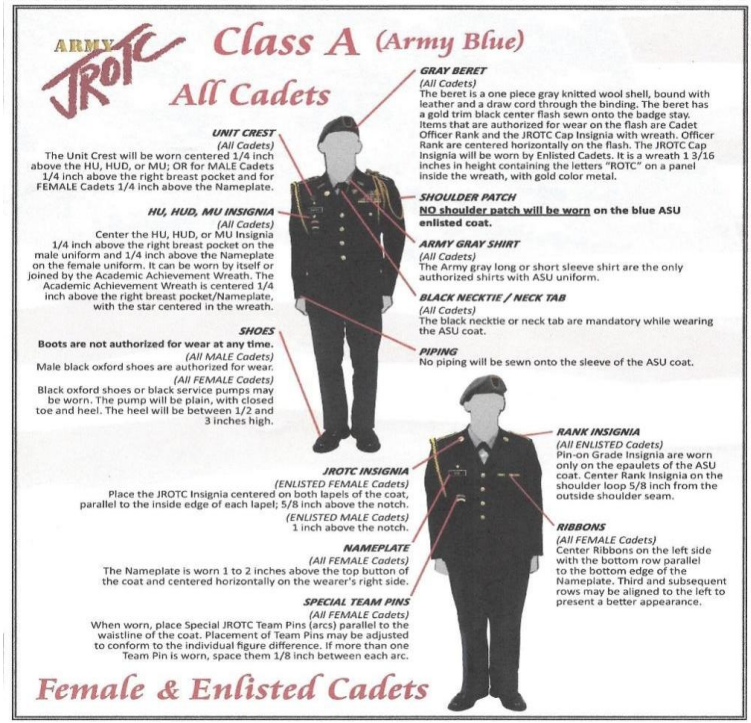
Socks: Only calf-length black socks may be worn with the Class B Uniform. No logo, plain black socks only. White socks are ***NOT AUTHORIZED*** for wear with the Class B uniform.

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

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

Cadets may <u>NOT</u> wear the Class B Uniform while performing fundraising activities.





Grooming Standards

Jewelry Standards:

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

Face piercing of any type, such as, eyebrow/tongue/nose rings, and ear gauges are strictly prohibited. **Cadets who get new piercings during the school year that are not in compliance with the uniform policy must remove them immediately; they cannot be covered up by Band-Aids, nor may the cadet insert clear plastic plugs.** New piercings should be done during the summer months, so they have time to heal and don't necessitate posts to keep them open. Both males and females may wear necklaces if they are not visible in any uniform and the chain is no larger than the Army ID tags chain. No bracelets are allowed while in uniform. Both males and females may wear one ring per hand and a wrist watch: These must be conservative and not detract from the appearance of the

uniform. No large or colorful rings and watches. Faddish watches and watch bands are not authorized.

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

Pimple Patches: Pimple Patches must match skin tone.
False Lashes: False lashes are prohibited.

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

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

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

Nails:
Designs and unnatural shapes are *NOT AUTHORIZED*:

These shades ARE authorized:

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

Hair Color and Highlights:

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

NOT AUTHORIZED **Roots:**

Male Haircut, Shaving, and Grooming Standards:

- Male cadets must keep the hair on top neatly groomed.
- Extreme, eccentric, or faddish haircuts or hairstyles, such as high fades with long hair on top or pompadours or faux hawks are NOT authorized.
- Hair must not touch the ears or the collar of the Class B shirt.
- Hair length cannot exceed 2 inches (or less if hair is thick).
- Hair must present a TAPERED appearance all the way around.
- Inappropriate styles that result in shaved portions of the scalp (other than the neckline) or designs cut into the hair are prohibited.
- Hair cannot interfere with the proper wear of the beret. The beret must sit naturally on the head.
- Male cadets must be clean-shaven, however, they may have sideburns. If worn, sideburns will not extend below the bottom of the ear opening, and they are NOT allowed to end in a “point”. Sideburns must end with a solid horizontal cut that is not angled. Sideburns will not be tapered or flared. The length of sideburn hairs when extended will not exceed ⅛”.
- Mustaches are permitted; if worn, males will keep mustaches neatly trimmed, tapered, and tidy. No portion of the mustache will cover the upper lip line or extend sideways beyond the corners of the mouth.

NOT AUTHORIZED **Male Haircuts:**

Authorized Male Haircuts:

Female Hair Standards:

- Many female hairstyles are acceptable, as long as they are neat and conservative. Extreme, eccentric, or trendy haircuts or hairstyles are not authorized.
- There is no minimum hair length for female cadets.
- Hair must be neatly groomed, the length and bulk of the hair may not be excessive, and that the hair may not present a ragged, unkempt, or extreme appearance.
- Hair must be neatly and inconspicuously worn as a bun, be fastened and secured to the back of the head, and the length will not extend past the top of the collar. Female hairstyles must look neat and controlled (no strands, curls, or wisps hanging free), and must not interfere with the proper wearing of the SMA beret or any other SMA equipment.
- Single or multiple locks, braids, twists or cornrows may come together and **must form a bun.**
- If worn, bangs may not touch the eyebrows, may not interfere with the wear of all headgear, must lie neatly against the head, and not be visible underneath the front of the headgear. The width of the bangs may extend to the hairline at the temple.
- Faddish and exaggerated styles, to include shaved portions of the scalp other than the neckline, designs cut in the hair, and unbalanced or lopsided hairstyles are prohibited.
- Hair will be styled so that it does not interfere with the proper wear of all military headgear. All headgear will fit snugly and comfortably around the largest part of the head without bulging or distortion from

the intended shape of the headgear and without excessive gaps. When headgear is worn, hair should not protrude at distinct angles from under the edges. Hairstyles that do not allow the headgear to be worn in this manner are prohibited.

- Pigtails and widely spaced individual hanging locks, and other extreme styles that protrude from the head are prohibited.
- Dreadlocks are unauthorized.
- Hair extensions are authorized, however, they must have the same general appearance as the natural hair and conform to the above regulations.

Hair-Holding Devices:

- Hair-holding devices are authorized only for the purpose of securing the hair. Devices that are conspicuous, excessive, or decorative are prohibited. Some examples of prohibited devices include, but are not limited to, “scrunchies,” beads, bows, claw-clips, headbands, and barrettes with butterflies, flowers, sparkles, gems, or scalloped edges or in colors not closely matching the hair.
- Cadets will not place hair-holding devices in the hair for decorative purposes.
- Foreign materials (beads and decorative items) may not be woven into the braids and are prohibited with all hairstyles.
- All hair-holding devices must be plain and of a color as close to the cadet’s hair color as possible or clear (e.g., a blonde may wear brown or clear hair-holding devices).
- Authorized devices include, but are not limited to, barrettes, combs, pins, clips, or elastic bands.

Authorized Female Haircuts and Hairdos:

NOT AUTHORIZED **Female Haircuts and Hairdos:**

Cold Weather Uniform Standards:

- Blankets are NOT authorized during school hours.
- You will be directed when wearing of the jacket is mandatory during formation and when the jacket may no longer be worn during formation. Do not bring the jacket to the formation area if it is not permitted to be worn.
- The Black JROTC Class B Jacket is the ONLY jacket that may be worn with the Army Class B Uniform. This jacket may **not** be worn with **any**

other clothing/uniform. When worn, the jacket will be zipped up in the front (to the bottom of the JROTC Patch), and both sleeves will be worn down. No other civilian clothing articles may be worn under the JROTC jacket if they are visible.

- Only the SMA PTCC Black Jackets and SMA hoodies may be worn with the PT and Polo Uniform. During formation, they may only be worn if the Class B Jackets are currently authorized.

Gloves, Berets, and Eyeglasses:

- Plain black gloves may be worn with any uniform and may only be worn outside.
- SMA issued berets must be worn with the Class B Uniform during formation and may only be worn outside.
- Eyeglasses or sunglasses that are trendy or have lenses or frames with conspicuous initials, designs, or other adornments are not authorized. Cadets will not attach chains or ribbons to eyeglasses. Glasses may not be worn on top of the head, nor can they hang off of the uniform.

OCP Uniform:

- The OCP uniform is mainly worn by senior cadets and Raiders.
- Jewelry, makeup and nail polish standards <u>are the same as with the Class “B” uniform</u>. (See Class B Uniform Policy).

SMA Polo Uniform Standards:

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

- The SMA Polo Uniform must be worn on **Every First Friday of Each Month.** If not participating in Spirit Friday, then the SMA Polo Uniform must be worn.
- Uniform inspection will be conducted in formation every morning.
- Blue and Gold SMA Polo Shirt, BLACK pants and/or shorts, and the BLACK belt, **MUST** all be purchased at Children's World or at the Gently Used Store on campus.
- Shorts and pants must rest at the natural waist of the cadet; no more than 2 inches below the navel.
- Shorts must not extend below the knee and must be hemmed no more than 4 inches above the knee. Shorts and pants must have at least 1 inch of free play (without pulling) in the garment at the hips and legs. Shorts may NOT be rolled up.
- The bottom button of the polo shirt must be buttoned.
- Only white undergarments may be worn under the polo shirt. An undershirt or camisole is optional.
- No long sleeve shirts may be worn under the polo shirt.
- Only athletic shoes or boat shoes are to be worn. Cadets cannot deface the shoes in any way. Shoes must be tied properly. All colors are allowed. **NO CROCS.**
- Plain black or white socks must be worn and must be visible. No logos, lines, or designs.
- **Females may wear hair down only on Fridays.** Headbands and pins are allowed as long as they are PLAIN and match the hair color.
- The black SMA PTCC Jackets and SMA Hoodies are the ONLY authorized cold weather jackets. The hood must always be worn down. These jackets are NOT authorized for wear with the Class B Uniform. SMA Team Hoodies or jackets are only allowed on Spirit Fridays.
- Jewelry, makeup, grooming, and nail polish standards are the same as with the Class "B" uniform. (See Class B Uniform Policy).

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

- Team Polos, team jackets, and other spirit wear is only authorized during Spirit Fridays: Every Friday, except the first one of each month.
- If not participating in Spirit Fridays, the SMA Polo Uniform must be worn.
- Jewelry, makeup, grooming, and nail polish standards are the same as with the Class "B" uniform. (See Class B Uniform Policy).
- All other standards are the same as with the SMA Polo Uniform.

PT (Physical Training) Uniform Standards:

- Only the SMA PT Uniform (shirt and shorts) is authorized for all physical activities. These must be purchased in the SMA School Store, SMA Gently Used Store, or at Children's World.
- The black SMA PTCC Jackets and SMA Hoodies are the ONLY authorized cold weather jackets. The hood must always be worn down. These jackets are NOT authorized for wear with the Class B Uniform. SMA Team Hoodies or jackets are only allowed on Spirit Fridays.
- Any color athletic shoes.
- Plain black or white socks must be worn and must be visible. No logos, lines, or designs.
- Females must wear their hair in a bun or a ponytail.
- Jewelry, makeup, grooming, and nail polish standards are the same as with the Class "B" uniform. (See Class B Uniform Policy).

Dress Down Day Dress Code:

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

Halloween Costume Day Dress Code:

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

Helpful Links

(Scan the QR Codes for easy access)

SMA Quick Links

SMA Website

Athletic Calendar

SMA Facebook Page

SMA Instagram Page

Add Money to Lunch & Breakfast Account

Focus Portal for **Parents** (Grades, attendance, assignments, test scores)