



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 more than 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 among our alumni.
- **Character and Leadership:** The development of character and leadership with particular emphasis on values such as empathy, integrity, respect, responsibility, and resilience.
- **Breadth of Program:** A rich and robust educational experience that balances academics, the arts, athletics, our Military Leadership Program, service, and experiential education.
- **A Boy-Centered Approach to Teaching and Learning:** Varied, engaging, and research-based instructional practices acknowledging the diversity of learners and meeting the learning needs of boys.
- **Core Academic and 21st Century Skills:** The development of key skills, including creativity and innovation, critical thinking and problem-solving, communication, collaboration, and leadership.
- **Personal Wellness:** The strengthening of our students' physical, social, and emotional well-being is fostered through mentoring and counseling, physical and health education, and an athletics program that promotes active participation and healthy competition.
- **Continuous School Improvement:** A culture of continuous school improvement through which all are inspired to do and be their best.

SAN ANTONIO ACADEMY BOARD OF TRUSTEES

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

ACCREDITATION

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

SAN ANTONIO ACADEMY IS AN EQUAL OPPORTUNITY EMPLOYER

The Academy is firmly committed to treating employees and applicants for employment according to their experience, talent, and qualifications for the job, without regard to their race, religion, color, national origin, sex, genetic information, age (if over 40), disability (if otherwise qualified to do the job), or any other classification protected by law.

Our policy in this regard covers all employment decisions, including recruitment, hiring, placement, promotions, transfers, layoffs, or terminations, rates of pay, employee benefits, and selection for training.

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

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IMPORTANT CONTACTS

DAY-TO-DAY SCHOOL OPERATIONS

Main Office: 210-733-7331

Website: www.sa-academy.org

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.

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

Associate Head of School for Student Experience, Ernest Cox (*Ext. 203*), for inquiries regarding student performance, conduct, grades, and activities for grades 4–8, or

general guidance on your son's overall school experience (Pre-K–8th) and family matters.

Head of Pre-K–3rd grade, 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.

Commandant, SgtMaj. USMC (Ret) Delvin Smythe (Ext. 205), if you have questions regarding the Military Leadership Program and/or your son's conduct and behavior.

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

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

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

Semmes Foundation Head of School, Paul M. Quick (Ext. 202), if there is a problem that requires his attention.

SCHOOL BUSINESS AND ADVANCEMENT

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

Chief Financial Officer, Rich Delano (Ext. 234), if you have any questions involving finances or student accounts.

Parent Relations & Special Events Manager, Emily Iturbe (Ext. 268), if you have any questions regarding volunteer opportunities.

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

Director of Enrollment Management and Constituent Experience, Kristin Railsback (Ext. 270), if you have questions about the admissions and enrollment process or would like more information regarding community engagement opportunities.

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

AFTER/OTHER SCHOOL PROGRAMS

After-School Care Coordinator, Sherri Omid (Ext. 284), if you have questions regarding our After-School Care program.

Uniform Store, Tammie Smythe (Ext. 293), 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 ([policy](#))

Attendance and punctuality are essential to student success, engagement, and character development. Classroom interaction, peer collaboration, and community gatherings such as line-up, chapel, and drill, are core components of the SAA experience that cannot be replicated at home. Frequent absences disrupt academic progress and isolate students from the school community.

A. **Core Attendance Requirements**

To maintain enrollment and receive academic credit, students must attend at least 85% of the 172 annual instructional days. Falling below this threshold triggers an administrative enrollment review. Attendance will be reviewed each quarter. No more than 6 absences should be accrued in each quarter. Daily attendance is taken at the beginning of the first learning block.

B. **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.

C. **Tardiness**

Students who are late to school should report to the Main Office. The Head of School will notify parents should patterns of tardiness occur.

D. **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.

E. **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.

F. **Planned & Extended Absences**

Families are encouraged to schedule vacations during school breaks.

- Absences: Coordinate with faculty and school heads in advance to manage make-up work.
- Extended Absences (3+ Days): Submit a formal request for administrative approval at least one week in advance to ensure a plan for coursework.

While teachers strive to provide work in advance, assignments may be distributed after the student returns.

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 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.

[Family Guide to MAP Growth](#)

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.

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.
- Upon graduation or withdrawal from the School, official student transcripts and other academic records may not be released until all outstanding balances on the student's account have been paid in full.

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 THROUGH 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: Outerwear is part of the SAA uniform discipline. Please remember that only school-logo hoodies, fleece jackets, rain jackets, and wool caps (beanies) are approved for daily wear.

- Sweatshirts and light jackets must be SAA-branded gear from the Uniform Store; the included photo shows available options
- Heavy coats may be solid in color or camouflage
- Beanies should be either an SAA team beanie or plain black
- Items purchased through the SAA athletics department or the spiritwear site are permitted to be worn only on designated spiritwear days (camo Fridays).

The School Day

The school day begins with chapel at 8:00 AM. Pre-K through 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 through 2nd grade students will be escorted to the playground 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 through 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.

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).

Grades

SAA is on a 9-week grading cycle. Numerical grades are not given in grades Pre-K through 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

***Please note that in the Primary School grade levels, earning a "P" on a report card means that the boy is progressing along as he should be. Teachers will always communicate with a parent if or when concerns arise.*

Independent Practice

Independence practice is a regular expectation for boys in 1st and 2nd grades. 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 through 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 Through 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 of Primary Education and Head of School will determine appropriate placement.

Conduct and Behavioral Expectations: Social-Emotional Learning

In the grades Pre-K through 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 occur, the teacher will seek assistance from the Associate Head of School or the Commandant.

The success of a school-wide community lies in the relationship built between students, staff, and parents. This relationship begins with communication. Parents will be informed about student expectations, successes, issues, and concerns through ongoing communication, including teacher updates, parent meetings, consultation with the Counseling and SEL staff, and administration. Communication is key in cultivating a supportive school-wide community. Our goal is to teach the skills that are required to overcome any behavioral obstacles.

Philosophy:

- 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.
- To help each student find his noble purpose.

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 through 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 3RD THROUGH 8TH

Dress Code

San Antonio Academy has a set of expectations for the school uniform and appearance. These expectations can also be found in the [Military Leadership 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.

Haircut and uniform standards will be reinforced by:

1. Warning
2. Formal reminder

3. Corrective action plan
4. Student review/disciplinary action

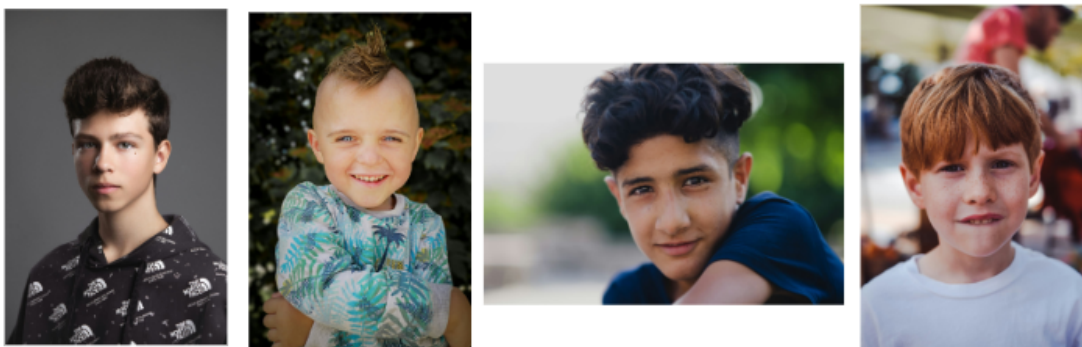
These steps are spelled out in the [Daily Uniform Standard](#).

Hair: The “ideal” Military Leadership Program haircut is one that prioritizes neatness, cleanliness, and a low-maintenance style. While acceptable hairstyles vary, common acceptable styles include buzz cuts, crew cuts, and fades, all characterized by short, tapered sides and back with a controlled length on top. Haircut minimums are off the collar, off the ears and when combed down may not touch the eyebrows. The goal is to project an image of discipline and professionalism. Novelty haircuts (e.g. mohawks and modifications to traditional hairstyles) are not authorized. This includes spiking, twisting, hair coloring, hair gel and shaved heads.

Acceptable Haircuts



Unacceptable Haircuts



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



Dress Shoe

[Dress Shoe Link](#)



Daily Shoe

Jewelry: Jewelry is not allowed, including religious iconography. Analog and/or simple watches may be worn. “Smart Watches” are not allowed.

Backpacks: Only school-issued backpacks are allowed. Keychains and other decorative items are not permitted on the backpack.

Outer Garments:

- Sweatshirts and light jackets must be SAA-branded gear from the uniform store; the included photo shows available options.
- Heavy coats may be solid in color or camouflage.
- Beanies should be either an SAA team beanie or plain black.



Items purchased through the SAA athletics department or the spiritwear site are permitted to be worn only on designated spiritwear days (camo Fridays).

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 through 8 may be dropped off at the pavilion 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.

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 Recognition and Snacks

Birthdays for students in grades Pre-K through 7th are recognized at the conclusion of lunch. 8th-grade birthdays are celebrated with a song during morning chapel. Parents are welcome to bring treats for their son's birthday, which will be enjoyed at the conclusion of lunch in the designated areas.

Report Cards and Progress Reports

Report cards contain permanent grades and are recorded following the end of each 9-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 through 8 earns four report cards throughout the year with permanently recorded grades. If a student's performance declines, the teacher will notify the parents.

Grades are recorded as:

Letter Grade	Description	Numerical Equivalent
A		90-100
B		80-89
C		70-79
D		65-69
F		64 or below

Character and Excellence Grading System

San Antonio Academy believes students thrive when they are known, valued, and supported. To bring our Portrait of an Academy Boy and school motto—Be honest. Be kind. Be the best you can be.®—to life, we utilize a numerical Character and Excellence (conduct) grade. This is 15% of a student's overall classroom grade, evaluating performance across seven core categories. Review the

 [Character and Excellence - Overview.pdf](#) for more information.

Grade Communication

San Antonio Academy uses the Blackbaud student information system (The Wildcat Portal), allowing access to a student's vital school data via a secure and confidential website. 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 70% 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, Learning, and Grading Standard (4–8)

Purpose and Philosophy

At San Antonio Academy, we believe that grading and assessment should accurately reflect a student's academic mastery, personal growth, and readiness for the future. Our approach balances challenging academic standards with a deep commitment to the well-being of our students and families.

We prioritize in-school completion for independent practice. This allows students to develop essential executive functioning skills—such as organization, time management, and accountability—within a supported environment. By prioritizing school-day learning, we ensure that time outside of school can be used for extracurricular activities and meaningful family engagement, free from the formal learning environment.

Grading Categories and Weights

To reflect our holistic approach to student development, final grades are determined by a comprehensive assessment of both character development and academic achievement. To align with a standard 100% scale, categories are distributed as follows:

Category	Weight	Description & Examples
Formative Assessments	50%	Progress monitoring and skills application: Quizzes, intermediate products (reading checks, lab reports), classwork, independent practice, and executive functioning execution.
Summative Assessments	35%	Evaluation of comprehensive mastery: Tests, major projects, essays, and semester and/or final exams.
Character & Excellence	15%	Evaluation based on Universal School Standards.

Policy Guidance: No single assignment may count for more than 20% of the overall course grade.

Standards for Independent Practice & Consolidating Learning

Independent practice is intentionally designed around three core pillars to help students internalize their learning:

- Practice: Strengthening and reinforcing concepts directly taught in class.
- Preparation: Building readiness, curiosity, and background knowledge for upcoming topics.
- Extension: Applying acquired skills and concepts in new, creative, or higher-level contexts.

Grade Level Expectations Overview

Across all levels, the focus remains on age-appropriate responsibility and independence, with an emphasis on protecting personal time during holidays and extended weekends:

- 3rd through 5th grade: Focus shifts toward experiential learning, foundational executive functioning habits, and real-world applications.
- 6th through 8th grade: Transitions to a targeted retrieval approach where students spend a window of time working on high-utility practices and agenda management to consolidate learning and strengthen executive functioning skills.

In-Class Pacing & Embedded Intervention

Teachers provide real-time feedback during class to guide student work.

- Pacing vs. Behavior: Unfinished work is primarily viewed as an indicator of needed instructional pacing adjustments or skill reinforcement. On occasion, it may also indicate a behavioral concern.
- In-School Interventions: The primary goal is to resolve unfinished work via in-school interventions—such as structured study blocks or learning labs—to ensure students receive direct support. Unfinished classwork may occasionally be required to be completed at home if necessary.

- Differentiated Support: Students who struggle with task completion are paired with immediate support or provided with adjusted-volume tasks during the class period to reinforce core learning objectives. Executive function supports (e.g., reminders, breaking up tasks into manageable chunks) are actively encouraged.

Home-Based Practice Guidelines

While we prioritize school-day learning, teachers may occasionally assign brief, purposeful work based on these parameters:

- Reading. Studying for a test or quiz, long-term projects that consolidate learned concepts, or brief extensions of work that do not introduce new concepts.
- Home-based work must be brief, intentional, and avoid heavy time burdens.
- Faculty shall avoid assigning work over holidays or extended weekends.
- Assignments must strictly focus on review; introducing new content via homework is prohibited.

Grading, Feedback, and Equity

- Independent practice is formative. While it may not always receive a formal numerical grade, it shall receive timely and specific feedback to promote learning growth.
- Zeros should be rare and only issued after multiple opportunities and interventions have been exhausted.
- We honor developmental differences in organization, processing speed, and motivation by providing flexible support, accommodations, and extensions to foster student growth.

Community Roles and Responsibilities

Teacher Guidance

- Prioritize meaningful, developmentally appropriate practice; avoid busywork.
- Utilize frameworks for in-class differentiation, such as the "Must Do, Should Do, Aspire Do" model, to ensure all learners can demonstrate mastery.
- Keep Google Classroom pages updated with clear learning objectives, resources, expectations, and deadlines.
- Provide proactive support for students requiring additional assistance or makeup opportunities. Remediation and support sessions should be scheduled with the teacher to ensure student access.
- Collaborate with families and the Academic Support team if students struggle to meet learning targets or fall below a 70% average.

Student Responsibilities

- Check Google Classroom regularly for assignments and deadlines.
- Complete in-class work and assigned home-based review with best effort.
- Proactively use support resources, track missed work due to absences, and communicate academic challenges directly to faculty.

Parent and Family Communication

- Faculty will communicate expectations and deadlines clearly to families to maintain a strong home-school partnership.
- 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.
- Parents are encouraged to support their student's developing executive functions by reviewing deadlines together while honoring the boundary of the home as a place for family and extracurricular enrichment.
- Parents are able to access their son's grades via The Wildcat Portal (Blackbaud). Communication is strongly recommended when a parent has any concerns about their child.

Resources and Support

- Google Classroom: Pages will be maintained with up-to-date learning objectives, resources, and assignment details.
- Learning Support: Scheduled teacher support and remediation sessions are made available to ensure equal access to help.
- Academic Support Team Collaboration: A cumulative course average, or major grade, falling below 70% triggers immediate collaboration between faculty, parents, and the Academic Support Team to implement targeted intervention plans.

After-School Support

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 (HWC) 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 HWC 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

Parent -student-faculty conferences are held three times per school year. In addition to these planned meetings, parents are encouraged to reach out to faculty at any time with questions or concerns. Division Heads are also available as needed to support families.

Beginning of the Year	Middle of the Year	End of the Year
Parents and students will meet one-on-one with faculty to establish partnerships. This meeting is an opportunity to share your goals for your child's growth in the Four Pillars: Scholarship, Leadership, Integrity, and Brotherhood.	A mid-year check-in to reflect on progress across the Four Pillars. Together, we will celebrate successes, revisit goals, and collaborate on next steps to support your child's continued development.	Students lead a culminating conference to showcase their growth in the Four Pillars. By presenting evidence of their progress, students cultivate ownership, self-awareness, and a deeper investment in their development.

At any time, parents are encouraged to contact faculty members to confer regarding student development in class. Under most circumstances, teachers will respond within 24 hours. If a concern persists, the parent should contact an administrator.

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 Associate Head of School and/or the Director of Student Services.

Technology & Chromebooks

Students are provided a Chromebook for school-related activities. Students shall comply with the Technology Acceptable Use Policy (AUP). Students may lose the privilege of the Chromebook for violating the AUP. To support the well-being of our

students and encourage a healthy balance between academic engagement and personal time, all Chromebooks will remain on campus and will not be taken home, though on rare occasions a student may take their Chromebook home. This policy is designed to help our students disconnect from school-related technology at the end of the school day, fostering deeper engagement with family and extracurricular activities.

Cell Phones

San Antonio Academy is a cell phone-free campus for students. Students may 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 the main 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 and no "N" or "U." In addition, the valedictorian, salutatorian, and honor scholar are chosen using the same criteria.
- **Pillar Based Grade Level Awards.** At the heart of our mission is the goal of fostering intrinsic motivation and encouraging our boys to strive for excellence

for the pride of a job well done. In alignment with this, our class and subject area medals are recognized by faculty and staff through the following pillars.

Pillar	Focus	Enhanced Criteria for Teachers
Scholarship	Academic Growth & Inquiry	Recognizes the student who demonstrates a consistent growth mindset, uses feedback for deep reflection, and sets ambitious goals for their own learning progression.
Leadership	Collaborative & Empathy	Recognizes the student who leads through service and collaboration. He communicates with empathy, ensuring others feel heard, and takes initiative to elevate the work of his peers.
Integrity	Character & Ethics	Recognizes the student who is a principled citizen in the classroom. They display honesty in their work, kindness in their interactions, and the maturity to be their best self, especially when facing academic challenges.
Brotherhood	Community & Support	Recognizes the student who fosters lasting bonds. They actively create an inclusive, supportive environment and develop strong, lifelong links with other students through group participation and friendship.

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 and failure to wear the required uniform.
- **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 money to school. The school is not responsible for lost or stolen items.

School Dances

- Academy dances are held for grades 6–8 in the fall, winter, and spring.
- At Academy dances, 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

Educational Support Services and Accommodations

San Antonio Academy students with a diagnosed learning disability or difference may be eligible for academic accommodations. The purpose of these 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.

Our Educational Support Services program supports various learning differences, including, but not limited to:

- Attention Deficit/Hyperactive Disorder
- Dyslexia
- Dysgraphia
- Executive Function Deficits
- Processing Speed Deficiencies

How to Request Accommodations

To be considered for educational accommodations, parents must submit a full psychoeducational evaluation report to the Director of Student Services. This report must include a current diagnosis and a clear explanation of how the disability impacts the student's school performance. The Director of Student Services will review the report and collaborate with teachers and parents to determine which accommodations SAA can reasonably provide.

Generally, psychoeducational testing remains valid for a three-year period. To ensure that accommodations continuously align with a student's evolving development, an updated evaluation is required after three years to determine his current learning 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: EXPECTATIONS, STANDARDS, AND RESPONSIBILITIES

At San Antonio Academy, our mission is to offer an exceptional education intentionally crafted for boys, Pre-Kindergarten through 8th grade, preparing each young man to fulfill his noble purpose. To guide students on this journey, we utilize the [Portrait of an Academy Boy](#) as our foundational framework, defining developmental expectations for each student.

These expectations are anchored by The Academy's motto—Be honest. Be kind. Be the best you can be®—which serves as the cornerstone of our student life process. To provide structure for evaluating behavior and fostering growth, we utilize the [Character and Conduct Support Guide](#).

We believe students thrive when they are known, valued, and supported in reaching their full potential. To bring our motto and *Portrait* to life, we incorporate a numerical "Character and Excellence" grade, which comprises 15% of the student's overall classroom grade. This grade evaluates performance across seven core behavioral categories:

1. Engaged & Goal-Oriented (Off-Task or Distracted)
2. Proactive & Ready (Unprepared)
3. Constructive Participation (Mild Disruption)
4. Professional & Open Demeanor (Disrespectful Tone/Body Language)
5. Mindful Digital Citizenship (Inappropriate Use of Tech)
6. Interpersonal Respect (Disrespect toward Peers/Adults)
7. Inclusive & Collaborative (Exclusionary Behavior)

Student Behavior and Conduct

San Antonio Academy students are expected to act with honesty and integrity in all personal, social, and academic settings. We prioritize a positive behavior system grounded in individual growth and restorative practices. [The Portrait of an Academy Boy](#) serves as our foundational guide, defining the developmental expectations for our students, while our "Character and Excellence" grading system provides the ongoing feedback necessary to cultivate the prosocial behaviors we desire to see.

Faculty members work proactively to identify and support students in developing these positive habits within the classroom. When a student struggles, we utilize the [Character](#)

[and Excellence Accountability Framework](#) to implement structured interventions designed to help the student realign their actions with Academy standards.

Expectations

We expect all students to live honorably by respecting the rights and property of others, attending school faithfully, and completing assignments diligently. Furthermore, students are expected to contribute positively to our classroom and community, interact collaboratively and respectfully with peers and staff, and follow adult instructions at all times. Finally, maintaining a safe and healthy environment requires that all students abstain from weapons, illegal drugs, alcohol, and vaping.

As outlined in the Character and Excellence Accountability Framework, we support student growth through restorative strategies not limited to:

- Merits or infractions
- Character and excellence grades
- Private or whole group redirection
- Reflection sheets (Behavioral or Scholarship)
- Student breaks
- Seating adjustments
- Parent communication
- Campus service
- School resets (before, lunch, during, and/or after school)
- Out-of-school resets
- Probation
- Suspensions
- Permanent separation from school

Be honest:

Students commit to truthfulness in all interactions, uphold (academic) integrity, respect the person and property of others, and hold their peers accountable to these standards.

Be kind:

Students act with respect and cooperation. We foster an inclusive environment, strictly prohibit bullying (defined by power imbalances and repetition), and serve as responsible stewards of our campus and community.

**Physical expression is normal for developing boys, however, all physical activity should be respectful of other people. Any intentional physical action resulting in hurting another is contrary to The Motto.*

Be the best you can be:

Each student commits to fulfilling his noble purpose by consistently striving for his personal best and encouraging others to do the same.

Character and Conduct: Merits and Infractions

To help students make positive choices and maintain a focus on our mission, San Antonio Academy utilizes a four-level accountability framework. This system is designed to support student growth, define expectations, and ensure consistent administrative responses.

Merits

We recognize positive behaviors through our RCA awards system. Individual merits positively impact a student's company standing for end-of-year and graduation awards.

Infractions

Conversely, infractions are documented in Blackbaud to track progress. Students in grades 6th–8th are subject to losing their leadership positions in the Military Leadership Program for persistent Level 3 or 4 behaviors, or if their conduct grade falls below “S” (satisfactory).

- **Level 1: General/Mild Behaviors:** Focuses on redirection (e.g., off-task behavior, unpreparedness). Response: Verbal reminders, nonverbal cues, or reflection sheets.
- **Level 2: Moderate Misbehaviors:** Involves repeated Level 1 behaviors or specific conduct infractions (e.g., dishonesty, exclusionary behavior). Response: Behavior logs, family meetings, or restitution.
- **Level 3: More Serious Misbehaviors:** Requires immediate documentation and an administrator-led response (e.g., academic dishonesty, bullying, defiance). Response: Admin referral, safety plans, or behavior contracts.
- **Level 4: Extreme Misbehaviors:** Major violations requiring immediate administrative action (e.g., physical aggression, possession of prohibited items, major rule violations). Response: Discipline hearing, suspension, or expulsion review.

Traditions, Customs, and Courtesies

Established in 1886, The Academy embraces a rich tradition with over 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 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](#)*)

View here: [Parent Partnership Pact](#)

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

Our Counseling and Wellness program provides proactive, day-to-day support for students' personal, social, behavioral, and academic needs. We work collaboratively with families and faculty to build student resilience and help boys navigate developmental milestones. Our program fosters a supportive environment where every boy can achieve his potential.

Our comprehensive counseling program is delivered through direct and indirect services, including: a) **Guidance Curriculum:** Teaching life skills related to mindset, behavior, and social-emotional development; b) **Individual Planning:** Assisting students with goal setting across social, personal, and academic domains; c) **Responsive Services:** Supporting students with crisis intervention, personal health, safety, and prevention; and d) **System Support:** Consulting with teachers and parents, analyzing data to improve service efficiency, and coordinating counseling-related school initiatives.

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 15 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 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 through 8th. The appropriate forms may be downloaded from the [school's website](#). Students in grades Pre-K through 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 the school will take appropriate precautions to ensure 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 each case must be addressed with proper regard for the context within which it arises.

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. For more information, contact the [Director of Parent Relations and Special Events](#).

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 and Special Events.

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 Technology Acceptable Use Agreement Form (required Back-to-School form in The Wildcat Portal) 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 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 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 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 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 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.

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 6–8 will receive a school-issued Chromebook 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 5th remain in the classroom. SAA monitors the use of school-issued Chromebooks, iPads, and other school-issued technology.

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
 - 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. Furthermore, student-athletes must be aware of and adhere to the [No Pass, No Play Standard](#).

Competitive Sports by Season

I. Fall

- Cross-Country (Grades 5–8)
- 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 (W.E.L.L. PROGRAM)

The Academy supervises and sponsors many enrichment opportunities. The following is a sample and may be offered depending on demand and/or teacher availability:

- 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 cafeteria.
- 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 cafeteria. They will walk to lunch, talk quietly, and demonstrate good table manners.
- Only faculty members may excuse students from the cafeteria.
- 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.

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 LEADERSHIP 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 Leadership Program Guide](#) posted on the SAA website.