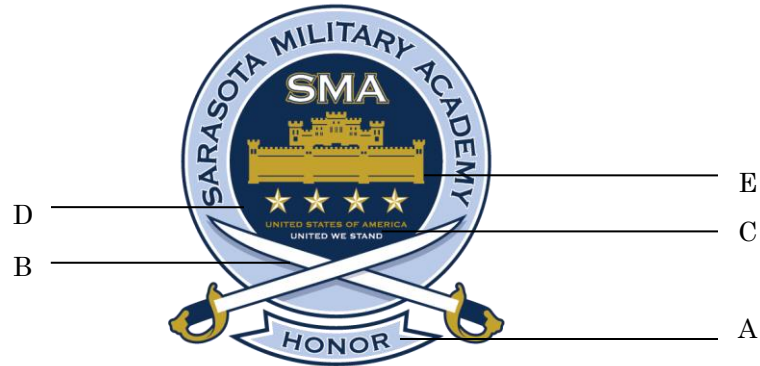


SARASOTA MILITARY ACADEMY

2018-2019 CADET HANDBOOK

SMA-LTC Fred Fout
Head of School



SMA CREST

Meaning of the Symbols

- | | |
|--|---|
| A. "HONOR" | SMA is based on HONOR |
| B. Crossed Swords | Strength through unity |
| C. United States of America
United We Stand | The basic tenets of the
United States of America |
| D. Four stars | HONOR in: Self, Community,
Family, and Country |
| E. Fort | Strength of our country |

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**** STAY CONNECTED ****

Monitor grades, attendance, assignments, and schedules:

Parents/guardians and cadets should sign up on the Family Access Portal in order to monitor daily attendance and grades.

School Website: www.sarasotamilitaryacademy.org

School Calendar: The calendar is located on the school website.

Mailing List: Make sure you sign up for our mailing list on the school website. By signing up, you will receive the Eagle Weekly (the weekly E-newsletter) and other important news, dates, and information.

Phone Messaging: From time to time, SMA will send out a phone message with important news and updates. We will use your number from your school records. Please ensure this is kept up to date.



SMA Page: Sarasota Military Academy
PTCC (Parent Teacher Cadet Council) Page:
PTCC for Sarasota Military Academy

Facebook is a great way to stay informed with the latest SMA news. The more active you are on our Facebook page, the more posts you will see on your wall. To ensure you don't miss anything, we recommend you visit the page daily.

SARASOTA MILITARY ACADEMY

High School Campus

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

ADMINISTRATION

SMA-COL Christina Bowman	Executive Head of School
SMA-LTC Fred Fout	Head of School
SMA-LTC Abby Williams	Assistant Head of School
Dr. Catherine Rodriguez	Assistant Head of School
SMA-MAJ Amy Mazner	Athletic Director

IMPORTANT DATES FOR 2018-2019 SCHOOL YEAR

AUGUST

- 15 Athletic Parent Meeting 6:00pm (Gym)
- 23-24 Blood Drive
- 30 Dress Down Day (See Dress Code on page 38)

SEPTEMBER

- 3 No School – Labor Day
- 27 Dress Down Day (See Dress Code on page 38)

OCTOBER

- 12-13 Freshmen Lock-In (JROTC)
- 15 End of 1st Grading Period
- 19 No School for Cadets – Professional Day
- 25-26 Blood Drive
- 31 Halloween Costume Day (See Dress Code on page 38)

NOVEMBER

- 1 Athletic Parent Meeting 6:00pm (Gym)
- 11 Veteran's Day Parade
- 14 Fall Sports Banquet 6:00pm (Gym)
- 17 Military Ball 6:00pm (Ritz-Carlton)
- 21-23 Thanksgiving Break

DECEMBER

- 18 Winter Concert 6:00pm (Gym)
- 19-20 Final Exams - Early Release 10:20am
- 20 End of 2nd Grading Period
- 21 No School for Cadets – Professional Day
- 24-31 Winter Break

JANUARY

- 1-4 Winter Break
- 10-11 Blood Drive
- 17 Dress Down Day (See Dress Code on page 38)
- 21 No School – Martin Luther King Day

FEBRUARY

- 14 Dress Down Day (See Dress Code on page 38)
- 18 No School – Presidents' Day
- 21 Winter Sports Banquet 6:00pm (Gym)

MARCH

- 7-8 Blood Drive
- 13 End of 3rd Grading Period
- 14 Spring Concert 6:00pm (Gym)
- 15 No School for Cadets – Professional Day
- 18-22 Spring Break

APRIL

- 4 Talent Show 6:30pm (Gym)
- 5 Senior Grad Bash (Universal Studios)
- 16 Spring Sports Banquet 6:00pm (Gym)
- 18 Dress Down Day (See Dress Code on page 38)
- 19 No School – Mini Break
- 20 Prom - Juniors and Seniors 6:30pm (Hyatt)

MAY

- 2-3 Blood Drive
- 9 Red Cord Ceremony 7:10am (Formation)
- 23-24 Final Exams – Early Release 10:20am
- 24 Last Day for Cadets
- 24 Graduation 7:00pm (Bayside Community Church – SR64)
- 27 Memorial Day Parade

SARASOTA MILITARY ACADEMY 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 view the Cadet Handbook on our school website, refer to the Sarasota County's Student and Family Handbook or log on to: www.sarasotacountyschools.net

ACADEMY MISSION STATEMENT

Combining extraordinary academics with the highest military principles of camaraderie, focus, leadership, integrity, compassion, poise, honor and respect, SMA's mission is to graduate young men and women who will confidently define their personal and unique goals for success in a multi-cultural and globalized world.

ARMY JROTC CADET CREED

Creed: A statement of beliefs and principles

I am an Army JUNIOR ROTC Cadet.

I will always conduct myself to bring credit to my Family, Country, School, and Corps of Cadets.

I am loyal and patriotic.

I am the future of the United States of America.

I do not lie, cheat, or steal and will always be accountable for my actions and deeds.

I will always practice good citizenship and patriotism. I will work hard to improve my mind and strengthen my body.

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.

ATTENDANCE

School attendance is the responsibility of the parent/guardian and the cadet. Research shows that few factors within students' and families' control are more closely associated with academic success than school attendance. Cadets need to be in the classroom to benefit from the teacher's instruction, and from interaction and exchange of ideas with peers. Excessive absences and tardiness affect the culture of the classroom, where the faculty seeks to build a community of learners. A cadet's excessive absences or tardiness can lead to incomplete and unsatisfactory work, a reduced capacity to meet curricular standards, and lower course grades. This may also lead to the cadet being placed on a probationary status for excessive absences and tardiness.

Cadets are expected to attend school each of the 180 regular school days; however, it is understandable that excused absences will occur. Sarasota Military Academy keeps accurate records of cadet attendance and parents/guardians may view it daily online via the Family Access Portal located on the school website or www.sarasotacountyschools.net.

Florida Statute 1003.24 states that the parents/legal guardian of a child of compulsory age is responsible for the child's daily school attendance. School staff, parents, cadets and appropriate 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.

LOCATION TO REPORT TO FOR LATE ARRIVAL, EARLY DEPARTURE, AND ABSENTEE NOTES:

Main Office (Urfer Hall):

- Late to formation - Late to class
- Late to school - Leaving school early

Attendance Office (3rd Wing, Room 34):

- Excuse notes for absences and previous late arrivals to school

Clinic:

- Need to leave early due to illness

ATTENDANCE POLICY:

Updates will be posted in the cadet handbook on the SMA website.

Absences:

All absences are considered **unexcused until the school receives written explanation from the parent/guardian within 3 days** following the absence. 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. Once a cadet's absences for illness are excessive without information on file, administration may require a doctor's statement for further absences to be excused. Administration has a legal right to ask for a written medical excuse when excused absences for illness are excessive.

Cadets have a RESPONSIBILITY to:

- Attend classes daily and be on time.
- **Have parent/guardian call 941-926-1700 ext. 238 to notify Attendance Office when absent. Still need a written note to excuse absence.**
- Deliver documentation (written note) of absence to Attendance Office prior to formation, during lunch, or after school within **3 days** of return.
- Retain their portion of the Attendance Clearance Form provided by the Attendance Office for personal records.
- Request make-up assignments from teachers upon their return to school from absence and complete it within a reasonable length of time to be no more than one full calendar day for each day missed.

Excused absences include:

(Written note MUST be provided within 3 days.)

- Cadet illness: **written** documentation by the parent/guardian or medical doctor. *No emails or faxes please.*
- Observance of a religious holiday or service that is recognized as such by members of the faith. Must provide written documentation from parent/guardian.
- Medical/Dental appointment **with a doctor's note.**
- Death in the family. Written note from parent/guardian.
- Subpoena by law enforcement agency or mandatory court appearance. Hard copy of subpoena.
- Other absences beyond the control of the parent or cadet, as determined and approved by the Administration. Written note from parent/guardian and as determined and approved by administration.
- Leaving class early with written permission from parent/guardian, or administrator.
- Pre-arranged absences in writing from parent/guardian, **5 days** prior to absence, with administrative approval.

Excuse Notes:

- For an excuse note to be acceptable, it must have the following 4 components written clearly:
 1. Cadet's first and last name
 2. Date(s) of absence(s) and/or tardiness, as well as, the time of arrival and/or departure if applicable.
 3. Reason for absence, late arrival, or dismissal
 4. Parent/guardian signature.

Without all of these elements, the written note will not excuse an absence or tardy.

- An Attendance Clearance Form will be issued once an excusable note is provided to the Attendance Office.
- Failure to provide the Attendance Office with an excuse note will result in an unexcused absence on the report card and could result in loss of driving privileges (see Drivers' License Law).
- Out of school absences that are prearranged must be approved in writing by Administration at least **5 days** prior to absence and coordinated with the teachers. The attendance office must be notified of these planned absences in writing at least **5 days** prior to absence.
- Prolonged absences, **5 days or more, that occur for medical reasons must be documented by a physician.**

Unexcused Absences:

All absences, which have not been specifically identified as excused are unexcused.

Examples of UNEXCUSED absences and tardiness include, but are not limited to:

- Absence or tardy due to oversleeping
- Absence or tardy due to transportation problems, etc. (late school bus arrival not included).
- Ride issues, such as, ride is late or did not show up.
- Failure to receive written permission from parent/guardian and administration when leaving during the school day.
- Failure to properly provide an acceptable reason for absences from school such as a doctor's note, a dentist note, etc. upon return to school following an absence.
- Family vacations not pre-approved in writing by administration.
- Tardy to class after class begins and attendance is taken. This will be converted into a tardy unless a note from parent/guardian, teacher, or office is provided.
- Any absence not excused by not following proper procedures for reporting absences within **three (3) days** of return.

Procedures for Late Arrival/Early Departure:

- Cadets who arrive late to school must first sign in at the main office and must provide a written note from a parent/guardian or a doctor's note with the reason for the late arrival. If no note is present, a Discrepancy Report will be given.
- Cadets who leave school early for a doctor/dentist appointment, **must bring a doctor's note** when they return. The absence will then be excused.
- Cadets who need to leave school early must bring a written excuse note from a parent/guardian giving permission for the early departure, along with a reason. The cadet **must sign out** in the main office.

- **Cadets may NOT sign themselves out of school without parental permission regardless of reaching the age of 18.**
- If parent/guardian is present, they must sign the cadet in/out. A valid driver's license is required.
- Cadets who **leave school early due to illness must be cleared and signed out through the clinic.** A written excuse must be provided by the parent/guardian excusing any subsequent missed days upon cadet's return to school.
- 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.

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. All subsequent time missed in classes will be considered UNEXCUSED until receipt of a written note from the parent/guardian.

Cadets who arrive late or leave early due to attending STC, SCF, or OJT must sign in/out every time they leave early or arrive late. Also, must have a Dual Enrollment Sign-out form signed by a parent/guardian on file with attendance office.

Tardiness:

Any cadet arriving to school after 7:10am, after the call to formation, is considered tardy. Cadets **not in class** when the bell rings are considered tardy. Cadets will then be marked Tardy unless they provide a valid hall pass or an Attendance Clearance Form that they obtained in the main office.

***Refer to The Tardy Policy on pages 18-19 for level of consequences.**

Truancy:

Truancy is defined as being absent from school without parent/guardian permission or knowledge and without permission from school officials. Cadets who are truant will face consequences according to the SMA Discipline Policy (see Discipline Policy for further detail).

Any cadet who has 15 unexcused absences, excluding suspensions, within 90 calendar 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 truant officer will be contacted to investigate habitual truants.

Cadets have a RIGHT to:

- Information defining rules for absences, tardiness, withdrawal and makeup assignments.
- Appeal a decision about an absence.
- Make up all work missed during an out-of-school suspension or an unexcused absence, including tests and quizzes. In the case of unexcused absences, a teacher may deduct up to 30 percent from the earned grade for the work made up.

Appointments:

Whenever possible, appointments for cadets; i.e., doctor, dentist, etc., should be made after school hours so as to not interrupt the learning process. **If appointment is during school hours a doctor's note is required.**

Drivers' License Law:

Cadets between the ages of 14 to 18 years of age who drop out of school or who have excessive unexcused absences (15 in a 90 day calendar period) will be reported to the Department of Highway Safety and Motor Vehicles by the county truant officer. Attendance will be monitored by period. Cadets who hold a Florida driver's license will have their license suspended. Cadets who have not yet received their driver's license or permit will find they are unable to obtain one when they apply.

Application for reinstatement of the driving privilege can be made after the cadet has thirty (30) consecutive days of attendance with NO unexcused absences. With each excused absence, 1 day is added to the 30 consecutive days. A hardship appeal process does exist. A cadet must see the attendance clerk to begin the process.

<u>BELL SCHEDULE</u>	
FORMATION	7:10am - 7:20am
PERIOD 1	7:25am - 8:50am
PERIOD 2	8:55am - 10:25am
Announcements	10:20am-10:25am
LUNCH	10:20am - 11:00am
PERIOD 3	11:05am - 12:30pm
PERIOD 4	12:35pm - 2:00pm

<u>EARLY DISMISSAL SCHEDULE</u>	
FORMATION	7:10am - 7:20am
PERIOD 1	7:25am - 8:05am
PERIOD 2	8:10am - 8:50am
PERIOD 3	8:55am - 9:35am
PERIOD 4	9:40am - 10:20am

BUS TRANSPORTATION

- School bus transportation is a privilege, not a right. This privilege can be denied for unacceptable bus behavior.
- Parents/guardians have the responsibility for the control and direction of cadets at the bus stop. All cadets have responsibilities regarding their behavior on the school bus and at the bus stop.
- Refer all questions to the Transportation Administrator.

CADET AGREEMENT

As an incoming Cadet of the Sarasota Military Academy,

I _____, promise that

1. I will read and abide by the Cadet Code of Conduct as outlined in the Cadet Handbook.
2. I will be responsible for completing and submitting class assignments and homework, and I will maintain at least a 2.0 GPA.
3. I will always wear the uniform correctly in accordance with the Regulation for Wear and Appearance of the SMA uniform at all times.
4. I understand that my behavior outside of school reflects on the Academy (bus stops, field trips, after-school activities). When wearing the uniform, I will maintain the expected SMA behavioral standards.
5. I will comply with the Academy's mandatory drug-testing policy.
6. I will display good manners and will not engage in fighting or use obscene language or gestures.
7. I will not intimidate, harass, bully, or threaten anyone, and I will not tolerate it in others.
8. I will demonstrate proper military courtesy to staff and faculty at all times.
9. I will attend classes on a regular basis with no more than nine excused absences in a semester.
10. I will care for books, furniture, equipment, and rooms properly and help others to do the same.
11. 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.
12. I will not chew gum on campus, and I will politely remind others of the same.
13. I will be responsible for bringing any notice from my teachers or parents/guardians, to and from school.
14. I will exhibit the principles of good sportsmanship.
15. I will move from one area of the school to another in a quiet and orderly manner.

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 because **I** want to and not because of pressure from parents/guardians, counselors, coaches, or peers. I understand that I may be dismissed if I repeatedly violate this agreement.

CELL PHONE / ELECTRONICS USAGE POLICY

Communication/Electronic Devices

Cell phones or other wireless communication devices shall not be used during the school day within the perimeter of the school and should be powered down when a cadet steps on campus. Cell phones, tablets, and other electronic devices must remain off and out of sight at all times while at school. The only exception to this policy will be in classrooms where teachers authorize personal devices for educational use under the school's Bring Your Own Device (BYOD) policy. Cadets involved in a BYOD activity may use their electronic devices in class, but must turn them off immediately at the end of the lesson or the class. 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 cell phones.

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, 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. A violation of the policy regarding electronic items gives school officials reasonable suspicion to conduct a search of the contents of the electronic item.

Bring Your Own Device (BYOD) Policy:

The goal of BYOD programs is to expand opportunities for 21st Century learning. However, using personally owned devices at school is a privilege, not a right and may only be used for learning purposes at the discretion of the classroom teacher. This privilege may be revoked for the cadet body as a whole or for cadets individually at the discretion of the administration. Therefore, it is important that cadets use their devices responsibly, respect the property of others, and demonstrate that this use benefits them academically and helps them develop into good digital citizens.

Devices Permitted:

The following devices, though currently permitted, may be prohibited at the discretion of the school administration.

- Laptops, Smart Watches, netbooks, Chromebooks
- Tablets (iPad, Xoom, Galaxy, Surface, etc.)
- Ereader/Tablets – (Kindle, Nooks, etc.)
- Internet Accessible Cell Phones (iPhone, Android, Windows based Smart Phones, etc.)
- **Google glass is a prohibited device.**

Rules and Conditions:

The following rules and conditions are specific to SMA's BYOD program. All other school/District rules and policies also apply, including, but not limited to, the Code of Conduct and Technology AUP. Parents will be able to retrieve confiscated devices after 2:05 pm only on or after the day the device is confiscated.

Where/When/Storage:

1. Cadets may only use their device in the classroom when instructed to do so by their teacher.
2. Cadets may not use their device to text or update personal sites/accounts during school hours.
3. Cadets may not use their device in common areas (hallways, bathrooms, locker rooms, cafeteria, etc.) unless specifically instructed to do so by a teacher or school administrator.
4. Cadets may only use electronic devices in the library/media center with the permission of the media specialist. If sound is required, headphones must be used.
5. Cadets should not ask teachers or staff to 'hold onto' or store their device.
6. Administrators/Staff should not be asked to retrieve devices left in school.
7. Devices must be off and out of sight when not being used in the classroom.

Network/Internet Access/Electrical:

1. Cadets should always use the school's wireless network, not personal data plans, to access the web. BYOD privileges may be revoked for cadets found to be visiting websites which are blocked by the District's filter.
2. 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.
3. 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.

4. Cadets should bring devices fully charged to school. Access to electrical outlets or computers for charging is not permitted.
5. Cadets will not have access to network printers using their own device. Media Center has printers that are accessed through district 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 troubleshoot, or repair student devices.
4. School officials may read, examine, or inspect the contents of any personal device upon reasonable suspicion that the contents or recent utilization of the device contains evidence of a violation of these or other rules and policies, as well as any local, state, or federal laws.

Telephones

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. Phones are available for cadet use before school and after school in the main office. Cell phone use during the school day is prohibited – except for learning in conjunction with a teacher-approved Bring Your Own Device (BYOD) activity – and will result in confiscation and a discipline consequence.

If a parent needs to reach a cadet during the school day, please call the main office and leave a message for the specific cadet.

Consequences:

- 1st Offense: Parent has to pick up cell phone
- 2nd Offense: Extra School
- 3rd Offense: 2 Days ISS
- 4th Offense: 2 Days OSS
- 5th Offense: 4 Days OSS

CLASSROOM PROCEDURES

1. Be prepared for class (necessary materials, agenda, IRB, etc.).
2. Treat instructor and peers with respect.
3. Proper uniform required at all times.
4. No food or drink allowed (except water).
5. Stand at the position of attention for attendance and at the dismissal bell.

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, throughout the year as needed, and the parent/guardian is responsible for having the Medical Field Trip Treatment Consent form notarized. If a cadet becomes ill at school, he/she should report to the clinic, with his/her Cadet Agenda Book, 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* in this handbook. 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.

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. The only medications that are allowed to be carried in the school by the cadet are Epi Pens and inhalers with the Doctor's approval on the Medication Authorization Form. Cadets are not permitted to keep any medication on their person in school or on school trips. All medications must be kept in the clinic. Over the counter medications, Tylenol and Motrin, are available in the clinic as long as the cadet has a County OTC Medication Form filled out and signed by the parent/guardian. This form is optional and will be distributed during the first week of school. It does not roll over from the prior school year.

**The clinic is open daily from 7:00am-1:30pm
and 1:30pm-2:00 for emergencies only.**

COMMUNITY SERVICE

Each cadet will be required to complete 75 hours of community service during their four years at the Academy. Cadets may volunteer at a variety of organizations or activities; however, at no time may they receive pay for their efforts. SMA support, such as office help, cleanup projects, etc., may also count as volunteer hours, but must be performed outside of normal school hours. Florida law requires that Bright Futures Scholarship candidates qualifying for the Academic Scholars Award complete 100 hours of community service. Additional information about the Bright Futures Scholarship may be found on the Bright Futures web site.

It is the cadet's responsibility to keep a record of their community service hours. These hours must be documented on the appropriate form, which may be picked up in the Registrar's Office. Once a cadet accumulates 75 hours or more, the form must be turned in to the Registrar's Office. All JROTC related community service hours are on record with the Senior Army Instructor. Cadets should bring a copy of this record to the Registrar's Office, during their senior year or before withdrawing from the Academy, to ensure it is entered into their official records.

COMPUTER AND NETWORK USER POLICY

Cadets at the Sarasota Military Academy (SMA) are responsible at all times for using the computers and electronic information services in an appropriate manner.

Unacceptable use of computers and electronic information services includes, but is not limited to:

- Sending Electronic email which harms or injures the reputation of others.
- Using network access to alter or destroy information belonging to others.
- Profanity, obscenity, or other language which may be offensive to another user.
- Copying or forwarding personal communications to others with malicious intent.
- Copying software or other copyright protected material in violation of copyright law.
- Using school board computers or the school district network for any illegal activity or for any private business purposes.
- Spreading computer "viruses" deliberately, or by importing files from unknown sources.
- Using any computer or program in a manner other than that which was intended.
- Using another cadet's username and password.
- Viewing, storage, or disbursement of pornographic material.
- "Hacking" or gaining unauthorized access to district supported computer systems.

Sarasota Military Academy has the right to review the contents of any and all email, and all other files created or stored on school district equipment. Users are therefore put on notice that they have no expectation of privacy when using school computer equipment or network services. It is the expectation that all users of the technology and network communication system demonstrate common politeness and courtesy. If any user violates any of these provisions, his or her access to electronic information services will be terminated. Willful violations will lead to disciplinary action, and if a criminal offense is committed, the user will be prosecuted per Florida Statute 815.04.

**Adapted from guidelines established by the
School Board of Sarasota County.**

Internet and Technology Safe-Use Guideline:

I agree to use the school's computers, network, Internet access, and other technology resources in a safe and appropriate manner:

1. Before posting anything online, I will ask myself whether I would share this information at an all-school assembly. (Once you post something online, it is there for everyone to see.)
2. I will be polite to everyone I contact online. I will avoid contact with strangers.
3. I will not share my passwords with ANYONE other than my parents—not even my friends.
4. I will not provide information regarding my whereabouts online without a parent's or educator's permission.
5. I will never meet someone face-to-face who I met online.
6. I will not forward any photos or images that contain nudity.
7. If I receive a message from someone that makes me feel upset or worried, I will show it to my parents or an educator.
8. I will think before I text or post because my words and images can impact my reputation and can damage my future success.
9. I will conduct myself online the way I would conduct myself in the real, off-line world. If I would not be comfortable saying something directly to someone's face, I will not say it over email, text, or other online communication.
10. The Internet is a wonderful place to find information and connect with people and friends. I will do my best to surf safely and remember the three Cs: 1. avoid **C**ontact with strangers, 2. **C**onsider the content of my message, and 3. **C**onduct myself responsibly online.

I agree to follow the guidelines so as to be a responsible, safe, and effective Internet/online user at all times, not just at school. **I understand that I am responsible for my account and all activity within my account.** I understand that if I violate the rules, my account can be terminated and I may face other disciplinary measures.

COUNSELING DEPARTMENT

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

Your Counselors:

Cadets A-L: Dr. Maria Clapp (Director of Counseling)

Cadets M-Z: SMA-CPT Marsha Seagrave

Testing Coordinator:

SMA-CPT Tina Hodges

Administrative Assistant:

SMA-SFC Elke Olree

IB Coordinator:

SMA-LTC Pam Donehew

ESE and ESOL Coordinator:

SMA-MAJ Jennifer Catena

Some tips to remember:

- Visit your counselor at least once each semester to ensure you are informed of all academic opportunities.
- Familiarize yourself with the Sarasota County school website (Students and Parents tab) for information on graduation requirements, scholarships, vocational, and career/college information: www.sarasotacountyschools.net

DISCIPLINARY PROCEDURES/ TARDY POLICY

Procedures:

- Morning and afternoon detentions, will be scheduled by Administration.
- Cadets who skip detention will face the following consequences:
1st Offense - Assigned double the number of days in detention
2nd Offense - ISS (In School Suspension)
- Parents will be notified by a telephone call from the appropriate administrator for all assigned detentions. Transportation to and from detentions is the responsibility of the cadet and parent/guardian.
- Cadets are expected to follow the JROTC Code of Conduct.
- Sarasota County students may be reassigned. Egregious cases (drugs, felony convictions, violent behavior) may be reassigned at any time due to expulsion proceedings.
- Out of County students may be reassigned at any time in the school year.

Tardy Policy:

Tardies to class result in lost instructional time for the tardy cadet and an interruption of the teaching and learning activities for others. When the tardy bell rings, cadets must be inside the classroom.

Tardy Procedure:

- When the tardy bell rings, teachers will close the door and not admit cadets to class.
- Cadets will be allowed one (1) excused emergency tardy per period each quarter, without disciplinary consequence, which will be documented by the teacher. After this one excused tardy, cadets will be sent by the teacher to the main office for a Discrepancy Report and consequences will be assigned.
- Administration will schedule the detention to be served by the cadet. This is the cadets' official notification of the detention and failure to serve will automatically result in an AM/PM detention. It is the student cadet's responsibility to inform their parent/guardian that a detention has been assigned. No additional notification will be issued regarding detention.
Parent/guardian may reschedule (1) detention per quarter by noon on the day of the scheduled detention.
- Cadets return to class with a Discrepancy Report.
- Cadets who do not follow the procedure will be considered skipping and will receive an additional consequence.
- Cadets who earn their 5th unexcused tardy will have their Driving/Parking permits suspended for 30 consecutive school days and will be required to surrender their passes to the Main Office.
- Tardies will reset at the end of each quarter.

Unexcused Tardies (cumulative, not per class)

1st Tardy: Lunch Detention

2nd Tardy: 2 Lunch Detentions

3rd Tardy: Morning/Afternoon Detention and Parent Contact

4th Tardy: Extra School/Parent Contact

5th Tardy: Tardy Contract, 1 day ISS, Revoked Driving/Parking Pass
Non-driver: 2 day ISS, 3 day ISS, 4 day ISS, 5 day ISS

EXTRACURRICULAR ACTIVITIES AND FIELD TRIPS
(ELIGIBILITY REQUIREMENTS)

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 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 on file with the clinic.

EXTRACURRICULAR ACTIVITIES AND ATHLETICS
(STANDARDS FOR PARTICIPATION)

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 student 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.
- 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 Advisor.
- 4) Cadets must attend required meetings/practices prior to an event or game unless excused by a Coach, Trainer, Advisor or Administrator.

These are the minimum expectations set forth by SMA. A Coach/Principal/Advisor 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

The cadet may petition for reinstatement after serving the assigned suspension.

**Automatic suspension for the remainder of the season.*

EXTRACURRICULAR ACTIVITIES AND SPORTS
AVAILABLE AT SMA

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

**EXCEPTIONAL STUDENT EDUCATION (ESE)
AND GIFTED EDUCATION**

The school will provide the programs and services, including supplemental supports 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.

FORMATION

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

IMPORTANT FACTS

- Gum is not allowed on campus.
- All school dances are school events and everyone must follow school rules and regulations. All dances are closed events. When doors close, everyone is to remain in the designated area until the dance is over or until they are ready to leave. No re-admittance.
- SMA has a zero tolerance for sexual harassment, discrimination, bullying and racial incidences.
- Items should not be dropped off at the gate or car. Visitors must bring all items and food in to the front office.

INTERNATIONAL BACCALAUREATE

SMA is an International Baccalaureate World School. The SMA-IB office is located in the Counseling Center. Students in grades 9 and 10 are classified as Pre-*IB* and those in grade 11 and 12 are Diploma Candidates. Students may also enter IB as course-takers and declare to be a STEM major or a Humanities major. Appointments can be made to discuss IB with the IB Coordinator, SMA-LTC Pamela Donehew.

LEAVING CAMPUS

SMA is a closed campus. Cadets **cannot** leave school unless they follow the proper procedures. (See Attendance Policy)

LEAVING CLASS

Cadets must first report to class and get approval from the teacher to leave class with their signed agenda or hall pass. The cadet is then to go only to the specified destination and return to class in a timely manner.

LITERACY INITIATIVES 2.0

“ You can be a good reader but not a good writer, but you can’t be a good writer if you do not read!”

Reading and Writing

All cadets are required to carry a book 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. Each Monday, there is a new word-of-the-week (WOW). Teachers will display the WOW in their classrooms and everyone on campus will use the word as frequently as possible during the week. Promotion of vocabulary will be a part of every class, everyday.

LOST AND FOUND

Lost and Found is located in the counseling office. It is the responsibility of the cadet to replace all missing uniform items and books. SMA is not responsible for damaged, lost or stolen items. Do not bring valuables to school. 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 are not allowed to order food for delivery** and parents/guardians bringing lunch to a cadet must drop it off in the main office or check in at the main office to obtain a visitor’s badge. A valid driver’s license is required. Only family members that are listed on the cadet’s record may stay to eat lunch with the cadet. 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).

PARKING PERMITS
AND ACCESSING CARS DURING SCHOOL HOURS

Parking on campus and in the Junior Parking Lot (JPL) is a privilege and it may be revoked by an administrator. There is limited parking on campus for select seniors. Parking on campus will be reserved for Regimental Staff and seniors who have a 3.5 GPA or higher (Unweighted). The permits will be sold to those meeting the criteria on a first come, first serve basis. All other cadets are to park in JPL. Cadets must purchase a parking permit in order to park in either lot. The form that requires parent/guardian signature may be picked up in the counseling office or found on the SMA website. Citations and/or disciplinary actions will be issued for illegal parking, parking in unauthorized spots, and for not having a parking permit. Parking privileges may be suspended due to behavior issues, poor grades, sharing permits, and visiting cars for any reason during school hours.

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 car. Cadets cannot loiter in or near cars before, during, or after school.

POSITIVE BEHAVIOR INTERVENTIONS & 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 students who go above and beyond. Both students and parents can check the reward balance by visiting PBISrewards.com. Additionally, students can "purchase" items such as, admission to school events, school supplies and/or dress down days with their awarded points. PBIS Rewards helps SMA create a positive climate in which every student can learn and grow academically, socially, and emotionally. The school store is located in the media center and is open before formation and after school until 2:15pm. If you need to shave, remove nail polish, get a front of the lunch line pass or dress down ticket using points, please see SMA-SFC Olree in the counseling office.

Eagle Expectations and Actions:

<u>Expectations</u>	<u>Actions</u>
<p><u>Everyone Acts Responsibly</u></p> <ul style="list-style-type: none"> • Follow classroom procedures • Accepting accountability for ones actions • Ownership of learning environment • Realizes and utilizes personal strength • Encourage positive behaviors in others <p><u>Always Do My Best</u></p> <ul style="list-style-type: none"> • Plan and manage your time wisely • Take pride in your work • Be attentive • Be positive • Make effort for improvement <p><u>Give Respect</u></p> <ul style="list-style-type: none"> • Golden rule treat others as you want to be treated • Listen when others are speaking • Good manners <p><u>Lifelong Learners</u></p> <ul style="list-style-type: none"> • Contribute to society • Discover your potential • Challenge your mind <p><u>Everyone is Honorable</u></p> <ul style="list-style-type: none"> • Respect property, possessions and people • Model honesty and integrity • Encourage positive behaviors in others 	<p><u>Everyone Acts Responsibly</u></p> <ul style="list-style-type: none"> • Verbally reminding others to do the right thing • Address others appropriately • Accepting responsibility <p><u>Always Do My Best</u></p> <ul style="list-style-type: none"> • Complete planner on a daily basis • Work is neat, complete and on time • Posture, eye contact and active participation • Set goals <p><u>Give Respect</u></p> <ul style="list-style-type: none"> • Encouraging words and actions • Offer assistance when someone needs help • Be an active listener • Keep SMA clean and secure <p><u>Lifelong Learners</u></p> <ul style="list-style-type: none"> • Set goals • Read • Enhance skill set <p><u>Everyone is Honorable</u></p> <ul style="list-style-type: none"> • Keep SMA clean and secure • Be truthful and forthcoming • Use encouraging words and actions

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.

See Sarasota County Student and Family Handbook for more details.

SCHOOL STORE

From time to time, cadets arrive at school “out of uniform” meaning that they are missing uniform items or are not in the uniform of the day. Cadets need to be “in uniform” at all times so if they arrive at school out of uniform they need to report to the school store (in the media center) to purchase any items they are missing. Forms of payment accepted are cash, check, and debit or credit cards. Cadets may also use PBIS points or sign an IOU form, but payment needs to be made promptly. Items and prices are listed on the next page.

School Store Prices:

Uniform Items:

Belt buckle (\$6)
Beret (\$20)
Black Belt (\$4)
Class B Pants (\$50)
Class B Shirt (\$20)
Class B Shoes (\$45)
Crest (\$4)
JROTC Black Jacket (\$50)
JROTC Flash (\$3.00)
Name Tag (\$4)
PT Pants (\$15)
PT Shirt (\$12)

PT Shorts (\$20)
Polo Belt (\$17)
Polo Shirt (Youth \$23.99)
(Adult \$25.99)
Shirt Stays (\$10)
Socks – Black (\$3)
Star (\$3)
White T-Shirt (\$4)

Other Items:

Agenda (\$5)
SMA Hats (\$12)
SMA Visors (\$12)

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 senior page on the school website and the school Facebook page regularly, sign up for the Eagle Weekly via the mailing list on the school website, and more importantly, sign up for the Senior Text Messages with the Senior Advisor.

SEVEN STEPS TO IMPROVE YOUR HOMEWORK AND STUDY HABITS

1. Feed your Brain!

Many scientific studies show that there is a direct link between what you eat and the performance of your brain. Skip sodas that are full of sugar and avoid snacks containing saturated fats. They prevent your brain from working as well as it can. Instead try to snack on fruits and vegetables and food that are high in protein, like eggs, fish and yogurt. Fuel for your brain!

2. Use Mind Maps:

Drawing mind maps (graphic organizers) is a good way to structure all the information for your brain. Use colors and shapes so you can see how various themes are related. This helps to stimulate the brain to organize information and brings energy to your creative thinking.

3. Tell a Friend:

Make a habit of telling a friend or family member everything you know about the topic you are studying. You will find that learning by telling makes it easier to remember all the details.

4. Get enough Sleep:

Relaxing before bedtime and getting enough sleep is what your brain needs to recharge for the next day. Try not to study too late into the evening. Make a study plan and organize your time so you can reward yourself for all your hard work by doing something relaxing before bedtime.

5. Keep your study area tidy:

Studying in a cluttered space is less than ideal for concentration so before you even sit down to study, clear and organize your study area. Putting away extra items helps you to eliminate distractions and brings you instant focus.

6. Books to the left, notes to the right:

When you study, be sure to keep your books to your left and your notes to the right or in front of you. The left side of the brain processes the linear information for reading texts. Anything to do with structuring information, like taking notes or thinking about answers, happens in the right side of your brain. If you are left handed it works the other way around.

7. Make a study plan:

Planning your work gives you a good overview of what and how much needs to be done. Make a schedule in which you first write down the tasks and events in your day, like your studies, sports, and chores. Make one-hour blocks and file them with the tasks you have to do. Remember to build in some extra time, in case a task takes longer than expected. Don't forget to schedule in regular breaks so that your studies are 100% focused with few distractions.

7 Tips on-line:

<https://store.ibo.org/the-seven-habits-of-highly-effective-ib-learners/show/all>

TRANSCRIPTS

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

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 dated April 2015. 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.

**Cadets may NOT wear the Class B Uniform
while performing fundraising activities.**



Class A (Army Blue)

Male Cadets & Cadet Officers

ROTC INSIGNIA
(MALE Cadet OFFICERS)
Place the ROTC Insignia 5/8 inch above the notch on both collars, with the centerline of the Insignia bisecting the notch and parallel to the inside edge of the lapel.

(FEMALE Cadet OFFICERS)
Place the ROTC Insignia 5/8 inch up from the collar and lapel seam, with the centerline of the Insignia parallel to the inside edge of the lapel.

NAMEPLATE
(All MALE Cadets)
The Nameplate is worn centered left to right on the flap of the right breast pocket, and centered between the top of the button and the top of the pocket.

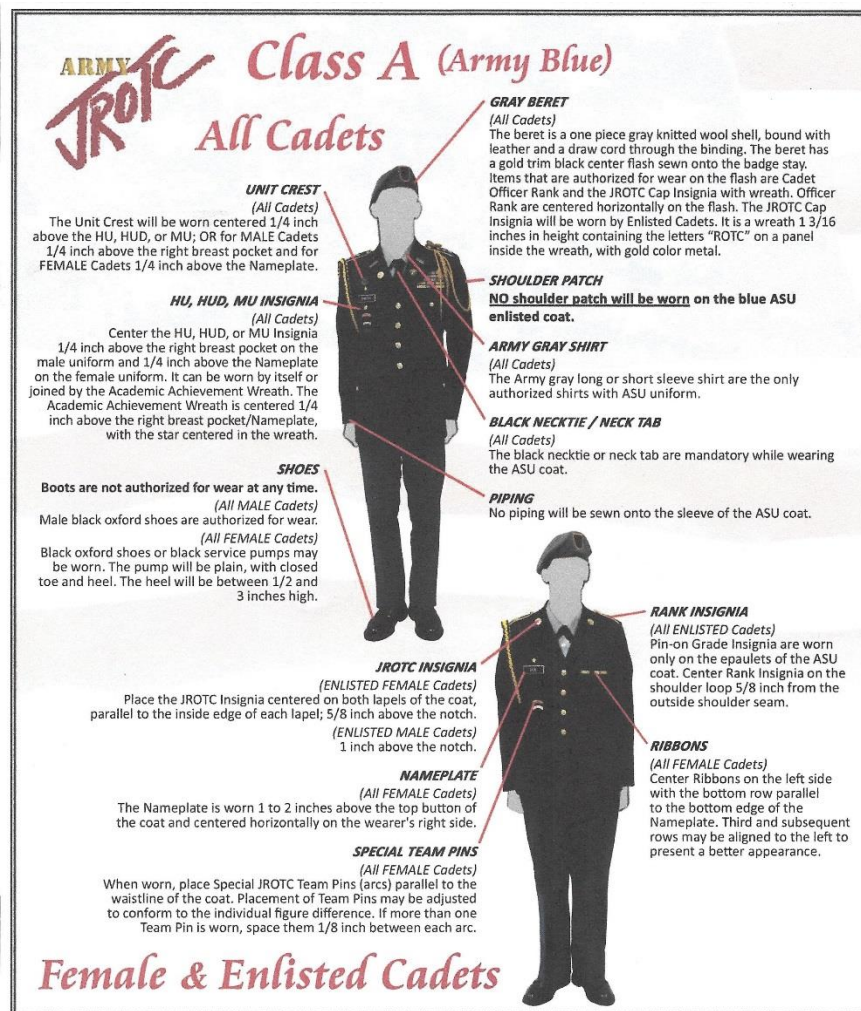
SPECIAL TEAM PINS
(All MALE Cadets)
When worn, center Special JROTC Team Pins (arcs) between the bottom of the pocket flap and the bottom of the pocket. If more than one Team Pin is worn, space them 1/8 inch between each arc.

RANK INSIGNIA
(All Cadet OFFICERS)
Pin-on Grade Insignia are worn only on the epaulets of the ASU coat. Center Rank Insignia on the shoulder loop 5/8 inch from the outside shoulder seam.

TORCH OF KNOWLEDGE INSIGNIA
(All Cadet OFFICERS)
Center Torch of Knowledge Insignia on both lapels 1 1/4 inches below the ROTC Insignia, with the centerline of the Insignia bisecting the ROTC Insignia and parallel to the inside edge of the lapel.

RIBBONS
(All MALE Cadets)
Center Ribbons 1/8 inch above the top of pocket flap. Third and subsequent rows may be aligned to the left to present a better appearance.

Class B
(Army Blue)



**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 1/4" above the nametag.
- SMA Crest:** Centered 1/8" 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 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 1/4" above the right pocket flap.

SMA Crest: Centered 1/8" above the gold star.

Ribbons: Centered 1/8" above the left pocket flap.

Belt: Tip of the belt should be to the left side of 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):

Approved arcs are worn as follows:

Males: Centered on right pocket.

Space multiple arcs 1/8" apart.

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 1/8" apart.

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 (sizing/starch is recommended).

Trousers and slacks MUST 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).

Only calf-length black socks may be worn with the Class B Uniform.

White socks are **NOT AUTHORIZED** for wear with the Class B uniform! After initial issue of all uniforms and hemming of both pairs of pants, it is the cadets'/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.**

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.

HAIRSTYLE STANDARDS:

While following the standards listed in the paragraphs below, 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. Extreme, eccentric, or faddish haircuts or hairstyles are not authorized. If dyes, tints, or bleaches are used, they must result in the cadet's NATURAL hair color. Hair cannot be more than one color.

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. Further, the hair must not touch the ears or the collar of the Class B shirt. In any case, the length cannot exceed 2 inches (or less if hair is thick). The hair must present a TAPERED appearance. Also, inappropriate styles that result in shaved portions of the scalp (other than the neckline) or designs cut into the hair are prohibited. The beret must sit naturally on the head. Males will 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"...they 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 1/8 of an inch. 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. Male fingernails may not extend past the tip of the finger.

UNAUTHORIZED Male Haircuts:

Pompadour



Photo from: TheTrendSpotter.com

Faux Hawk



Photo from: HaircutInspiration.com

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. If cadets use dyes, tints or bleaches, they must choose those that result in natural hair colors (not two-tone styles.) Additionally, females will ensure that hair is neatly groomed, that the length and bulk of the hair are not excessive, and that the hair does not present a ragged, unkempt, or extreme appearance. Females may wear braids as long as the braided style is conservative, the braids lie closely on the head, and any hair-holding devices comply with the standards below. For further explanation, the female hair standards are broken into three different categories:

a) Short length. Short hair is defined as hair length that extends no more than 1 inch from the scalp (excluding bangs). Hair may be no shorter than 1/4 inch from the scalp (unless due to medical condition or injury), but may be evenly tapered to the scalp within 2 inches of the hairline edges. Bangs, if worn, may not fall below 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.

b) Medium length. Medium hair is defined as hair length that does not extend beyond the lower edge of the collar (in all uniforms), and extends more than 1 inch from the scalp. Medium hair may fall naturally in uniform, and is not required to be secured. When worn loose, graduated hair styles are acceptable, but the length, as measured from the end of the total hair length to the base of the collar, may not exceed 1 inch difference in length, from the front to the back. Layered hairstyles are also authorized, so long as each hair's length, as measured from the scalp to the hair's end, is generally the same length giving a tapered appearance. The regulations for the wear of bangs detailed in paragraph (a), above, apply. No portion of the bulk of the hair, as measured from the scalp, will exceed 2 inches.

c) Long length. Long hair is defined as hair length that extends beyond the lower edge of the collar. Long hair will be neatly and inconspicuously fastened or pinned, except that bangs may be worn. The regulations for the wear of bangs detailed in paragraph (a), apply. No portion of the bulk of the hair, as measured from the scalp, will exceed 2 inches (except a bun, which may extend a MAXIMUM of 3 inches from the scalp) and be NO WIDER than the width of the head.

Faddish and exaggerated styles, to include shaved portions of the scalp other than the neckline, designs cut in the hair, unsecured ponytails (except during PT), 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. Pony tails, pig tails, or braids that are not secured to the head (allowing hair to hang freely), widely spaced individual hanging locks, and other extreme styles that protrude from the head are prohibited. Foreign material (beads and decorative items) may not be woven into the braids. Dreadlocks are unauthorized. "Twists" are unauthorized (except French Twists.) 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 are authorized only for the purpose of securing the hair. Cadets will not place hair-holding devices in the hair for decorative purposes. 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. 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.

UNAUTHORIZED Female Haircuts:



Bun too high, too big, and loose strands.



Too loose and loose strands.



AUTHORIZED Female Haircuts:



JEWELRY STANDARDS:

While in any uniform, females may wear post-type earrings in gold, silver, white pearl, or diamond. The earrings will not exceed 6mm or 1/4inch in diameter; they must be unadorned and spherical (round). 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. Earrings ARE NOT authorized in ACUs.

Face piercing of any type, tongue rings, belly 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 or anything else, nor may you insert clear plastic plugs.** We suggest you get new piercings 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).

COSMETIC AND NAIL POLISH STANDARDS:

Tattoos and Henna designs may not be visible while on campus and in uniform.

Males: Nail polish and makeup is prohibited.

Females: The ONLY type of nail polish authorized is CLEAR nail polish. French tips (white, frosted or anything other than CLEAR) are not authorized. Females 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. Some examples of extreme makeup colors include, but are not limited to, purple, gold, silver, blue, black, white, red, camouflage colors, fluorescent colors, glitter and painted designs. False eyelashes are prohibited. Nails are to be neatly trimmed and not to exceed 1/4" to the tip of the finger.

COLD WEATHER UNIFORM STANDARDS:

Blankets:

Blankets are not authorized during school hours.

Formation:

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.

Jacket/Sweater:

The Black JROTC 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. The black SMA issued sweater may **only be worn with the Class B Uniform** and **only while inside of a classroom**. It may not be worn in the halls or during formation.

Hoodie:

The black SMA Hoodie is the only authorized hoodie. It may **only** be worn with the PT and Polo Uniform. During formation, it may only be worn if the SMA black jackets are currently authorized.

Accessories:

Plain black gloves may be worn with any uniform. SMA issued berets must be worn with the Class B Uniform during formation. These accessories may only be worn outside.

EYEGLASSES:

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.

SMA POLO UNIFORM STANDARDS:

A. Standard Polo Uniform

- Uniform inspection will be conducted in formation.
- Blue and Gold SMA Polo Shirt, BLACK pants and/or shorts, and the BLACK belt, **MUST** all be purchased at Children's World.
- 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.
- No Capris.
- The bottom button of the polo shirt must be buttoned.

- Only plain (no pictures or writing of any kind on the t-shirt) 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.
- Black socks must be worn and must be visible.
- Jewelry, make up and nail polish standards are the same as with the Class "B" uniform. (See Class B Uniform Policy).
- **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 Hoodie is the ONLY authorized hoodie, and the hood must be worn DOWN. It is NOT authorized for wear with the Class B Uniform. Team Hoodies or jackets are not allowed with any uniforms.

B. SMA Team Polos

Team Polos are not authorized during the school day.

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.
- During cold weather, the only authorized PT pants are the SMA windbreaker pants that may be purchased in the SMA School Store.
- The SMA Hoodie is the ONLY authorized hoodie to be worn with the PT Uniform, and the hood must be worn DOWN.
- Cadets must wear athletic shoes and visible black socks.
- Females must wear their hair in a bun or a ponytail.
- Jewelry, make up 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, or anything controversial or suggestive.
- Clothing may not be ripped, torn, or have holes.
- Pants, shorts, and skirts must sit at the waist.
- No pajamas, slippers, or hats.
- No spaghetti straps, muscle shirts, tube tops, or tank tops.
- Shoulders and back must be covered.
- No midriffs or cleavage showing.
- Skirts, dresses and shorts cannot be higher than 4 inches above the knee and must be hemmed.
- Leggings may ONLY be worn with a dress, skirt, or shorts
- No skin tight clothing.
- Only EARRINGS are allowed. No other body piercings are authorized for all cadets.
- Male cadets are not permitted to wear ANY earrings at ANY time.

HALLOWEEN COSTUME DRESS CODE:

- Nothing revealing, no cleavage. No more than 4 inches above 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 student from seeing the teacher or board.

VISITORS AND VOLUNTEERS

All visitors and volunteers must sign in and obtain a visitor's badge in the main office. A valid driver's license is required. All volunteers must be approved through the Sarasota County Volunteers Count Database. Volunteers may sign up in the main office at SMA or any other Sarasota County school. Cadets may also sign up on the Volunteers Count Database to track their hours. Once approved, volunteers must sign-in/sign-out on the Volunteers Count Database computer in the main office, in addition to obtaining a visitor badge.

WITHDRAWAL/GRADUATION CLEARANCE PROCEDURES

1. A few days prior to the day of your withdrawal/graduation, you must obtain a Withdrawal/Clearance Form from the Registrar that a parent/guardian must sign.
2. You will then take the form around to every teacher, media center, school store, supply room, etc. Getting all the signatures may take a day or two and you may not interrupt teacher's classes to obtain signature. This form must be turned back in to the Registrar's Office before the cadet's will be officially withdrawn.
3. Once the uniform is returned to the supply room with a \$20 payment, the Polo Uniform must be worn.
4. When the completed form is returned to the Registrar's Office, and all fees or fines are satisfied, the office will complete the withdrawal process.

W.O.W. (WORD OF THE WEEK)

8-13-18	insouciant	Calm and carefree; lighthearted
8-20-18	abridge	To shorten; to condense; to diminish
8-27-18	portend	To warn of as an omen; forecast
9-4-18	cacophony	Harsh sounds
9-10-18	bulwark	A defensive wall; something serving as a principal defense
9-17-18	penitent	One who feels sorrow and remorse for past misdeeds
9-24-18	cajole	To wheedle, coax, or persuade someone to do something
10-1-18	incongruous	Not appropriate; not fitting
10-8-18	histrionic	Overly dramatic; theatrical
10-15-18	polarize	To break up into opposing factions or groups
10-22-18	evoke	To summon forth; to call to mind; awaken
10-29-18	psyche	The human soul; the mind
11-5-18	harangue	To lecture; berate; a long bombastic speech
11-12-18	crony	A close friend or companion
11-19-18	aptitude	Capacity for learning; natural ability
11-26-18	forte	Something in which a person excels
12-3-18	grandiloquent	Attempting to impress with big words or grand gestures
12-10-18	respite	Delay; postpone; a brief interval of rest
12-17-18	benighted	Being in a state of intellectual darkness; ignorant
1-7-19	bedlam	A place or scene of noisy uproar and confusion

W.O.W. (WORD OF THE WEEK) Cont.

1-14-19	dour	Severe; gloomy; stern
1-22-19	congenial	Pleasant to be around; social, agreeable
1-28-19	ubiquitous	Existing or being everywhere at the same time
2-4-19	copious	Abundant; plentiful
2-11-19	accolade	An award, an honor; approval; praise
2-19-19	sonorous	Producing sound, especially deep and rich, resonant
2-25-19	onerous	Troublesome or oppressive; burdensome
3-4-19	surreptitious	Done or acting in a secret, sly manner
3-11-19	attrition	A gradual reduction or weakening; rubbing away
3-25-19	roster	A list of names; especially of personnel available for duty
4-1-19	petulant	Ill-humored; irritable; cranky
4-8-19	draconian	Hard; severe; cruel
4-15-19	defame	To libel or slander; take away a good name
4-22-19	coterie	A circle of close associates or friends
4-29-19	aspire	To seek; attain; achieve a goal
5-6-19	cupidity	Excessive greed, especially for money
5-13-19	propinquity	Proximity; nearness; kinship
5-20-19	synchronize	To occur at the same time; simultaneous