



Sarasota Military Academy Prep

Cadet and Family School Handbook

3101 Bethel Lane
Sarasota, FL 34240
941-877-PREP (7737)
941-877-7738 Fax

SarasotaMilitaryAcademy.org

Cadet Name: _____ Grade: _____

SMA Prep Mission

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.

IB Mission Statement

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage cadets across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.



help to

School Contacts

Executive Director: SMA-COL Christina Bowman	christina.bowman@oursma.org
Head of School: SMA-LTC Tom Vara	tom.vara@oursma.org
Asst. Head of School: MAJ Becky Morris	becky.morris@oursma.org
Asst. HOS/IB Coordinator: SMA-MAJ Lisa Currie	lisa.currie@oursma.org
Asst. Head of School: SMA-MAJ Ryan Lee	ryan.lee@oursma.org
Registrar: SMA-CPT Erica Rivera	erica.rivera@oursma.org

School Hours 9:05 AM – 4:15 PM

Our school hours are from 9:05 AM to 4:15 PM. We also offer additional programs to include sports, clubs, academic support, and extra-curricular activities. Detailed information is posted to our school website and sent out to our school email list.

- Before-School Program (fee-based): 7:00 AM – 8:44 AM
- Morning Drop-off (free): 8:45 AM
- Homerooms open to cadets: 9:00 AM
- Formation Assembly: 9:05 AM Sharp!
- Dismissal Bus: 4:15 – 4:20 (Loading and departure)
- Dismissal Car Line: 4:15 – 4:40 PM
- After-school programs, sports, and activities (free and fee-based)

SMA Prep is a closed campus. Cadets may not leave school unless signed out appropriately. A driver's license is always required for every pick-up through the front office.

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Join our email newsletter through
our website or your smart phone:



August 2018

Dear SMA Prep Cadets and Families,

SMA Prep begins the 2018-2019 academic year as an authorized IB World School. Our learning community is very proud of this accomplishment, and we continue to refine our program to offer cadets an educational experience that will engage and empower them to have a positive impact both close to home and around the world. We continue this journey which has thus far established an infrastructure of meaningful bonds and a unique community of learning.

Our Academy's leadership team has been fully immersed in collaborating and planning for the upcoming school year. We will promote the IB MYP program as the backbone of our student-centered, academic program that emphasizes Approaches to Learning (ATL) skills needed to be a successful, life-long learner in the 21st century.

We continue to build the Prep's interscholastic athletic program, clubs, and activities such as Drum Line, Drill Team, Campus Life, and Interact Club just to name a few. It is because of the strong commitment and dedication of our faculty, staff, cadets and the hardworking PTCC that we can offer such an array of programs, and we are anticipating even more growth in this area.

SMA Prep's enrollment continues to grow. This is a testament to our belief in each cadet's potential to become an engaged and thriving member of a military-modeled school experience that holds them to a higher standard both in character and leadership.

Please sign up for our mailing list at sarasotamilitaryacademy.org to receive our weekly newsletter full of useful information as well as upcoming events throughout the school year. SMA Prep is on track to further stand out as the best school experience in the area and we are honored to have you as part of this exciting educational journey.

Respectfully Yours,

SMA-LTC Thomas Vara
Head of School, SMA Prep Campus

IMPORTANT DATES

2018-19 SCHOOL YEAR

AUGUST

13 First day of school

SEPTEMBER

3 Labor Day, No School

OCTOBER

15 End of the First Grading Period/1st Quarter

19 Professional Day, No Classes

NOVEMBER

4 Daylight Saving Time Ends (1 hour back- may change)

11 Veteran's Day Parade – All cadets, staff, and families welcome

21-23 Thanksgiving Break, No School

DECEMBER

15 Wreaths Across America Ceremony

20 End of Second Grading Period/2nd Quarter

21 Professional Day, No classes

24-31 Winter Break, No School

JANUARY

1-4 Winter Break, No School

7 Return to School

21 Martin Luther King Day, No School

FEBRUARY

18 Presidents Day, No School

MARCH

10 Daylight Savings Time Begins (1 hour forward)

13 End of Third Grading Period/3rd Quarter

15 Professional Day, No Classes

18-22 Spring Break

APRIL

19 Mini Break, No School

MAY

24 Last Day of School

27 Memorial Day Parade - All cadets, staff, and families welcome

PICK-UP AND DROP-OFF PROCEDURES

Morning Drop-Off:

Please be sure you arrive early enough to be ready for uniform inspection in formation at 9:05 AM. Cadets who are not present for uniform inspection will be marked tardy. Cadets may not enter the formation once the regiment is called to attention. A supervised waiting area is provided at no cost for cadets arriving between 8:45 - 9:00 AM. Cadets being dropped off before 8:45 AM must report through the cafeteria to the Before-School Program; fees may apply. Cadets participating in before-school activities may arrive up to 15 minutes prior to the start of the activity at no cost for before-school care. Cadets arriving earlier than 15 minutes before their activity start time will be charged the daily rate for our before-school program.

Cadets may NOT be dropped off to wait in the parking lot or outside of school grounds without parent or adult supervision. Cadets found waiting, without an adult, prior to 8:45 AM, will be sent to the Before-School Program; fees may apply.

Afternoon Pick-Up:

Dismissal begins at 4:15 PM and continues until all cadets have departed either by bus or family vehicle. Parents or approved adults must use designated car line procedures at dismissal times. Exceptions to this procedure must be requested in writing and approved by administration. This includes requests for office pick up due to special circumstances and for requests to have cadets walk/ride bike to or from the school without an adult. A pick-up card and instructions will be distributed at the beginning of each school year. Parents of cadets who have not been picked up by 4:30 PM or by the end of car line, whichever occurs last, or who have not been registered in an after-school activity, will be charged a **late pick-up fee of \$5 per 5 minute increment** until an adult on their approved pick-up list arrives. Late pick-up fees also apply to sports, clubs, and activities with designated pick up times.

ACTIVITIES, SPORTS & CLUBS

SMA Prep offers a wide variety of clubs, sports, and other extra-curricular activities both before and after school. Most programs require registration and an activity fee which must be paid within three days of being accepted into the sport, club, or activity. Currently, we are offering the following sports, clubs, and activities (subject to change):

Sports

Fall: Flag Football, Girls Volleyball

Winter: Boys Basketball, Girls Basketball, Cross Country, Wrestling

Spring: Boys Soccer, Girls Soccer **Late Spring:** Golf

Clubs/Activities

- Basketball Club • Running Club • Soccer Club • Volleyball Club
- Flag Football Club • Drill Team • Junior Raiders • Interact Club
- Robotics Team/Club • Yearbook Club • Drum Line • Campus Life

ATTENDANCE

Cadets are expected to attend school each of the 180 regular school days and to be punctual. We suggest that cadets arrive *at least* 10 minutes before the beginning of the school day. Classrooms open 10 minutes prior to the 9:10 AM formation. We want cadets ready to learn as soon as school begins and not have to worry about the distractions of being late. Cadets may arrive as early as 8:45 AM at no cost. See information on the website about our Before-School Program for earlier drop-off options. Cadets should not be dropped off and left unattended outside of the fenced-in school grounds or in the parking lots.

Attendance is taken each morning and at the beginning of each period. SMA Prep will keep record of cadet attendance and parents/guardians may view it daily online.

Florida Statute 1003.24 states that the parents/legal guardians of a child of compulsory age are 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.

Excused absences:

If you know your child will be absent, you are required to call **before 9 AM** to leave a message on our attendance system (ext.3500). You must also send in a note upon your child's return.

Absences that number 9 or fewer each semester will be excused **after** a parent/guardian sends in a note or excusal form, within 3 days of a cadet's return. More than 9 absences in one semester will be excused only after review and approval of administration.

Excused absences include:

(Written note **MUST** be provided **within 3 days** of a cadet's return to school.)

- Cadet illness: documented by the parent/guardian or medical doctor
- Observance of a religious holiday or service that is recognized as such by members of the faith. Must be documented by parent/guardian
- Medical/Dental appointment with a doctor's note
- Death in the family or funeral as excused by the Administration
- Other absences beyond the control of the parent or cadet, as determined and approved by the Administration
- Leaving class early with written permission from parent/guardian, or administrator, during the first 25 minutes of class
- Special and unique situations or pre-arranged absences pre-approved by the Administration
- Out-of-School Suspensions

It is the cadet's responsibility to complete any work missed during excused absences within the limits established by each educator. Additionally, educators may not be able to provide make-up lessons for those missed due to absences. Parents may be expected to assist or provide tutoring for their child to ensure understanding of missed work during absences.

Excuse Notes:

- For an excuse note to be acceptable, it must have the following components written clearly: Cadet's first and last name, date(s) of absence, time of arrival and/or departure (if cadet was late or left early), reason for absence (or late arrival/early dismissal), and parent/guardian signature. Without all of these elements, a written note will not excuse an absence.
- An Attendance Clearance Form will be issued once an excusable note is provided to Attendance Office.
- Failure to provide Attendance Office with excuse note will result in an unexcused absence on the report card.
- Out-of-school, short-term absences (3 days or less) that are prearranged must be approved in writing by Administration at least 3 days prior to absence and coordinated with the teachers. The attendance office must be notified of these planned absences in writing at least 3 days prior to absence.
- Prolonged absences (5 days) that occur for medical reasons must be documented by a physician.

Unexcused absences:

Over nine (9) excused absences per semester for illness OR eighteen (18) for illness in a school year is considered excessive. 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.

All absences which have not been specifically identified as excused are considered unexcused absences to include:

- skipping class
- absences beyond 9 days each semester that are not excused by administration
- Absence or tardy due to oversleeping
- Absence or tardy due to transportation problems, etc. (late school bus arrival not included).
- Failure to properly provide acceptable reason for absences (or late arrival/early dismissal) from school **within three (3) days** after cadet returns to school (or late arrival/early dismissal occurs).
- Tardy to class more than 25 minutes after class begins. This can be converted into an excused absence with a note from parent/guardian.

Tardiness:

Any cadet not in formation at 9:05 AM is tardy. A parent or attending adult **must sign in with the student after 9:05 AM**. For your child's safety, if late, **do not** drop off and leave the school without signing in your child. Cadets will be issued a late slip as unexcused without a valid excuse note. Anytime a cadet is **not in class** when the bell rings, he/she is considered tardy. Excessive tardiness to class may result in administrative disciplinary action.

Early Dismissal:

Cadets must be signed out at the office at least **30 minutes prior** (or earlier) to the end of school (4:15 PM). Please keep this in mind when scheduling medical and dental appointments. Cadets who leave school early due to illness must be cleared through the clinic. A written excuse must be provided by the parent/guardian excusing the early departure and any subsequent missed days upon cadet's return to school.

Extended Absences:

Families should not plan vacations or trips during attendance days. Extended absences should be reviewed with administration at least **3 weeks in advance** to be considered for excusal.

Truancy:

Truancy is defined as being absent from school without parent/guardian permission or knowledge and without permission from school officials. Any cadet who has 10 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.

When a cadet shows a pattern of late arrivals, early dismissals, or absences, a conference will be required with the head of school or assistant head of school to consider the implementation of a plan of action to correct the situation. A consistent pattern occurring throughout the school year may, at the school's discretion, result in the cadet: 1) receiving disciplinary action; 2) the county truant officer being contacted to investigate; or 3) being dismissed from SMA Prep and returned to district school.

BEFORE AND AFTER SCHOOL PROGRAMS

Before-School Program

SMA Prep offers a safe and affordable option for parents to drop off their children before school each day. Our goal is to support families who need options earlier than the regular 8:45 AM drop-off start time by providing a learning environment at school for their children to complete homework or engage in other activities as early as 7 AM. Breakfast is available (for purchase or through the free/reduced program) at 8:30 AM.

Hours: 7:00 – 8:45 AM, Monday through Friday, excluding school holidays and days off. Drop-off is at the school cafeteria and requires an adult sign-in.

After-School Program

SMA Prep has partnered with The Boys and Girls Club of Sarasota to provide after-school care through the Lee Wetherington Club location at 3100 Fruitville Rd. Transportation is provided by SMA Prep for students with confirmed registration in the program. Sign up for this program is done directly with the Boys and Girls Club but transportation spaces are limited and should be confirmed through our SMA Prep After-School Program Coordinator. Transportation sign up will be handled during orientation prior to the start of school.

BULLYING, CYBERBULLYING, AND HARASSMENT

It is our policy that cadets and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. SMA Prep will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined below, is prohibited.

Bullying includes cyberbullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more cadets or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to:

- | | |
|---------------------|--|
| 1. Teasing | 6. Physical violence |
| 2. Social Exclusion | 7. Theft |
| 3. Threat | 8. Sexual, religious, or racial harassment |
| 4. Intimidation | 9. Public or private humiliation |
| 5. Stalking | 10. Destruction of property |

Cyberbullying means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including, but not limited to, electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that:

1. Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property;
2. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
3. Has the effect of substantially disrupting the orderly operation of a school.

Bullying and harassment also encompasses:

1. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
2. Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
 - a. Incitement or coercion
 - b. Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the district school system
 - c. Acting in a manner that has an effect similar to the effect of bullying or harassment

Cyberstalking as defined in s. 784.048(1)(d), F.S., means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

Reporting an act of bullying or harassment: Any student, staff, volunteer, or parent/legal guardian may file a report in person with the assistant head of school or designated representative, via email to the assistant head of school or designated representative, or through the anonymous online form available through the SMA Prep website: smaprep.org. Once the report has been received, the assistant head of school or designated representative will begin an investigation.

Prevention: SMA Prep shall work to sustain a healthy, positive, and safe learning environment for all cadets. It is important to create the social climate of the school and the social norms with regards to bullying. This requires the efforts of everyone in the school environment – teachers, administrators, support staff, school nurses other non-teaching staff (such as bus drivers, custodians, receptionists, and/or assistants), parents/legal guardians, and cadets.

BUS TRANSPORTATION

SMA Prep uses our own buses and contracts with the school district to provide bus transportation to and from school, field trips, or special activities. 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. Cadets must reside within Sarasota County in order to use free bus transportation. Special routes may be provided at a reasonable cost for those living outside of Sarasota County. Schedules are posted to our website shortly before the start of the school year.

STUDENT BUS SAFETY

At the School Bus Stop:

- Arrive at your bus stop at least five minutes before the bus is scheduled to arrive.
- Follow instructions from your bus driver or the school district about where to wait.
- Wait in a safe place away from the road.
- Do not run and play while waiting for the bus to arrive.
- Never sit or stand on the roadway while waiting for your bus.
- Never speak to strangers at the bus stop and never get into a car with a stranger. Tell your parents, your bus driver, or another responsible adult right away if a stranger tries to talk to you or pick you up.

Loading or Unloading from the Bus:

- As the bus is approaching, watch for the red flashing lights and the stop arm to extend.
- When the bus stops, wait for the driver's signal that it is safe to cross the road or board the bus.
- If crossing the street, look left, right, and left again. When the driver signals that it is safe, walk at least 12 feet in front of the bus where the driver can see you.
- Never walk behind the school bus. Never run after the bus.
- Hold the handrail while going up and down the stairs.
- Go directly to your bus seat and remain seated during the entire ride.
- Exit the bus only at your assigned bus stop.
- If you drop something near the bus, tell the bus driver. Never try to pick it up first, because the driver may not be able to see you.

On the School Bus:

- Keep your hands, arms, and head inside bus.
- Always buckle up properly if your school bus has safety belts.
- Stay in your seat and obey the driver.
- Remain seated always and keep the aisle clear.
- Stop talking and stay quiet when the bus comes to a railroad crossing so the driver can hear if a train is approaching.
- Avoid any loud or disruptive behavior that could distract the driver from safely operating the bus. Playing music or sound from phone or device requires headphones/earbuds.
- Be courteous and respectful to your driver. Safely getting you to and from school is a tremendous responsibility that the driver takes very seriously.

CELL PHONES AND ELECTRONICS

SMA Prep does not allow cadets to have in their possession during the school day: cell phones, iPods, MP3 players, pagers, cameras, thumb drives, or ANY other electronic or media storage device. Cadets are strongly discouraged from bringing any of these devices to school. However, if a student must have a cell phone or other device for use before and/or after school, they are prohibited from using it once they arrive on campus or before they depart.

Cadets who bring a cell phone, electronic, or media storage device to school must store it in their backpack or book bag. SMA Prep is not responsible for any lost, stolen, or broken cell phones, electronic/media devices, or other valuables brought from home.

Cadets who are caught with cell phones or other electronic devices in their personal possession (in their hand, pocket, or other personal clothing item) or turned on while on campus without prior special permission from an educator or administrator, will have the item(s) confiscated and held until a parent can sign and collect from the assistant head of school or designated personnel. Depending on the circumstances of the situation, cadets may be subject to additional disciplinary action.

Rationale:

Although we value and encourage the use of technology to support learning in our programs, we find that cell phones and other personal electronic devices in the possession of cadets are disruptive to the learning environment unless incorporated for use within a specific program or assignment. Cadets who have these devices in their possession are often tempted to use them at some point during the school day for purposes unrelated to learning which poses numerous potential disruptions. Use of cell phones, cameras, and texting devices has been linked to increased safety violations, cheating, invasion of privacy, bullying, and other security issues. Additionally, the time and energy it takes away from educators and staff to monitor these situations is detrimental to the achievement of our educational goals.

COUNSELING SERVICES

School Counseling at SMA PREP is a comprehensive (available to all students) developmental (age appropriate) program designed to ensure that today's students become productive, well-adjusted adults of tomorrow. The program is proactive and preventative in nature with a focus on social/emotional development based in a growth mindset approach toward academic achievement, career awareness for all our students.

Mission:

To promote compassionate, caring, lifelong learners, the school counselor works together with all stakeholders to create an atmosphere in which individuals become responsible and successful members of their community and the world. The counseling program is driven by data and helps students acquire the knowledge and ATL skills necessary to become global leaders in our ever-changing world.

DRESS CODE

SMA Prep Uniforms

- Monday through Thursday: Dress uniform
Friday: Student choice: dress uniform or polo uniform
Physical Education Classes: PE uniform

Uniforms are available for purchase from Children's World Uniform store. Visit the store on Bee Ridge Rd. or visit their website (www.childrensworlduniform.com) to check prices, sizes, and/or to place orders. Gently-used uniforms are available in limited sizes and quantities. Please call the office to make an appointment to purchase gently-used items.

Dress Uniform:

- Light blue Oxford shirt (Children's World)
- Dark blue slacks (Children's World)
- White t-shirt or camisole (optional) from a store of your choice
- Blue belt (Children's World)
- Black socks (that cover the ankles) from a store of your choice
- ALL black sneakers or shoes with black laces from a shoe store of your choice
- Name tag, crest, epaulets, ribbons (when earned) are provided by the Academy; lost or damaged items must be immediately replaced by purchasing through the school.

Sarasota Military Academy Prep is, as the name implies, an institution where military traditions and customs are an important part of the experience. Cadets are required to wear and care for the uniforms properly. The uniform will be worn in accordance with standards outlined in this handbook which are like those of the military and JROTC program. When the uniform is worn, it will be worn completely and not mixed with clothing or shoes not outlined in this dress code or without **required** items such as belts, nametags, epaulets, etc.

Uniform inspections will be conducted in formation. Cadets and parents must understand that this uniform represents SMA Prep's high standards and must be worn with proper respect. Cadets may not play sports or be involved in any work detail while in the SMA Prep Dress Uniform, nor may they engage in any conduct that would bring embarrassment or disgrace to the uniform or SMA Prep. Further, the uniform may not be worn to promote political causes or at partisan political organizations' events.

Only plain (no writing of any kind on the t-shirt), white undergarments may be worn under the dress shirt. The wear of an undershirt or camisole is optional. No long sleeve shirts may be worn under the dress shirt.

Only black socks that cover the ankle (preferably mid-calf length) may be worn with the Dress Uniform. All other socks are **NOT AUTHORIZED** for wear with the Dress Uniform!

Cadets may NOT wear the Dress Uniform while performing fundraising activities.

Placement of Uniform Pin-on Items and Belt

Nametag: Centered on the right pocket flap, 1/8 inch below the top edge

SMA Prep Crest: Centered 1/8 inch above the top edge of the right pocket flap

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

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

Replacement of lost/broken items:

- "Frogs" (pin clasps) and nametag backings are available at the front desk, the Eagles Nest (during lunch), and through Military Studies using "Eagle Points"
- Reorder lost crests (\$4) and nametags (\$4) at the front desk

Polo Uniform:

- Polo Shirts - navy blue with gold sides (Children's World)
- Pants and/or shorts - dark blue (Children's World)
- White t-shirt or camisole (optional) from a store of your choice
- Blue belt (same belt as dress uniform) (Children's World)
- Black socks (that cover the ankles) from a store of your choice
- Any boat shoes or color sneakers with any color laces from a shoe store of your choice (No shoes with wheels/rollers or light-up shoes allowed).

Uniform inspections will be conducted in formation. Polo shirt, dark blue pants and/or shorts, and the blue belt (same belt as dress uniform), **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. Trouser hems must be no more than 2 inches above the welt (heel) of the uniform shoe. Shorts must not extend below the knee and must be hemmed no more than 4 inches above the knee. Shorts and pants must have at least 1 inch of free play (without pulling) in the garment at the hips and legs. Shorts may NOT be rolled up.

The bottom button of the polo shirt must be buttoned. Only plain (no writing of any kind on the t-shirt) white undergarments may be worn under the polo shirt. The wear of an undershirt or camisole is optional. No long sleeve shirts may be worn under the polo shirt.

Only athletic shoes or boat shoes (any color) may be worn with the polo. Shoes must match, be TIED *properly*, and may not be defaced in any way. Black socks must be worn that cover the ankle. Jewelry, make up and nail polish standards are the same as with the SMA Prep Dress Uniform. (See jewelry, make up, and nail polish 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.

PE Uniform:

- Light blue tee shirt (Children's World)
- Dark blue shorts (Children's World)
- Black socks (that cover the ankles) from a store of your choice
- Any color sneakers with any color laces from shoe store of your choice

Only the SMA Prep PE Uniforms are authorized for all physical activities. These must be purchased at Children's World.

Sweatshirt/Hoodie (from Children’s World):

- A navy colored sweatshirt with zipper, hood, and SMA Prep logo

The SMA Prep Sweatshirt is the ONLY authorized sweatshirt to be worn with any of the SMA Prep uniforms (dress, polo, or PE uniforms). It is authorized for wear inside the classrooms/buildings ONLY with the teacher’s permission, except for designated Sweatshirt Days or Cold-Weather Days, when it may also be worn outside. A cadet must ask permission from the teacher before donning the SMA Prep sweatshirt in the classroom or building. During Sweatshirt or Cold-Weather days, cadets may also wear sweatshirts outdoors but must remove the sweatshirt upon entering a classroom or building. Once permission is granted by the teacher, the sweatshirt may also be worn inside. Sweatshirts may only be worn zipped up with the sleeves and hood down. Sleeves may not be rolled or pushed up. Sweatshirts may not be draped around the neck or tied around the waist.

Sweatshirt Days

A “Sweatshirt Day” is determined by administration using guidelines based on the temperature dropping and remaining below 70 degrees for the day but not being cold enough to be designated as a “Cold-Weather Day”. During a Sweatshirt Day, cadets may wear their SMA Prep sweatshirts in accordance with appropriate wear guidelines.

Cold Weather Outerwear Policy for Designated Days

On days when the weather is predicted to be a “Cold-Weather Day” (approximately 55 degrees or below), the Head of School or designee may implement the Cold-Weather Outerwear Policy enabling cadets to wear coats/jackets as outerwear. Families are asked to do their best to provide conservative, plain black or dark colored coats/jackets when possible. Sweatshirts/hoodies other than the SMA Prep sweatshirt are prohibited as the outermost layer on cold weather days. Cold-Weather Days apply to both the SMA Prep dress uniform and polo uniform. The following guidance is provided for Cold-Weather Days:

- Outerwear (coats/jackets) must be worn fully closed (buttoned, zipped, or snapped).
- Multiple coats/jackets (layering) are authorized to include rain coats. If layering with sweatshirts, only the SMA Prep sweatshirt is allowed as the outermost layer.
- Outerwear (coats/jackets) are to be worn outside only.
- When the cadet enters a classroom, the outerwear (coats/jackets) should be removed and placed on the back of the cadet’s seat or in his/her backpack. The cadet may continue to wear the SMA Prep sweatshirt while in the classroom on designated “Cold-Weather Days” with the teacher’s permission.
- Cadets are also authorized to wear hats, gloves, and scarves on designated cold-weather days as needed. These items must be removed while indoors.

Care and Maintenance of Uniforms

Standards to be met while in uniform include maintaining the uniform in a clean and serviceable condition. After initial purchase of all uniforms, it is the cadets’/parents’/guardians’ responsibility to properly maintain the uniforms. This includes: laundering, dry cleaning, sewing on lost buttons, necessary mending, replacement of broken zippers, and repair of torn/loose hems. Uniforms deemed to be in disrepair must be replaced.

GROOMING STANDARDS

Hairstyles

Extreme, eccentric, or faddish haircuts/hairstyles are not authorized. If dyes, tints, or bleaches are used, they must result in a NATURAL hair color. Hair cannot be more than one color.

Male Haircut and Shaving

Male cadets must keep the hair on top neatly groomed. Extreme, eccentric, or faddish haircuts or hairstyles are NOT authorized. Further, the hair must not touch the ears or the collar of the Dress Uniform 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.

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.

Female Hair Standards

Many female hairstyles are acceptable, if 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 if 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 hair line 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. Buns must be located on the back of the head so that the top of the bun does not protrude higher than the top of the head. As cadets move on to the high school, this requirement will mandate wearing of hair (usually with buns placed lower on the head) so as to not interfere with the proper wear of any headgear. Prep cadets are encouraged to practice wearing styles that would meet the high school standard.

Examples of hairstyles considered to be faddish or exaggerated and therefore prohibited for wear with the SMA Prep uniform, include, but are not limited to, shaved portions of the scalp other than the neckline, designs cut in the hair, unsecured ponytails (except during PE), and unbalanced or LOPSIDED hairstyles 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 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 as is 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, thin ($\frac{1}{4}$ " or less) headbands, 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, wide headbands, and barrettes with butterflies, flowers, sparkles, gems, or scalloped edges or in colors not closely matching the hair.

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 while in uniform. Earrings are not authorized with the PE uniform.

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, etc.** 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 – you may only wear black, gold, or silver watches, or military in appearance, that are not oversized or ornate).

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. 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 ¼" from the tip of the finger.

Eyewear

Eyewear, including sunglasses, that is trendy or has lenses or frames with conspicuous initials, designs, or other adornments is not authorized. Cadets will not attach chains or ribbons to their eyewear. Glasses may not be worn on top of the head at any time.

Backpacks

Handbags, backpacks, and book bags will be conservative and professional in appearance. Advertising, cartoons, or other commercial designs are not authorized. Contents of the bag may not be visible; therefore, see through or mesh bags are not authorized.

Hats

Hats, berets, or other headgear are NOT authorized for wear with any uniform at SMA Prep EXCEPT for specially designated programs as needed such as the SMA Prep Drill Team.

Special Dress Days

There will be occasions when students will be allowed to dress up, dress down, or wear special clothing for a dance or other event. Please keep in mind that SMA continues to have high standards for appearance, even when not wearing a uniform. All clothing must be tasteful and appropriate. Cadets not dressed in accordance with guidelines will be sent to the office until appropriate clothing is obtained.

- 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, except when part of a special costume.
- No skin-tight clothing, with the exception of leggings, which may ONLY be worn with a dress, skirt, or shorts.
- Pants, shorts, and skirts must sit at the waist.
- No pajamas, slippers, hats, or baggy pants.
- If wearing a hoodie, the hood must remain down and is not to cover the head.
- No spaghetti straps, muscle shirts, tube tops, or tank tops.
- Shoulders and back must be covered.
- No midriffs or cleavage showing.
- The same jewelry and make-up standards apply as with wear of the uniform.
- Male cadets must be clean shaven.

- Skirts, dresses, & shorts may not be higher than 4 inches above knee and must be hemmed.
- Shoes must be closed toe with heels no greater than 2”.

Lost & Found

SMA Prep is not responsible for lost or stolen items. Do not bring valuables to school. Lost and found is located at the front desk. Any item not claimed within 2 weeks may be re-purposed or thrown away. (Be sure to label uniforms, jackets, and personal belongings).

EMERGENCY PROCEDURES

Working toward a safe and orderly school environment requires the awareness and practice of various emergency drills. The cadets and staff will practice emergency procedures by responding to the following codes and drills throughout the school year:

- **Code Red** – Full lock down: doors are locked, blinds are closed and lights turned off.
- **Code White** – Limited lock down: doors are locked and classroom instruction continues.
- **Code Yellow** – Evacuate building to proper location: no radios or announcements
- **Severe Weather** – Cadets are in a secure position in the classroom away from windows.
- **Fire Drill** – Evacuate building to proper location.

All staff and cadets are instructed on the guidelines and procedures of how to respond to the drills in a safe and orderly manner.

EMERGENCY CONTACTS & CLINIC PROCEDURES

Emergency information cards are kept on file in the clinic for each cadet. It is important that parents/guardians complete a new card at the beginning of each year, and update the information ANYTIME CONTACT OR MEDICAL INFORMATION CHANGES during the year. Emergency care plans are attached to the cards when indicated.

If a cadet becomes ill at school, he/she reports to the clinic, **with a pass or cadet planner signed by a teacher** (cadets may not “stop in” between classes), 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 a parent/guardian is called to take the cadet home. If a parent/guardian comes to school to pick up a sick cadet, the parent/guardian should sign in at the office and then report to the clinic to sign the cadet out for the day.

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 the degree of severity since symptoms may not be obvious at once. In an emergency, 911 will be called. First aid and/or CPR will be administered if appropriate while waiting for the EMTs. **It is imperative that we have the correct contact and medical information on each cadet. Please be sure that the Emergency Cards are completed and kept up to date.**

No medications of any kind (including cold, aspirin, or vitamin products) can be administered at school unless there is a doctor's authorization for the treatment on file. Medications with appropriate authorization must be administered by clinic personnel. Cadets may **NOT** carry any type of medications with them. Please do not supply your child with vitamin drinks, energy drinks, cough drops, or supplements at school.

EXPECTATIONS – CLASSROOM & CAMPUS

- Be prepared for class (necessary supplies, headphones/earbuds, cadet planner, etc.)
- To maintain an achievement level of 6 or above in all subjects
- Keep hands & feet to self
- Treat adults and peers with respect
- Be in proper uniform and follow dress code at all times
- Will use a pass or cadet planner, signed by a teacher, when outside of classroom during designated period.

Will NOT bring the following items to school:

- Gum
- Spinners, fidgets, or other trendy gadgets (will be confiscated if seen)
- Valuables or treasured belongings (SMA Prep is not responsible for lost or stolen items)
- Gifts or items (not preauthorized) such as balloons, stuffed animals, flowers, etc.
- Perfume or cologne, aerosol/spray deodorant (must be solid)

FIELD TRIPS & SPECIAL ACTIVITIES

Attending field trips is a way to help students learn through an experience outside of the school campus. Field trips, along with special activities on campus, include interactions with people outside of the school system, and customized activities that require the student to be prepared and ready to focus over an extended period of time in order to benefit from the learning experience.

To provide a safe and high quality learning opportunity for all involved, SMA Prep has set high expectations and specific criteria for behavior both prior and during such activities and trips.

Academic, Attendance, and Behavior Criteria:

Within the *semester* when the field trip occurs, cadets *must not have*:

- more than 2 detentions
- more than 1 day in-school suspension
- any out-of-school suspensions
- 9 or more unexcused absences

Within the *quarter* when the field trip occurs, cadet *must have*:

- an achievement level of 6 or higher on current summatives in each subject

Expectations for Audience Skills & Other ATL Skills Needed:

- Actively listen while speaker is presenting
- Raise hand and/or wait to be acknowledged to speak
- Show same respect and behavior as expected in the classroom
- Follow directions and participate positively in activities

Final field trip participation is at the discretion of administration.

GROUND RULES, DISCIPLINE, AND DISMISSAL PROCEDURES

Cadets work with their teachers to understand and define the boundaries of right and wrong consistent with the standards of the school community, i.e. the ground rules and procedures. SMA Prep facilitates and supports all cadets to successfully master three Approaches to Learning (ATL) skill categories in communication, social interactions, and self-management. It is often the case that many discipline issues are the result of cadets being unable to use these specific skills effectively and in a positive and productive manner.

The faculty and administration use interventions to help cadets understand how their behavior is negatively affecting themselves and/or others. This begins a process where focus is directed toward developing self-awareness and a growth mindset to improve skills in these important areas. Through reflection and discussion with faculty and/or administration, cadets have the opportunity to improve these skills and show progress.

However, if a cadet repeatedly breaks rules and is not responsive to ATL skill building suggestions or strategies, he or she may:

- Be removed from the classroom

- Be sent home for the day
- Serve a lunch or afterschool detention to allow for focused reflection on a plan of action

Other disciplinary actions may include Saturday school, in-school restriction, and out of school suspension, especially if a behavior presents a danger or serious concern to other cadets or faculty members. Bags and possessions may be searched by administrators or their designees upon reasonable suspicion of a prohibited item or illegally-possessed substance or object. Cadets may be searched on campus, school field trips, during extracurricular activities, school bus, or any other supervised activity. Progressive disciplinary procedures, consistent with the Sarasota County Code of Student Conduct and Disciplinary Policy, will apply.

Dismissal (Enrollment Rescinded) Policy

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

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

Dismissal Procedure

The following information represents the school guidelines for cadet dismissal:

1. Concerns about the cadet will be communicated with Parent(s)/Guardian(s) through implementation of interventions and/or disciplinary actions. Interventions may include referral to a Counselor or ESE Liaison (as applicable). Other documented interventions may be provided through the School Wide Support Team (SWST) or administration.
2. Parent(s)/Guardian(s) will be notified if their child is not responding to interventions and a probation contract will be established for a set period of time along with a designated review date for improvement. Cadet may be monitored on weekly basis.
3. Parent(s)/Guardian(s) may request a meeting to discuss the terms of the probation contract in person with administration.
4. If the cadet does not satisfactorily complete the terms of the probation, parent(s)/guardian(s) will receive written notice of the dismissal, no less than 10 days prior to dismissal, including the reasons for the dismissal and the summary of actions.

Parent Appeal Process

The parent(s)/guardian(s) of a cadet who has had their enrollment rescinded (dismissal) may appeal to the Head of School, within 15 business days, with a formal request letter and appropriate supportive documentation. Failure to do so within 15 business days negates any possibility of appeal.

LUNCH AND BREAKFAST PROGRAM

School lunch and breakfast are available through the Sarasota County Schools Food and Nutrition Services Department. Meals comply with National School Lunch Program guidelines. A monthly menu can be found linked on our website, smaprep.org, or at www.sarasotacountyschools.net under the Food and Nutrition Services Department. Personal copies of the menu may also be sent home at your request. *Nutrislice* is an “app” that is also available for download on your smart phone that will display breakfast and lunch menus.

You may pay into your child’s account by sending money with your child to school or through an online program called MySchoolBucks.com. Money is collected daily at lunch by the Food and Nutrition Services cashier. You may also pre-pay with cash or a check. Please send money in a well-sealed envelope with your child's FIRST AND LAST NAME, PIN #, and TOTAL AMOUNT included. Checks are to be made payable to TATUM RIDGE ELEMENTARY SCHOOL (the school authorized to provide meals to SMA Prep). Please put your child's name and PIN # in the memo area of the check as well. If you have more than one child at the school, please designate how the money or check should be divided.

You will be notified when your child's account is running low. Please make sure your child's account is current. We cannot serve children who do not have sufficient funds to pay for their lunch unless they qualify for the Free and Reduced meal program. Parents and/or guardians are responsible to apply for Free and Reduced meal benefits, and are responsible for all charges until eligibility is determined.

Free and Reduced meal benefits must be applied for annually. Paper applications are available in SMA Prep’s main office. You may also apply online at www.sarasotacountyschools.net under the Food and Nutrition Services Department section.

Please refer to <http://www.sarasotacountyschools.net/departments/fns>, Sarasota County Schools’ Food and Nutritional Services for more information.

Bringing Lunch:

If your child prefers to pack a lunch, please help him or her choose healthy foods with proteins and complex carbohydrates (fast food is discouraged). Students are not permitted to bring soda, vitamin drinks, energy drinks, tea, coffee, caffeinated drinks, or gum to school. Cadets found with these items may be asked to throw items away and may receive an infraction.

- We encourage cadets to bring water to drink daily. Water must be in a clear water bottle or drinking container. Water is the only drink cadets are allowed to have on campus outside of the lunch room during the school day.
- Parent/guardian lunch dates with students are not an option on the SMA Prep campus.
- A reservation is required to bring in cupcakes/treats for birthdays and must be prearranged with the front desk at least 3 days in advance. Cupcakes/treats will be allowed at cadet’s reserved table during lunchtime. Gifts, balloons, teddy bears, etc. are NOT allowed.

PARENTAL RIGHTS AND CUSTODY

The school follows Florida law regarding parental rights unless custody documentation exists that has been issued by a Florida court of law. In Florida, natural parents have equal rights unless a current, signed custodial agreement says otherwise. Florida law supersedes the laws of any other country or state regarding custodial rights. It is solely the responsibility of the parent to give us copies of all documentation regarding custody arrangements for your child. It is the school's responsibility to remain neutral in custody issues. In the event of a disagreement, only parents or legal guardians will be allowed to pick up children from school.

PARENTS & VOLUNTEERS ON CAMPUS

- Parents or other visitors must sign in and wear a visitor's badge in the main office. A valid driver's license or ID is required.
- Volunteers must be screened and approved through the Sarasota District Volunteer Program. Volunteers may sign up in the main office at SMA Prep or any other public school.

SPECIAL EDUCATION AND GIFTED EDUCATION

As a small charter school, we offer a range of special education services to include speech and language, ESE, and ESOL services. SMA Prep does not provide programs that require a self-contained classroom setting. All cadets spend more than 80% of their day in a regular education classroom. The IEP or EP of each cadet is designed with this in mind. If it is determined that a cadet requires more intensive services than SMA Prep can offer, the cadet will be referred to his or her district school or another appropriate placement as determined by the cadet's IEP.

Gifted cadets are served naturally by the IB MYP programming and instruction. SMA Prep does not segregate cadets who qualify for gifted services into special classes. Meeting the gifted child's needs is fundamental to our program. Advanced classes are offered as well as advanced high-school-level math and high-school-level world language. High-school credit may be given to cadets who successfully complete these courses and any required end-of-course (EOC) exam.

SUPPLIES

A list of necessary supplies is available at the beginning of the school year. Teachers may also provide a wish list for their classrooms, and we greatly appreciate all families that are able to contribute extra supplies or donate funds. Cadets are responsible for the cost of replacing lost or damaged workbooks, textbooks, library books, folders, planners, or other supplies.

- Lost or damaged cadet planners must be replaced through the front office (\$5).
- Planners may not be shared; writing on the cover is prohibited

Headphones/Earbuds: Headphones or earbuds, in good working order are considered mandatory supplies for students to have with them every day in order to be prepared for class. Failure to do so may result in an infraction.

TECHNOLOGY & NETWORK – APPROPRIATE USE

Cadets at SMA Prep 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 are 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 computers or 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 or person's username and password**
- Using another person's image as a profile picture or publishing without permission.
- Viewing, storage, or disbursement of pornographic material
- "Hacking" or gaining unauthorized access to district supported computer systems.

SMA Prep has the right to review the contents of any and all email, and all other files created or stored on school or 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, respect and courtesy.

If any user violates any of these provisions, his or her access to electronic information services may 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 & Technology – Safe-Use Guidelines

In addition to the technology and network guidelines, cadets agree to use the Internet and email for **educational** purposes only.

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 and download for their use.)
2. I will be polite to everyone I contact online and respect other people's views even if I don't agree with them.
3. I will not share my passwords with ANYONE other than my parents—not even my friends.

4. I will not share personal information i.e. email, phone number or location without parent/educator approval
5. I will never meet someone face-to-face who I met online or friend strangers (not everyone online is who they say they are)
6. I will not forward any photos or images that contain nudity or that are inappropriate memes or representations of myself or others.
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 off-line world. If I would not be comfortable saying something directly to someone's face, I will not say it over email or by text.
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 **Contact** with strangers, 2) **Consider** the content of my message, and 3) **Conduct** 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.

Google for Education

SMA Prep provides teachers and cadets with a suite of tools for collaboration by Google (G Suite) using the **ourSMA.org** domain. Using G Suite, the academy is able to communicate and connect through a suite of applications accessible online through any device with an internet connection. Cadets and teachers are provided a school email under the **ourSMA.org** domain. Gmail is a user friendly email tool serving as the core application for this program. Other apps, including Google Classroom, Drive, Sites, Calendar, Docs, Sheets, Slides and more, provide the flexibility to share and collaborate with the ourSMA.org online community.

Log into **ourSMA Gmail at: mail.oursma.org.**

Clever

Clever allows cadets and teachers, with an ourSMA Gmail account, access to all of SMA's online programs and applications through a single, sign-on portal. Once logged into their ourSMA Gmail account, cadets may

access **Clever at: clever.com/in/sma**

IB MIDDLE YEARS PROGRAM at a Glance

International Baccalaureate Middle Years Program (IB MYP) at SMA Prep

The IB MYP at SMA Prep is designed for students aged 11-14 who study eight subject groups: Language Acquisition, Language and Literature, Individuals and Societies, Science, Mathematics, Visual and Performing Arts, Design and Physical Health and Education. MYP units are developed to promote student engagement through student driven inquiry (asking good questions). The unit provides a framework focusing on key concepts and related concepts (subject specific) within larger global contexts where learning is outlined through factual, conceptual, and debatable questioning.

Approaches to Learning (ATL Skills)

Beyond learning content and building knowledge, the MYP emphasizes the need for students to develop an understanding of how they approach their own learning i.e. “learning how to learn”. Laying the groundwork through the development of ATL skills is what establishes the lifelong learner. Content, concepts, and contexts eventually become transferable across subjects and as they apply to real world experiences both in and outside of school. There are five categories of ATL skills: communication, social, self-management, research, and thinking. Within each unit, specific skills from these categories are targeted and taught explicitly.

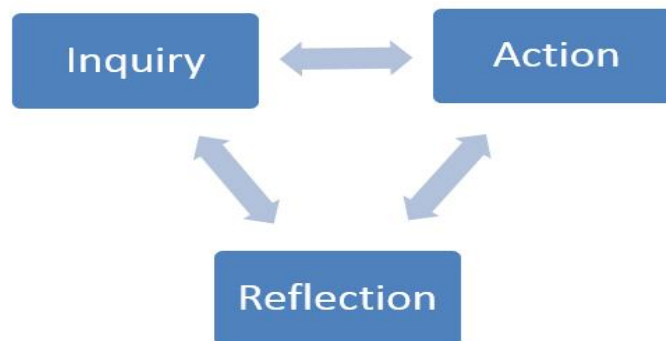
“It is not what you know, but what you can do with what you know.”

Tony Wagner, Harvard Graduate School of Education

Inquiry-Based Learning

Inquiry-based learning shifts the classroom dynamic from teacher-centered to a student-centered learning space. Student engagement is driven by developing their own ability to ask deeper level questions, step into action and reflect on their learning process. Inquiries can be content specific but also very broad to encourage more creative explorations. Examples might be:

- I wonder how . . .
- How can I persevere . . .
- What is needed to improve . . .
- What would happen if . . .
- How might we . . .
- Why did this change over time . . .



(Source: IBO.org)

Academic Honesty

“**Academic Honesty**” means performing all academic work without plagiarism, cheating, lying, tampering, stealing, giving or receiving unauthorized assistance from any other person, or using any source of information that is not common knowledge without properly acknowledging the source. SMA Prep explicitly teaches and enforces the citing of sources with all types of media.

Plagiarism is defined as the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment. Evidence of plagiarism may result in a referral to administration.

Assessment Criteria

The MYP is comprised of eight subject groups as seen below and an 8th-grade community project. Each subject group has four assessment criteria where cadets receive feedback on their performance based on the criteria level descriptors, rather than being ranked against each other.

	A	B	C	D
Language and literature	Analysing	Organizing	Producing text	Using language
Language acquisition	Comprehending spoken and visual text	Comprehending written and visual text	Communicating	Using language
Individuals and societies	Knowing and understanding	Investigating	Communicating	Thinking critically
Sciences	Knowing and understanding	Inquiring and designing	Processing and evaluating	Reflecting on the impacts of science
Mathematics	Knowing and understanding	Investigating patterns	Communicating	Applying mathematics in real-world contexts
Arts	Knowing and understanding	Developing skills	Thinking creatively	Responding
Physical and health education	Knowing and understanding	Planning for performance	Applying and performing	Reflecting and improving performance
Design	Inquiring and analysing	Developing ideas	Creating the solution	Evaluating
MYP projects	Investigating	Planning	Taking action	Reflecting

(Source: IBO.org)

Assessments

The most consistent use of assessment is to create ongoing learning experiences that can show evidence of the growth of each learner. Assessment also depends on the specific intended purpose and who will benefit the most at any given time during the learning process: the teacher and/or student. SMA Prep uses a formative and summative approach that is criterion related and follows the IB MYP framework and philosophy. IB MYP also places emphasis on Approaches to Learning Skills (ATL) which are skills needed across all subjects and promote success for lifelong learning in college and beyond.

Formative Assessment is meant to inform the student, teacher and parent about the student's progress *before* and *during* the learning process. It is during this time that students are building skills, gaining knowledge and attaching these to the larger concepts to be revealed in the summative assessment.

Summative assessment is meant to show evidence of what a student understands and can do based on specific criteria for each subject. The summative task allows students to demonstrate what they have learned in a unit about the statement of Inquiry, the objectives and their knowledge. The summative is a culminating task for a unit, providing information on a student's achievement level against specific IB MYP objectives and corresponding criteria. Indicators for each criteria in all subjects are recorded and reported. Examples of summative assessments could include research publications, unit tests, design labs, essays, lab reports, art and design portfolios, projects, and simulations.

Summative Task Levels of Achievement (criterion-based assessment)

*Level of Achievement	Descriptor
9 - 10	MASTERY: The student demonstrates excellent or outstanding performance in relation to expected learning outcomes for the course or subject and grade.
7 - 8	PROFICIENT: The student demonstrates substantial performance in relation to expected learning outcomes for the course or subject and grade.
6	DEVELOPING: The student demonstrates adequate performance in relation to expected learning outcomes for the course or subject and grade.
5	NOVICE: The student demonstrates limited or no indication for performance in relation to expected learning outcomes for the course or subject and grade.

*IB MYP traditionally uses a 1-8 level of achievement scale for summative assessments, however, because of district requirements SMA Prep uses a 5-10 scale to record and report MYP criteria-related performance.

IB LEARNER PROFILE

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world. As IB learners we strive to be:

Inquirers

We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life

Thinkers

We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

Knowledgeable

We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

Principled

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

Communicators

We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

Open-minded

We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

Caring

We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us

Risk-takers

We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change

Balanced

We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

Reflective

We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

(Source: IBO.org)

SCHOOL-WIDE EXPECTATIONS

	Respect Ourselves	Respect Community	Respect Environment
CAMPUS-WIDE	<ul style="list-style-type: none"> • Know and follow uniform & dress code policy • Own your behavior • Give your best effort • Practice Approaches to Learning (ATL) skills 	<ul style="list-style-type: none"> • Follow directions • Keep your body to yourself • Be on time • Cooperate with everyone • Speak Courteously 	<ul style="list-style-type: none"> • Ask permission to use what belongs to others • Clean up after yourself • Return what you have borrowed
WALKWAYS	<ul style="list-style-type: none"> • During class time always carry a pass • Walk directly to your next class 	<ul style="list-style-type: none"> • Use a quiet voice • Walk on right side • Do not push 	<ul style="list-style-type: none"> • Keep area clean and litter free • Stay on sidewalks or paved areas outside
BATHROOMS	<ul style="list-style-type: none"> • Wash your hands • Flush/Wash/and Go! 	<ul style="list-style-type: none"> • Give privacy to others 	<ul style="list-style-type: none"> • Keep all areas clean • Put trash in trash can
CAFETERIA	<ul style="list-style-type: none"> • Remain seated in your designated area • Eat a balanced diet 	<ul style="list-style-type: none"> • Practice manners • Use a quiet voice • Respect cafeteria workers & volunteers 	<ul style="list-style-type: none"> • Put trash in garbage can • Clean up after yourself
BUS	<ul style="list-style-type: none"> • Be at bus stop on time • Stay in your seat 	<ul style="list-style-type: none"> • Do not talk loudly • Follow all bus rules 	<ul style="list-style-type: none"> • Keep feet on floor • Do not leave trash

POSITIVE BEHAVIOR SUPPORT (Eagle Points)

SKILL AREAS	POINT RANGE	BEING RESPECTFUL	BEING RESPONSIBLE
SCHOOL-WIDE SKILLS	1 – 2	- Appropriate Behavior	- Walking on campus
	3 – 4	- Acts of kindness	- Caring for environment
	5 – 6	- Creative/thoughtful response	- Following directions
	7 – 8	- Helping someone	- Volunteer work
	9 – 10	- Serving as a role model	- Demonstrating leadership
CLASSROOM SKILLS	1 – 2	- Raising hand to speak - Waiting patiently - Following directions	- Having all materials - Prepared and ready to go - Meets dress code
	3 – 4	- Using manners	- Homework complete
	5 – 6	- Cooperating with group - Positive attitude	- Using technology appropriately
CAFETERIA SKILLS	1 – 2	- Waiting patiently/using manners	- Picking up trash
AUDIENCE SKILLS	1 – 2	- Focusing on speaker or performer - Applauding appropriately	- Listening and following directions
BUS SKILLS	1 – 2	- Using a quiet voice	- Remain Seated