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THE JAMES E. SAMPSON MEMORIAL SDA SCHOOL

# STUDENT HANDBOOK

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# The James E. Sampson Memorial School

2019-2020

**THEME:** “Transfigured by His Grace”

**BIBLE TEXT:** Isaiah 43:19

“Behold, I will do a new thing; now it shall spring forth; shall ye not know it? I will even make a way in the wilderness, and rivers in the desert.”

**SPIRIT OF PROPHECY REFERENCE:** Education p.80

“In every human being He discerned infinite possibilities. He saw men as they might be, transfigured by His grace—in “the beauty of the Lord our God.” Psalm 90:17. Looking upon them with hope, He inspired hope. Meeting them with confidence, He inspired trust. Revealing in Himself man's true ideal, He awakened, for its attainment, both desire and faith. In His presence souls despised and fallen realized that they still were men, and they longed to prove themselves worthy of His regard. In many a heart that seemed dead to all things holy, were awakened new impulses. To many a despairing one there opened the possibility of a new life. Christ bound them to His heart by the ties of love and devotion; and by the same ties He bound them to their fellow men. With Him love was life, and life was service. “Freely ye have received,” He said, “freely give.” Matthew 10:8.

**HYMN FOR THE YEAR #482** – Father Lead Me Day By Day

Father, lead me day by day,  
Ever in Thine own sweet way;  
Teach me to be pure and true;  
Show me what I ought to do.

When in danger, make me brave;  
Make me know that Thou canst save;  
Keep me safe by Thy dear side;  
Let me in Thy love abide.

When tempted to do wrong,  
Make me steadfast, wise, and strong;  
And when all alone I stand,  
Shield me with Thy mighty hand.

May I do the good I know,  
Be Thy loving child below,  
Then at last go home to Thee,  
Evermore Thy child to be.



## **The James E Sampson Memorial School**

### *2019-2020 Handbook*

3201 Memory Ln,  
Fort Pierce, FL 34981  
Phone: (772) 465-8386  
jamesesampson@flcoe.org

Website <http://www.jesmschool.org/>

*Revised summer 2019*

# Seventh-day Adventist Education Philosophy

The Seventh-day Adventist Church recognizes God, as the ultimate source of existence and truth. In the beginning, God created in His image a perfect humanity, a perfection later marred by sin. Through Christ and His Spirit, God determined to restore humanity from its lost state. Through the Bible, He has revealed His will to the world, a revelation that supersedes human reason. Through His Church on earth, He seeks the lost for His kingdom.

The basic tenets of the Seventh-day Adventist Church, as well as the inspired writings of Ellen G. White, are directed toward God's restorative plan for fallen humanity. The Church conducts its ministry of education to engender belief in these tenets, within the context of one's personal relationship with Jesus Christ, and to foster a desire to share that relationship with others.

Made in God's image, every human being, although fallen, is endowed with attributes akin to those of the Creator. Therefore, Seventh-day Adventist education seeks to nurture thinkers rather than mere reflectors of other's thoughts; loving service rather than selfish ambition; maximum development of one's potential; and an appreciation for all that is beautiful, true, and good.

An education of this kind imparts far more than academic knowledge. It is a balanced development of the whole person. Its time dimensions span eternity. In Seventh-day Adventist education, homes, schools, and churches cooperate together with divine agencies in preparing learners for citizenship here on this earth and in the New Earth to come.

The James E Sampson Memorial SDA School (JESMS) imparts more than academic knowledge. JESMS believe Christian Education includes a balanced approach to developing students' physical and mental capabilities while empowering them with a balanced development of the whole person. This development is designed to foster each student's personal relationship with Jesus Christ, thus instilling the missionary spirit for each student to share that relationship with others.

JESM is operated as an inseparable, religious-educational ministry and integrated entity of the Seventh-day Adventist Church.

*Copied from the North American Division of Seventh-day Adventists via the Southern Union Conference of SDA*

# MISSION STATEMENT

In keeping with our Motto “*To equip students for a lifetime of excellence*” the mission of the James E Sampson Memorial SDA School (JESMS) is to provide a Christ-centered, education that empowers students with the wisdom, knowledge, and determination to attain their full God-given potential. With the caring support and partnership of parents and faculty, JESMS strive to guide our students, through self and directed inquiry, to discover their individual gifts and develop an awareness of their civic responsibilities and rights for service to God, country, and the community.

“But ye are a chosen generation, a royal priesthood, a holy nation, a peculiar people; that ye should shew forth the praises of him who hath called you out of darkness into his marvelous light.” 1 Peter 2:9

# VISION STATEMENT

That JESMS is recognized as the premier Christian school in the Fort Pierce/Port St. Lucie area of Florida for developing exemplary Christian young people who are prepared to impact this world while preparing for the one to come.

## **GOVERNANCE**

The James E Sampson Memorial SDA School (JESMS) is owned and operated by the Florida Conference of Seventh-day Adventists and in harmony with the guidance and direction of the Office of Education, North American Division of the Seventh-day Adventist Church. The school is supported by the School Board of The Fort Pierce SDA Church.

# **Our History**

James E. Sampson Memorial SDA School is the oldest private school in St. Lucie County, Florida. It began at the Macedonia SDA Church on Delaware Ave. Currently, its new home provides a profound base on which we are building to ensure that our students are well prepared to face the enormous challenges of the 21 century.

James E. Sampson was eight years old when he went on a school field trip with his classmates. James and his classmates were taken to an area off Orange Ave. in Fort Pierce. As the children played a ball game, the ball was kicked out of bounds and ended on the road as the play area was without adequate fencing. James ran out to retrieve the ball and ran into a passing automobile. Even with this tragic event, James' family and friends organized a community event to make sure that this tragedy that ended the life of James would not be repeated. This selfless endeavor resulted in the purchase of almost nine acres of land that eventually became the beautiful campus of the James E. Sampson Memorial Seventh-day Adventist School.

## **Message to Parents and Students:**

The successful operation of the school is a responsibility shared by the school board, administration, faculty, staff, parents, and students. By registering at James E Sampson Memorial SDA School, the students and their parents or guardians agree to abide by the judgment of the school board, administration, and faculty as it applies to standards of behavior, dress, and discipline. Enrollment implies an obligation to meet on time the financial responsibilities that accrue out of tuition, fees, and other applicable charges.



# **The James E Sampson Memorial School**

## **2019-2020**

### **Faculty and Staff:**

#### **Office Manager/Registrar/VPK Instructor**

Ms. Randa Emmanuel

#### **Grades K-2, VPK Director**

Mrs. Grace Graham-White

#### **Grades 3-5**

Mrs. Sarah Lopez

#### **Principal, Grades 6-8**

Dr. Sandra K Brown

#### **Home and School Leader**

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#### **Treasurer**

Mr. A. Swann

#### **School Board Chairperson**

Mrs. Soyini Glover

#### **School contact information:**

#### **James E. Sampson Memorial SDA School**

3201 Memory Lane

Fort Pierce, FL 34981

Phone: (772) 465-8386

Fax: (772) 489-7858

[jamesesampson@flcoe.org](mailto:jamesesampson@flcoe.org)

#### **School hours:**

Monday to Thursday: 8:00-3:30

Friday: 8:00 – 2:00

*Office Hours: 8a – 4:00p M-F*

## **RIGHT TO AMEND:**

As a *living* document, the James E Sampson Memorial SDA School reserves the right to amend this Student Handbook as it deems necessary. If amendments are made, a notice of such modifications will be communicated to the students and parents.

# ADMISSIONS INFORMATION

## APPLICATION PROCEDURE

The James E. Sampson Memorial School's (JESMS) is a Seventh-day Adventist institution. Its teachings are based on the Bible, God's Word. While students from other religions are welcome, students who wish to apply for admission must show due reverence for the Word of God, maintain a respectful attitude and during religious programs and classes, observe all regulations of the school.

Only those students and their parents or guardians who are in agreement with the philosophy and objectives of JESMS and who will willingly live in harmony with JESMS's expectations and policies should apply for admission. Each student will show respect for the authority of the Bible, for God as Supreme Being, and for all JESMS staff as well as students. Each student will be expected to contribute to a kind, peaceful, Christian atmosphere. Students of other religious faiths are welcome provided they show respect at all times for the school's Seventh-day Adventist philosophy.

JESMS does not admit or retain individuals who engage in conduct that undermine the Christian identity or faith mission of the Seventh-day Adventist Church. *Per the Florida Conference of Seventh-day Adventist Code*. In applying to the school, all potential students will complete an application form and meet with the admissions committee or its designee to determine acceptance into the school, as well as to determine the academic level the student will be admitted.

In accordance, the following procedure is required - applicants **must**:

1. Complete an application of admission.
2. Present a copy of report card or transcript of grades, for the previous grade completed, from the last school attended as appropriate.
3. Take an entrance examination in Reading, Language, and Mathematics, which is administered before admission.
4. Present any psychological, educational assessment reports.
5. Present a current school entry medical form and immunization record.
6. Sign an initial photo and video release form. This form is required annually after that.
7. Present an **original** birth certificate.
8. Present an **original** Social Security Card
9. Complete the Internet Acceptable Use Policy and Agreement.
10. Sign the appliance statements after reading the Student Handbook and return it to the school.

**PLEASE NOTE:** A parent or designated surrogate as listed on the Registration Form should be reachable and available at all times in the case of an emergency.

## ADMISSIONS OBJECTIVES:

1. To work with parents who are responsible in forming noble, Christian characters in their children.
2. To guide in the development of a well-rounded young person: spiritually, academically, emotionally, physically, and socially.
3. To lead the student to a knowledge of God and to recognize Jesus as a personal Savior.
4. To develop an appreciation for the rights and interests of others.
5. To inspire love, loyalty, and respect for authority.
6. To encourage and promote the development of responsibility.
7. To promote the understanding and practice of healthful living.

## IMPORTANT ADMISSIONS INFORMATION

1. **Non-discriminatory Policy:** The Seventh-day Adventist Church in all of its church-operated schools admit students of any creed, nationality, or race to all the rights, privileges, programs, and activities made available.

2. **Age for School Entrance:** Any child being registered for Pre-Kindergarten, the child must be at least four (4) years of age by August 15. For Kindergarten, the child must be at least five (5) years of age by August 15, and for grade one (1) must be at least six (6) years of age by August 15.

3. **Birth Certificate:** All students applying are required to show proof of date of birth thru a birth certificate, passport, or other legal documents

4. **Transfer Students:** All students transferring from another school will be required to have their records sent from the previous school attended, which includes report card, behavior reports, and psychoeducational report. In addition, students will take a placement test before being assigned to a class.

5. **Medical Examination:** A complete medical examination for new students will be required at registration. By county regulation, students *may not* attend school unless a Certificate of Immunization and Health Medical Form is filed at the school.

6. **Exclusion of Students:** No student is admitted or retained who knowingly uses tobacco, alcohol, or drugs.

7. **Unpaid Student Accounts:** No student will be admitted whose account from the previous school year has not been paid in full. Transferring students owing on accounts from previous schools will not be admitted until debts have been paid, or until satisfactory arrangements have been made for payment.

8. **Until all application documents are received**, references are verified, and financial obligations satisfied, **students will not be admitted to school**. When all is confirmed, students will be provided a *Welcome Letter* with information about class admittance, etc.

## WITHDRAWL/TRANSFER POLICY

In the event a student is to be withdrawn from school, a five days written notice must be given to the office manager and principal for a determination request of transfer records/documents.

\*See additional note on school withdrawal

## RE-APPLICATION INFORMATION

1. The James E. Sampson Memorial School reserves the right, upon review of a student's academic/behavior record, whether to accept the student for the initial or ensuing year. This decision includes all students in VPK through the 8<sup>th</sup> grade.
2. The application process includes the Admission's Committee action on the applicant. So, completing the application form, securing all required documents, providing financial information, and possibly being tested or submitting to an interview before our committee are steps in the process before a determination is made for acceptance. In other words, **no student** will be seated until all information is received and a decision of approval or not is made. Students will then receive a call or sent a *welcome letter* from the principal on the admission application.
3. All students accepted into our school will be *automatically* placed on an **eight (8) week** probation. During this time, student's behavior and work habits will be scrutinized, to develop a program of success, or to determine if the student is the right fit for our school. *We aim* to prepare young minds for service in this world while preparing them for higher service in the world to come. We encourage students to be critical thinkers, to develop perspective, and challenge ideas that are unbiblical. However, from the onset, we will not accommodate students who are unwilling to comply with school rules or challenge school authority. Are they willing to be nurtured in our school is a question they must answer?

## OUR DUTY:

"Train up a child in the way he should go: and when he is old, he will not depart from it." Proverbs 22:6

"Gather the people together, men, and women, and children, and thy stranger that *is* within thy gates, that they may hear, and that they may learn, and fear the LORD your God, and observe to do all the words of this law: And *that* their children, which have not known *anything*, may hear, and learn to fear the LORD your God, as long as ye live in the land whither ye go over Jordan to possess it." Deuteronomy 31:12-13

"The character of the work done in our **church schools** should be of the very highest order. Jesus Christ, the Restorer, is the only remedy for a wrong education; and the lessons taught in His Word should ever be kept before the youth in the most attractive form. The school discipline should supplement the home training, and both at home and at school simplicity and godliness should be maintained. CG 310.2

"The Lord would use the **church school** as an aid to the parents in educating and preparing their children for this time before us. Then let the church take hold of the schoolwork in earnest and make it what the Lord desires it to be." CG 312.1

# FINANCIAL INFORMATION

## OUR FINANCIAL POLICY

The James E. Sampson Memorial School administration believes that Christian education should be made available to all of our students at the lowest possible cost. Therefore, our goal is to operate efficiently and economically. The difference in tuition rates below is due to the financial subsidy and scholarship that the church gives to the school. As such, tuition rates are divided into two categories:

- a. Adventist (active and verifiable)
  - b. Non-Adventist Members
- Families with more than one student enrolled will receive a monthly discount of \$25.00 on Tuition for the second child and \$15.00 for the third child.
  - A fee of \$300 per student is required for registration. Payment of registration fee and 1<sup>st</sup> month's tuition must be made before the student is enrolled in classes.

### ***PLEASE NOTE:***

Tuition is due on the 1<sup>st</sup> of the month. A **late fee of \$25** will be assessed and billed after the 5<sup>th</sup> of the month.

### **RETURNED CHECKS**

A \$35.00 service charge will be applied to the student's account for each check returned by the bank.

### **EARLY REGISTRATION DISCOUNT**

Financial accounts must be current to take advantage of the early registration discount: \$50.00 discount up to March 31 and \$25 discount up to June 30.

### **NOTE WELL: WITHDRAWING EARLY FROM SCHOOL TUITION CHARGES**

Any student withdrawing from school after October 1 will be required to pay the full year's tuition.

### **OVERDUE ACCOUNTS**

It is the responsibility of parents to ensure that they do not fall behind in their monthly payments. *Students who have unpaid accounts remaining from the previous school year will not be allowed to register until the account is paid in full or acceptable arrangements are made with the school treasurer.* **NOTE: When payments are delayed by an external entity or sponsor, parents are responsible for keeping the student's account current. Receipts of all amounts from an external entity or sponsor(s) for payments already made by the parent will be refunded to the parent.**

To maintain financial accountability, all families must adhere to the payment agreement signed at the beginning of each school year. **Failure to do so gives authority to the James E Sampson Memorial SDA School's Board** to refer the unpaid account's balance to a collection agency.

Families facing financial hardship should consult with the treasurer for an approved financial plan.

Parents of students with an outstanding balance will not be able to access their students' academic progress documents, including report cards. *Students with an outstanding balance will not be allowed*

*to participate in additional extracurricular activities or special class or school trips where a fee is required.*

Students whose accounts are current are eligible to register for the next school year.

Transcripts and Permanent records **will not** be released to any student with an outstanding balance *without prior communication* and approval from the school treasurer.

**NB:** To maintain financial accountability, ***all families*** must adhere to the payment agreement signed at the beginning of each school year. Failure to do so gives authority to the James E Sampson SDA School Board to send the unpaid accounts to a collection agency.

**LATE PICK-UP POLICY:**

**After School** Late Pick-up Fees\* for after school hours will be \$10.00 for the first ten (10) minutes and \$10.00 per each ten (10) minutes after that. ***This fee will be enforced, and is expected to be paid directly*** to the **JESMS** authorized person at the time of pick-up or billed within seven days by the school's treasurer.

## ATTENDANCE

1. All students are required by law to attend school. Each student is expected to attend school punctually and regularly. The only legitimate excuses for absences will be illness of student, death in the immediate family, or acute family issue. Upon returning to school, the student is to bring a note to the teacher from a parent or guardian and doctor stating the reason for the absence; and all school work missed must be made up. Students will not be automatically given this makeup work, or allowed in school without the note. All absences are detrimental to the goal of achieving a thorough education and may result in the student failing the school year.
2. It is encouraged that all routine medical appointments be scheduled outside of regular school days/hours.
3. Tardiness is unacceptable except for sudden illness or prearranged medical appointments. Parents are encouraged to schedule medical appointments outside of school hours. **NOTE: three tardies = 1 absence**. Students who are absent for more than 20% (a total of 36 days) of the quarter will be referred to the School Board.
4. **Vacation** during school days: The School Calendar will include the various vacation periods for the school year. Should necessity arise for a student to be away when school is in session, parents/guardians should personally notify the student's teacher *at least two weeks in advance* to arrange for student assignments. Failure to do so will result in a failing grade for the missed assignment(s).

**School Hours:** School begins at 8:00 a.m. and ends at 3:30 p.m. (M-TH; F @ 2:00) Students **must be** picked up promptly and no later than 4:00 p.m. The school doors are opened at 7:30 a.m. It is not advisable for parents to drop off students before the doors open, to do so will be at their own risk.

**NOTE: After-School Hours:** Students remaining after 4:00 p.m. without prior arrangements will be billed the late fee in effect for this school year.

5. All students must be picked up **no later than** 4:00 p.m.

**Friday Hours:** On Fridays, school will be dismissed at 2:00 p.m. to allow for Sabbath preparation. All students **MUST** be picked up promptly and no later than 2:30 p.m.!

## AUTHORIZED PICK-UP

In order for children to be released to an adult not listed on the Registration/Admission Form on file or school records, parents must inform the school office **in writing or in a verifiable phone call**. **ONLY** an authorized adult will be allowed to pick-up students, and that adult will be required to present a picture ID to the school personnel and school office. **\*If students are picked up late there will be a charge of \$10.00 per 10 minutes** after the school pick-up time. This must be paid directly to the After School personnel on duty or billed by the school treasurer within one week of the event. **There will be no exceptions!**

**When Students have been picked up, they should remain in their parents' vehicles until transported away and will not be allowed to continually re-enter the school premises!**

## CHANGES IN STUDENT DATA



It is the parent's responsibility to keep the school office informed of all changes concerning the student's address, telephone number, transportation arrangements, emergency information, and any other pertinent information.

## **TELEPHONE**

**The school telephone is for business use and emergencies.** No student may use the telephone without permission. Parents, guardians, and family members are requested to refrain from calling the school during instructional hours unless there is a real emergency. Frequent calls are disruptive to the educational process. Calls to the teachers should be, *as much as possible*, made at least twenty minutes before school starts or twenty minutes after dismissal to allow for teachers to properly supervise the arrival and departure of the students.

## **FIELD TRIPS**

Every Field trip is an extension of the teaching and learning opportunities of the classroom and requires a permission slip. Charges for field trips vary from class to class and year to year. You will be notified in advance of any off-campus trips and fees associated with them. Parents will be advised regarding cost and pertinent information.

## **VOLUNTEERS**

Volunteers are always needed for various activities around the school and the classroom. All Volunteers must fill out the appropriate Volunteer Ministry Application form at the main office. To maintain a safe environment for students, staff, and our community, the school/Florida Conference conducts criminal background screening, to include fingerprinting, on volunteers who have the potential for direct, unsupervised contact with students.

## **VISITORS**

**We welcome and encourage parents to visit the school.** *However*, to prevent disruption of the educational process, parents who wish to visit during school hours, must make prior arrangements **with the teacher at least 24 hours in advance.** *All visitors* to the school must first check-in and remain in the school office until you are authorized to visit a classroom, to avoid class disruption. This is necessary for the protection and safety of the students and staff. All unauthorized individuals will be reported to the police and be asked to leave.

## **BIRTHDAYS/PARTIES/CANDY**

Students can celebrate their birthday with their classmates during lunch. Please make arrangements 1 week prior with the teacher. Individually wrapped items are recommended. (Cupcakes, muffins, etc.) **Candy and gum are not permitted.** If you have any questions, please contact your child's teacher. Students will be permitted to distribute party invitation in school, if each student receives one. Please do not show partiality in reference to classmates. Because student addresses and phone numbers are confidential, staff members cannot share this information with parents.

Additionally, **students will not be permitted to be out of uniform on their birthdays.** There was a reason for the choice of school uniforms at this school. No new policy will be enacted otherwise. There will be no dress-down days outside of uniforms during school hours.

# **SCHOOL CLOSING/EMERGENCY PROCEDURE**

## **SCHOOL CLOSING**

In the event of *unscheduled/emergency* school closing, parents will be notified via text messaging or RenWeb. Additionally, parents should follow publicized announcements and alerts from the St. Lucie County Emergency system on the radio, television, or social media.

## **FIREDRILL PROCEDURE**

Monthly Fire Drills are required by State Law during the school year. These drills are to be taken seriously by students. When the alarm sounds, students should immediately stop whatever they are doing and proceed to the designated area quickly and quietly. Students and teachers are to remain outside the building until a signal is given to return. Failure to comply with fire drill procedures will result in disciplinary action.

## **TORNADO DRILL PROCEDURE**

By Florida State Law, James E. Sampson Memorial School is required to have tornado drills during the school year. These drills are to be taken seriously at all times. Teachers will direct their student through the designated procedure.

## **SEVERE WEATHER**

**Please note** that James E. Sampson Memorial School will follow the directives given to *St. Lucie County Public Schools* in cases of severe weather conditions.

## **ENTRANCE/EXIT**

Unless otherwise noted, **ALL** Students, parents, and visitors **must enter AND exit** through the main school entrances for safety reasons. Students/parents are **NOT** permitted to exit or enter through the school side doors/

## **CITIZENSHIP**

It is the goal of James E Sampson Memorial SDA School (JESMS) to help students mature into considerate, honest, responsible youth. At all times, that is before, during, or after school hours, and at any school-sponsored activity on or off campus, students of JESMS are expected to display the highest standard of behavior. Students are expected to conduct themselves in a manner consistent with Christian living. Courtesy, honesty, and integrity are fundamental qualities we encourage as necessary for creating a positive school environment.

## STUDENTS' RESPONSIBILITIES

1. **Language:** Each student is expected to use language befitting followers of Christ. The use of slang, impure and abusive language, and the taking of God's name in vain are not permitted.
2. **Honesty:** Each student is expected to be honest and to refrain from stealing, deceiving, cheating, committing fraud, or any act of dishonesty.
3. **Safety:** Each student is expected to observe proper safety precautions and is not to bring to school any weapon, weapon-type objects, matches or fireworks. Also, there should be no running in the hallways at any time. The wearing of "**heels**" is not permitted on school premises.

**NB:** Students are also encouraged to secure solutions to situations between each other that could become volatile and result in a more serious behavior.

4. **Leaving Grounds:** Students **are not** permitted to leave the school premises during school hours except by permission of the Principal and the parents in writing.
5. **Bible:** Students will be encouraged to respect the Bible as the inspired word of God. Students in all grades will use a Bible that includes Old and New Testaments.
6. **Reading Materials:** Reading materials must conform to Christian quality and content.
7. **School Work:** Every student is expected to attain at least a "C" grade average in all academic work. Any student who refuses to do assigned work of his/her class and grade to successfully complete the prescribed work, may be retained in the same grade for improvement or referred for other action. *There is a mandatory retention for grades 3 and 7 for failure in any core subject area.*
8. **Prohibited Materials:** Recreational items such as video games, cell phones, iPods, iPad, MP3 players, toys of any value, etc. should **NOT** be brought to school. If so, they will be confiscated. Parents must sign out the item. The school is not responsible for any loss or damage done.
9. **Cell Phones:** There should be absolutely *no cell phones* in school. JESM is not responsible for any loss or damage to cell phones. Students who fail to comply will face disciplinary action, and the cell phone will be confiscated to be returned only to parents.
10. **School-Church Property:** Students and parents are responsible for any damage done to school/church property by the students.
11. **Dress standards:** School uniform is required daily by all students. No other combination is acceptable. *Parents* must guide their children regarding proper dress and *are asked to send a note of explanation* with any student not wearing the uniform. Exceptions include dress-down days, and some field trips. ... and in these situations, parents are asked to ensure their students adhere to *appropriate school* dress.

**12. Bullying and Harassment:**

Definition: Any form of intimidation or aggression in written, verbal, or physical behavior or any electronic communication whether it be a single incident or a series of incidents that produces a hostile, violent, belligerent environment that creates discomfort to an individual when he/she is exposed, repeatedly and over time.

**Note:** Cyber bullying is under the category of bullying.

1. Any student who feels harassed, bullied or discriminated against should report it to the teacher or principal immediately.
2. Reports of harassment, bullying, or discrimination will be investigated by the school administration and the school board.
3. A finding that a student has engaged in bullying, harassment or discriminatory acts will be immediately dealt with, and student will be excluded from school-sponsored activities, suspension and/or possible recommendation for expulsion.

*We view this as a serious matter and it is dealt with as such.*

**13. Harmonious Solutions:** It is necessary that a positive relationship exist between the school, students and parents in the operations of the school's program. Parents, and students are expected to find harmonious solutions to differences or misunderstandings with others. Failure to conduct oneself in a Christlike manner may result in that student being withdrawn from the school.

**14. The Administration** reserves the right to question students about their behavior at any time without parental consent, and also to conduct random book bag searches.

## **PARENTS' RESPONSIBILITY**

1. **Home Habits:** Parents should be aware of the need for good health habits in their child/children:

- a. Provide an adequate breakfast.
  - b. Limit the type and amount of television viewed.
  - c. See that the child gets sufficient rest and sleep.
  - d. Supervise daily grooming habits.
  - e. Check homework and planner daily.
  - f. Please ensure your child is practicing proper hygiene and his/her uniform is clean and neat before coming to school, so he/she will not be subject to being teased or ostracized. This is critical. Please see the principal, if there are comments or questions about this policy.
2. **Home & School Association:** Parents should participate in and attend all meetings and functions.
  3. **Finances:** Parents should meet financial obligations to the school promptly.
  4. **School Hours Protection Regarding Conferences:** Parents are asked to confer with teachers in person or by phone before or after school hours, not during class or recess times.
  5. **School and Teacher Support:** Parents should maintain courteous and professional respect for the school, teachers, and students.
  6. **Student Illness:** Parents should keep students at home when symptoms of communicable diseases are present. No child should be at school with a fever. Parents will be called to pick up their child (ren) if such symptoms develop.
  7. **Parent-Teacher Conferences:** Parents should show interest in the daily progress of their children. Parents are expected to attend all Parent-Teacher Conferences.
  8. **Orientation** is MANDATORY for all new parents.
  9. **Volunteer:** All parents are required to give 20 hours of volunteer time. Failure to do hours will result in a cost of \$100 (\$5.00/hour). This is very important. Please see the principal about this.

### **PARENT-SCHOOL RELATIONSHIP**

The success of the school depends in large measure upon the good faith and wholehearted cooperation between parents and the school's staff. Communication help ensure the total growth & development of each student.

### **Parent Requested Conferences**

Teachers will be pleased to meet with parents in a pre-arranged private conference outside of school hours. Parents/guardians may request a private conference verbally or in writing. The conference must be scheduled for a time when the teacher has no other responsibilities or distractions so that ample time and attention may be devoted to the parent's/guardian's concerns. Teachers may request that the principal be present at the conference.

### **HOME AND SCHOOL ASSOCIATION**

All parents of school children are automatically members of the Home and School Association. Parents are urged to assist in the programs of the school, the association, and are encouraged to enhance relations between the home and the school. Your attendance at scheduled meetings and other activities is strongly recommended.

## **DISCIPLINARY PROCEDURES**

“The object of discipline is the training of the child for self-government. He should be taught self-reliance and self-control. Let all dealing with him be such as to show obedience to be just and reasonable. When God says thou shalt not, He in love warns us of the consequences of disobedience, in order to save us from harm and loss.” *Education, p. 287*

*Isaiah 54:13* “And all thy children shall be taught of the LORD; and great shall be the peace of thy children.”

Rules and structures are put in place to develop, *within our school*, a culture of caring and respect. Most discipline offenses will be dealt with by the teacher utilizing natural consequences that are safe and practical. Teachers and staff members may employ verbal warnings, time-outs, suspension of recess or other privileges, writing assignments, parent notification, conferences, behavioral contracts or incentives, or any combination of such actions. Parents will be notified of all but the most minor disciplinary concerns. ***More serious discipline matters will be handled by the principal***, and as the situation indicates, referred to the JESMS School Board. Depending on the severity of the offense, and at the discretion of school staff, students will be required to sign a Behavior Contract as well as complete a weekly **Behavior Log** for a specified time. A student may be immediately suspended from school when he/she presents a danger to persons or property, or is perceived to be an on-going threat by disrupting the academic process. The principal has the authority to suspend a student for up to three (3) school days. Suspension may be in-school or out-of-school, as determined by the principal. The student is responsible for completion of all assignments during any period of suspension. The School Board has the final authority over the decision to expel a student from the school. Corporal punishment will **never** be used as a disciplinary measure.

### **OFFENSES: #1**

1. Minor disruptions of class, assembly, and chapel
2. Gum chewing
3. Undermining religious ideals
4. Dress code violation
5. Personal grooming outside the bathroom
6. Running in hallway
7. Teasing with or without name calling
8. Unprepared for class, without materials/assignments.

### **DISCIPLINARY STEPS FOR OFFENSES #1:**

1. Appropriate discipline administered by teacher with verbal warning.
2. A written notice/referral of the violation and the discipline administered will be sent home to the parents to be signed and returned to school.
3. If necessary, a telephone conference will be held.
4. A fine of \$1.00 will be charged for each chewing gum offense.

### **OFFENSES #2**

1. Major disruption of classes/ chapel
2. Fighting/Physical assault with or without injury
3. Leaving the school or class without permission
4. Inappropriate public display of affection (PDA)
5. Three or more referrals for Offences I
6. Provocative/obscene language or possession of obscene materials
7. Disrespect to and defiance of school personnel
8. Wrestling and horse-playing.
9. Throwing objects and endangering or injuring

10. Inappropriate use of the internet
11. Bullying in any form; verbal, non-verbal, physical, cyber.

### **DISCIPLINARY STEPS FOR OFFENCES: #2**

- 1<sup>st</sup> Offense – One to Two days suspension and completion of weekly Behavior Log – student, parent, teacher and principal conference
- 2<sup>nd</sup> Offense – Two to Four days suspension – student, parent, teacher and principal conference.
- 3<sup>rd</sup> Offense – Referral to School Board

### **OFFENSES #3**

1. Arson, tampering with fire extinguisher, fire alarm or security system.
2. Theft, vandalism, robbery, burglary or any destruction of school property.  
*Student/s may be held responsible for repair or the cost thereof.*
3. Possession/use of illegal contraband items and drugs (tobacco and other harmful substances).  
Possession of any type of explosive, firearm, or other weapons
4. Sex violation to include sexual harassment/assault (See Harassment Policy)
5. Threats of physical bodily harm to teachers, students, auxiliary workers, or self
6. Assault with injury
7. Defiance of Authority
8. Bullying another student or students

### **DISCIPLINARY STEPS FOR OFFENSES: #3**

1. Immediate suspension pending School Board Decision
2. Dismissal from school
3. Report to Law Enforcement Authorities

**NOTE:** All written notices of violations must be signed by parents/guardians and returned the following school day in order for the student to be allowed in school. Habitual non-compliance with school policy or any behavior that endangers the well-being of the student or others may result in suspension or expulsion as determined by the School Board.

### **SEXUAL HARASSMENT POLICY**

It is important that JESM maintains a Christ-centered school environment characterized by human dignity, Christian courtesy and individual respect. Sexual harassment should never be a part of this environment. It should be noted that sexual harassment constitutes illegal educational discrimination under Federal and State Statutes, the 14<sup>th</sup> Amendment of the U.S. Constitution, and Title IX of the Education Reform Act Amendment of 1972.

**Definition:** Sexual harassment constitutes unwelcome sexual advances, sexual comments of any kind, or physical contact of a sexual nature – any action that makes the recipient uncomfortable.

#### **Examples:**

1. Making threats of a sexual nature
2. Touching in a sexual manner
3. Sexual advances, gestures, contact, comments, or jokes
4. Displaying suggestive comments about a person's anatomy.
5. Refusal to subject to school authority or specific injunction.
6. Bullying another student or inciting others to bully a student.

**NOTE:** Sexual harassment constitutes an infraction of James E. Sampson Memorial School policies and becomes **grounds for disciplinary action including five or more day's suspension or expulsion** depending on the seriousness of the situation as determined by the JESMS administration.

## DRESS

It is our goal at JESMS that students develop an appreciation for Christian dress standards and grooming habits. This is particularly necessary in today's world where dress standards are extremely lax. Our dress standards will be effective only as parents and students work together. At our school we value a clean modest personal appearance. Wearing ornamental jewelry such as rings, bracelets, necklaces, and earrings is not permitted. Make-up such as colored nail polish, eye make-up, lipstick, etc. may not be worn at school or school functions. Students are expected to observe the following standards in their dress:

Uniform is the only appropriate dress for school. All items for students may be purchased through the uniform company. Students are not permitted at any time to wear only a part of the uniform on the street, to classes, or in any public place. Students who do not wear the correct uniform will not be allowed to attend classes. Parents will be required to pick up children at the school office. No decoration (additional badges, pins, brooches, jewelry, etc.) may be worn.

School uniform as approved by the School Board and Home & School Association should be worn to school every day. No other form of dress is acceptable.

School uniform **MUST** be purchased from:

### Treasure Coast School Uniforms & Apparel

405 Ixoria Avenue  
Fort Pierce, FL 34982  
772-465-0036 or 772-466-9110

Both boys and girls will wear dress uniforms on Mondays ***through*** Fridays, and on designated occasions.

#### BOYS:

1. Neat, long gray trousers, properly fitted, **Boys will wear their pants on the waistline kept in place by a black belt.**
2. White Oxford shirt with school logo and tie.
3. Laced-up solid black shoes with black socks. Tennis shoes for P.E should be worn (black tennis shoes with black socks or white tennis shoes with white socks).
4. Boys' **hair is to be low cut or neatly groomed.**

#### Dress Uniform

Long pants & white Oxford shirt with tie

#### GIRLS:

1. Plaid gray/burgundy jumper for grades K-5<sup>th</sup>; plaid gray/burgundy skirts for grades 6<sup>th</sup> – 8<sup>th</sup>.
2. White Peter Pan blouse K-5 & 6-8 with logo (solid burgundy cross ties)
3. Close-up black school shoes with burgundy, white, or gray knee high socks Tennis shoes for P.E should be worn (black tennis shoes with black socks or white tennis shoes with white socks).
4. Clothing that is too tight or too low – necked, sleeveless shirts, tank tops, shorts, or sheer blouses should not be worn on the premises at any time, including “dress-down” days.
5. Girls' hairstyles are to be neat, plain and simple. Hair accessories are to be worn to match the uniform.



**P. E.**

Shorts – Mesh burgundy shorts

T-Shirts –Gray with school logo

**Shirts and blouses (for both boys and girls) must be worn tucked in.**

**Seasonal Items**

- Jacket – Burgundy Fleece Jacket with school logo
- Leggings/tights for girls are permitted on cold days. These must be skin tone, black, or white, and should be worn under their uniforms.

**Inappropriately worded shirts** are not permitted. This includes advertisements for questionable product, designs and musical groups, or words with unacceptable connotations.

**No jewelry of any kind** is permitted and may be confiscated by any staff member during school hours; no bandanas may be worn, this dress code also applies to all school activities and functions.

**No nail polish (boys or girls)**

**No unnatural color is allowed with extensions or natural hair.**

## STUDENT HEALTH

**LUNCH:** We believe that healthy bodies lead to healthy minds, and healthy minds make it easier to keep in touch with Jesus. A healthy, vegetarian diet is encouraged at home and school. For students who need to bring their lunches, please ensure lunches are nutritious and are ready to eat as microwave warm-up will not be available. **Do not include, candies or drinks with caffeine. Drinks must not be sent in glass bottles.** (This also includes school activities.) Please be aware that parents who fail to provide lunch for their children 2 or more times will receive a written **NOTICE** prior to report to children services.

**MEDICATIONS:** School staff are not to diagnose a health condition or give any internal medications, including aspirin, except as indicated in the following statement.

Any student who is required to take medication during the regular school day as prescribed by a physician may be assisted by a school staff member, **but only if the school has on file the following:**

- A written statement from such physician detailing the time schedules, amount, and method by which such medications is to be taken
- A written statement from the parent or guardian of the student indicating the desire that the school assist the student in matters set forth in the physician's statement. There will be no exceptions to this policy.
- All medication given must be logged.

**STUDENT ILLNESS:** When a student complains of not feeling well or has a temperature of 100° F. or more, school personnel will call the student's parent/guardian, or the designated person, or doctor, if the parent/guardian cannot be reached.

# NETWORK AND INTERNET ACCEPTABLE USE POLICY

James E. Sampson Memorial School is endeavoring to ensure that all students have access to computers for classes and/or research. To take advantage of this educational opportunity, this agreement must be signed by the student and the parent or guardian.

At James E. Sampson Memorial School, student access to, and use of the network will be under teacher or staff direction and will be monitored. Access is a privilege not a right. Access entails responsibility.

In addition, JESM offers Internet access for student use. Use of the Internet has been established for a limited educational purpose. The term “educational purpose” includes classroom activities and limited light-quality self-discovery activities. The Internet access has not been established as a public access service or public forum. JESM has the right to place reasonable restrictions on the material the student accesses or posts through the system. All students are expected to follow the hereby set forth.

## GRADES 3-8

1. Students will not give personal information such as my address, telephone number, parents’ work address or telephone number or the name and location of my school without my teacher’s permission.
2. Students will tell my teacher right away if I come across any information that makes me feel uncomfortable.
3. Students will never agree to get together with someone I “meet” online.
4. Students will never send a person my picture or anything else without first checking with my teacher and parents.
5. Students will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do I will tell my teacher and parents right away.
6. Students will not give any password to anyone (even my best friend) except my parents or teacher.
7. Students will be a good citizen and not do anything that hurts other people or is against the law.
8. Students will only be online when my teacher has given me permission.
9. Student will not log on to personal account of any kind without approval.
10. Students will always log off when I leave the computer.

## INTERNET USAGE

1. The Internet may only be accessed with the direct knowledge of a teacher and when an adult is present in the room.
2. Students will not post personal contact information about themselves or others on the Internet.
3. Students must never agree to meet with someone they met online without their parent’s approval.
4. Students will promptly report to their teacher or any school employee any message they receive which they feel is inappropriate or which makes them feel uncomfortable.
5. Students may not use JESM’ Internet connection for any commercial purpose. This means students may not offer, provide or purchase products or services through JESM’ Internet connection.

6. Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses by any other means. These actions are illegal.
7. Students are expected to immediately notify a teacher or school employee if they have identified a possible security problem. Students will not show or identify the problems to other users.
8. Students will not use the JESMs Internet connection to access or distribute material that is profane, obscene, lewd, vulgar, rude, inflammatory, threatening, and disrespectful, that advocates illegal acts, or that advocates violence or discrimination towards other people.
9. If a student mistakenly accesses inappropriate information, a teacher or school employee should be notified immediately. This will protect the student from a claim that they have intentionally violated this policy.
10. Parents should instruct their child if they feel there is additional material they feel inappropriate for that child to access. JESM' fully expects each student to follow their parents' instructions in this matter.
11. Students will not harass another person through the Internet or network. Harassment is still persistently acting in a manner that distress or annoys another person. If a student is told by a parent to stop sending him/her messages, the student must stop.
12. Students will not knowingly or recklessly post a message that was sent to them privately without permission of the person who originally sent the message.
13. Students must not plagiarize works found on the internet. Plagiarism is taking the ideas or writings of others and presenting them as student work.
14. Students will always respect the rights of copyright owners. Copyright infringement occurs when work is protected by a copyright and is inappropriately reproduced. If a student is unsure whether or not any work can be copied or used, he or she should request permission from the copyright owner. Copyright law can be very confusing. If students have questions, they should ask a teacher.
15. Use of non-educational chat rooms and online game usage are prohibited.
16. Loading or playing games on either a workstation hard drive or on the network file server is considered vandalism and is prohibited.
17. No student will attempt to change the desktop display of any workstation.
18. All students are required to log off the network when they have completed their task. No student may begin work on a station if someone is already logged in.

JESMS makes no warranties of any kind for the network service it provides. JESMS will not be responsible for any damages suffered including loss of data. BWAS will not be responsible for the accuracy or quality of information obtained through the network connection.

**SPECIAL NOTE TO THE STUDENT REGARDING INTERNET USE:**

When you are using the JESM Internet connection and network, you may feel like you can easily break a rule and not get caught. This is not really true because wherever you go on the network you leave "electronic footprints." Even if you don't get caught, there is always at least two person who will know whether you have done wrong that person is you and God. Your use of the Internet and network can be a mirror that will show what kind of person you are.

## CURRICULUM

Our curriculum is aligned with the Common Core Curriculum State Standards and the standards developed by the North American Division of Seventh-day Adventists Education Department.

Lesson designs follow the 4MAT natural learning cycle that connects the learners to the subject matter through their individual learning style. Our school uses a balanced literacy model that tracks early reading development through the DIBELS (Dynamic Indicators of Basic Early Literacy Skills) in Grades K-6. The on-line Lexia and Reading Plus programs further enhance the comprehension skills of the Pre-K – 8 Students. This balanced literacy model program focuses on teaching students specific comprehension strategies that connect them to the text. A word study program, **FUNDATIONS** launches early readers into the reading process.

**RELIGIOUS INSTRUCTION:** As a Seventh-day Adventist School, our fundamental objective is to uplift Christ and His principles of living. Bible instruction is a prominent part of the daily schedule. All classes are taught from the Christ-centered viewpoint. Each school day begins and ends with worship/prayer.

**ACADEMIC INSTRUCTION:** We place a strong emphasis on Reading and Language Skills, Mathematics, Social Studies, Science, Music, and Physical Education.

**FIELD TRIPS:** Field trips are invaluable teaching aids. They provide direct experiences for learning and are extensions of what is being taught in the classrooms. A signed permission slip with the fee is to be turned in **ASAP**. Failure to comply will prevent your child/children from going on the trip.

**PLEASE NOTE: General Field Trip Dress:** Purple school field-trip shirt and jeans (**shorts are not allowed**). Any change will be indicated on field trip Form. Students who have been suspended will not be allowed to attend a Field Trip in the quarter in which they were suspended.

## EVALUATING STUDENTS' PROGRESS

Report cards are issued every nine weeks (four times per year) to keep parents informed of their child's progress. Parent/Teacher Conferences are scheduled twice per year (after the First and Third quarters). Interim Progress Reports are generally sent on the last Friday of each month. Parents may request additional conferences with the teacher at any other time. Teachers welcome your interest and suggestions and will gladly discuss your child's progress.

## GRADING SCALE

### ***K***

I= Independent

P= Progressing

NT= Needs more time

### ***Grades 1-2***

E – Excellent progress

S – Satisfactory progress

N – Needs improvement

### **Grades 3-8**

A (94-100%)

A- (90-93%)

B+ (87-89%)

B (83-86%)

B- (80-82%)

C+ (76-79%)

C (73-75%)

C- (70-72%)

D - Below average work (60-69%)

F - Failing work (0-59%)

I – Incomplete (Not to be given as a final grade in the 4<sup>th</sup> marking period)

Make-up work for an “I” grade must be submitted during the following nine weeks. If the work is not submitted an “I” will become a failing grade. A grade of “I” will not be allowed or submitted for the 4<sup>th</sup> marking period.

A student scoring an “A” average with no more than one “B” and no less than an “S” in behavior will be on the Principal’s Honor Roll.

A student with a “B” average, with no more than one “C”, and no less than “S” in behavior will be on the Honor Roll.

Students on the Principal’s Honor Roll or Honor Roll for 3 out of 4 quarters will form the Honor Guards at the Eighth Grade Graduation.

Any student who has been suspended may not receive Honors for that quarter.

### **GRADUATION REQUIREMENTS FOR GRADE 8**

To receive a **Diploma**, a student must:

1. Have an average grade of “C” or higher in Mathematics, Writing, Reading, Science and Social Studies.
2. Must earn at least a “D” in the Other subjects. With no “F” grades.
3. Have made up any “I’s” received so as not to receive an “F.”

Students will receive a **Certificate of Completion** if:

1. They have a grade average lower than a “C”.
2. They have a “C” average and have not made up any “F” grades.

Certificates of Completion may be upgraded to a Certificate of Graduation when all deficiencies are removed. However, this must be done before graduation.

Students with two or more “F’s”, or students not meeting the requirements for either certificate will be granted a **Certificate of Attendance**.

Participation in the Graduation exercises is a privilege granted by the school. Students may not be allowed to participate for any of the following reasons:

1. Inappropriate conduct
2. Outstanding balances on accounts.

### **PROMOTION TO THE NEXT GRADE**

**All students (Grades 1-7) must meet the academic standard outlined in number 1-3 of 8<sup>th</sup> Grade Graduation Requirements.**

## **A FINAL WORD**

This JESMS handbook is designed to give students and parents a better understanding of the philosophy, operations, and policies of our school. It may not answer all your questions. However, when a question arises, please feel free to set up an appointment with the teachers or school administration.

Parents are very important members of the James E. Sampson Memorial Seventh-day Adventist School family. As such, we encourage you to participate fully in helping to make your child's school experience rich and meaningful.

“It takes the best of all of us to produce the finest educational system obtainable, and the worst in only a few of us can wreck a system no matter how conscientious and efficient (it) ...may be.” *School Board Journal 120, April 1950.*

“The lessons that the child learns during the first seven years of life have more to do with forming his character than all that he learns in future years.” *Ellen G. White – C.G. 193*

## **SIGNATURE PAGE**

Please sign the signature page stating that you received a handbook and understand the printed information regarding operational information contained therein, and are willing to comply with ALL stated expectations, including the financial and late pick-up policies. Return signed copy to the school to: teacher, office manager, or principal.

**Signature is required before registration/admissions process is complete.**

# HANDBOOK SIGNATURE PAGE

*ALL Parents/Guardians and students must acknowledge:*

\_\_\_\_\_ I have read the James E Sampson Memorial SDA School's 2019-2020 STUDENT **HANDBOOK**. If I have questions, I will contact the Principal or the appointed designee.

\_\_\_\_\_ I have read, understand, and will comply with the financial policies of the 2019-2020 Student Handbook.

\_\_\_\_\_ I have read, understand, and will adhere to the **late pick-up policy** for the 2019-2020 school year:

*\* See Handbook details regarding this information*

----- PLEASE COMPLETE THE BELOW -----

Student \_\_\_\_\_

Grade \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian's PRINTED NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Parent's SIGNATURE

\_\_\_\_\_  
Student's SIGNATURE (required if in grades 3-8)

Address Information:

\_\_\_\_\_ Apt. \_\_\_\_\_

\_\_\_\_\_ Zip \_\_\_\_\_

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
Email

\_\_\_\_\_  
Email

-----DO NOT WRITE BELOW THIS LINE-----

**SCHOOL PERSONNEL SIGNATURE**

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Date