

James E Sampson Student Handbook



2026-2027

Filled with Love, Led by the Spirit

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Principal's Welcome



As the Principal of James E Sampson Memorial SDA School, it is my pleasure to welcome our students and families to the 2026-2027 school year. We are excited to embark on another year of learning, growth, and spiritual development under our school-wide theme: "Filled with Love, Led by the Spirit."

This theme reminds us of the importance of allowing the Holy Spirit to guide our thoughts, actions, and decisions each day. Jesus modeled a life of love, service, faithfulness, and self-discipline, and we seek to instill these same values in our students. When children are filled with God's love and led by His Spirit, they are empowered to become faithful stewards of their education, their talents, and their service to others.

At James E Sampson Memorial SDA School our mission is to provide a Christ-centered educational environment where students are nurtured academically, spiritually socially, and emotionally. We are committed to fostering a culture of excellence that inspires students to develop strong character, deepen their relationship with Christ, and reach their God-given potential.

Our dedicated faculty and staff are passionate about supporting each student's success and creating meaningful learning experiences that prepare them for a lifetime of service and leadership. With the continued support of the Fort Pierce Seventh-day Adventist Church and our neighboring church communities, we are honored to continue a legacy of Christian education that has positively impacted the Treasure Coast for more than 80 years.

Thank you for entrusting us with your child's education. We value the partnership between home, church, and school and look forward to working together to ensure a successful and rewarding year for every student.

May God's love fill your hearts, and may His Spirit guide and bless your family throughout the school year.

In His Service,

Carol Krigger

Carol Krigger
Principal

Contact Information

Kindergarten & Grade 1

Ananda Glover
ananda.glover@flcoe.org

Pastor

Matthew Christo
pastormchristo@yahoo.com

Grades 2 & 3

Angelique Fladin

Treasurer

Aaron Swann
aaron.swann@flcedu.net

Grades 4 & 5

Diana Santamaria
diana.santamaria@flcoe.org

School Board Members

Godfrey Briscoe
Matthew Christo
Soyini Glover
Hazel Graham
Carlton Harris
Carol Krigger
Ulric Phillip
Marcia Smith
Aaron Swann
Guinx Toussaint

Principal, Grades 6-8

Carol Krigger
carol.krigger@flcoe.org

Office Manager

Kim Campoli
kim.campoli@flcoe.org



 3201 Memory Lane, Fort Pierce FL 34981

 772-465-8386

School Hours:

Monday - Thursday: 8:00 - 3:00
Friday: 8:00 - 2:00

 jamesesampson@flcoe.org

 <https://jesmschool.com>

 James E Sampson Memorial School

2026 Calendar

AUGUST						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

To be Announced:
Teacher Dedication

6 Orientation: 6:00-8:30
10 1st day of school
24-27 MAP Testing #1
MAP Reading Fluency

SEPTEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

To be Announced:
Picture Day

1-3 MAP Testing Make-Up
MAP Reading Fluency
4 No school --- Teacher Work Day
7 No school --- Labor Day
11 Grandparents' Day
15 Hispanic Heritage Month activities
28 No school --- Teacher Work Day

OCTOBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

9 No school --- Teacher Work Day
12 No school --- Fall Break
13-14 Parent/Teacher Conferences
(3:30-5:30 by appointment)
19-23 Fall Week of Prayer
24 Education Sabbath

NOVEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	24
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

13 Field Day
20 Thanksgiving Day Program
22 Thanksgiving Picnic
23-27 Thanksgiving break

DECEMBER						
S	M	T	W	T	F	S
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

To be Announced:
Winter Program

18 PBIS Event
(Noon dismissal)
21-Jan 1 Christmas break

2027 Calendar

JANUARY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 Christmas break
4 School resumes
13, 14 MLK activities
15 No school --- Teacher Work Day
18 No school --- MLK Day
19-22 MAP Testing #2
MAP Reading Fluency
25-29 MAP Testing Make-Up
MAP Reading Fluency

FEBRUARY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

5 Science Fair
8-11 WrAP Testing
23 No school --- Teacher Work Day
15 No school --- President's Day
16-19 Outdoor Education
27 Black History concert

MARCH						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

3-5 Festival of the Arts
8-10 Parent/Teacher Conferences
(3:30-5:30 by appointment)
14 5K Walk
22-26 Spring Break

APRIL						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

15 Kindergarten Round-Up
16 Sports Day
19-22 MAP Testing #3
MAP Reading Fluency
23 PBIS Event
26-30 MAP Testing Make-Up
MAP Reading Fluency

MAY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

To be Announced:
1. K-4 Class Trip
2. 5-8 Class Trip
3. 8th Grade Trip

1 Education Sabbath
20 End of Year Awards: 6:00
21 Last Day of School
22 8th Grade Graduation Baccalaureate
23 K & 8th Grade Graduation: 2:00

*** Hurricane Make-Up days: 24 & 25

SDA Educational 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 others' 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 imparts more than academic knowledge. JESMS believes 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.

JESMS 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 Seventh-day Adventists.)

Theme Page

Theme: To equip students for a lifetime of excellence

Bible Text: “But you are a chosen generation, a royal priesthood, a holy nation, His own special people, that you may proclaim the praises of Him who called you out of darkness into His marvelous light.”

(1 Peter 2:9)

Spirit of Prophecy Reference:

“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.” (*Psalms 90:17*). Looking upon them with hope, He inspired hope. Meeting them with confidence, He inspired trust. Revealing in Himself man’s true idea, 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*)

(Education 80)

School Hymn

Father, Lead Me Day by Day

Father, lead me day by day,
Ever in Thins 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 They dear side;
Let me in Thy love abide.

When tempted to do wrong,
Make me stadfast, 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.

Mission & Vision Statements

Mission Statement:

In keeping with our motto “to equip students for a lifetime of excellence,” the mission of the James E. Sampson Memorial School 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 strives 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 community.

“But you are a chosen generation, a royal priesthood, a holy nation, His own special people, that you may proclaim the praises of Him who 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 School 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 Seventh-day Adventist School holds the distinction of being the oldest private school in St. Lucie County, Florida. Established at the Macedonia Seventh-day Adventist Church on Delaware Avenue, the school has a rich legacy of providing Christ-centered education and nurturing generations of students in faith, scholarship, and service.

Today, our beautiful campus serves as a strong foundation for the future, equipping students with the knowledge, character, and spiritual values needed to thrive in an ever-changing world. While our facilities and programs have grown over the years, our commitment to excellence in education remains steadfast.

The school bears the name of James E. Sampson, an eight-year-old boy whose life was tragically lost during a school field trip. While playing with classmates near Orange Avenue in Fort Pierce, a ball rolled into the roadway. As James ran to retrieve it, he was struck by a passing vehicle.

In the face of unimaginable loss, James' family, friends, and community chose to respond with hope and purpose. Determined to honor his memory and help prevent similar tragedies, they united in a community effort that led to the purchase of nearly nine acres of land. That vision and sacrifice laid the groundwork for what would become the James E. Sampson Memorial Seventh-day Adventist School campus.

Today, the school stands as a lasting tribute to James' memory and to the extraordinary power of faith, compassion, and community. His legacy lives on through every student who learns, grows, and serves within these halls, inspiring future generations to pursue lives of purpose, character, and excellence.

"Building on a legacy of faith, love, and service, James E. Sampson Memorial School continues to prepare students to make a positive difference in their communities and the world."

Shared Commitment & Enrollment Expectations

The success of James E. Sampson Memorial School is a shared responsibility among the School Board, administration, faculty, staff, parents, and students. By enrolling at James E. Sampson Memorial School, students and their parents/guardians agree to support and abide by the policies, standards, and decisions established by the School Board, administration, and faculty regarding conduct, dress, attendance, and discipline.

Enrollment also carries a commitment to fulfill all financial obligations associated with participation in the school program including tuition, school lunches, before - and - after school care, field trips, transportation (if available), and any other applicable fees. Payments are expected to be made in a timely manner to ensure the continued operation and quality of services provided by the school.

Together we strive to maintain a positive, respectful, and Christ-centered learning environment where every student can grow academically, socially, and spiritually. We appreciate your cooperation!

Handbook Revisions & Amendments

This Student Handbook is a living document designed to support the mission and operation of James E. Sampson Memorial School. The school reserves the right to revise, update, or amend the handbook at any time as deemed necessary. Should changes be made, James E. Sampson Memorial School will provide timely notifications to students and parents/guardians. All members of the school community are expected to remain informed of and adhere to the most current policies and procedures.

Admissions & School Policy

James E. Sampson Memorial School (JESMS) is a Seventh-day Adventist educational institution whose teachings and values are founded on the Bible, God's Word. While student from all faith backgrounds are welcome, applicants are expected to demonstrate respect for the Scriptures, participate respectfully in religious classes and programs, and comply with all school policies and regulations.

Enrollment at JESMS is intended for families who support the school's philosophy, mission, and objectives and who are willing to partner with the school in maintaining its Christian values and standards. Students are expected to respect the authority of the Bible, honor God as the Supreme Being, and treat all staff members and fellow students with courtesy, kindness, and dignity. Every student is encouraged to contribute to a safe, caring, and Christ-centered learning environment.

Students of other faith traditions are welcome at JESMS provided they respect and support the school's Seventh-day Adventist beliefs, programs, and educational philosophy.

As a ministry of the Seventh-day Adventist Church, JESMS reserves the right to deny admission or discontinue enrollment for individuals whose conduct or lifestyle is inconsistent with, or undermines, the Christian mission and values of the school and the Church.

All prospective students must complete the school's application process and participate in an interview with the Admissions Committee or its designated representative. The admissions process is designed to determine both the student's eligibility for enrollment and appropriate academic placement.

In accordance each applicant must:

- Complete the Admissions Application packet
- Present a copy of the latest report card or transcript from the last school attended
- Student entering grades 3 and above will take an entrance examination in reading, language, and mathematics
- Present any requested psychological and/or educational assessment reports
- Present a current school entry medical form
- Present an original birth certificate
- Present a current immunization record

Please note: A parent or guardian must always be reachable in case of emergency.

Admissions Objectives:

- To work with parents to form noble, Christian characters in their children
- To guide in developing a well-rounded young person: spiritually, academically, emotionally, physically, and socially
- To lead each student to a knowledge of God and to recognize Jesus as a personal Savior
- To develop an appreciation for the rights and interests of others
- To inspire love, loyalty, and respect for authority
- To encourage and promote the development of responsibility
- To promote the understanding and practice of healthful living

Important Admissions Information:

1. **Non-discriminatory Policy.** The Seventh-day Adventist Church, in each of its church-operated schools, admits student of any creed, nationality, or race to all the rights, privileges, programs, and activities made available.
2. **Age for School Entrance.** Any child registering for Kindergarten must be at least five years of age by September 1 and for grade one must be at least six years of age by September 1.
3. **Birth Certificate.** Each applicant must show proof of date of birth through a birth certificate, passport, or other legal document.
4. **Transfer Students.** All students transferring from another school must fill out the Request for Release of Records form within the Admissions Application allowing JESMS to request records from the previous school. These records include report cards, behavior reports, and psychoeducational reports. In addition, students entering grades 3 and above will take a placement test before being assigned to a class.
5. **Medical Examination.** A complete medical examination is required at registration. By county regulation, students may not attend school unless a Certificate of Immunization and Health Medical Form are filed at the school
6. **Exclusion of Students.** To support a safe, healthy, and Christ-centered learning environment, James E. Sampson Memorial School does not admit or retain students who knowingly use, possess, distribute, or are under the influence of tobacco, alcohol, illegal drugs, or other prohibited substances.

7. **Unpaid Student Accounts.** Student will not be re-enrolled unless their account from the previous school year has been paid in full OR until satisfactory payment arrangements have been made. Students transferring from another school with outstanding financial obligations will not be admitted until those obligations have been satisfied or acceptable arrangements for repayment have been established with the previous school.
8. **Student Admittance.** Students will be granted enrollment once all application documents are received, references verified, and financial obligations satisfied. When all are confirmed, students will receive a welcome letter with information about class admittance and any other pertinent information.

Kindergarten School Readiness:

School readiness refers to a child's preparedness to enter a structured educational environment and begin developing the skills needed for independent learning and positive social interaction. A school-ready child demonstrates the ability to participate successfully in classroom routines, engage with peers, and respond appropriately to guidance from teacher.

To thrive in a kindergarten setting, children should be able to:

- Work independently on age-appropriate tasks
- Interact positively with other children their age
- Participate in structured activities such as story time, group discussions, and guided play
- Focus attention and listen to the teacher during classroom instruction
- Learn and collaborate in a cooperative learning environment where students learn from both teachers and peers
- Follow basic classroom expectations including taking turns, sharing, and waiting patiently
- Demonstrate age-appropriate self-help skills including independent restroom use

Developing these foundational skills helps ensure a successful transition into school and supports a positive early learning experience.

Withdrawal and Transfer Policy:

If a student must withdraw from James E. Sampson Memorial School, a written notice must be submitted to the school office at least five school days prior to the student's last day of attendance. This advance notice helps ensure a smooth transition and allows for the timely processing of records and financial obligations.

Admissions and Re-Enrollment Policy

Student Acceptance and Re-Enrollment:

James E. Sampson Memorial School carefully reviews the academic and behavioral records of all applicants and returning student in Kindergarten through grade 8. Admission and re-enrollment decisions are based on each student's ability to thrive within the school's academic, behavioral, and spiritual expectations.

Applicaiton Requirements:

Each applicant must:

- Complete and submit all required application forms
- Provide all requested academic, medical, and supporting documentation
- Submit any required financial information
- Complete admissions testing if applicable

The Admissions Committee will review each applicant's complete file before making an enrollment decision. Students may not attend classes until all required documentation has been received and official acceptance has been granted. Families will be notified of the decision by phone, email, or a formal acceptance letter.

Probationary Enrollment Period:

All newly accepted students will be enrolled on a 90 day probationary basis. During this period the school will evaluate the student's academic performance, behavior, attendance, work habits, and overall adjustment to the school environment.

This probationary period allows the school and family to work together to establish a foundation for student success and to determine whether James E. Samson Memorial School is an appropriate fit for the student.

As a Seventh-day Adventist Christian school, our mission is to prepare students for lives of service, leadership, and faithfulness --- both in this world and in the life to come. We encourage students to think critically, develop sound judgment, and evaluate ideas through a Biblical worldview. While respectful inquiry and thoughtful discussion are welcomed, students are expected to comply with school policies, demonstrate respect for others, and honor the authority of the school's faculty and administration.

Failure to meet these expectations during the probationary period may result in the denial of continued enrollment.

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.”

(Child Guidance 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.”

(Child Guidance 312.1)

Financial Information

Our Financial Policy:

The James E. Sampson Memorial School's administration believes that Christian education should be available to every student at the lowest possible cost. Therefore, our goal is to operate efficiently and economically.

- Families with more than one student enrolled will receive a monthly discount of 5% on tuition for the second child and 5% for the third child.
- A fee of \$500 per student is required for registration. Payment of registration fee and first month's tuition must be made before the student is enrolled in classes.

Step Up for Students Scholarship Program:

Step up for Students is a Florida nonprofit organization that administers scholarship programs for eligible students. These scholarships may assist with private school tuition, educational services, and other approved educational expenses. Parents/guardians are responsible for staying informed of and meeting all scholarship requirements, deadlines, and renewal procedures to maintain their child's scholarship eligibility and funding.

Tuition Monthly Due Date:

Tuition is due on the first of each month. A late fee of \$25 will be assessed and billed after the fifth of the month.

Returned Checks:

A \$35 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 discount up to March 31 and \$25 discount up to June 30.

Overdue Accounts

Financial Policies and Account Responsibilities:

Parents/guardians are responsible for ensuring that tuition and other school-related financial obligations remain current throughout the school year. Students with unpaid balances from a previous school year will not be permitted to re-enroll until the account has been paid in full or satisfactory payment arrangements have been approved by the school treasurer.

Third-Party Sponsorships and Scholarships:

When tuition or fees are being paid by an external organization, sponsor, scholarship provider, or third party, parents/guardians remain responsible for keeping their student's account current until payment is received. Any funds received from a sponsoring agency for expenses already paid by the parent/guardian will be refunded accordingly.

Payment Agreements and Collections:

To maintain financial accountability, all families are required to adhere to the payment agreement signed at the beginning of each school year. Failure to meet the terms of the agreement may result in the outstanding balance being referred to a collection agency at the discretion of the James E. Sampson Memorial School Board.

Financial Hardship:

Families experiencing financial difficulties are encouraged to contact the school treasurer as soon as possible to discuss available options and establish an approved payment plan.

Access to School Records and Activities:

Students with outstanding balances may be subject to restrictions including:

- Withholding of report cards and other academic progress reports
- Ineligibility to participate in extracurricular activities, field trips, or special events that require additional fees
- Delayed registration or re-enrollment for the upcoming school year

Students whose accounts are current and in good standing are eligible to register for the next school year.

Release of Transcripts and Records:

Official transcripts, permanent records, and other school documents will not be released for students with outstanding financial obligations unless prior arrangements have been made and approved by the school treasurer.

Late Pick-Up Policy:

To ensure the safety of all students and to respect the time of school personnel, students who are not picked up on time will be admitted into aftercare for the day, and aftercare fees will apply.

Payment is expected at the time of pick-up and should be made directly to the James E. Sampson Memorial School staff member supervising the student. If payment is not made at that time, the fee will be added to the family's account and billed by the school treasurer within seven days. We appreciate parents' and guardians' cooperation in ensuring students are picked up promptly.

Policies & Guidelines

Attendance Policy:

Regular school attendance is essential for academic success and personal growth. Students enrolled at James E. Sampson Memorial School are expected to attend school punctually and consistently.

Excused Absences:

Absences may be considered excused for the following reasons:

- Personal illness
- Death of an immediate family member
- A serious family emergency or other approved circumstances

Upon returning to school, the student must submit a written explanation from a parent/guardian. When applicable, a doctor's note may be required. Families will have up to three school days after the student's return to provide any requested medical documentation.

Students are responsible for completing all missed assignments and coursework. Frequent absences can significantly hinder academic progress and may affect a student's ability to successfully complete grade-level requirements.

Medical Appointments:

Parent/guardians are encouraged to schedule routine medical, dental, and other non-emergency appointments outside of regular school hours whenever possible in order to minimize disruptions to instruction.

Tardiness and Excessive Absences:

Students are expected to arrive at school on time each day. Chronic tardiness disrupts the learning environment and negatively impacts student achievement. Tardiness should be limited to unavoidable circumstances such as illness or pre-approved appointments.

Students who are absent for more than 20% of a grading period (36 cumulative days during the school year) may be referred to the School Board for review. Excessive absences may result in academic consequences and may jeopardize promotion to the next grade level.

Planned Absences:

The school calendar includes designated holidays and vacation periods throughout the year. Families are encouraged to schedule personal travel during these times whenever possible.

If a student must be absent while school is in session, parents/guardians should notify the student's teacher and the school office at least two weeks in advance. This allows teachers sufficient time to provide assignments and instructional guidance. Students are expected to complete all assigned work by the deadlines established by their teachers. Failure to make arrangements in advance or complete assigned work may result in reduced or failing grades on missed assignments.

By working together to maintain consistent attendance, families and the school can help ensure that students receive the full benefit of their educational experience.

School Hours:

School begins at 8:00 each morning and ends at 3:00 (M-Th) and 2:00 on Fridays. Students must be picked up promptly. The school doors open at 7:45 AM. Do not drop your students off before this time without making prior arrangements.

All students must be picked up no later than 3:30 Mondays through Thursdays. Students remaining after 3:30 PM without prior arrangements will automatically be admitted into aftercare for that day and aftercare fees will be charged.

On Fridays school will be dismissed at 2:00 PM to allow for Sabbath preparation. All students must be picked up no later than 2:30 PM on Fridays. Students remaining after 2:30 PM without prior arrangements will automatically be admitted into aftercare for that day and aftercare fees will be charged.

Student Pick-Up and Release Procedures:

For the safety and security of all students, only adults authorized on the student's registration and emergency contact forms may pick up a child from school.

If a parent/guardian wishes to have their child released to someone not listed as an authorized pick-up person, the school office must be notified in writing in advance. The school reserves the right to verify the identity of any individual picking up a student.

Once students have been picked up, they should remain under the supervision of their parent/guardian and stay inside the vehicle until departure from the school campus. This procedure helps ensure the safety of all students and promotes an orderly dismissal process.

Parent/Guardian Responsibility for Student Information:

To ensure the safety and well-being of all students and to maintain effective communication, parents/guardians are responsible for promptly notifying the school office of any changes to their contact or student information. This includes, but is not limited to:

- Home or mailing address
- Home, work, or mobile telephone numbers
- Email addresses
- Emergency contact information
- Transportation arrangements
- Custody or guardianship changes
- Any other information that may affect the student's health, safety, or educational experience

Telephone and Student Cell Phone Policy

School Telephone Use:

The school telephone is reserved for school business and emergencies. Students may not use the school telephone without permission from a teacher, administrator, or authorized staff member.

To minimize interruptions to the instructional program, parents, guardians, and family members are asked to avoid calling students or teachers during school hours except in cases of emergency. Frequent phone calls can disrupt the learning environment and interfere with classroom instruction.

Whenever possible, parents who need to speak with a teacher should call at least 20 minutes before the start of the school day or 20 minutes after dismissal. These times allow teachers to remain focused on supervising students during arrival and dismissal procedures.

Student Cell Phone and Personal Electronic Device Policy:

James E. Sampson Memorial School is committed to maintaining a focused, safe, and productive learning environment. In accordance with Florida law regarding student use of wireless communication devices in schools, student cell phones and personal electronic devices must remain turned off and stored away during the instructional day unless specifically authorized by school administration for an approved educational, medical, or emergency purpose. (flsenate.gov)

Students may not use cell phones, smart watches with communication capabilities, earbuds, headphones, or other personal electronic devices during class, in hallways, during assemblies, or at other times designated by school administration unless permission has been granted. Student devices must be kept in backpacks or in an area designated by the classroom teacher until the end of the school day unless permission is given by the teacher or administrator.

Unauthorized use of a cell phone or electronic device may result in disciplinary action including confiscation of the device until the end of the day, parent notification, and other consequences outlined in the school's discipline policy.

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. Parents will be notified in advance of any off-campus trips, the fees associated with them, and all other pertinent information.

Volunteers:

Volunteers are always needed for various activities. Each volunteer 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 --- including fingerprinting --- on volunteers who have the potential for direct, unsupervised contact with students.

Visitors:

We welcome and encourage parent involvement at James E. Sampson Memorial School. To minimize disruptions to instruction, parents/guardians wishing to visit during school hours must schedule the visit with the teacher at least 48 hours in advance.

Parents and guardians may not enter classrooms or approach teachers during instructional time, whether classes are indoors or outdoors. All visitors must report to the school office upon arrival and receive authorization before accessing any area of campus.

For the safety and security of our students and staff, unauthorized individuals are not permitted on campus and may be asked to leave school property or be referred to law enforcement if necessary.

Birthdays/Parties/Candy:

Students may celebrate their birthdays with their classmates during lunch. Please make arrangements with the teacher a week in advance. Individually wrapped items such as cupcakes or muffins are recommended. Candy and gum are not permitted. If you have any questions, please contact your child's teacher.

Students may distribute party invitations 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.

School Closing & Emergency Procedures

School Closing:

In the event of an unscheduled/emergency school closing such as a hurricane, parents will be notified. Additionally, parents should follow publicized announcements and alerts from the St. Lucie County Emergency System on the radio, television, and social media.

Fire Drill Procedures:

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 Procedures:

By Florida state law James E. Sampson Memorial School is required to conduct tornado drills during the school year. These drills are to be taken seriously. Teachers will direct their students through the designated procedure.

Severe Weather:

James E. Sampson Memorial School will follow the directives given to the 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 the James E. Sampson Memorial SDA School 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 --- JESMS students 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.

Student 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 refrain from stealing, deceiving, cheating, committing fraud, or any other act of dishonesty. This includes plagiarizing school assignments.
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. Students are also encouraged to secure solutions to situations between each other before those situations become volatile.
4. **Leaving School Grounds:** Students are not permitted to leave the school premises during school hours except by written permission of the Principal and the parents.
5. **Bible:** Students should 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 the assigned classwork may be retained in the same grade for improvement or referred for other action. **There is mandatory retention for grades 3 and 7 for failure in any core subject area.**
8. **Prohibited Materials:** Recreational items such as video games, iPods, iPads, MP3 players, toys of any value, etc., should not be brought to school. If so, they will be confiscated, and parents must sign out the item. The school is not responsible for any loss or damage.
9. **Cell Phones:** There should be no cell phone use in school. Cell phones must be turned off and remain in students' backpacks until they are picked up for dismissal. JESMS 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:** Students must wear the school uniform daily. No other clothing 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:** Bullying is defined as 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 considered bullying.**

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

(We view this as a serious matter. BULLYING WILL NOT BE TOLERATED.)

13. **Harmonious Solutions:** It is necessary that a positive relationship exists 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 Christ-like manner may result in the 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 to conduct random bookbag searches if it is a matter of student safety.

Parents' Responsibility

1. **Home Habits:** Parents should be aware of the need for good health habits in their child/children:
 - Provide an adequate breakfast
 - Limit the type and amount of television viewed
 - See that the child gets sufficient rest and sleep
 - Supervise daily grooming habits
 - Check homework and student planner daily
 - 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, isolate, 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 function of the Home & School Association.
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 time.
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 (children) 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:** Orientation is mandatory for all new parents.

Parents/School Relationship:

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

Parent Requested Conferences:

Teachers will be pleased to meet with parents at 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 or guardian's concerns. Teachers may request that the principal be present at the conference.

Home & School Association:

All parents are automatically members of the Home & 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 dealings 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 287)

“And all thy children shall be taught of the Lord; and great shall be the peace of thy children.”

(Isaiah 54:13)

Rules and structures are put in place to develop, within our school, a culture of caring and respect. Most disciplinary 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.

Most serious disciplinary matters will be handled by the principal, and if 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 period.

A student may be immediately suspended if he/she presents a danger to persons or property or is perceived to be an ongoing threat by disrupting the academic process. The principal has the authority to suspend a student for up to three school days. Suspension may be in-school or out-of-school as determined by the principal. The student is responsible for completing all assignments during the suspension. The School Board has the final authority over the decision to expel a student. Corporal punishment will never be used as a disciplinary measure.

Disciplinary Offenses #1:

- Unauthorized cell phone use
- Minor disruptions of class, assembly, and chapel
- Undermining religious ideals
- Dress code violations
- Personal grooming outside the bathroom
- Running in the hallway
- Teasing with or without name calling
- Unprepared for class --- without material/assignments

Disciplinary Steps for Offenses #1:

- Appropriate discipline administered by the teacher with verbal warnings
- A written notice/referral of the violation and the discipline administered will be sent home to the parents to be signed and returned.
- If necessary, a telephone conference will be held.

Disciplinary Offenses #2:

- Major disruption of classes/chapel --- constant talking, etc.
- Fighting/Physical assault with or without injury
- Leaving the school or class without permission
- Inappropriate public display of affection (PDA)
- Three or more referrals for Offenses #1
- Provocative/obscene language or possession of obscene materials
- Disrespect to and defiance of school personnel
- Wrestling and horse-playing
- Throwing objects and endangering or injuring other people
- Inappropriate use of the internet --- playing video games, checking email, YouTube, etc.
- Bullying in any form: verbal, nonverbal, physical, cyber, etc.

Disciplinary Steps for Offenses #2:

1st Offense: 1-2 days suspension, student/parent/teacher/principal conference, and completion of weekly Behavior Log

2nd Offense: 2-4 days suspension and student/parent/teacher/principal conference

3rd Offense: Referral to School Board

Disciplinary Offenses #3:

- Arson
- Tampering with fire extinguisher, fire alarm, or security system
- Theft, vandalism, robbery, burglary, or any destruction of school property. The student(s) may be held responsible for repair or the cost thereof.
- Possession/use of illegal contraband items and/or drugs (tobacco, vapes, and other harmful substances). Possession of any type of explosive, firearm, or other weapons.
- Sex violations including sexual harassment and/or assault (see Harassment Policy)
- Threats of physical bodily harm to teachers, students, auxiliary workers, or self
- Assault with injury
- Continued defiance or authority
- Bullying another student or students and encouraging others to do the same

Disciplinary Steps for Offenses #3:

- Immediate suspension
- Dismissal from school
- Report to law enforcement authorities

Note: In order for a student to return to school, any written notice of violations must be signed by the parents/guardians and returned. Habitual noncompliance 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.

Grievance Policy Procedure:

The common goal for Christian teachers and parents can be more readily achieved when a friendly, open relationship exists between the home and the school. When, on occasion, problems arise between parents and teachers, the following conciliatory procedures (based on Matthew 18 & 1 Corinthians 6) should be used for resolving problems.

Step One: The parent should first talk with the teacher involved and attempt to resolve the problem.

Step Two: If the problem is not resolved, the parent should ask the principal to help resolve the problem.

Step Three: If the problem is not resolved at the school level, the parent should contact the School Board Chairman for help to resolve the problem.

Step Four: If the problem is not resolved, the School Board Chairman will convene a meeting of the School Board. The Conference Superintendent of Education will attend.

Step Five: If the problem is not resolved by the School Board, the parent should then contact the Florida Conference Office of Education and provide a written explanation of the problem. The Superintendent of Education will attempt to resolve the problem by meeting with the parent, teacher, principal, and the School Board Chairman.

Step Six: If the parent is not satisfied with the proceeding steps, the matter shall be referred to the Florida Conference K-12 administrative body. The decision of the K-12 administrative body shall be considered final.

Sexual Harassment Policy

JESMS strives to maintain a Christ-centered school environment characterized by human dignity, Christian courtesy, and individual respect. Sexual harassment should never be a part of this environment. Sexual harassment constitutes illegal educational discrimination under Federal and State Statutes, the 14th Amendment of the United States 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 of Sexual Harassment include:

- Making threats of a sexual nature
- Touching in a sexual manner
- Sexual advances, gestures, contact, comments, or jokes
- Making suggestive comments about a person's anatomy
- Refusing to subject to school authority or specific injunction
- Bullying another student or inciting others to bully a student

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

Parental Interaction with Students & Parents

It is never appropriate for a parent to confront a student on campus about an incident that has occurred with that student. Instead, the parent should talk with the teacher or principal. It is the responsibility of the JESMS principal and staff to investigate the situation and administer any discipline needed.

Parents should not confront other parents regarding discipline issues with their child. Please let the principal and teachers handle any problems that occur on campus.

Thank you for your cooperation in this matter.

School Dress

It is our goal 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. We need our parents' cooperation in meeting this goal.

We value a clean, modest personal appearance. Wearing ornamental jewelry --- such as rings, bracelets, necklaces, and earrings --- is not permitted. Makeup --- such as nail polish, eye makeup, lipstick, etc. --- may not be worn by students at school or school functions.

Students are expected to observe the following dress standards:

- The school uniform is the only appropriate school apparel. All uniform items are available for purchase through the uniform company.
- Students must wear the complete uniform.
- Students who do not wear the correct uniform will not be allowed to attend classes. Parents will be required to pick up their child at the school office.
- No decoration (badges, pins, brooches, jewelry, etc.) may be worn.

Please use the following company to purchase your child's uniform:

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 the school uniform each day and on designated occasions throughout the year.

Boys' Uniform and Grooming:

1. Neat, long gray trousers, properly fitted
2. Pants must be worn on the waistline and kept in place with a black belt
3. White Oxford shirt with school logo on it tucked into pants
4. Tie
5. Lace-up solid black shoes with black socks
6. For PE: mesh burgundy shorts and gray T-shirt with school logo
7. For PE: black tennis shoes with black socks or white tennis shoes with white socks
8. Boys' hair is to be low-cut or neatly groomed

*Students may wear dark-colored leggings (girls only) or sweatpants with PE in shorts during temperatures below 60 degrees.

Girls' Uniform and Grooming:

1. Grades K-5: Plaid gray/burgundy jumper
2. Grades 6-8: Plaid gray, burgundy skirt
3. White Peter Pan blouse with logo on it tucked into skirt
4. Closed black shoes with burgundy, white, or gray knee-high socks
5. For PE: mesh burgundy shorts and gray T-shirt with school logo
6. For PE: black tennis shoes with black socks or white tennis shoes with white socks
7. The following clothing should not be worn at any time including dress-down days: tight clothing, low-cut shirts, sleeveless shirts, shorts, or sheer blouses
8. Girls- hairstyles are to be neat, plain, and simple. Hair accessories should match the uniform. No colored beads or other accessories that distract or cause attention.

Seasonal Items:

- Winter jacket on days with temperatures below 60 degrees. Jackets will not be worn in the classroom.
- Burgundy fleece jacket with school logo on it
- Leggings/tights for girls are permitted on cold days. These must be skin tone, black, or white, and should be worn under the uniform.

Inappropriate Dress:

- Shirts with inappropriate words or logos are not permitted. Examples include words with unacceptable connotations or advertisements for questionable products, designs, or musical groups.
- No jewelry of any kind is permitted and may be confiscated by any staff member during school hours.
- No bandanas may be worn to any school activities or functions.
- No nail polish or false nails.
- No unnatural hair color is allowed with extensions or natural hair. Additionally, hair must be clean and combed.

Note: The JESMS administration reserves the right to make any judgments on matters not explicitly outlined in this dress code. They may judge the acceptability of a student's appearance, and they reserve the right to amend this dress code after giving notice to students and parents/guardians at any time.

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. If you pack a lunch for your child, please ensure the food is nutritious and ready to eat. Meals that are fully cooked can be heated up in the microwave.

Do not include candy or caffeinated drinks. Please do not send drinks in glass bottles.

Students ARE NOT permitted to order DoorDash, Uber Eats, or any other food delivery service. This is a matter of safety. If a student forgets their lunch, it is the responsibility of the parent/guardian to bring their lunch to the school, or the student will be given a school lunch for the day, and the appropriate lunch fee of \$2.50 will be applied to the student's account.

Medications:

School staff are not to diagnose a health condition or give any internal medications, including aspirin. Any student who is required to take medication during the school day as prescribed by a physician may be assisted by a school staff member if the school has the following on file:

- A written statement from a physician detailing the time schedule, amount, and method by which such medications are to be taken.
- A written statement from the student's parent/guardian authorizing the school to assist the student with the medication. There will be no exceptions to this policy.
- The school must keep a record of all medication given.

Student Illness:

When a student feels ill or has a temperature of 100 degrees or more, school personnel will call the parent/guardian. If the parent/guardian can't be reached, the school will call emergency contacts or the child's doctor. Students who become ill at school will remain in the office until the parent arrives and signs them out.

In case of a medical emergency, the school will make every effort to notify parents before students are taken to the nearest emergency room in accordance with the medical release form on file. In all cases, parents are responsible for all expenses incurred.

Please keep your child at home if any of the following situations apply:

- **Fever.** If a student's temperature is under 99.5 degrees and they otherwise seem OK, they may come to school. If the student seems pale, excessively tired, or irritable, please keep them home.
- **Strep Throat.** Students with strep throat should remain home until at least 24 hours after they have started antibiotics.
- **Pink Eye.** In order for a student to return to school, he/she must have a written doctor's release.
- **Colds.** If symptoms are mild, the student does not need to be excluded from groups. But if a student generally doesn't feel good, has a persistent cough, runny nose, or is very congested, they must be kept home.
- **Mononucleosis.** Students may return to school only with a physician's recommendation.

Please be aware: Teachers will make a recommendation for your child to be taken home based on observation and classroom interaction.

Digital Media Acceptable Use Policy

James E. Sampson Memorial School endeavors to ensure that all students have access to iPads or laptops for classes and research. For those student who do not have access to devices at home, JES offers a Computer Hoe Loan Agreement. In order to benefit from this opportunity, aoll paperwork must be signed by both the student and the parent/guardian.

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, JESMS 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. 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.

Laptop and iPad Device Care:

- **Handle with care.** Be gentle. Don't drop them, throw them, or use them roughly. Also, do not have food or drinks near them to avoid spills and damage. Follow your teacher's instructions when moving a laptop or iPad from one place to another.
- **Return and charge.** Always return your device to the charging cart when you're done using it. Make sure to plug it in so it's ready for the next use.
- **Carrying laptops and iPads.** If you take your device home, carry it in a protective sleeve to keep it safe. Also, remember to charge it at home so it's ready to use when you bring it back to school.
- **No stickers.** Do not put any stickers or decorations on laptops or iPads without the school's permission. We need to keep them clean and neat for everyone to use.
- **Use your own device.** Only use the device assigned to you. This helps to keep track of who is using which device.
- **Report problems.** If your iPad or laptop isn't working right or something is broken, let your teacher know right away. This way we can fix it quickly and make sure everyone has a working device.
- **Financial responsibility.** If you accidentally damage or lose an iPad or laptop, you and your parents will be responsible for paying to fix or replace it. So please be extra careful.

Proper Internet Usage:

1. Be safe online.

- Do not share personal information such as your name, address, and phone number.
- Do not share the name and location of your school.
- Do not share your friends' personal information.
- Only talk to people you know in real life when you're online.
- Never agree to meet in person with anyone you interact with online without your parents' permission.
- Never send anyone your picture.
- Never give your password to anyone except your teacher or parent/guardian.
- Be careful about what websites you visit.
- If you mistakenly access inappropriate material, immediately notify your teacher. This will protect you from a claim that you intentionally violated the school's policies.
- Parents should instruct their child if they feel there is inappropriate material that the child is accessing. JES expects each student to follow their parents' instruction in this manner.
- Do not post any message that was sent to you privately without permission from the person who originally sent the message.
- Our school uses content filters to block inappropriate websites, but if you see something that makes you uncomfortable, tell a teacher.

2. Be kind.

- Treat others with respect.
- Do not bully or say mean things.
- Never do anything on the computer that hurts other people or is against the law.
- Never harass another person through the internet or network. Harassment is defined as persistently acting in a manner that distresses or annoys another person. If someone tells you to stop sending him/her messages, you must stop.
- Help others if they need it.

3. Use technology only for learning.

- Use computers and iPads for schoolwork and learning only. Don't play games, use social media, or watch videos that are not related to school.
- Never log on to any personal accounts without approval.
- Do not use JES' internet connection for any commercial purpose. This means students may not offer, provide, or purchase products or services through JES' internet connection.
- Do not use JES' internet connection to access or distribute any material that is profane, obscene, lewd, vulgar, rude, inflammatory, threatening, or disrespectful; that advocates illegal acts; or that advocates violence or discrimination towards other people.
- Do not use noneducational chatrooms or play online games.
- Loading or playing games on either a workstation or hard drive or on the network file service is considered vandalism and is profane.

4. Follow the rules.

- Only use the internet with the direct knowledge of a teacher or when an adult is present.
- Don't change settings or download anything without permission.
- Don't use someone else's account or password. Remember that all computer and internet use is monitored by the school to keep everyone safe.
- Immediately notify a teacher or school employee if you identify a possible security problem. Do not show or identify the problem to other students.
- Never deliberately attempt to disrupt JES' computer system or destroy data by spreading computer viruses. These actions are illegal.
- Do not plagiarize any work found on the internet. Plagiarism means taking the ideas or writings of others and presenting them as your work.
- Respect the rights of copyright owners. Copyright infringement occurs when work is protected by a copyright and someone inappropriately reproduces it. If you are unsure whether or not a work can be copied or used, ask your teacher.
- Do not attempt to change the desktop display of any workstation.
- 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 else is already logged in.

5. Ask for help.

- If you see something that makes you uncomfortable or if you have questions, tell your teacher.
- Do not respond to any messages that are mean or make you feel uncomfortable. If you receive any messages like this, show your teacher.

JESMS does not offer warranties of any kind for the network service it provides. JESMS will not be responsible for any damage suffered including loss of data. JESMS will not be responsible for the accuracy or quality of information obtained through the network connection.

Special Note to Students Regarding Internet Use:

When you use the JESM internet connection and network, you may feel like you can break a rule and not get caught. This is not true. Wherever you go on the network, you leave “electronic footprints.”

Even if you don't get caught, there are two persons who will know whether you have done wrong --- you and God. Your internet use is a mirror that will show what kind of person you are.

Remember, using technology at school is a privilege. By following these rules we can ensure that everyone has a working iPad or laptop and that these devices remain in good condition.

Thank you for taking care of our school's technology and using it responsibly.

Surveillance Disclosure Statement:

To the extent modern technology provides tools to maintain safety and security, the use of technology such as video surveillance cameras is approved by the Florida Conference Board of Education. Video surveillance may be utilized in and around schools, on Florida Conference Association property, and on school transportation vehicles. Cameras may be equipped with audio recording capabilities as well.

Curriculum

The JESMS curriculum is aligned with the Common Core Curriculum state standards as well as the standards developed by the North American Division of Seventh-day Adventists Education Department. Lessons follow the 4MAT natural learning cycle that connects the learners to the subject matter through their individual learning style.

In grades 3-8 JESMS uses a balanced literacy model that tracks early reading and writing development through the Writing Assessment Program (WrAP). The WrAP measures student writing achievement to help classroom teachers pinpoint their students' writing strengths and weaknesses. The online Lexia and Reading Plus programs further enhance the students' comprehension skills.

This balanced literacy model program focuses on teaching students' specific comprehension strategies. A word study program --- FOUNDATIONS --- launches early readers into the reading process. Additionally, the Measure of Academic progress (MAP) Assessment tracks students' growth in math, language usage, and reading. The MAP Assessment is a computerized test administered three times each year to measure a student's progress.

Religious Instruction:

As a Seventh-day Adventist school, our fundamental goal is to uplift Jesus Christ and His principles of living. An important part of each day's schedule is Bible instruction. Each class is taught from a Christ-centered viewpoint. Each day begins and ends with worship/prayer.

Academic Instruction:

JESMS places 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 extend classroom learning. For any field trip parents must sign a permission slip and turn it in with any applicable fee in order for their child to attend the field trip.

Field trip dress code is the PE shirt and jeans. Shorts are not allowed. Any change will be indicated on the permission slip.

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 their child's teacher at any other time. Teachers welcome your interest and suggestions and will gladly discuss your child's progress.

Grading Scale:

Kindergarten

I = Independent
P = Progressing
NT = Needs more time

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

Grades 1-2

O = Outstanding
S = Satisfactory
N= Needs Improvement

Makeup 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 submitted for the 4th grading 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 an "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 for the Honor Guards at the 8th grade graduation.

Any student who has been suspended may not receive Honors for the quarter in which they were suspended.

Graduation Requirements for Grade 8:

To receive a diploma a student must:

- Maintain an average grade of “C” or higher in mathematics, writing, reading, science, and social studies
- Earn at least a “D” in the other subjects with no “F” grades
- Make up any “I’s” received so as not to receive an “F”

Students will receive a Certificate of Completion if:

- They have a grade point average lower than a “C”
- 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 completed 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 the following reasons:

- Inappropriate conduct
- Outstanding balances on accounts

Promotion to the Next Grade:

In order to progress to the next grade level students in grades 1-7 must meet the following academic requirements:

- Maintain an average grade of “C” or higher in mathematics, writing, reading, science, and social studies
- Earn at least a “D” in the other subjects with no “F” grades
- Make up any “I’s” received so as not to receive an “F”

A Final Word

This handbook has been prepared to provide students and parents with a clear understanding of the philosophy, programs, operations, and policies of our school. While it may not address every question, we encourage open communication whenever concerns or clarification are needed. If questions arise, please schedule an appointment with your child's teacher or a member of the school administration. We are committed to working together to support your child's success.

Parents are valued and essential members of the James E. Sampson Memorial Seventh-day Adventist School family. We encourage your active involvement in your child's educational journey and invite you to partner with us in creating a rich, meaningful, and rewarding school experience for every student.

"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 year of life have more to do with forming his character than all that he learns in future years."

(Child Guidance 193)

Signature Page

Please initial and sign the signature areas stating that you (parents/students) received this handbook and understand the information and willing to comply with all expectations. Return a signed copy to the school.

Signatures are required before registration is complete.

All parents/guardians and students must acknowledge:

_____ I have read the 2026-2027 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 in the 2026-027 Student Handbook.

_____ I have read, understand, and will comply with the school dress policies in the 2026-2027 Student Handbook.

_____ I have read, understand, and will adherer to the late pick-up policy in the 2026-2027 Student Handbook.

_____ I have read, understand, and will adhere to the parent’s responsibility policy in the 2026-2027 Student Handbook.

Student

Grade

Parent/Guardian

Date