



PARENT-STUDENT HANDBOOK

THE SCIENCE, ARTS AND MATH ACADEMY HANDBOOK

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PURPOSE OF THE HANDBOOK

The Parent/Student Handbook provides student, parents and staff with a clear, concise statement of the policies and procedures and philosophy of The Science, Arts and Math Academy. It is written to answer the most frequently asked questions about the policies and procedures of the Academy. Adherence to these policies and procedures by students, parents and staff enables the Academy to operate in an orderly manner. Moreover, consistent support of the policies and procedures will produce an even more significant and lasting accomplishment for the students. Christian education involves encouraging and training students for responsible action. These policies and procedures are basic guidelines that should be viewed as one way we encourage and train students to recognize and assume responsibility for their actions. Therefore, the ultimate purpose of the Handbook is to allow parents, students and staff to be “of one mind” in the great privilege we have of training children to honor God with their whole lives.

Although this handbook represents the policies and procedures of The Science, Arts and Math Academy, scripture supercedes anything written here. If at any time SAM Academy policies and procedures are found to be in conflict with GOD’S WORD, the BIBLE will be the final authority.

VISION STATEMENT

Preparing A Generation to Impact The Nations

MISSION STATEMENT

The Science, Arts and Math Academy (SAM Academy) was established in 2012 and operates as a Biblically-based, Christ-centered Christian school. Its mission is to help students develop a greater appreciation for and strength in the areas of science and math in conjunction with the Word of God.

The Science, Arts and Math Academy is a ministry of Tabernacle Christian Center and is a private, board-governed, nonprofit institution which seeks to maintain high academic and spiritual standards.

The Science, Arts and Math Academy admits students of any race, color, gender, national and ethnic origin to all the rights, privileges, programs, and activities accorded to students at the school.

The school consisting of elementary, middle and high school levels, is concerned with the spiritual, physical, intellectual, and emotional growth of all its students.

CONFESSION OF FAITH

The Science, Arts and Math Academy affirms and teaches the following:

- A. **THE SCRIPTURES.** The Bible is the inspired Word of God, the product of the Holy Men of old who spoke and wrote as they were moved by the Holy Spirit. The New Covenant as recorded in the New Testament, we accept as our infallible guide in matters pertaining to conduct and doctrine (II Timothy 3:16; I Thessalonians 2:13; II Peter 1:21).

- B. **THE GODHEAD.** Our God is One but manifested in three persons – the Father, the Son and the Holy Spirit (Philippians 2:6; Matthew 3:16-17).
God, the father, is greater than all; the Source of the Word (Logos) and the Begetter (John 14:28; John 16:28; John 1:14).
Jesus, the Son of God, one with the Father, the Word flesh-covered, the One Begotten and has existed with the Father from the beginning (John 1:1; John 1:18; John 1:14 John 10:30).
The Holy Spirit proceeds forth from both the Father and Son and is eternal (John 15:26).

- C. **MAN, HIS FALL AND REDEMPTION.** Man is a created being, made in the likeness and image of God, but through Adam’s transgression and fall, sin came into the world. “All have sinned and come short of the glory of God.” “As it is written, there is none righteous, no not one.” Jesus Christ, the Son of God, was manifested to undo the work of the devil and gave His life and shed His blood to redeem and restore man back to God (Romans 5:12; Romans 3:23; Romans 3:9-10; I John 3:8; Galatians 3:13-14).
Salvation is the gift of God to man, separate from works and the law, and is made operative by grace through faith in Jesus Christ, producing works acceptable to God (Ephesians 2:8-9).

- D. **ETERNAL LIFE AND THE NEW BIRTH.** Man’s first step toward salvation is Godly sorrow that worketh repentance. The new birth is necessary to all men and when fulfilled produces eternal life (II Corinthians 7:10; I John 5:12; John 3:3-5).

- E. **WATER BAPTISM.** Baptism in water is by immersion and is a direct commandment of our Lord and is for believers only. The ordinance is a symbol of the Christian’s identification with Christ in His death, burial and resurrection (Matthew 28:19; Romans 6:4; Colossians 2:12; Acts 8:36-39).

- F. **BAPTISM IN THE HOLY GHOST.** The Baptism in the Holy Ghost and Fire is a gift from God as promised by the Lord Jesus Christ to those believers in this dispensation and is received subsequent to the new birth. This experience is accompanied by the initial evidence of speaking in other tongues, as the Holy Spirit Himself gives utterance (Matthew 3:11; John 14:16-17; Acts 1:8; Acts 19:1-7; Acts 2:4).

- G. **SANTIFICATION.** The Bible teaches that without Holiness no man shall see the Lord. We believe in the doctrine of sanctification as a definite, yet progressive work of grace, commencing at the time of regeneration and continuing until the consummation of salvation (Hebrews 12:14; I Thessalonians 5:23; I Peter 3:18; II Corinthians 3:18; Philippians 3:12-14; I Corinthians 1:30).

- H. **DIVINE HEALING.** Healing is for the physical ills of the human body and is wrought by the power of God through the prayer of faith, and by the laying on of hands. It is provided for in the atonement of Christ, and it is the privilege of every member of the church today (Mark 16:18; James 5:14-20; I Peter 2:24; Matthew 8:17; Isaiah 53:4-5).
- I. **RESURRECTION OF THE JUST AND THE RETURN OF OUR LORD.** The Angels Said “This same Jesus shall so come in like manner.” His coming is imminent. When He comes, “the dead in Christ will rise first, then we, which are alive and remain shall be caught up together with them in the clouds, to meet the Lord in the air.” (Acts 1:11; I Thessalonians 4:16-17).
Following the tribulation, He shall return to the earth, as King of kings and Lord of lords. Together with His saints, who shall be kings and priests, He shall reign a thousand years (Revelations 19:20; Hebrews 6:1-2).
- J. **HELL AND ETERNAL RETRIBUTION.** The one who physically dies in his sins without Christ is hopelessly and eternally lost in the lake of fire and therefore has no further opportunity of hearing the Gospel or for repentance. The lake of fire is literal. (Hebrews 9:27; Revelations 19:20; Hebrews 6:1-2).
- L. **THE FAMILY.** The family is the basic unit of society established by God, who intends for it to consist of a man and woman legally married to each other in a permanent relationship, which may or may not produce children. If the man and woman have children, they are responsible to train and teach those children in biblical principles (Genesis 2:24; Deuteronomy 6:6-7; Romans 7:2; I Corinthians 7:10; Ephesians 5:22-23).
- M. **HUMAN SEXUALITY.** God has commanded that no intimate sexual activity be engaged in outside of marriage between a man and a woman. Any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery and pornography are sinful perversions of God’s gift of sex. God disapproves of and forbids any attempt to alter one’s gender or appearance. (Genesis 2:24; Leviticus 18:1-30; Romans 1:26-29; I Corinthians 5:1; I Corinthians 6:9; I Thessalonians 4:1-8; Hebrews 13:4).

PHILOSOPHY OF CHRISTIAN EDUCATION

Throughout the scriptures, parents are commanded to raise their children in the discipline and instruction that comes from the Lord. As a Christ-centered school, the Science, Arts, and Math Academy strive to assist the family and church in fulfilling this charge. The school cannot take the place of the parents or church in this calling and, therefore, cannot relieve them from their responsibilities. Rather it serves as an extension of both in rearing future generations to be followers of Jesus, well prepared for the fulfillment of God's desire for their lives.

In order for SAM Academy to properly educate students, the school must be a "safe place physically, psychologically, and spiritually." We respect each student and insist that this respect is mutual and consistent, with all students, parents, teachers and the administration so that the school will be a safe and secure place for all.

The aim of the SAM Academy program is:

1. To give God the glory in all things.
2. To teach the fundamentals of the Bible, language arts, mathematics, science, social studies and other subject that the school may make available.
3. To provide an educational experience that is designed to point the child to God.
4. To give the students a Christ-experienced education
5. To support the efforts of parents as they fulfill their responsibility to give their children a Christian education.
6. To enhance, strengthen, and bridge the gap between the Bible and science, mathematics and the arts.

Note: It is the parent and student's responsibility to support the school in its efforts to provide a successful educational experience. If at any time a parent or student do not demonstrate support for the school, its policies or its biblical stand, the parent may be asked to take the child out of the school even though the child has not been an open discipline problem. It is a privilege to attend SAM Academy, not a right.

ADMISSION PROCEDURES

The selection of students is based upon interviews with the administration, student achievement, entrance testing and the submission of all fees and forms. Included in these forms, are statements signed by the parent(s) and student stating that they will abide by and cooperate with all policies, procedures, rules and regulations of SAM Academy.

Please understand that The Science, Arts and Math Academy is not a corrective institution; consequently, we ask that a child not be enrolled with the idea that we will reform him/her. We are here to work with the home, not take the place of parents who are experiencing difficulty with their child. Any student accepted who has disciplinary action at his/her previous school will be, if admitted, on a 90 day probationary status.

Note: Any student that has reached his/her 19th birthday before August 1 is not eligible for admission to the SAM Academy.

The following steps indicate the procedure followed for admitting students to SAM Academy:

1. An orientation session will be conducted with parents and children in which the structure of the school, the educational philosophy, the spiritual program, the grade placement procedures, and other pertinent data will be discussed.

2. Submit application and registration fees.
3. All necessary forms must be completed and signed by parent(s).
4. If testing is necessary, it will be administered and evaluated.
5. School records should be provided:
 - Parents are required to have records of their child(ren) transferred to SAM Academy. *Transcript request forms are available upon request.*
 - Parents should also submit an up-to-date physical, a certified birth certificate, a copy of the child's social security card, a current head and shoulder photo and an up-to-date immunization chart for each child.

The first six week of school are considered a probationary period for all students.

Home-Schooled Students

We at SAM Academy are happy to welcome home-schooled students; however, we ask that parents include, along with the application, the following material from the past two years: number of school days completed, a curriculum list of work completed, and course grades. Determination of grade placement will be made on a case-by-case basis and will include a testing/screening assessment.

Transfer Students

Transfer students will not be accepted into SAM Academy after the tenth day of the third quarter. Any exceptions to this will be made by the administration on a case-by-case basis. Transfer students are subject to the same acceptance requirements as all other students.

DRUG TESTING

SAM Academy strongly prohibits the use of controlled substances (drugs/alcohol). Any student suspected of drug use will be tested. *Parents will be responsible for paying the cost of the test.* If a student test positive for drugs at the initial testing that student will be placed on probation and administered a random drug test at a later date. If that student again test positive for drugs, he/she will be expelled for the remainder of the semester/year depending on the circumstance. Parents of students who are tested will be notified of the test and the test results.

FINANCIAL POLICY

In order for SAM Academy to deliver the finest possible education, we need parents to cooperate by paying all tuition and fees on time. When money is paid on time, the Academy runs smoothly.

In effectively operating a school, we cannot wait until the 1st day of school to order materials and supplies for the year. We must insure the revenue is available to pay for the initial outlay for each student. Please understand we cannot operate effectively on intentions. No reservations will be held for any student whose enrollment/re-enrollment fees are not paid prior to the 1st day of school. After that date, if vacancies exist, applications will be accepted on a first-come first-serve basis in the grades with openings.

Tuition can be paid by any of three (3) following methods:

1. Lump Sum Payment Plan
The entire tuition can be paid by August 1. Parents who choose this option will receive a 15% discount off the price of tuition.
2. Semester Payment Plan
The tuition can be made in 2 semester payments on August 1 and December 1. Parents who choose this option will receive a 10% discount off the price of tuition.
3. Installment Payment Plan
The tuition is paid in ten equal, monthly installments (August through May). Payments are due by the 5th of the month *unless otherwise noted*.

The entire amount of tuition must be paid whether the child is present or not. No exemption from payment of the monthly tuition will be made for illness or any other cause that result in absenteeism.

Students whose accounts are not paid in full will not be allowed to take final examinations. Their transcripts or records will not be released until all bills are paid.

A late fee of 10% (unless otherwise noted) will be automatically assessed to your account for all late payments. There will be a charge of \$25 on all returned checks. If two checks are returned, all future payments must be made by money order or certified check. **All fees and tuition payments are non-refundable.**

Note: Students are not to handle tuition payments.

ARRIVAL/DISMISSAL

Arrival

The school day begins at 7:45 am. Students should not arrive before 7:30 am.

- Chronic early arrival (weekly) prior to 7:30 am may result in the following action: The student will be enrolled in the Before School program and the cost will be added to the monthly tuition payment plan.

Dismissal

The school day is over at 3:15 pm daily. Students who are not registered in the After-School program must leave the premises immediately. **If a student is not picked up immediately following dismissal, there will be a late pick-up fee \$5 per half-hour assessed to the parents of the student. The late pick-up fee must be paid to SAM Academy before the student can return to class. Chronic lateness in picking up students will result student being enrolled in the After-School program and the fee added to the monthly tuition payment.**

The After-School program is over at 6:00 pm. If a child is not picked up by 6:00 pm, the parent will be assessed a fee of \$5.00 every 5 minutes late beginning at 6:00 pm.

NOTE: If someone different is picking up your child during or after school – For Any Reason – Notify the school in writing of this change. If an emergency arises, call,

identifying yourself and the person who will be picking up your child. A picture ID will be required of the person picking up the child.

ATTENDANCE/ABSENCE

It is the responsibility of the student and the parent to establish the habit of being punctual and regular in attendance. Faithful attendance is necessary to maximize the benefits of education.

General Requirements

1. The North Carolina Division of Non-Public Education requires that each child adhere to compulsory school attendance standards.
2. SAM Academy prohibits its students from missing more than 10 days of class per semester to receive a grade/credit. This rule may be waived in the case of extended illness with written documentation from a physician. The student will be responsible for all assignments, quizzes, tests and exams in order to receive a grade/credit.
3. Three (3) unexcused tardies equal one unexcused absence.

Excused Absence

An absence from school may be excused for the following reasons:

1. Illness or injury prevents the student from being physically able to attend school.
2. The student has a communicable disease.
3. The student is absent due to the death of an immediate family member.
4. The student has a medical or dental appointment.
5. The student must appear in court.
6. The student obtains prior approval to take advantage of a valid educational opportunity, such as travel.
7. The student may receive prior approval for some church or family-related activities.

A student is considered absent from a class if he/she misses more than 15 minutes of the class.

If a student is absent, a written statement must be presented to the office from the parent upon his/her return to school.

In certain cases absences with prior approval (min. three school days) from the administration may be approved. Parents will need to submit a written explanation concerning the future absence. An Absence Planned In Advance form will be issued to the student to have each of his/her teachers initial and assign work that will be missed. The academic and attendance record of the requesting child will be reviewed before approval.

A student must be in school by 11:00 am, in order, to participate in any extra-curricular activity for that day.

A student arriving late or leaving early must sign-in or out at the main office.

Truancy

Any class missed for unexcused reasons during the school day will result in a zero for that class or session missed (test, projects, quizzes, etc.).

Note: It is the student's responsibility to find out what work was missed in his/her absence. If the absence was excused, the student has one day for every day of absence to make up the work. If the absence was unexcused, no make up work or tests will be taken.

SEXUAL HARASSMENT

The Science, Arts and Math Academy forbid all forms of sexual harassment between and among all students and employees. Sexual harassment includes unwelcome sexual advances and verbal or physical conduct of a sexual nature which may interfere with a student's educational performance or participation in a school-related activity or create a hostile or intimidating environment. The sexual harassment policy includes a detailed definition of specific behaviors and activities that qualify as sexual harassment. Complaints of sexual harassment should be made in writing to the school principal. Disciplinary action for sexual harassment ranges from suspension or expulsion for students and dismissal for employees.

BULLYING

We consider aggressive behavior bullying. Bullying is defined as pushing, fighting, pulling hair, hitting, spitting, thumping, kicking, whispering, gossip, shouting, name calling, cussing, family rumors, nasty letters, dirty looks, aggression, nasty graffiti, staring, threatening behavior.

There is a zero tolerance of this type of behavior. We take a firm and absolute stand against bullying. It will not be tolerated. **Any type of student contact in an aggressive manner will result in suspension.** We will accept no excuses for an infraction of this rule.

PHILOSOPHY OF DISCIPLINE

The Science, Arts and Math Academy must have the full support and agreement of parents and students concerning school policies and procedures. Therefore, *all new students are accepted on a probationary status to evaluate their adaptation and attitudes toward our school philosophy and rules.* Incoming students will have two weeks to make behavioral adjustments to the school. If the student does not adjust, they must withdraw from SAM Academy. It is important that students be obedient to authorities for instruction, safety, and learning. Self-control and order are very important to leading a Godly life, and proper discipline will train the students in these areas.

Discipline will be carried out as instructed by the Word of God. Teachers will administer correction immediately either by verbal correction, extra work (academic or disciplinary). Remember, SAM Academy is not a corrective institution; however, the staff is prepared to work with the home but, is not to take the place of parents who have experienced difficulty in fulfilling their role.

BEHAVIORAL EXPECTATIONS OF STUDENTS

Students are expected to behave in a manner that promotes God's glory, a good learning environment, physical well-being, and personal growth in grace. Student's attitudes are of prime importance. Many problems arise not from what is done, but how it is done. Because SAM Academy is a Christian school, we expect students to exhibit biblical attitudes.

In order to provide a consistent framework of what our expectations are for student behavior, the following guidelines have been established for SAM Academy students. The list is by no means exhaustive. It does, however, represent some of the characteristics and behaviors that we desire and expect to see demonstrated in the lives of our students.

1. Respect the authority of teachers and administration.
2. Be kind and courteous to all students and staff.
3. Look at someone when they are talking to you or you are talking to them.
4. Don't walk away when someone is talking to you or you are talking to them.
5. Don't interrupt when someone is talking to you.
6. Don't interrupt a conversation between other people; wait until they have finished before speaking.
7. Don't walk between conversing people.
8. Don't argue with any adult.
9. Use proper language. Do not use vulgar, abusive, or profane language.
10. During discussions, be respectful of other student's comments, opinions, and ideas.
11. When you cough, sneeze, burp, turn your head away from others and cover your mouth with your hand. Afterwards, say "Excuse me."
12. Intentional flatulence (passing gas) is not acceptable.
13. When walking the hallways, talking in a low voice so as not to disturb others.
14. When entering a classroom, do so quietly so as not to disturb those who may already be working.
15. Treat all property (school and others) as you would want others to treat your belongings.
16. Clean up after yourself; if you spill something, clean it up or ask for help in doing so.
17. Do not engage in public displays of affection with other students (holding hands, embracing, kissing, etc.). *Violation of this rule will result in suspension.*
18. No gum chewing, candy, or eating in the classroom.
19. No weapons (knives, guns, sharp objects, etc.) are allowed on campus. ***Violation of this rule will result in suspension or automatic expulsion.***
20. Do not destroy or deface any walls, fixtures or furniture in the school building. *Violation of this rule will result in suspension and the parents will be responsible for paying the cost of repairs.*
21. No horseplay or fighting allowed. *Violation of this rule will result in suspension.*
22. Do not bring toys, video games, worldly music CDs or literature to school. Such items will be confiscated and will be released to parents only.
23. Theft of school property or others belonging is prohibited. *Violation of this rule will result in suspension or automatic expulsion.*
24. No food or drinks are allowed anywhere outside the dining area unless special permission is granted.
25. No smoking, alcohol or drugs on school property. ***Violation will result in suspension or automatic expulsion from school.***

Classroom Conduct

1. Address teachers and administrators as “Sir” or “Ma’am”.
2. Students must get a late pass from the school office to enter any classroom after the class period has begun.
3. No talking without the teacher’s permission.
4. Do not interrupt the teacher while he/she is teaching.
5. If a difference of opinion arises between a student and the teacher or between students, all parties involved are asked to remain calm. Disputes should not interrupt class. At the appropriate time, each party should express him/herself with respect and humility, knowing he/she may be wrong.
6. Disputes should be handled one on one. Only those directly involved in the dispute should be involved in the reconciliation efforts.
7. Do not leave your seat or class without the teacher’s permission. Teachers must know where students are at all times. Students who leave a given teacher’s classroom must have a pass signed with the teacher’s signature (first and last name).
8. Students should be sure to have their books and writing tools, paper, etc. for every class.
9. Keep the classroom clean. Clean up after yourself.
10. **Do not cheat on test, quizzes or homework.** Those that give or receive information in cheating will both be punished. *Offenders will receive a grade of zero, parents will be notified, and suspension or expulsion will be assigned, depending on the circumstance.*
11. **No cell phone use during school hours.**

The teaching and modeling of these guidelines are part of our mission to train and nurture children for Godliness and excellence. We recognize, however, the difference between “behavior” and “heart”. Transformation of the heart is an enduring process in which one is radically reformed and does not revert back to one’s previous condition. Only God brings about lasting transformation in a person’s life. While we cannot transform the heart or even know what the heart is actually thinking or feeling, we can control, or at least regulate, the outward manifestation of that. In other words, we can and will expect that our student’s conduct himself or herself in a manner that shows respect for both adults and peers.

SAM ACADEMY CELL PHONE POLICY

Cell phone usage inside of the building, on school grounds and during school sponsored events, during school hours is strictly prohibited. **CELL PHONES THAT RING INSIDE OF THE CLASSROOM OR INSIDE THE BUILDING WILL BE CONFISCATED AND ONLY RELEASED TO THE STUDENT’S PARENT.** No exchange of information between devices of any sort is permitted. No personal e-mail, chatting or texting is permitted.

*******THIS RULE WILL BE STRICTLY ENFORCED*******

Demerit System

Demerits are issued by the teacher for infractions such as talking, disrupting class, showing disrespect to a fellow student or being unprepared for class. Demerits are essentially written warnings signed by the student and teacher. Five demerits will result in a detention. For other offenses, the student may be referred to the administration for detention or suspension.

Discipline Progression

The school utilizes a progressive discipline system. The severity of the discipline administered changes based on the discipline record of the student. This allows students to make some mistakes and learn from them at the earliest levels. However, if a student does not exhibit self-discipline at the lower levels, the discipline is increased. A record of detentions will be maintained throughout the school year. Ten weeks from the time a detention is assigned, it will be dropped from the suspension count.

Detentions

1. **Detentions one through three** will be served after school starting ten minutes after school is dismissed.
2. A **Saturday detention** will be assigned for more serious infractions or for a **fourth detention** within 10 weeks. Saturday detentions will be served from 9:00 am to 12:00 pm. A \$25.00 fee will be assessed. Students should come dressed in work clothes.
3. A **fifth detention** will result in a one-day in-school suspension. An additional detention will result two-day out of school suspension with a principal/parent conference required.
4. Further detentions may result in expulsion.
5. Skipping a scheduled detention may result in an additional detention being assigned for the first offense. Subsequent offenses of skipping will result in suspension.

Suspensions

1. In-school suspension will be served in school from 8:00 am to 3:30 pm. The suspension will be served as soon as possible at the discretion of the administration. In-school suspension students must go to the school office immediately upon their arrival to school.
2. Out of school suspensions will be served as soon as possible at the discretion of the administration. The parent will be immediately notified of the pending suspension.
3. When a student receives a suspension, in-school or out of school, tests and quizzes may be taken for full credit and scheduled at the teachers discretion. Homework due that day must be turned in to the suspension supervisor.
4. All students who have received a suspension will be barred from their next extra-curricular event during the quarter within which the suspension is administered. Further action will be at the discretion of the administration.
5. A student who receives four or more detentions in a given school year will be ineligible for a position in student government or to serve a homecoming king or queen.

EXPULSION

Expulsion is a forced withdrawal from school for disciplinary or academic reasons. A student who has been expelled may be considered for readmission to school after the conclusion of one-half calendar year, but not after the beginning of the semester. *If readmission is granted, the student will be readmitted on probation. The guidelines of the probation will be presented in a meeting with the Pastor, the administration, a teacher representative, the student, and the parent(s).*

The following are offenses with their corresponding consequences. Please note that this list is not exhaustive and the school reserves the right to make adjustments as needed.

Demerit Offenses

1. Chewing gum in class or disposing of it improperly.
2. Eating or drinking in the classrooms or halls.
3. Violating the school dress code.
4. Talking or disrupting class.
5. Leaving seat without teacher permission.
6. Gossiping or causing discord.
7. Running in the hallways.

Detention Offenses

1. Bringing toys, video games, unGodly, unwholesome music, pictures or books to school.
2. Loitering on school property.
3. Skipping class.
4. Being involved in unsafe activities on school property.
5. Using cell phones during the school day without permission.
6. Using inappropriate language such as obscenities, vulgarity, or profanity.
7. Repeatedly violating the school dress code.
8. Inappropriate display of affection.
9. Throwing objects (incl. snowballs).
10. Being disrespectful to teachers, administration or fellow students.

Saturday Detention Offenses

1. Mutilation, destruction of property or activities that may result in mutilation or destruction of property. (The student may also be required to pay for damages.)
2. Horseplaying, bullying, rough housing or other forms of rowdy behavior.
3. Violation of computer internet policies.
4. Direct disobedience.
5. Using harassing or defamatory language as in threatening, disrespectful or discriminatory words.
6. Intentionally being in an unsupervised area: avoiding faculty/staff supervision.
7. Cheating on a quiz. (Saturday detention and zero on the quiz.)
8. Excessive tardiness to school or class.

Suspension Offenses

1. Fighting, provoking a fight or failure to avoid a fight.
2. Leaving school premises without permission from the office.
3. Lying, cheating, forgery, plagiarism or other forms of intentional deception.
4. Possession or use of pepper spray or mace.
5. Possession of weapons, chemicals, or explosives (possible expulsion). **Any object used with the intent to injure or harm may be considered a weapon.**
6. Use of inappropriate language, vulgarity, profanity or sexual oriented communication.
7. Willful misuse of or damage to computer hardware/software.
8. Bullying.
9. Cheating on a test. (Suspension and zero on the test)
10. Cheating on an exam. (Multi-day suspension and zero on the exam)

Suspension/Expulsion Offenses

1. Any illegal or criminal behavior on or off school grounds.
2. Dispensing or offering prescription or over-the-counter drugs.
3. Possession, use, or sale of illicit drugs.
4. Drinking, smoking or possession of tobacco or alcoholic beverage.
5. Arson, false alarms, or bomb threats.
6. Stealing.
7. Sexual harassment.
8. Threatening gestures or words to teacher or administration.
9. Participation in sexual immorality.
10. Failure of parent(s) to comply with the disciplinary procedures of the school.

Notes:

1. A student who is present when one of the above offenses takes place may be held accountable if he does not take appropriate actions. The appropriate actions include leaving immediately, encouraging the offender to report the offense, and/or reporting the offense him/herself.
2. A student who has been expelled must have prior administrative approval to be on campus.
3. For the safety and welfare of others, reasonable suspicion of any of the above activities give the school the right to examine lockers, sports bags and backpacks.

Parental Support

In order for the school and family to operate in harmony, parents are asked to follow the procedures below if their children come home complaining about discipline:

1. Give the school the benefit of the doubt. SAM Academy has the best interest of the student at heart. There are legitimate reasons for all our rules and methods of discipline of offenders.
2. Support the administration and call the school for clarification on anything you are not clear on.
3. Never interrupt a teacher while he/she is teaching. If you must enter the classroom, get a pass from the school office first.
4. Never challenge a teacher's action in front of your child. You could damage the

teacher-student relationship immensely.

SPIRITUAL RESTORATION PROGRAM

Some infractions of the SAM Academy guidelines may require expulsion. Readmission may be possible under certain circumstances. A major part of any readmission would be the successful fulfillment of a restoration program.

The purpose of the restoration program is to restore to fellowship a repentant Christian whose changed heart is obvious, not to provide a list of steps for avoiding punishment. The requirements will be natural to someone with the right heart attitude, but impossible for a student who is not seeking true restoration.

Guidelines for Spiritual Restoration

1. The student is repentant and has voluntarily made every effort possible to make amends:
 - a. With God
 - b. With his parents
 - c. With the school
 - d. With his church
 - e. With any others affected by the offense
2. The student submits a written request to the principal to be admitted to the restoration program.
3. The student must complete the new student readmission application packet.
4. The student agrees to the following:
 - a. Active involvement in a local Bible-believing church
 - b. Active participation in the youth program of his church
 - c. School-directed counseling at additional cost
5. A member of the administration will monitor each part of the program.
6. A mentor/student relationship is to be established between a specified faculty member and the student.
7. The period of time before readmission is considered to normally be one semester or 18 consecutive weeks. The time period may be more or less depending on the circumstances and the offense. The time will never be less than nine weeks.
8. After readmission, the student will be on probation for one year.

CURRICULUM STATEMENT

The Science, Arts and Math Academy has self-contained traditional classrooms with low pupil/teachers ratios. Heavy emphasis is placed on God's principles through daily Bible study, prayer, memory work, and a weekly Chapel. Academic training, which is Christ-centered, includes a phonics oriented reading program, English, literature, science, mathematics, social studies, art, P.E., Spanish, music, etc. We are teaching these courses from a variety of the best curricula in the United States. The primary curriculum use by the school is the A Beka curriculum; the most widely used accredited Christian curricula in the United States. The program is systematic in content yet it permits creativity in presentation.

SAM Academy uses other accredited secondary materials, which include those from Bob Jones University of Greenville, South Carolina, Alpha and Omega Publications of Tempe, Arizona and materials appropriately developed and selected by the staff of the school.

The basis instruction approach to learning is the conventional model of demonstration, lecture and discussion. This teacher-directed mode of instruction places accountability with the teacher, the student and the parent(s).

HIGH SCHOOL POLICIES

The high school years are important, for these are the preparatory years for total independence. SAM Academy strives to prepare the high school student not only for college and vocation but for the opportunities and obstacles life may present.

At SAM Academy, we strive to prepare a student for a successful Christian life. Besides offering general courses required by the state of North Carolina for graduation, we encourage our students to take college prep courses or to develop one of their areas of interest.

Academics

Classification Of Students: In grades 9 – 12, rather than passing entire grade levels, students are passed or failed in each course taken. Any required course that is failed must be repeated, but this does not involve repeating the entire grade level. **NOTE: If English or Bible is failed, it must be made up in summer school in order for the student to be promoted to the next grade level no matter how many other credits are earned.**

The following credits are required for homeroom placement of students:

10th Grade: 5 units including one Bible course and 9th grade English

11th Grade: 11 units including two Bible courses and 9th and 10th grade English

12th Grade: 17 units including three Bible courses and 9th, 10th, and 11th grade English

(Note: The minimum bible requirement may be adjusted for transfer students.)

Graduation Requirements

A total of 20 units plus one unit of Bible for each year at a Christian school.

(Example: A student who transfers from public school after grade ten may graduate with 22 credits, but a student who has been at SAM Academy or another Christian school four years must have 24 credits.)

Bible	4 units	Algebra I	1 unit
English	4 units	Math Elective	3 unit
World History/Geo	1 unit	Physical Science	1 units
Civics/Economics	1 unit	Biology	1 unit
U.S. History	1 unit	Chemistry	1 unit
Social Studies Elective	1 unit	Science Elective	1 unit
Health & PE	1 unit	Electives	3 unit
Computer Elective	1 unit		

A minimum score of 12 on the American College Test (ACT). Effective with the class of 2013, all students must take the ACT by the end of their junior year to meet state testing guidelines.

CREDITS

To get one credit, a student must receive at least a 70 for his yearly average in a subject taken. If a student fails only one semester of a course and does pass both for the year, he must only make up the semester failed.

NOTE: A student may lose credit for a semester if he/she misses more than 10 days during the semester. Also, in order for a senior to march with his graduating class, he/she must have earned 23 units. The remaining unit must be completed during the summer following graduation. The student would not receive his/her diploma until 24 units have been earned.

DIPLOMA PROGRAMS

The Science, Arts and Math Academy offer the following high school diploma programs:

	Honors Diploma	College Preparatory	General Diploma
Bible	4 units	4 units	4 units
English <ul style="list-style-type: none"> • English 9 • English 10 • English 11 • English 12 	4 units * * * *	4 units * * * *	4 units * * * *
Mathematics <ul style="list-style-type: none"> • Algebra I • Geometry • Algebra II • Adv. Math (Trig, Pre-Cal, Cal, Stat) • Business Math • General Math 	4 units * * * *	4 units * * * *	3 units * * * or *
Science <ul style="list-style-type: none"> • Physical Science • Biology • Chemistry • Physics • Zoology • Organic Chemistry • Earth/Env. Science 	4 units * * * * or * or *	3 units * * * or * or *	3 units * * *
Social Studies <ul style="list-style-type: none"> • U. S. History • World History/Geography • Civics/Economics • Contemporary Affairs 	4 units * * * *	4 units * * * *	3 units * * *
Foreign Language	2 units	2 units	
Health/PE	1 unit	1 unit	1 unit
Electives	4 units	4 units	8 units

Students must have an overall four-year average of 3.0 or above to have honors program denoted on diploma.

It is required that prospective honors or college prep students take a foreign language and a Mathematics course in the twelfth grade.

COLLEGE REQUIREMENTS

For admission to colleges within the North Carolina University System, students must have at least one math course higher than Algebra II. It may be Pre-Calculus, Advanced Functions, Calculus, or Statistics. Two units of the same foreign language are required. Another recommendation is that the last year of foreign language be taken in the senior year.

NCAA ELIGIBILITY

A student who intends to play college sport must have **at least** 16 core courses. Visit NCAA website at www.ncaa.org for additional information.

SUGGESTED SCHEDULE FOR STUDENTS

<u>9th</u>	<u>10th</u>	<u>11th</u>	<u>12th</u>
Bible I	Bible II	Bible III	Bible IV
English 9	English 10	English 11	English 12
World Hist/Geo	U.S. History	Civics/Economics	Contemp Affairs
Physical Science	Biology	Chemistry	Science Elective
Algebra I	Algebra II	Geometry	Math Elective
Health/PE	Elective	Elective	Elective
Computer Elective	Elective	Elective	Elective

COURSE WORK

1. Homework
 - a. High school students should average about 30 minutes of homework per day per academic subject.
 - b. Homework is due on the day for which it is assigned. Late assignments may receive no credit.
 - c. No homework will be assigned for Wednesday night except on weeks with less than five school days.
 - d. The homework must be done neatly and legibly.
 - e. Homework must be the student's own work, not copied.
 - f. Students who leave school early must give their work to their teacher before they leave.
2. Major projects and term papers must be typed according to the accepted MLA format in a 12 point Times New Roman or Arial font.
3. Handwritten papers must be written in blue or black ink except when the teacher designates otherwise.

- Using another person's thoughts, ideas, or words without giving the author proper credit is plagiarism. A student engaged in plagiarism will be given no credit for the work. In addition, parent notification and disciplinary action will follow.

WEIGHTED CLASSES

- Honors courses are designed to challenge advanced students.
- The following classes are honors courses and receive **one additional grade point**.

Pre-Calculus	Physics
Calculus	Zoology
Statistics	Organic Chemistry AP
Trigonometry	Human Anatomy and Physiology
Honors English	Botany
Spanish III	Spanish IV

STUDY HALLS

- STUDY HALL IS NOT FREE TIME!! Study hall is for studying.
- Students must be in their assigned seats when the bell begins to ring.
- Students may not talk without permission and may not study in groups.
- Students will not be allowed to leave the study room to see another teacher unless they come to study hall with a note from that teacher.
- Students must come to study hall with enough material to keep themselves busy for the entire study period. If they have no homework, they should bring a school-approved book to read. Study hall is a good time for students to do their Bible reading and Bible study.
- If they have absolutely nothing to do, the study hall teacher will have "enrichment material" for them to work on, such as copying selected portions from a textbook, encyclopedia, dictionary, or the student handbook.
- Magazines or newspapers are not allowed in study hall.
- Students may not eat, drink, or sleep in study hall.

GRADING SCALE

- | | |
|---|--------------|
| A | 100-93 |
| B | 92-85 |
| C | 84-77 |
| D | 76-70 |
| F | 69 and below |

HONOR ROLL

Each nine weeks, an all A Honor Roll and an A-B Honor Roll will be compiled from the report card grades of students in grade 9-12.

HONORS

1. **High School Eagles Club** membership is open to students in grades 10-12 who have a cumulative average of at least 3.75. They must maintain a 3.5 and a good discipline record to remain an active member.
2. **Pastor's List** is open to students in grades 9-12 and compiled every nine weeks for students with an all A report card.
3. **Junior class marshals** will consist of the top 8 juniors as measured by their GPA.
4. **The valedictorian and salutatorian** are chosen on the basis of their weighted grade point average. To be eligible to become valedictorian or salutatorian, the student must have completed at least the last two years of high school education at SAM Academy and have an acceptable disciplinary record.

PROMOTION POLICY

A student who fails English or two core academic subjects may proceed to the next grade on probation if academic deficiencies are made up through an approved summer school program. A student who fails English and two or more academic subject must repeat the entire grade. Elementary students must successfully master phonics, reading, language and math. Students in middle school must pass all core subjects. This includes language arts, math, science and history. In addition, Bible is a required class and each student must get a passing grade in Bible. All high school students must receive a passing grade in Bible in order to be promoted to the next grade.

TRANSFER CREDITS/GRADE POINT AVERAGE (GPA)

Full or partial units of credit earned in a high school other than SAM Academy will be accepted toward graduation and used to compute a student's Grade Point Average (GPA). Students who enroll in SAM Academy during high school bringing previously earned honors credit from another school, will keep those honors credits.

For the purpose of cumulative high school GPA for college admission, all grades, including all honors points, regardless of where they were earned, will be included. Thus, a student entering the school during high school and bringing in honors credits that are not available at SAM Academy will not be penalized when applying for college admissions or scholarships.

DROP/ADD PERIOD

A student may drop or add a course no later than ten (10) days after the beginning of a given semester. If the principal should permit a student to drop a class for some extenuating reason after the prescribed drop/add period, all courses attempted will be recorded and any dropped courses will be labeled either WP (withdrew passing) or WF (withdrew failing). No student will be allowed to drop a course unless the parent(s) of that student submit a letter to the guidance office requesting that their child be dropped from the course. A copy of this letter will be placed in the student's cumulative folder.

ACADEMIC ADVISOR

The academic advisor will talk with students (Grades 9-12) concerning graduation requirements and will provide information on the various college entrance exams. The academic advisor will discuss with student-athletes the course requirements and guidelines for the NCAA Clearinghouse.

SCHOOL RECORDS

The school maintains a complete record, including a cumulative academic, discipline and guidance record, for each student. All materials in these records is strictly confidential and is available only according to the following policy:

1. No report card or student records will be released to parents or to another school if the family is delinquent in tuition payments or has a debt of any kind with the school.
2. Parent(s) or guardian(s) have the right to inspect and review all official records, files, and dates directly relating to their children including all materials that is incorporated into their children's cumulative record folder.
3. When a student becomes eighteen (18) years of age, he/she will be granted the same access to records as parents.
4. Parental requests to inspect and review the official records relating to a child shall be made in writing to the administration. Such requests will be honored within seven (7) school days following receipt of the request. All records will be reviewed or inspected in the presence of the principal so that proper explanation can be given.

REPORTING PROCEDURES

1. Report cards are distributed four times each year at the conclusion of each grading period, no later than five (5) days after the end of the grading period.
2. Interim reports are distributed between the fourth and sixth weeks of each grading period to each student. These reports are informational only, and will be used at the teacher's discretion.
3. Teachers will contact the parents of students who are having difficulties academically.

PARENT-TEACHER CONFERENCES

When parents desire direct communication with a teacher, they should telephone the school office to make an appointment with the teacher. Conferences may be requested by the parent/guardian, administration, and/or teacher. Full cooperation on the part of the parent and student is expected and appreciated.

ACADEMIC INTEGRITY

SAM Academy students are expected to use genuine, sincere and fair means for the accomplishment of test, tasks, or projects from which evaluations of progress shall be determined. It is the responsibility of each individual to promote academic honesty. When evidence of academic dishonesty exists, the assignment will receive no credit and the student has no opportunity to make-up work.

ACADEMIC PROBATION

Any high school student that falls under the following guidelines is said to be on academic probation:

1. Receiving a grade of “68” or below in any high school courses which will cause them to receive zero credits for graduation.
2. Receiving a zero on major exam for cheating. (The grade for cheating, zero, will be averaged with the final class work grade.)
3. Playing any competitive sports and not maintaining a GPA of 2.0 or better each nine week grading period. (The student will not be allowed to participate in practice or play in any games.)
4. Any student receiving financial assistance who fails to meet the requirements of that program.
5. Any student who is not participating in any athletic activities, but has a GPA of 1.5 or below.
6. Students in grades 6, 7 and 8 must maintain a numeric average of “77” or better and receive a passing grade in each of their core subjects each nine-week grading period in order to participate in any competitive sport.

Note: Parents will be informed prior to the student being placed on probationary status or if he/she has failed to meet the requirements for remaining on the financial assistance program.

ATHLETIC ELIGIBILITY

1. In order to try-out or play, each student-athlete or manager must have at least a 2.0 GPA and no more than one “F” during the semester to be eligible to play the following semester. If the student-athlete does not meet the athletic eligibility requirements, they will not be allowed to play for the next semester. However, if the student-athlete passes the athletic eligibility requirements, they are cleared to play for that semester.
2. Each student-athlete **must pass Bible** each quarter to be eligible to place.
3. Since each student-athlete is a representative of the school with their conduct, they must be representative with their conduct in the classroom. Any student-athlete that is a discipline problem in the classroom will not be eligible to play for that quarter. Their conduct will be reviewed at the beginning of the next quarter. If there is no improvement, they will be ineligible for the remainder of the school year.
4. A student that transfers into the school after the start of the semester will be evaluated at mid-term and must have a 2.0 to remain eligible. This will also include fall sports at the beginning of the school year.

SPIRITUAL AND CHARACTER DEVELOPMENT

All SAM Academy students must participate in morning devotions and weekly chapel that enable them to establish and strengthen their personal relationships with God. Weekly memorization of Bible verses is required.

The Eagles are a close-knit family who implements Biblical principles that build confidence to overcome obstacles to help students excel in their endeavors. Those who have been entrusted with the task of helping to mold the lives of the students have a genuine love and concern for each person who attends SAM Academy.

FACULTY

All staff members of The Science, Arts and Math Academy have been carefully selected on the basis of their education, experience and integrity. The most outstanding requirements for the instructional staff are an unselfish spirit of dedication to children, a belief that Christian school ministry is their service to God, and a complete and personal acceptance of Jesus Christ as Lord of their lives. The entire staff of SAM Academy has a personal “born again” relationship with the Lord Jesus Christ and is filled with the Holy Spirit with the initial evidence of speaking in tongues. We attempt to hold our teachers to the following qualifications:

1. A call of God to minister to children.
2. To be certified or working towards that end in their particular field of instruction.
3. The ability to convey love and exercise gentleness and patience when relating to students.
4. The ability to lead a student into a personal saving knowledge of the Lord Jesus Christ.
5. The ability to work with and under the leadership of The Science, Arts and Math Academy.
6. The ability to work with and under the leadership of Tabernacle Christian Center.
7. The ability to maintain a wholesome and Christ-centered working relationship with colleagues.
8. The ability to communicate effectively and establish support with parents.
9. Maintain a Christ-centered lifestyle.

CHAPEL

Chapel is a vital part of student life at The Science, Arts and Math Academy. Individuals who are exemplary in their Christian faith are invited to speak. Students should participate by being attentive and practicing good conduct. Staff and students should take Bibles to Chapel in order to profit more fully from the chapel time.

For after that, in the wisdom of God, the world by wisdom knew not God, it pleased God by the foolishness of preaching to save them that believe. (I Corinthians 1:21)

BIBLE INSTRUCTION

In addition to Bible classes, the Bible is integrated into all courses throughout the curriculum. Students are expected to memorize Scripture according to the instruction of Psalm 119:11: *“Thy Word have I hid in mine heart, that I might not sin against thee.”* It is the desire of SAM Academy that students not only learn the Bible, but also be able to apply its truth in everyday life situations. Throughout history the Bible has made the greatest impact in reaching mankind when it was freely available to the masses. For the sake of consistency, the King James Version of the Bible will be the only accepted translation for scripture memorization. Other dependable versions for word translation may be used in class for clarification.

All scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness: That the man of God may be perfect thoroughly furnished unto all good works. (II Timothy 3:16-17)

MISSIONS EMPHASIS

1. The key verse of the Missions Department is Matthew 28:19-20.
2. The goals of the Missions Department include:
 - a. Follow the key verse
 - b. Reach our community and surrounding area for Christ
 - c. Offer various opportunities for our school and students to participate in ministry outreach
 - d. Become centered on Christ by sharing His love for others
 - e. Become “other-centered” by creating opportunities for service
3. With these goals in mind, each student will participate in at least one off-campus ministry outreach during the school year. These opportunities are chosen to help fulfill the vision and mission of Tabernacle Christian Center, The Science, Arts and Math Academy and the Mission Department. Specific instructions regarding dates, times and dress will be given to the students as events are planned.

MUSIC PHILOSOPHY

The Science, Arts and Math Academy seeks to provide a musical experience that will teach our students to “worship God in spirit and in truth” (John 4:21 – 24), while equipping them to become discerning music consumers. All music played at the school will be consistent with the vision and beliefs of the school.

DRESS CODE

One's outward appearance is often a reflection of the conditions of the heart and mind. It must promote a proper Christian testimony and not be a distraction to the learning environment. The Science, Arts and Math Academy are an uniformed school and students must arrive at school in proper uniform attire. The uniform dress code is based on the principles of modesty, neatness and appropriateness.

ALL STUDENTS

1. Students must arrive, remain, and leave school in approved attire. A student must meet the appropriate school uniform dress code at all times on campus and for attendance at any school function on or off campus.
2. Hats and outer headwear may not be worn in the building during school hours.
3. Only natural hair colors and conventional styles are permitted. *All hairstyles are subject to administration approval.*
4. For athletic events, field trips, outings, and other such school events, neatness and modesty are to be maintained, since SAM Academy represents God to the world.
5. Tattoos are not acceptable, whether permanent or temporary and must be covered at all times.
6. Body piercing is not permitted (except for girl's ears).
7. No sagging of pants will be permitted by SAM Academy students for any school function on or off campus.
8. Shorts are to be at the top of the knee.
9. Lipstick or lip liner is not to be worn by any student. High school female students may wear colorless lip-gloss.
10. Student spectators to athletic events may wear short/jeans as long as the short/jeans meet the school standards. Shorts are to be to the top of the knee. Jeans must be long, traditional cut pants that are clean, fit properly, and are in good condition. Jeans may not have any holes or frays.
11. Nothing is to be worn over the uniform, except the regulated sweater/jacket. No outside jackets, coats, vests, or warm-up suits are to be worn during school hours.

High School

Male Students

1. Collared polo or dress shirt must be worn at all times during the school day; this includes when wearing sweaters. Shirts must be properly buttoned and tucked into pants. Any students with tattoos must have sleeves, long or short, that covers all tattoos.
2. Male students must wear khakis or Dockers-like slacks, without the cargo packets, during school hours.
3. Pants must be long, traditional cut that fit properly (no oversized fit), are clean, and are in good condition. Pants may not have holes or frays.
4. A proper sized belt must be worn with pants at all times.
5. Male students may wear brown or black penny loafer or dirty buck type schools. They may not wear boots (i.e. Tims, etc.). Sandals, slippers or tennis shoes are not allowed. Tennis shoes may be brought and worn during PE.

6. Hair must be neatly and regularly cut. Spike, mohawk, multi-colored, large afros, designer parts, etc. are not allowed.
7. Male students must wear socks.
8. No topcoat, overcoats, hoodies or other outdoors wear may be worn in the classroom.
9. Male students must be clean-shaven. Sideburns may not be below the ears.
10. Male students may not wear earrings or similar adornment on campus at any time or at school-related events on or off campus. The student may wear small wristwatches or class ring (11/12 grade only).
11. Male students must wear an oxford shirt and tie on chapel day with their uniform pants.

Female Students

1. Female students must wear skirt during school. The hemline, slit or bottom of the skirt may be no higher than the top of the knee. **Slits must be sewn (not pinned).** The fit of the skirt must allow the student to sit modestly. Skirt should come to the top of the knees when sitting. The skirt must be loose fitting.
2. The blouse must be school colored and loose fitting, not clingy. Blouse must be worn under a sweater, if a sweater is worn.
3. Between the hemline and neckline, no skin may show at any time **even when the student holds her hands directly over her head.**
4. Necklines may be no more than 3” below the collarbone.
5. Proper undergarments must be worn at all times. **No underwear lines or bra straps may show.**
6. Female students are to wear black or brown penny loafers/Rockport style shoes, suede dirty bucks, or a small pump with toe enclosed and low heels. Sandals, thongs, slippers or tennis shoes are not allowed. Tennis shoes may be brought and worn during PE. Natural colored stocking may be worn.
7. Medium-sized earrings (not extending to the lower jawbone), chastity rings, wristwatches and merit pins may be worn only. The principal reserves the right to approve or disapprove any piece of jewelry worn by a student. Grade 11 and 12 may wear class rings. *No student may wear more than one earring per ear. Jewelry that is not up to code will be confiscated and released only to parents.*

Formal Wear Guidelines

The Science, Arts and Math Academy formal wear guidelines apply to young ladies’ attire at all banquets, homecoming, awards dinners or any other school activity for which formal or semi-formal dress is appropriate, whether the function is held on or off campus. **These guidelines apply to students and their guests.**

1. Modesty is the governing rule.
2. Slits may not be above the top of the knee.
3. No cleavage may show at any time. The top of the dress must fit snugly and be no lower than 3” below the collarbone.
4. The back of the dress must be at least the midpoint of the back and no skin may show from that point to the top of the knee.

5. Young men are reminded that for a formal or semi-formal occasion the appropriate attire must include dress slacks (no jeans), dress shirt, tie, jacket and dress shoes with socks.
6. **The administration reserves the right to approve any formal attire.**

Middle School

Male Students

1. A collared shirt must be worn at all times. This includes when wearing a sweater. Shirts must be properly button and tucked in.
2. Male students must wear navy blue Dockers-style pants during school hours.
3. Pants must be long, traditional cut pants that fit properly, are clean and are in good condition.
4. Socks, belt, and shoes must be worn at all times. Shoes must be black or brown penny loafers or dirty bucks/Rockport. No boots will be allowed. Tennis shoes may be brought for recess or PE.
5. Hair must be low cut and properly trimmed.
6. Student may wear small watches. No earrings or similar adornment will be allowed.

Female Students

1. Female students must wear a navy blue skirt during the school day. The hemline, slit, or bottom of the skirt must be no higher than the top of the knee.
2. Female student must wear school colored blouse that is loose fitting , not clingy. A blouse must be worn under a sweater, if a sweater is worn.
3. Female students may wear black or brown penny loafers/Rockport shoes or suede Dirty bucks only. Uniform socks or legging must be worn with the shoes.
4. No jewelry may be worn except a small wristwatch and stud earrings (Stud earrings are earrings that do not extend beyond the ear lobe. They should not dangle at all.). *Jewelry that is not up to code will be confiscated and released only to parents.*
5. No makeup may be worn.
6. Hairstyles must be modest (no spike, multicolor, etc.). *All hairstyles are subject to administration approval.*

Elementary School

The school uniform dress code for elementary school will be the same as the middle school dress code. However, the following differences will apply to the elementary dress code.

Male Students

Pants: Navy Blue Shirt: Tan

Female Students

Skirt: Navy Blue Blouse: Yellow

Parents and students will be notified of the official school uniform colors two months prior to the start of the new school year.

CASUAL DAY DRESS CODE

Certain days throughout the year will be designated casual days where students will be allowed to wear clothing items of their choosing. We do, however, require that students adhere to the following dress code during these days. Each student is expected to maintain a standard of dress that displays excellence in the learning environment, and at the same time, to govern his/her personal attire and appearance in a manner that equips him/her for the duties and responsibilities of the school day.

Article of Clothing	Specification
Shirts	No shirts containing inappropriate advertisement, sayings, characters, etc.). All tops must be waist length or longer. Tank tops, A-tops, tight-fitting or see-through blouses are not allowed. All tops must have sleeves (short or long). Sweatshirts may, also, be worn, but no hoodies.
Pants	Properly sized casual pants/jeans may be worn. Spandex, low-riding pants/jeans or tight-fitting pants/jeans are not permitted. Pants must be in good repair and jeans must be free of hole and tears.
Socks	Socks or tights (for girls) must be worn.
Sweaters	Sweaters may or may not have sleeves. It must be worn over a shirt/blouse that meets the dress code.

GENERAL INFORMATION

Automobiles

1. Anyone who drives on campus must do so carefully and at the proper speed, following all traffic guidelines.
2. Reckless driving cannot be allowed at any time.
3. Cars must be parked in the properly designated area on the school grounds.
4. Students are not to make trips to their cars once school has started.
5. Student drivers must register with the school office providing a copy of their driver's license, auto insurance information, tag number, make and model of their automobile.

Before School Care/School Hours

1. Students arriving before 7:30 am should go to the designated early arrival classroom.
2. Students will be released for homeroom at 7:40 am and should be in homeroom by 7:50 am for roll call.
3. School hours:

a. Grades K5 – 5	7:45 am – 2:50 pm
b. Grades 6 – 8	7:45 am – 3:00 pm
c. Grades 9 – 12	7:45 am – 3:15 pm
d. After School	2:50 pm – 6:00 pm

Birthday Celebrations

We understand for many students birthday celebrations can be a fun and joyous time for all; therefore, we will set aside the last Friday of the month, in the afternoon, after lunch, to recognize and honor student birthdays for that month. Parents should notify the homeroom teacher by the fifteenth (15th) of the month if they wish to celebrate their child's birthday on this day.

Building and Grounds

All school facilities belong to the Lord. Students will refrain from any actions that may result in damage to the property or to the appearance of the building and grounds. Any damage to the building, furnishings or grounds will be repaired and/or replaced at the expense of the parent(s) of those causing the damage. Students are also subject to disciplinary action for damage caused either by negligence or willful destruction.

Change of Child Custody

If a student has a change of child custody or guardianship, the new custodial parent or guardian must sign a new Enrollment Application and Financial Agreement.

Enrollment will not be continued until such agreement is complete and on file in the school office. The custodial parents and guardians are responsible for payment when the child is in their care.

No information regarding the student(s) will be given to any persons other than those listed on the enrollment forms.

Chapel/Assemblies

Chapels are held every Friday and are planned by grade levels. Teachers along with guest speakers minister the Word of God in a worship setting which includes praise and worship, ministering of the Word and invitation to salvation. Parents are always welcome to attend.

Assemblies are planned for parents and the entire student body, where various grade levels are represented and various themes throughout the school year.

Attentive, courteous conduct that is honoring the Lord is expected at all chapels and assemblies.

Checking In and Out

1. Parent(s) may check in/out their student at the school office at any time during the school day.
2. If a parent is not physically present the following policies apply:
 - a. The student should bring a note from his/her parent to the office.
 - b. A parent is contacted by phone before a student leaves campus.
 - c. After a student has checked out he must leave campus.
3. If a student becomes ill during the school day, the classroom teacher will send the student to the office with a pass. The office will contact the parent and, if practical, the student will return to class until the parent arrives.

Communications

The key to any successful partnership is communication. SAM Academy will make every effort to communicate openly with parents and ask that parents do the same. Please keep school personnel informed of any concerns you may have and any unique situations of which they should be aware. A variety of methods are available to facilitate this communication:

- **The Eagle Gazette** – A student newspaper published monthly with information pertinent to the school. They are distributed to the students to bring home on the first Friday. Parents should review the newspaper in order to keep up to dates in areas of school events, policies, changes, student information, sporting events, etc.
- **Instant Alert System** – An emergency alert system designed to notify parents and designated persons immediately, if there is any important information (school closing, event announcements/cancellations, early dismissals, etc.) concerning the school.

Computer/Internet Use

It is expected that each user will follow the guidelines of the school as to rights, responsibilities and consequences of inappropriate use of computer and the internet.

1. *The computer system is made available to students to further their education. Internet access is filtered and strictly monitored.*
2. Information acquired over the internet is at the user's risk and must be verified for accuracy. SAM Academy does not control, and thereby cannot guarantee, the quality of the information provided.
3. The school reserves the right to examine or delete any files that may be held on its computer systems or to monitor any internet sites visited. Failure to adhere to the school's policies on its computer use will result in disciplinary action and/or loss of privileges.
4. The internet will be used ONLY with permission from the staff/teacher member-in-charge.
5. Students may not access personal email accounts from school computers.
6. Students will avoid tampering with hardware or software and introducing or using computer viruses.
7. Students will not issue any addresses or telephone numbers over the internet.
8. Posting anonymous messages and visiting chat rooms is prohibited.
9. Downloading of any data programs from the internet is not permitted without teacher approval.
10. Although SAM Academy internet access is filtered, potentially offensive material could pass through. This includes, but not limited to, sites with any sexually explicit implications, materials and/or photographs, racial slurs or questionable materials contrary to Christian standards.

Clubs and Organizations

SAM Academy students may become involved in school-sponsored clubs and organizations, which may include Student Council, Society of Eagles Honor Society, Yearbook, Dance Group, Cheerleading and Team Sports. Clubs may be added or deleted on the basis of student involvement, availability of facilities, staff sponsors and equipment or at the discretion of the administration.

Distribution of Non-school Related Materials

1. Agencies or groups wishing to distribute information through SAM Academy must meet the following criteria:
 - a. Be consistent with and not in conflict with the SAM Academy Purpose and Mission Statements.
 - b. Serve SAM Academy school-aged students
 - c. Be considered appropriate by the school administration or its designee
2. Material requirements
 - a. Has been approved by the Administrator or his designee
 - b. Must be marked with the following disclaimer:
“This is not a school-sponsored activity and The Science, Arts and Math Academy does not approve or disapprove this program/activity.”
 - c. Distribution will not interfere with classroom instruction
 - d. No SAM Academy personnel will be involved in sorting or copying material
 - e. Produced at the expense of the agency or group
 - f. ONLY SAM Academy personnel will distribute material to students
 - g. A contact telephone number must be included in all materials so parents can acquire additional information without calling the school
 - h. An address must be provided so that any returned forms may go directly to the agency
 - i. If money is being collected, an explanation of to whom and to where it is going with contact information must be supplied to the school administration

Electronic Devices

Students are not permitted to have pagers, portable radios, I-pods, CD players DVD players, MP3 players, handheld games during school hours. The school takes no responsibility for these items if brought to school. If out during school hours, they will be confiscated and returned only to the parent.

Emergency Forms

An emergency form is required to be on file in the school office for every school student. It is the parents responsibility to provide and keep current all student emergency information for the child(ren). In case of an emergency, we will follow the information provided on the emergency form.

In the vent of an acute emergency, emergency personnel and service will be consulted as indicated by the nature of the emergency. Parents will be notified according to the information on the form. If deemed necessary, the child(ren) will be transported to the nearest hospital.

Emergency Closing of School

In the event that the school is closed, families will be notified immediately via the Instant Alert System. In the event inclement weather prohibits the school from opening, parents should refer to the news media listed below:

WTVD-TV Channel 11 (Cable 6), Durham
WRAL-TV Channel 5 (Cable 3), Raleigh

Exemption From Final Exams

Students in grades 9 – 12 may be exempt from final exams during the fourth quarter only, at the teacher's discretion, if they have a 2nd semester classroom average of 93% or higher and have not been absent from class more than five (5) days for the semester.

Extra-Curricular Activities

SAM Academy provides a number of after school activities for the students. Participation in these activities is based on student grades, ability level and conduct. Specifics about each activity will be provided to parents and students.

Any student who exhibits behavior that is disruptive, rebellious, or inappropriate will be subject to probation from any extra-curricular activities at the discretion of the teacher(s), coaches, or the school administration.

Extra-Curricular Fee Supplies

Occasionally fees may incur or supplies may be needed for extra-curricular activities. The family will be responsible for student's materials and supplies needed. Notification will be sent home regarding requirements for each, if necessary.

Field Trips

Field trips are educational and offer opportunities for student learning. Parents are notified of all the field trips as to location, time, cost and transportation. A permission form, signed by the parent is required for the student to attend. **NO EXCEPTIONS.**

Attendance on field trips is considered a privilege, which will initially be extended to all students. The school assumes a tremendous responsibility in planning and chaperoning field trips. Therefore, students whose behavior indicates that they could be uncooperative on school outing will not be allowed to attend.

While parents/chaperones are a necessary part of field trips, due to space limitations, reservation restrictions and grade level needs, it is sometimes necessary to limit the number of chaperones used per field trip. This is done at the discretion of the classroom teacher and administration. Only those parents who have signed up in **advance** as chaperones may attend. (No last minute signups or substitutions.) Only students enrolled in the class or activity may attend. Under no circumstances may a guest or sibling attend the field trip.

While on field trips, students must remain with the group and under the authority of the teacher. *Chaperones should extend the courtesy of authority and correction to the school staff. This will include their child(ren).* The classroom teacher prior to the outing will provide further information regarding field trip transportation and the role of the field trip chaperone.

Health Forms

All new students are required to have a standard health form and immunization record completed by their physician. Any physical restrictions should be noted on these forms. Immunization records must be on file by August 1.

All students are required to have a yearly physical form by their physician on file by September 1. Athletes must have a physical form on file before they can participate in any team tryouts, practices or workouts.

It is the responsibility of the parent of a student with allergies to notify the school-in writing-of their child's allergy. We ask that the parent complete an ALERGY ACTION PLAN on an annual basis and submit that form to the office.

Illness, Injury, and Accident Procedures

An accident/injury/illness report form will be completed for each incident. One copy will be filed in the office, and a copy will be given to both the parent and the principal. If immediate medical attention beyond basic first aid is needed, the parent or designated emergency contact will be notified.

If the illness is infectious, please keep the student at home until completely well. For conditions such as strep throat and pink eye, the student must have been on medication at least 24 hours before readmission. A child should be without fever for 24 hours before returning to school.

Lost and Found

All articles found at the school are sent to the lost and found center where they may be reclaimed. Parents and students are encouraged to mark all personal items brought to school. Items will be available for 1 month. Items not claimed within this time frame will be displayed for students to claim for two days. All unclaimed items will be donated to charity.

Medications

For the middle and high school, all medications must be kept in the school office. Students who take medications regularly (including pain relievers) must provide the office with a release signed by a doctor or pharmacist and a parent. They must give the office the medicine in its original bottle and a schedule when it is to be taken. Students who require inhalers or epipens may carry them, **IF** a doctor's note is on file in the school office. Other than the exceptions listed above, medicines may not be kept in purses, pockets, book bags or lockers. Release forms are for the current school year only; they must be re-submitted each year.

School personnel may not administer medication.

Office

1. The school office is open for business each school day between 7:30 am and 4:00 pm. Messages, lunches, homework, books and other items may be left with the receptionist who will make every reasonable effort to have them delivered. The school is not responsible for relaying messages to students after class dismissal time.
2. Gifts, flowers, etc. delivered or brought in by parents/others will be placed in the office. Students will be notified and may view the gift and pick it up at the end of the day. The classroom is not to be interrupted for any deliveries.
3. Parents must go to the school office to sign in and to receive a visitor badge.
4. The school office and the reception areas are places of business. Parents and students should remember to conduct themselves in an appropriate manner.
5. Office phones are for school business only. Only in cases of emergency will a student be allowed to use the office phone.

Personal Property

Students are issued lockers or cubbies and are expected to keep them clean and free of accumulation. Lockers are subject to periodic inspections. Student should not bring valuables to

school. SAM Academy assumes no responsibility for items left in lockers. Students should provide their own locks and the combination or a key copy must be provided to their homeroom teacher.

Prior Administrative Approval Is Required Before The Following

1. Having a classroom visitors or speakers not employed by the school.
2. Teachers or parents requesting money from school families for field trips class parties, etc.
3. Using The Science, Arts and Math Academy name in any form of media.
4. Distributing literature or soliciting on campus.

Privacy Policy

We do not give personnel information regarding students to anyone other than the legal parent or guardian on record. Private information regarding students is shared with SAM Academy personnel on a need to know basis.

PTF Participation

All parents are expected to participate in the school-parent group called the Parent teacher Fellowship (PTF). Meetings are held the second Tuesday of each month at 7:00 pm. The PTF helps support the school in various ways to ensure the best possible education for the children. The PTF executes several fundraisers throughout the school year to help defray school expenses.

Report Cards

Report cards are issued every 9 weeks of the school year. Parents are to read, sign the report card, and return it to the homeroom teacher. Questions regarding grades should be addressed to the teacher issuing the grade. Teachers are required to keep written records of student grades. They are willing to show them to the parent as requested. You are entitled to an explanation of how the grade was determined. You can avoid surprises at the end of the marking period by keeping informed of your child's progress during the quarter.

SCHOOL SAFETY

SAM Academy endeavors to provide a safe and secure environment for students and staff. The security of each student depends upon the consistent enforcement of procedures out into place for their protection.

Throughout the school year, the school will have various safety drills to insure proper procedures are carried out in case of emergencies. Students will follow the security/safety procedures put in place to keep them and the building safe. The following drills are regularly scheduled and are **taken seriously** by SAM Academy staff and students.

1. **Fire Alarms** – consequences by pulling a false alarm are as follows:
 - a. Suspension of a minimum of five (5) days.
 - b. Monetary fine of up to \$200 to the parent of the offending student.
2. **Fire Drills** – procedures are as follows:
 - a. Everyone is required to vacate the building.
 - b. Students are not to get outside garments unless directed by the teacher.
 - c. No talking or running. Move quickly.
 - d. Use the nearest exit if away from your group.

- e. No one may re-enter the building until the “all-clear” signal is given.
3. **Lockdown Drills** – procedures are as follows:
 - a. Everyone is required to go directly to designated classroom.
 - b. All doors are locked and windows are covered.
 - c. No one is allowed outside of the classrooms until “all-clear” signal is given.
 - d. No persons are allowed to enter or exit the building during the drill.
 4. **Tornado Drills** – procedures are as follows:
 - a. Everyone is required to leave the classroom.
 - b. Relocate to designated areas in the inside corridors.
 - c. No one is to sit by doors or window.
 - d. Everyone is to cover heads with hands.
 - e. Absolutely no talking.
 - f. Remain in the corridors until further instructions are given.

Student Recognition

Awards

At the end of the school year, special recognition assemblies are held for students in all grades. Various awards are given in the areas of academics, citizenship, music, perfect attendance, physical education and student government. Parents are welcome to attend.

Wall of Fame

At the end of each grading period, students are recognized for their academic achievement on our Wall of Fame. This is visual acknowledgement located at the main entrance of the school for all to see. Categories recognized are the Pastor’s List (A Honor Roll), A-B honor roll and perfect attendance.

Testing

Students are assessed formally and informally on an ongoing basis. Student’s progress is carefully monitored on a daily, weekly, monthly and quarterly basis.

Standardized test is administered in the spring of each year for all grades up to the 12th grade. The *Stanford Achievement Tests* (SAT) are used to evaluate the overall effectiveness of our program and determine student learning needs.

High School students are required to take the SAT/ACT Test by the end of their 11th grade year.

Transportation

SAM Academy does not currently provide transportation to or from school.

Visitors

1. **Parents** of SAM Academy students are welcome to visit the campus at any time; however, they must report to the school office to sign in and receive a visitor’s pass.
2. All **visitors** must report to the school office to sign in and receive a visitor’s pass.
3. **Lunch Visitation** – the lunchroom is only for students, staff and approved visitors.

Students may have Pastors, Youth Pastors, siblings, former SAM Academy students in good standing, or SAM Academy alumni visit during the students lunch period if the following criteria are met:

- a. Administrative approval
 - b. Agreement to adhere to the SAM Academy standards for modesty and conduct
4. **All Day Visitation or Classroom Visitation** – Prospective students may visit for the day if the following criteria are met:
- a. Prior administrative approval
 - b. Current application for admission to the school is on file
 - c. Agreement to abide by the dress code and standard set forth in the SAM Academy parent-student handbook
 - d. Written parental permission

Exceptions to this policy may be made only with prior administrative approval. Any person who fails to respect the standards and rules of the school will be asked to conform or leave campus. Visitors who are asked to leave may forfeit the privilege of future visitation.

Volunteers

SAM Academy encourages strong participation in our volunteer program. There are varied opportunities for parents and family members to be active partners in supporting our students and the school throughout the year. At SAM Academy criminal background checks are required for all employees, coaches, bus drivers, school volunteers and anyone wishing to attend a school sponsored activity or field trip with a class. Also, some independent contractors who work in close contact without supervision) with students will also be required to agree to a background check. SAM Academy performs driving record checks for anyone driving a school vehicle.

Individual interest in serving as a volunteer, coach, driver, attending a school sponsored activity or field trip with a class, some independent contractors (who work in close contact – without supervision with students) will be required to complete an application and sign a release for a background check (which is located on the back of the application). The type of information that can be collected and verified through the background check and/or motor vehicle check includes, but is not limited to: name, date of birth, social security number, current and former addresses and driver's license number. SAM Academy will ensure that all background checks are held in compliance with all federal and state statutes, such as the Fair Consumer Reporting Act. SAM Academy has developed guidelines regarding what is acceptable.

Anyone interested in driving a school/activity bus for the school is required to have a CDL (Commercial Driver's License) with an "S" or "P" endorsement and complete the SAM Academy Bus Driver Application. Driver must supply a copy of their DMV driving record.

Before someone can volunteer or attend a field trip, they must complete a volunteer application and be approved. A background check is performed on everyone completing a volunteer application.

SAM Academy considered all information obtained from the investigation background check process to be confidential and it will only be used as part of the volunteer or bus driving application process. SAM Academy will maintain a copy of every applicant's release form and the background check.

WEAPONS

Weapons of any nature, real knives or guns, or play knives or guns will not be tolerated at SAM Academy (included but not limited to squirt guns, plastic knives, plastic guns, and comb knives). We strictly enforce a 0% tolerance policy. (See discipline policy). If a student brings a weapon of any type to school – real or plays – it will be considered grounds for immediate expulsion from the school. **All students and parents should expect “certainty of punishment for any infraction of this rule.”**

Withdrawals

1. Parents who wish to withdraw their student must notify the principal’s office in writing.
2. The school reserves the right to withhold report cards, transcripts and student records until tuition and other fees have been paid in full and school-owned textbooks and materials have been returned.
3. Any withdrawal student must have administrative permission to be on school campus except for public functions (ball games, graduations, etc.). Students must check in at the reception area and wear a visitor’s pass.

**** This handbook states the rules, regulations, expectations, policies and procedures for The Science, Arts and Math Academy as of the time it was written. The administrator and others in authority over the school reserve the right to edit existing rule or add additional rules as necessary to ensure a safe, productive educational environment.****