



SAMi Academy
Science and Math Institute
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Student Handbook

2023-2024 School Year

Student Handbook

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Mission Statement

As leaders of Science and Math Institute (SAMI Academy), we look to the future – one that builds on our current growth and momentum, a future teeming with excitement and new opportunity rooted in our student-centered classes, and supported by our expanding technology, innovation and to our academic and extracurricular programming. Our project-based learning (PBL) encompasses many subjects and topics. Some of these PBL lessons will take 1-3 days and some will encompass an entire quarter. The support of our families is a must for these PBL projects to be completed. We must work together, with our students, as well as, our community.

Building the future for our students, rests on a carefully considered balance that ensures we are supporting our vision for our program, so that we can continue to provide key resources, maintain small class sizes. While striving to ensure the cost of a Science and Math Institute (SAMI Academy) education is reasonable and accessible in the context of private school structures, and in particular, the unique program that we deliver.

School Wide Policies And Principles

Science and Math Institute's personnel are guided by certain principles of operation in the administration of student discipline. Some of the most important of these principles are as follows:

- The administration of Science and Math Institute has full authority and discretion in all matters, including disciplinary matters.
- All sanctions and consequences related to student misbehavior should be fair, instructive, and redemptive.
- All rules will be clearly communicated, both verbally and in writing.
- Since fairness of application and enforcement are a major concern at Science and Math Institute, every attempt will be made to make judgments that are fair and consistently enforced. The attitude and cooperation of the students and parents/guardians may be considered in the imposition of sanctions and consequences for student wrongdoing.
- To achieve a high degree of consistency and fairness when applying/enforcing school rules, the administration must be sufficiently aggressive in investigating credible leads, exercising due diligence for specific reports, and applying a wide range of appropriate strategies to discover wrongdoing.
- An understanding of and commitment to conventional education is critical in establishing disciplinary responses for student wrongdoing. This philosophy promotes a core belief that students, teachers, administrators, and parents form a partnership committed to doing whatever is necessary to educate and discipline our young adults.
- Science and Math Institute considers students official members of the student body from the day of their acceptance/enrollment and/or first day of attendance, until they withdraw, are removed, or graduate. Thus, there is a definite "24/7/365" aspect to the Science and Math Institute Code of Conduct.

- Science and Math Institute reserves the right to discipline for both on-campus and off-campus misbehavior during the time students possess official enrollee status.
- In a closely-knit school community like Science and Math Institute, all students and parents believe they have a vested interest in knowing about specific acts and details of student misbehavior. Occasionally, such information may be communicated to students and parents. Such communication will be accomplished with the highest degree of care/concern/discretion for the students and their families and with the utmost professionalism.
- There are other times, however, when specific misbehavior cannot be communicated due to legal concerns, divulging such information is simply not in the best interest of the students, their families, or Science and Math Institute. Therefore, please do not assume that there is a “right to know” regarding details about any act of wrongdoing.
- Please be assured that this same principle of operation will be applied to you/your family should it ever become necessary.

Tardy policy

Our tardy policy is very simple and to the point. Students cannot learn if they are not in school. Missing a period of class is cause for concern. Repeated tardies will not be tolerated. This will affect the students grades and also is very disruptive to the classroom and teachers.

- 1-4 unexcused tardies per quarter will be allowed, however, it is the students responsibility to talk to their teacher about any work they have missed and also to complete the work in the allotted time per each teacher/class.
- 5 & 6 each of these tardies will be met with detention. Detention will be served either before or after school – to be arranged with the parent/guardian and administration.
 - A letter home and discussion with parent/guardian.
- 7, 8, 9 each of these tardies will be met with double detention (2 detentions each).
 - An attendance plan must be agreed upon between the parent/guardian, administration and student. If broken, this agreement will have written consequences.
- 10+ each of these tardies will be met with Saturday detention.
 - Saturday detention is paid for by the parent - \$100 per Saturday. This payment is due on/before the student serves the Saturday detention and is non-refundable if the student does not attend. Another date will have to be set and there will be another \$100 charge.
 - There is also no transportation provided, so parents will have to arrange for the student to arrive on time and also be picked up on time.
 - An attendance plan must be agreed upon between the parent/guardian, administration and student. If broken, this agreement will have written consequences.



Repeated tardies may/will result in secondary discipline and student maybe reported to the scholarship organization. This attendance report may disqualify them from future scholarships and/or have their scholarship withdrawn for the current school year.

***** Any detention that requires time to be served outside of normal school hours, the student and/or parent/guardian is required to provide transportation to and from the SAMI campus in addition to the fees. *****

Attendance policy

We understand that this is a new world that we live in.

Students are to be kept at home if they have any of the following symptoms;

- ✓ Fever* or feeling feverish/chills
- ✓ Cough, sore throat
- ✓ Runny or stuffy nose
- ✓ Muscle or body aches
- ✓ Headaches, fatigue (tiredness due to illness).
- ✓ If there is any symptoms of vomiting and diarrhea, or any other clear signs of illness.

Please keep your student home.

If any symptoms are seen, please keep your child home for **24-48 hours without** any symptoms to make sure that they are not contagious. If your child has a fever of 100⁰ or higher, *they are required to stay home until they have been fever free (under 99⁰) for 24 hours.*

We will continue to take temperatures of all students and staff upon entry to the school and if anyone is 100⁰ or higher, they will need to go home immediately.

- If your student has to miss school for medical reasons, please provide the administration with a doctor's note (if over 3 days) and/or a written note. These days will then be considered **excused**.
- If the student does not have a doctor or parent/guardian note upon the day of their return the days will be considered **unexcused**.
- Students who have an **excused** absence will be allowed to make up any work missed; however, participation grades are not able to be made up. It is the student's responsibility to speak with the teacher(s) and receive work to make up. The teacher is not responsible to provide the student with make-up and/or missed work without the student first approaching the teacher.

- Students who have an *unexcused* absence will be at the teacher(s) discretion for each class/teacher as to whether they will be able to make up the missed work. Participation grades are not able to be made up

Repeated absences (excused or unexcused without a medical report) may/will result in secondary discipline and student maybe also be reported to the scholarship organization.

*** This attendance report may disqualify them from future scholarships and/or have their scholarship withdrawn for the current school year.

*** Any student that has out of school suspension (OSS) will receive work (if requested by the student – for each teacher/class) and they will receive 25% of the original grade for that assignment. Any additional make up work/assignments will have to be approved through each teacher/class that was missed. Their grade for those assignments will be at the teacher(s) discretion.

School Conduct Policy

Demerits will only be given when expected behavior of a student reaches level I or higher where the student's behavior cannot be handled in a classroom by the teacher.

Gum is not allowed at any time on school campus

Demerits

➤ Tier I

- Classroom or hallway disruption
- Unprepared for class
- Gum chewing
- Field trip misbehavior (can also be a Tier II)
- Sleeping in class
- Dress code violation
- Harassment / bullying
- Eating / drinking in class without teacher permission
- Disrespect of student or staff
- Improper language
- In control of any type of vaping, cigarettes, lighters or other 'smoking' paraphernalia
- 4 or more tardy in one quarter
- Misuse of social media about staff or student

Demerit consequence

- ❖ Teacher warning and loss of dress down / Fun Friday
- ❖ Possibly not allowed to participate in a field trip or other school event
- ❖ 3 or more of any Tier I Demerit will result in a Tier II discipline

➤ Tier II

- Plagiarism / cheating of any kind
- Classroom / hallway / office disruption

- Harassment / bullying
- Inappropriate horseplay
- Vandalism (can also be Tier III) – a police report may/will be taken
- Public display of affection (can also be Tier III)
- Use of inappropriate language
- Lying
- Misuse of social media about staff or students

Demerit consequence

- ❖ Detention, ISSP, Saturday detention
 - Saturday school detention is a \$100 for the parent/guardian of the student and will be directed by a teacher/administrator or staff member.
- ❖ Faculty counseling
- ❖ Parent meeting
- ❖ Banded from any extra school related activities or events – including dress down and Fun Fridays
- ❖ 2 or more of any Tier II Demerit will result in a Tier III discipline

➤ Tier III

- Theft of any kind – a police report will/may be taken
- Vandalism – a police report will/may be taken
- Fighting – a police report will/may be taken
- Bullying (in person, writing, or on social media of any staff or student)
- Gross disrespect of staff
- Habitual disregarded of school rules
- Possession of weapons or explosives (of any kind) – a police report will/may be taken
- Obscene gestures / sexual misconduct or immorality (can also be Tier IV)
- Use of tobacco or vaping paraphernalia

- Possession of any drug paraphernalia
- Misuse of social media about staff or students

Demerit consequence

- ❖ In-school suspension program (ISSP)
- ❖ Out of school suspension (OSS)
- ❖ School hearing with administrator
- ❖ Parent meeting
- ❖ Behavior / conduct contract between student, administration and parent
- ❖ Banded from any extra school related activities or events – including dress down and Fun Fridays for the rest of the school year
- ❖ 2 or more of any Tier III Demerits will result in a Tier IV discipline

➤ Tier IV

- Theft – a police report may/will be taken
- Vandalism – a police report may/will be taken
- Fighting – a police report may/will be taken
- Bulling, in person, online or written
- Gross disrespect for staff or students
- Possession of weapons or explosives (of any kind) – a police report will/may be taken
- Obscene gestures / sexual misconduct or immorality (can also be Tier IV)
- Use of tobacco or vaping paraphernalia
- Possession of any drug paraphernalia
- Misuse of social media about staff or students

Demerit Consequence

- ❖ Out of school suspension (OSS)
- ❖ Expulsion

- ❖ Administration hearing about retention at school
- ❖ Parent meeting and future behavior/conduct contract between student, administration and parent
- ❖ Banded from any extra school related activities or events – including dress down and Fun Fridays for the rest of the school year

When deemed necessary/required by law, certain acts of student misbehavior, whether on-campus or off-campus, will be reported to civil authorities. Self-reporting is a valuable part of the student Code of Conduct as well as the honor code of Science and Math Institute. Students who self-report are demonstrating a repentant heart. Self-reporting may influence the severity of consequence received for a violation of the student Code of Conduct. However, any violations may still result in Demerit consequence from the tier system. All students are expected to behave in a manner that reflects well upon Science and Math Institute.

Attending Field Trips And/Or School Event(s)

- **Attending any field trip and/or school event(s) is a privilege, not a right.**
 - This privilege can be revoked and/or reinstated by the administration at anytime
 - Tier I, II, III, IV Demerits can/will be judged upon the incident and the restriction or reinstatement of these privileges. This includes dress down and Fun Fridays for the current quarter and/or additional quarters.
 - Any student that has been restricted from these activities that still dresses down and/or tries to participate in activities will be immediately sent home for the day. It is up to the teacher/administrator/staff as to whether or not the student will also be put into the tier Demerits programs

SAMI Campus Dress Code

SAMI recognizes that student dress and grooming are generally a matter of personal choice. However, there is a documented relationship between student dress and success, school pride, the safety and general welfare of the students and staff and the accomplishment of the academic goals and education objectives.

School uniforms are mandatory for kindergarten - 12th grade students.

- **The school uniforms must adhere to the following dress standards:**
 - Logos and emblems, insignias, etc., are not permitted on any item of clothing.
 - Outerwear (sweater, jackets and sweatshirts, etc.) Must be in plain school colors of (white or black or grey).
 - *** a small logo may be on the breast area of the outerwear, but no large logos, photos, text, graphics and/or colors will be allowed.
- **Girls' uniforms:**
 - Blouses / shirts: white or black or grey collared and/or polo shirts.
 - Bottoms: solid colored khaki or black (no blue jeans or cargo pants) pants/slacks, skirts (must come within 3 inches of the knee), or mid-thigh shorts (must come within 3 inches of the knee), or capris. Black jeans will be allowed, however there are to be no rips in any part of the jeans.
 - Leggings/yoga pants will be allowed, as long as they have no holes/rips in them.
 - Outerwear (sweater, jackets and sweatshirts, etc.) Must be in plain school colors of (white or black or grey).
 - *** a small logo may be on the breast area of the outerwear, but no large logos, photos, graphics and/or colors will be allowed.

****tights and/or stockings are not considered pants and should only be worn under skirts/pants****

➤ **Boys' uniforms:**

- Shirts: white or black or grey collared and/or polo shirts.
- Bottoms: solid colored khaki or black (no blue jeans or cargo pants) pants/slacks, or mid-thigh shorts (must come within 3 inches of the knee), or capris. Black jeans will be allowed, however there are to be no rips in any part of the jeans.
- Outerwear (sweater, jackets and sweatshirts, etc.) Must be in plain school colors of (white or black or grey).
 - *** a small logo may be on the breast area of the outerwear, but no large logos, photos, graphics and/or colors will be allowed.

➤ **Shoes:**

- All shoes must have a back to them. Slides are not allowed. For safety reasons, students wearing shoes that are deemed to be unsafe for certain activities may have activity restricted or limited access to school activities and equipment. ***parents may be called to bring new shoes, depending upon the circumstances.

Dress Down/Spirit Day/Fun Friday Dress Code

All students must adhere to the following standards of “Dress Down/Spirit Day/Fun Friday” for dress down days. **There is a \$2 charge per student to participate in the ‘dress down’ clothing.**

If a student dresses down and does not bring in (or CashAPP) the \$2, the \$2 will be added to their A/R balance with the school.

- No tops that expose the chest or abdomen are to be worn (no midriffs). No backless, strapless apparel, tube tops or any top with straps less than 2: wide (no spaghetti strap sundress or tops)
- Skirts need to be no shorter than 3” above the knee. No baggy or loose sagging pants.

- Jeans may be worn, and if they have holes in them that are higher than the knee, the skin must be covered with leggings or tights. No holes that show skin above the knee will be allowed.
- Inappropriate lettering or designs will not be permitted on clothing (i.e., profanity, alcohol, and tobacco products)

All students must be in **uniform every day**. If your student isn't in uniform, a parent/guardian will be called and the parent will be allowed to bring the student a change of clothes, but the student will still result in a Tier I, II, or III consequences.

Student ID Policy

ID badges are very important to our school and the responsibility of our students.

- ID badges will be required to be worn at all time (except for pe or other teacher/staff approved time) by the **Elementary, Middle, Lower and Upper High school students**.
- Badges will be attached to a lanyard and also a clear ID holder
- All students will be required to check in and out of school each day.
- The black school lanyard and ID holder are part of the school uniform.
- Students may put pins and decorations on the school issued lanyard, as long as they are respectful to other students and staff.

K-2nd Grade Elementary students' ID's will be kept at the front office for check in and then be worn throughout the day at the teacher(s) discretion. These ID cards will be used to check in/out school items, be released/picked up early they will then be used to check out at the end of the day and left in the office for safe keeping. This policy may change per grade/class as needed in the future.

Replacement ID's - \$16 each. Plastic pouch that is required - \$1.50 And Black Lanyard that is required \$1.50

Weapons Policy

It is the policy of Science and Math Institute to maintain a safe and secure environment for each student/administrator/staff. Therefore, carrying, using, or possessing a firearm or other deadly weapon, destructive device, or explosives on school campus, in any school vehicle or at any school – organized or school sponsored event is strictly prohibited in compliance with Florida statute 790.115. The policy applies to students, regardless of age, parents, staff/faculty, and visitors to any school campus or venue. Except for authorized law enforcement officials. Science and Math Institute *expressly prohibits* weapons on school campus (property).

Cell Phone Policy

- Our cell phone policy is very strict. Cell phones **MUST** be turned in when entering the school. Cell phones will be housed in a locked storage until the student is released at the end of the day.
- If, on occasion, a teacher allows them to use their cell phone in a classroom or for a specific project, the teacher will retrieve the cell phone for that class's students. The teacher is then responsible to also collect them when they are finished with the class or project and return them back to the front office.
- A student will be subject to Tier I, II, III, or IV consequences if they are found to have any cell phone on their person, in their personal bags and/or hidden in any other place on the school compass.
- Cells phones or any other electronics that are brought onto the campus are the **SOLE** responsibility of the student. Science and Math Institute will take **NO** responsibility for any **LOST, STOLEN, BROKEN** or otherwise damage(s) done to any electronic(s).

Electronics Device Policy

- As the parent or guardian for a student of Science and Math Institute, it is understood and agree on to abide by the terms and conditions for use of the school-based computers, all network and internet systems. Further it is understood that violation of these terms or conditions may cause my child to forfeit further use of technology provided by the school.
- A student will also be subject to Tier I, II, III, or IV consequences. This policy also applies to any school computer or device that a student uses.
- Any electronic devices that are used are designed solely for educational purposes and the school has taken reasonable precautions to supervise usage can be monitored and viewed by Science and Math Institute administration or staff. This also applies to personal devices that are used in school/class rooms/before and after school or while on school campus.
- Science and Math Institute may restrict unsupervised access to all information or materials and the student(s) or parent(s)/guardian(s) will not hold them responsible for materials acquired on the network. As a parent/guardian, all responsibility for the supervision of my student(s) or ward who may access the resources of the school from outside the school setting.
- Permission to publish pictures and/or print work of or by my child that promotes the best interest of the school and its accomplishments in or on and of the following are agreed upon enrollment into Science and Math Institute:
 - Dedicated web sites
 - Newsletters, brochures, newspapers
 - Cable television
 - Other media resources.

Photo Policy

- Permission for the school to use any student's photograph, video image, writing, voice recording, name, grade level, school name, participation, in officially recognized activities and sport, weight and height of members of athletic teams, dates of attendance, diplomas, and awards received, date and place of birth, and most recent previous school attended, in annual yearbooks, graduation programs, playbills, school productions, web sites, etc., and/or similar school sponsored publications or in school approved news media interviews, releases, articles, and photographs.
- Permission for the release by the school to the media and government entities of a student's name, grade, school name and honors my child has received for public announcement of recognition of student's accomplishments is agreed upon enrollment

Classroom Policy

It is the staff/teachers to make their own classroom policies. Science and Math Institute generally will not let students eat/drink in the classroom other than at lunch time. Each teacher/classroom may have its own rules, restriction and/or policies.

Gum is not allowed at any time on school campus

- Students need to be prepared for each class with supplies and/or any additional items that are needed.
- If a student does not have supplies (including, but not limited to) binders, pencils, thumb drives, etc., they will be provided by Science and Math Institute at a minimal fee. This fee will be placed on the parent/guardian's A/R account.
- If a student repeatedly does not come prepared to class, they will be subject to Tier I, II, III, or IV consequences
- These policies also pertain to PE and/or any outside activities. Students may be required to bring/change/purchase PE shirts and/or shorts/pants.
 - Students will be ample time to change into their PE gear before the start of the PE class, and should not change into the gear until the appointed time.
 - Students participating in gardening, painting, cleanup, or any other outside activity will be allowed to borrow or bring their own gloves or other items. Students will be able to change before the start of the activity.
 - Any items that are borrowed must be returned at the end of the activity unless approved by the staff. If items are not returned there will be a reasonable fee added to the parent/guardian(s) A/R account.

Student Driver Policy

- Students who have the privilege of driving vehicles to Science and Math Institute are expected to conduct themselves with great care regarding the safety of students, teachers, and parents. Students who do not operate their vehicles with a safety-first attitude may face disciplinary measures including dismissal from school. Additionally, the school reserves the right to search any car driven by a student and its contents that is on the school campus, if the school has reasonable suspicion that the car may contain materials contrary to the rules and beliefs of Science and Math Institute.
- Furthermore, the school reserves the right to search a student's vehicle and its contents if there is reasonable suspicion that material posing a risk to the school and its students is believed to be present in the car. If such items contrary to the schools' rules and policies are found, the student will be subject to disciplinary action (up to and including dismissal) deemed necessary by the school administration.
- Students must observe the traffic pattern before and after school. Violation of automobile policies such as speeding and reckless driving may result in loss of driving privileges.
- Before a student can drive onto campus they must complete (or have parent/guardian complete) a permission to drive to/from school form. If either student is over 18 years of age and the registration and insurance in in the student's name, they may sign the forms. If there is to be any 'carpooling' by this student a form must be filled out and signed by the parent of the student driving and also the student that is 'carpooling'. If either student is over 18 years of age and the registration and insurance in in the student's name, they may sign the forms.
- A copy of the student's driver's license, registration and insurance (or parent/guardian's registration and insurance) must be provided

- Upon arriving to school, students are not to remain in their cars.
- Any student granted permission to leave during the school day in their vehicle must sign in/out at the front office.
- Additionally, the parking lot is off limits during the school day unless granted permission by the school office. Students who are not involved in after school activities should be off campus by 3:30 p.m. on normal school days.

Inspection policy

- Backpacks/lunchboxes/purses/or any other bags or personal items brought onto campus
 - To ensure a safe campus environment for all students, guests, and personnel, the Science and Math Institute has the authority to search and confiscate any item(s) that may pose a danger to others.
 - If a personal search is necessary, it will be performed in a manner that is respectful of the norms of decency and the emotional maturity of the student.
 - The student's parent will be notified of the search if anything that is unsafe or contraband is discovered.
 - The dean of students and/or authorized staff members may search, using any methods determined to be effective and reasonable by the dean of students or other administrative staff, a student's personal search.
 - Included in the search, but not limited to, having a student remove any outside clothing and shoes. Students may be requested to 'shake out' their shirt and have their ankles and socks investigated.
 - Students will be required to turnout their pockets. All purses, backpacks, gym bags, lunch bags, or other personal property; including desks, or other personal property that is on campus grounds.
 - No student may possess any illegal substance, object, or contraband that constitutes a threat to the health, safety, or welfare of any person or persons on school property. Contraband includes any substance or materials prohibited by school policy or state or federal law, including but not limited to controlled substances, drugs, alcoholic beverages, cigarettes, guns, knives, weapons (including mace or pepper spray), or incendiary devices.

- All items deemed to be illegal, illicit, disruptive, or a general nuisance to the educational process will be taken by staff. Storage, return, or the destruction of such items shall be at the discretion of Science and Math Institute administration and/or staff.
- The cooperation of all students, parents, personnel, and guests will ensure a safe environment for our children.
- Any items found on students or their possessions will be governed by the Tier Demerit system.

******** All parts of this Student Handbook can/will be updated. Updates will be posted as needed. ********