

SAMS



ACADEMY

Parent/Guardian Handbook

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Parent/ Guardian Handbook

Welcome!

Welcome to SAMS Academy! We are so excited that you have chosen to entrust your student's education to the staff here at SAMS, we know that working together with you and your student the future is bright. You play a vital role in your student's education and future and we know that by partnering with you to instill a sound work ethic, a love for learning, respect, and motivation we can shape the world of tomorrow.

Research shows that engagement is one of the most important indicators of students' future success. Students with parents who are involved in their education tend to have fewer behavioral problems and better academic performance; they are more likely to complete high school and to continue on to higher achievement levels in both college and career paths.

SAMS is a hybrid model school, combining the latest in digital core curriculum with live taught classes, our design means that parents and guardians have a tremendous role in their student's learning, sometimes even more so than a traditional educational setting. Many assignments will need to be completed outside of the regular school day here at SAMS and we know that your supervision and guidance is absolutely necessary to ensure course completion in a timely manner.

We are thrilled you have made the decision to become a member of the SAMS family. We know that by the staff and parents/guardians of SAMS working together as a team we can ensure success for all of SAMS students and we look forward to working with you!



SAMS Academy Parent/Guardian Engagement Pledge

As a parent/guardian of a SAMS Academy student, I pledge that I will,

1. **Provide high speed internet access** from home with access to a computer/printer.
2. **Help my student outside the school as often as needed** to ensure my student stays current in each class.
3. **Remain engaged in communication** in the form of email, website updates, and phone calls with the intent of understanding expectations for myself and my student to fully support my student's success.
4. **Review with my student at least once per week** their assignment calendar, course progress, and current grades.
5. **Remain engaged on the Edgenuity Family Portal** to monitor my students progress.
6. **Familiarize myself with the terms** in the glossary at the end of this document.
7. **Read and understand the Student Handbook** which contains all school rules and policies and review the handbook with my student.
8. **Ensure my student is present** for all required live classes.
9. **Communicate with the main office** in the event of an excused absence. I will ensure that I excuse any absence necessary within 24 hours of the absence.



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10. **Understand and support the SAMS Attendance policy**, which requires that students remain on target completion or face the consequence of accruing unexcused absences in the form of academic absences and may also require the implementation of a student success contract. Furthermore, I understand and affirm that I understand that the unexcused physical absences will be combined with academic absences, if the number of total unexcused absences grows larger than ten (10) the school is obliged to report the truancy to the proper authority.
11. **I will attend all scheduled conferences and meetings** required for my student.
12. **I will ensure my student has something to eat each day for lunch**, this could be a lunch from home or funds to purchase food from the school on appropriate days.
13. **Ensure my student is present for all required state-mandated testing.**
14. **Ensure my student is dressed appropriately for school**, I will view school as a professional environment and instill in my student the desire to look their best.

Please sign below to acknowledge you have read and understand the above Pledge.

Parent/Guardian Signature: _____

As the student I understand my responsibility to meet the above conditions with my parent/guardian.

Student Signature: _____



Parent/ Guardian Handbook
SAMS ACADEMY TRAFFIC INFORMATION

Dear Parents,

The details for SAMS Academy student drop off and pick up are as follows; all students should be dropped off and picked up along the east side of the building in the parent drop off/pickup lane.

Traffic parking lot is one way. The drive through in front of the school is for Buses only.

Student parking is on the west and south sides of the building, Visitor and staff parking are on the east side of the building.

The speed limit in the drive-through and parking lot is less than (5) miles per hour. Idle speed is recommended. Accelerating in these areas is not permitted. Driving on the dirt road is not permitted.

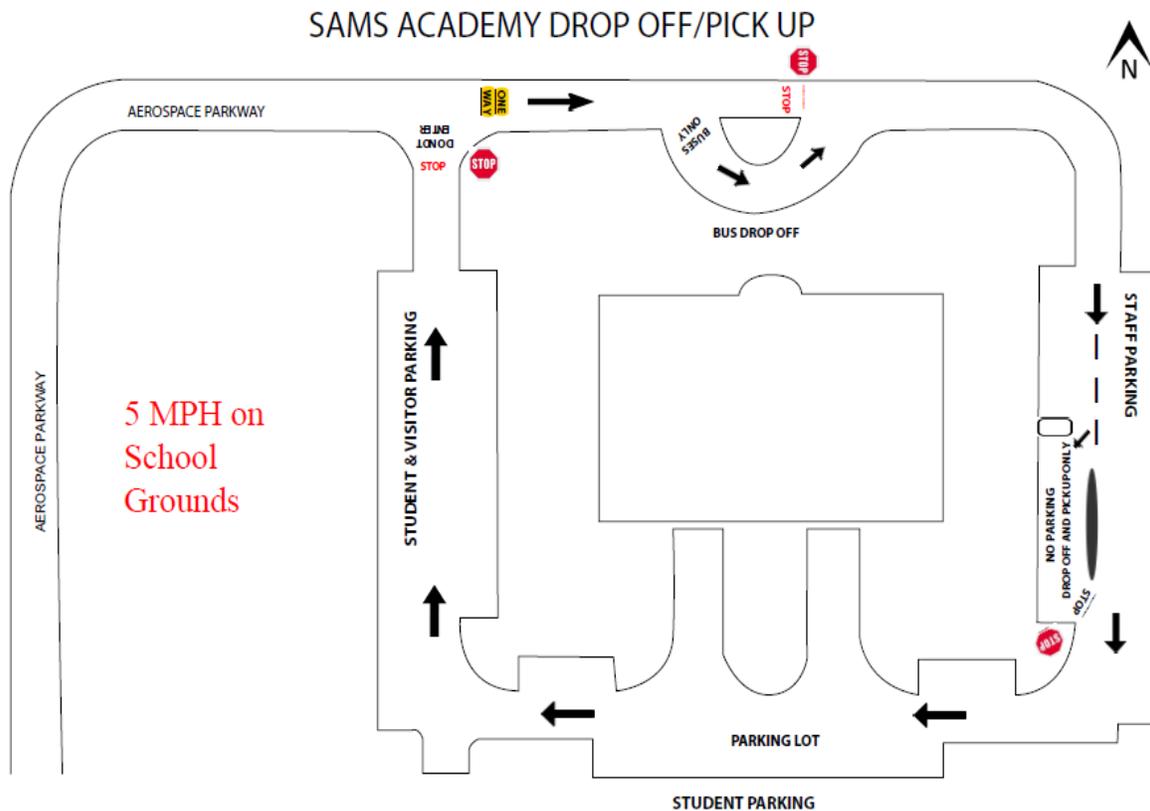
Do not pass buses at any time.

Students should not be dropped off prior to 7:30 a.m. in the morning. Morning, and afternoon and pick-up times are 11:30 am, and 3:30 pm.

Parents whose students are delayed should park in Visitor Parking on the west side.

We hope this routine will expedite student transportation.

Thank you for your cooperation.



2021 - 2022 Bus Schedule

Monday - Thursday: Morning and Afternoon
Friday: Morning and Mid-Day

Bus #1

Stop 1: 4700 Paradise Blvd. NW: Paradise Hills Church
Pick up: 7:15AM

Stop 2: Paradise Blvd NW @ Universe Blvd. NW: Blake's Lotaburger

Pick up: 7:30AM

Leave SAMS: Monday - Thursday: 3:30PM

Leave SAMS: Friday: 11:30AM

Bus #2

Stop 1: Eubank Blvd NE @ Lomas Blvd NW: Petco
Pick up: 7:00AM

Stop 2: Paseo Del Norte @ San Pedro NE: Lowe's
Pick up: 7:25AM

Leave SAMS: Monday - Thursday: 3:30PM

Leave SAMS: Friday: 11:30AM

Bus #3

Stop 1: Coors Blvd. NW @ Sequoia NW: Taco Cabana
Pick up: 7:00AM

Stop 2: Ladera Dr. NW @ Market St. NW: Walmart
Pick up: 7:15AM

Stop 3: 98th St. between I-40/Central: Burger King
Pick up: 7:25AM

Leave SAMS: Monday - Thursday: 3:30PM

Leave SAMS: Friday: 11:30AM

SAMS Academy -Rules for Bus Riders/ Bus Behavior Contract

Before the Bus Arrives

1. Arrive at your bus stop at least 5 minutes before the pick-up time.
2. Remain at your bus stop until picked up.
3. Stay off people's lawns and public property.

Boarding the Bus

1. Wait for the bus to come to a complete stop.
2. Be polite and wait your turn getting on the bus and use the handrail.

Conduct on the Bus

1. Follow directions of the Bus Driver.
2. Walk to your assigned seat and keep the aisle clear.
3. Do not stand or move around while the bus is moving.
4. Talk quietly so that the driver can hear traffic sounds.
5. Keep hands and head inside the bus.
6. Do not stick or throw anything out of the window.
7. No Horseplay or foul language.
8. Skateboards and Scooters need to be held.
9. Use earbuds or headphones for electronic devices.

Leaving the Bus

1. Do not leave your seat until the bus comes to a full stop.
2. Take your turn: Don't crowd others.
3. Use the handrail.
4. Always cross in front of the bus.

Disciplinary Procedural Progression for Improper Behavior on School Bus

1. Driver warns student.
2. Conference with Driver after students exit.
3. Student assigned a seat near the front.
4. Driver writes up a School Bus Student Discipline form on the student. (Level 1)
5. Student sent to Administrators office and parents called. (Level 2)
6. Disciplinary notice sent to parents. (Level 3)
7. Misconduct on the Bus Level 1 or 2 can result in suspension from the bus only.
8. Misconduct on the Bus Level 3 or higher can result in school suspension.

Examples of Level 3 misconduct include; chronic disruptive behavior and disorderly conduct; fighting and assault on other students.

Note: This contract is based on Guidelines District Policy AR 5141. Violation of the above rules and regulations will



The parent and student are each asked to sign and return to the school the statement below:

I am aware of and agree with the standards of conduct expected by SAMS Academy for bus riders and I understand and agree with the regulations which are necessary in order to provide for the safety and welfare of all children.

Parent/Guardian Signature _____ **Date** _____

Student Print Name _____ **Student Signature** _____

Sponsor Teacher

Bus Number



Instructional Calendar

2021 to 2022

Aug-21				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Sep-21				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Oct-21				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Nov-21				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Dec-21				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Jan-22				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Feb-22				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

Mar-22				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Apr-22				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

May-22				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Important Dates:

Semester 1

- August 2 - 3: Teacher In-Service
- August 4 - 6, 9: Conferences/Registration
- August 10: Teacher In-Service
- August 11: First day for Students
- September 6: Labor Day
- October 7 - 8: Fall Break - No School
- October 15 & 22: Parent Conferences - Afternoon
- November 11: Veterans' Day
- November 24 - 26: Thanksgiving Break - No School
- December 17: Last day of Semester 1
- December 20 - 31: Winter Break -

Semester 2

- January 3: Teacher In-Service
- January 4: Conferences
- January 5: Semester 2 classes begin
- January 17: Martin Luther King Jr. Day - No School
- February 21: Presidents' Day - No School
- March 11: Parent Conferences - No School
- March 21 - 25: Spring Break
- April 15, 18: Vernal Holiday - No School
- May 13: 2022 Graduation
- May 20: Last day of Semester 2
- May 23 - 24: Teacher In-Service

05/26/21
Approved



Parent/ Guardian Handbook
Dress Code

SAMS Academy expects student dress and grooming to reflect high standards of personal conduct so that each student's attire promotes a positive, safe and healthy atmosphere within the school. Student attire may not display or promote any drug, alcohol or tobacco, sexual activity, violence, disrespect and/or prejudice towards any group.

Dress code is in effect starting with registration each school year. Students and their parents/guardians have the responsibility to be aware of SAMS Academy dress code and must follow these requirements. The responsibility to interpret and enforce the policy rests with the administration. If students come to school wearing any non-permitted attire, students will be given a SAMS t-shirt to wear or sent home.

Unacceptable Clothing & Accessories includes but is not limited to:

- Student I.D. with SAMS lanyard is a required dress code item to be worn AT ALL TIMES on school property.
- Excessively tight or revealing clothing including short shorts, short skirts, sheer shirts, low cut shirts, crop tops (tops above the belly button).
- No sagging, baggy pants or wearing pants below the waist, including "low rise" that allows underwear or gym shorts to show.
- Gang violence or vulgar language t-shirts, jewelry, trench coats or drug and alcohol related attire is not permitted.
- Sunglasses are not permitted to be worn inside the building.
- Shoes must be worn at all times.
- Hats are permitted, hoodies are not permitted to cover heads in school.

Parent/ Guardian Handbook
School Protocols and Procedures

1. Students w

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6th Grade- 6.25 Classes

English Language Arts 6
Social Studies 6
Science 6
Math 6
Smart Lab MS I
PE
Study Skills
Social Emotional Learning (SEL)

7th Grade-

English Language Arts 7
MS New Mexico History/ Civics
Science 7
Math 7 /Math 8 or Pre-Algebra
Smart Lab MS II
PE
Aviation History
Study Skills
Social Emotional Learning (SEL)

8th Grade-

English Language Arts 8
MS American History 8
Science 8
Math 8/ Pre-Algebra/Algebra I
Smart Lab MS III
Lifetime Fitness MS
Aviation Career Exploration
Study Skills
Social Emotional Learning (SEL)

9th Grade- 6.5 Credits

Geometry *or* Algebra I if not taken in 8th grade
English Language Arts 9
Biology
Geography
Smart Lab HS I
PE
Fundamentals of Aeronautics (FOA)

10th Grade-6.5 Credits

Algebra II *or* Geometry if not taken in 9th grade
English Language Arts 10
World History
Chemistry I
Health (Semester 1)
NM History (Semester 2)
STEAM Elective (required 0.5 credits)
Elective- Smart Lab HS II or CNM/UNM Dual
Enrollment 2nd semester/ PE2/ Edgenuity Class
Aviation Courses (FOA)

11th Grade- 6 Credits

English Language Arts 11
U.S. History
Pre-Calculus or Algebra II
Physical Science, Physics, or Environmental Science
Foreign Language/ College Career
Readiness/Workplace Readiness
STEAM Elective (required 0.5 credits)
Smart Lab HS III or CNM/UNM Elective
Aviation Courses-Flight/sUAS/A&P

12th Grade-6 Credits

English Language Arts 12
Government (Semester 1)
Economics (Semester 2)
Physical Science, Physics, or Environmental Science
(if student needs a science credit).
Financial Lit. or Pre-Calculus
STEAM Elective (required 0.5 credits)
CNM/UNM Elective or Aviation Courses
Foreign Language 2
Aviation Courses-Flight/sUAS/A&P

**24.5 Credits Required for
High School Graduation**

Glossary

Actual Grade - The grade the student is earning in the class at that moment. The Actual Grade is weighted for work that is missing or incomplete. These assignments are scored at 0% until completed. When all assignments are “on pace,” the actual grade and the overall grade are the same. SAMS Academy requires that students’ Actual Grades remain at 70% or higher throughout the semester. We pull our weekly academic report on Sunday night at 8 am

Assignment Calendar - The Edgenuity core classes have lessons assigned each week Monday-Friday. Through the student portal, one can read names of assignments which are to be completed in each subject, each week for the entire semester. This is for planning purposes, to help you and your student know what work he/she is accountable for on an ongoing basis.

Efficiency Rate - This is the amount of time it takes a student to complete a lesson in Edgenuity. If it takes a student 1 hour to complete 1 lesson, this would equate to 100% efficiency. If it takes a student 2 hours to complete 1 lesson, this would equate to 50% efficiency. Advisors help students calculate and understand their individual efficiencies and advise them on ways to work more effectively in their studies. Understanding one’s efficiency rate is important for making a schedule that takes into consideration all factors for successful completion of each week’s assignments.

On Pace - This term means that the student has completed all assignments given by the assignment calendar for Edgenuity classes for that day or week.

Overall Grade - The average grade student has earned based on all assignments that have been completed in a course.

Parent Portal - The parent access to the student’s assignments and grades for all Edgenuity courses. Each parent is given a username and password to access this portal so that he/she can view his/her student’s progress 24 hours a day/7 days a week. Parents are trained to do this during orientation or by making an appointment with the Administrative Assistant.

Pending Grade - Projects, Performance Tasks, and Essays are not graded by Edgenuity. Students should notify advisors that the tasks are ready to be graded. Teachers grade these as needed and may ask students to revise their submission for a higher grade or to demonstrate mastery of the concepts covered.

Regrade - Some assignments (online contents, journals, assignments, quizzes, tests) are automatically graded by Edgenuity; if a student does not agree with grade given, he/she may ask the advisor to regrade it and/or give feedback on what the student needs to accomplish to earn a higher grade.

Reset - Each advisor has her/his own reset policy. Reset means that the assignment and/or lesson can be redone for better understanding and mastery. Students may ask for resets and/or advisors can require a reset.



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Device Policy and Checkout

SAMS Academy students are provided the opportunity to check out a device that is the property of SAMS Academy so that they may continue using the technology away from the school facilities. This device is to be used only for educational purposes. No student or employee should use a SAMS device for personal use of any kind. The following procedures will serve as guidelines for use of SAMS devices and their checkout to students. All students and parents/guardians will be required to sign this form acknowledging that they have read and agree with the school system’s device checkout procedures prior to checking out a device.

1. All use of the school system’s devices must be for educational purposes. Students are not to use the computers for personal, commercial or business use or for political or religious reasons.
2. Students who check out a device assume full responsibility for basic care of the device.
3. Students who check out a device assume full responsibility for security of the device on and off school premises.
4. Students who check out a device assume full responsibility for reporting device problems, breakage and damage immediately.
5. Students who check out a device assume full responsibility for repair cost due to intentional damage or damage due to neglect.
6. Students who check out a device assume full responsibility for the replacement cost of the device in the event the student loses possession of the device for any reason or in the event the device is destroyed or rendered useless due to damage while in the care of the students, including loss of use due to theft, fire, flood, lightning, or any other cause.
7. Accidental damage reported immediately will result in a \$20 repair fee per damage occurrence. If the device cannot be repaired the full replacement cost will be assessed.

I have read the Device Checkout Procedure above and agree to comply with them as stated. I also understand that any violation of these procedures may constitute me or my child not having future access to a device for use away from the school facilities.

Device Type: Laptop Chromebook Device Number _____

User Name (Print) _____ User Signature _____

I accept full responsibility for the replacement cost of the device I have checked out in the event of any loss or damage to this equipment in the amount determined by the SAMS Technology Department.

Parent Signature _____ Date _____



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