

Amite School Center



2025-2026
K3 – 3rd Grade
Student Handbook

INTRODUCTION

This handbook for students and parents should be read carefully and filed for future reference. The rules and regulations have been formulated in the best interest of the students and the school. You are asked to follow the rules as stated. Please do not ask for exceptions to be made.

It is a student's responsibility to know and obey all the rules in the student handbook. Handbook is posted on the school website.

This handbook has been approved by the Amite School Center Board of Directors and has been entered in the minutes of the board.

Enforcement of these rules and regulations rests with the administration. All problems involving interpretation of and enforcement of these rules are the responsibility of the administration.

MISSION STATEMENT

The mission of Amite School Center is "To provide a quality Christian education in a disciplined and safe environment."

SCHOOL BELIEFS

Amite School has the following beliefs and operates with these beliefs in mind:

- All people are assigned, by God, a gender at birth. This is the gender that will be recognized by Amite School Center in any and all dealings with students, faculty, and staff.
- A safe and physically comfortable environment promotes student learning.
- Student learning in a Christian environment is the chief priority of the school.
- Students need not only to demonstrate their understanding of essential knowledge and skills, but also need to be involved actively in solving problems and producing quality work.
- Students' learning needs should be the primary focus of all decisions impacting the work of the school.
- The commitment to continuous improvement is imperative if our school is going to enable students to become confident, self-directed learners.
- Students need to apply their learning in meaningful contexts.
- Exposure to consistent, strong Christian morals promotes student learning and strengthens individual student morals.
- Students learn best when they have appropriate opportunities for success.
- Students learn best when they are actively engaged in the learning process.
- Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
- Extra-curricular activities provide positive opportunities for the individual student to develop a sense of self and purpose.
- A student's self-esteem is enhanced by positive relationships and mutual respect among and between students and staff.

NON-DISCRIMINATORY POLICY

Amite School Center admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. Amite School Center does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admission policies, or school administered programs.

COOPERATE SPIRIT POLICY

Amite School Center believes that a positive and constructive working relationship between the school and a student's parents/guardians is essential to the accomplishment of the school's educational mission. Amite School Center accordingly reserves the right to terminate at any time or not renew a student's enrollment contract if the school reasonably concludes that the actions of a parent or guardian make such a positive and

constructive relationship impossible or otherwise seriously interfere with Amite School Center's accomplishments of its mission.

AMITE SCHOOL CENTER ADMISSIONS POLICY

We believe that all people are assigned by God, a gender at birth. This is the gender that will be recognized by Amite School Center in any and all dealings with students, faculty, and staff.

Criteria for admission:

- Parent or Guardian and student must meet with Mr. Watts before the admission process can begin
- Families enrolling at Amite School Center must provide the following:
- Registration Fee
- Completed Admission Application
- Completed Tuition Contract
- Payment of Tuition (Depending on payment plan)
- A copy of student's transcript, most recent report card, and/or achievement test scores
- A copy of the student's Social Security Card and Birth Certificate
- A Mississippi Immunization Record
- Contact information from previous school for character reference(s)
- Grades, Attendance Records, Discipline Records, and current Class Schedule from previous school.
- Student must have record from former school that indicates probable success at Amite School Center.
- Student shall receive a favorable background report as stated by former school officials (including behavior and proper actions).
- All new students entering K5 or First Grade will be given a developmental test.
- All home-schooled students will be given a placement test to determine grade to enter.
- Any new student entering grades 9-12 that was not enrolled at Amite School Center the previous year, must complete and pass a drug test screening process administered by a licensed medical provider prior to acceptance at Amite School Center. This screening will be at the parents' expense.
- All new students entering grades 9-12 must take an admission test administered by a school official.
- Final admission will be determined by a student's past record and results on admission test.
- All admissions are subject to approval by the Board of Directors.
- Only students completely enrolled will be allowed to participate in extracurricular activities.
- Amite School Center admits students of any race, color, nationality, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality, or ethnic origin in administration of its educational programs.

SPECIAL NOTE: Although Amite School Center has a liberal acceptance policy, the administration reserves the right to make a final decision on any child. Our ministry is one committed to children, and our staff is a loving, nurturing one. It is always "painful" when a child is not accepted. There are times, however, when children have special needs that Amite School Center cannot meet. Therefore, it would not be in the best interest of the child to place him/her in a school setting where they might not be successful. Some of those areas include, but are not limited to the following:

- Academically, Amite School Center has a curriculum that is "college prep" in nature. If a child is below average in ability, or if a child has moderate to severe learning disabilities, Amite School Center may not be the best school of choice. Amite School Center does not have a formal resource program or special education component, due primarily to budget, personnel, and space restraints.
- If a child has behavior problems that adversely affect the learning of others or takes an inordinate amount of time, Amite School Center is likely not the best school setting.
- If a child has a serious medical condition or has specific medical needs that can't

typically, be met in a standard classroom setting, it might not be in the child's best interest to attend Amite School Center.

In fairness to the child, if he/she has been professionally tested and evaluated for learning disabilities, behavioral concerns (such as ADD, ADHD), or a medical condition, the result of those tests should be made available to the school at the time of application or when they become available. It is at the discretion of the headmaster and/or the board to review any accommodations requested and to require appropriate medical documentation.

- Final admission will be determined by a student's past record and results on the admission tests.

CUSTODY ISSUES

School administration must be made aware of any custody situation where a parent, grandparent or another individual is legally prohibited from visiting or picking up a student. The school must have on file legal papers regarding these matters. It is the parent's responsibility to keep the school informed when these situations exist. If one parent has custody and grades (or information) are not to be released to the other parent, the office must be informed.

MEDICATION

We prefer to refrain from giving medication to students. If absolutely necessary, medication will be given by the teacher, only if a note from a parent describing the time and dosage accompanies the medication.

TUITION AND FEES POLICY

The following is a list of requirements for Tuition and Fees at Amite School Center:

Students may be removed from school when tuition becomes 60 days past due. Tuition not paid by the 15th of each month will be considered late and a \$75.00 late fee will be charged. If tuition and all fees are not current prior to taking exams in December and May, the student will not be allowed to take exams and will be given a zero on these exams. The determination of whether a patron is current is based on the contract, not each student. If the student is exempt from an exam, the exemption will be lost and the student will receive a zero for the exam grade.

NSF Check Guidelines

When a check is returned to the school a letter will be sent that day to the writer. They will be given 4 school days to send the amount of the check plus a \$40.00 NSF fee, in cash or money order, to the school. If there is no response from the check writer....

The school will mail a 2nd letter to the writer of the check. The writer will be given 4 school days to send the amount of the check plus \$40.00 in cash or money order to the school. If full payment is not received by the 4th school day, the check writer will then be put on a cash-only basis with Amite School Center from that day forward.

If there is no response from the check writer...

The School will mail a form letter from the District Attorney's office using certified mail to the check writer. They will be given 30 calendar days to send the amount of the check plus \$40.00 NSF fee in cash or money order to the school.

If there is no response from the check writer...

On the 31st calendar day, the financial secretary will go to Justice Court and file criminal charges against the check writer.

ASBESTOS MANAGEMENT PLAN

Congress passed legislation in 1987 which requires all schools to inspect or re-inspect their facilities for asbestos. Our first inspection was in 1988 with re-inspections. SHOULD YOU DESIRE TO VIEW OUR

ASBESTOS MANAGEMENT PLAN, a copy is maintained in the school office and is available for your inspection.

INCLEMENT WEATHER

The closing of school due to inclement weather will be announced as soon as possible. Announcements of school closures can sometimes be made the evening before the closing of school, however, most days the announcement cannot be made until the morning of closing school. The Administration will endeavor to decide as early as possible. We desire for decisions to be made by 6:30 am or earlier when possible. Information on school closures will be sent via FACTS parent alert text message system, posted to the school's social media and to the school's website.

AFTER CARE & EARLY CARE

After-school care will be offered from 3:05 - 5:30 on regular school days for \$7 per day and early care will be offered from 7:00 - 7:30 for \$2 per day. On half days, the fee will be \$10. Payment is to be made in advance or at pick-up time on a day-by-day basis, balances must not exceed \$100. If this happens privileges will be removed until full payment is received. Money will not be credited for change of plans. It will be credited for school closings; for example: inclement weather. Since workers are hired based on day-by-day attendance, it is important for the school to be notified as early as possible on the day after-school care is needed. While we understand that unforeseen circumstances will arise, we do not allow excessive late pick-ups from aftercare. If children are picked up after 5:30, 3 or more times within 9 weeks, aftercare privileges will be removed for the remainder of that 9-week period.

Aftercare late fee schedule:

5:30 - 5:35 = \$2 charge

5:35 - 5:40 = \$5 charge

After 5:40 = \$5 charge plus \$1 per minute after 5:40

INSURANCE

Students attending A.S.C. will have the option of purchasing insurance through a reliable insurance carrier, but A.S.C. is not responsible for those expenses unpaid by the policy. If you do not wish to purchase this policy, a written waiver of insurance must be signed by the parent or guardian of the student. A waiver may be obtained in the office. If there are any questions regarding the insurance policy, please call the office.

TEXTBOOKS & COMPUTERS

All textbooks are loaned to students for their use during the school year. Workbooks and other supplies are paid for by the student. Textbooks are to be kept clean and handled carefully. Payment will be required for lost or damaged books. The teacher is responsible for issuing and taking up textbooks. All students in grades 1-12 will be issued a school computer (device). Parents will be responsible for any user damages. Insurance to cover user damage will be available for purchase. Please see "Device User Agreement" which will be part of the information packet at the beginning of the school year.

ACCREDITATION

Amite School Center holds accreditation with the Mid South Association of Independent Schools and Cognia. The standards of these two agencies are used as guidelines for the educational programs of the school.

ARRIVAL AND DISMISSAL

Drivers with students in grades K3- 2nd will veer to the right after the split. They will stay in the inside lane in order to be nearest the classroom doors. After deliveries and pick-ups, drivers will merge into the outside lane for exiting

ARRIVAL: Students brought to school before 7:30 will report to Early Care. At 7:30 the elementary gates will open for K3-2nd grade students to be dropped off at their homeroom teacher's door. Students in 3rd through 6th grade may be dropped off at the Pen and walk to class after 7:30, siblings of K3-2nd grade students may be dropped off at their homeroom also. Junior high and high school students will be dropped off in one of two places. 1) Students who do not have an elementary sibling may be dropped off at the west end of the building
2) Students who have an elementary sibling may be dropped off at the east end of the building.

DISMISSAL: At 2:45 the elementary gates will be opened for K3-2nd grade students to be picked up from their teacher's room. Also, at 2:40 grades 3rd through 6th will be dismissed to the Pen. Students in grades K-3-2nd must enter on the driver's side or drivers must get out and accompany them to the passenger side. Elementary bus riders will be dismissed at 2:45. All children should be picked up by 3:05. After 3:05 students will be sent to after care and parents will be charged. Some teachers may remain at work, but they are NOT RESPONSIBLE for students. Students should not be left unsupervised on campus while an older sibling is practicing a sport and/or on ballgame days. Amite School Center will not be responsible for those left after school hours with no supervision.

VISITORS ON CAMPUS

No visitors, including parents, are to come in the school building during school hours for any reason without checking in through the school office. The only exception is if the visitor has been invited to a program or event. Unauthorized visitors are not to board a school sponsored bus. Unauthorized visitors may be charged with trespassing and picked up by the proper authorities.

ATTENDANCE POLICY

Regular and punctual attendance on the part of all students is necessary for successful accomplishment in school. Repeated tardiness and absences frequently cause students to become discouraged and fail. Therefore, unless the student is ill, it is important that parents have their children in school on time every day that school is in session.

Only in unavoidable cases should a student leave school before the close of the day. Given the importance of core course study, students may not be allowed to check out during academic classes without express permission granted by administration.

Students may not receive credit for a two-semester course when more than twenty (20) days are missed in a class. Students may not receive credit for a one-semester course when more than ten (10) days are missed in a class.

Students who are absent from school during the day (in part or in full) for any reason other than doctor or dental appointments will not be allowed to participate in extracurricular activities, field trips or sports (practice or game) for the remainder of the day, unless approved by administration.

The Accreditation Manual of the Mississippi Association of Independent Schools (MAIS) states that:

42.013 No student shall be granted a credit whose absences exceed 20 days during the school year. The administration and school board may waive this standard if it is determined that the absences resulted from unusual circumstances or extended illness. A limit of 10 days shall be placed on all one semester 1/2 credits.

ABSENCES

When a student is absent a parent should call the school by 9:00 a.m. so that the whereabouts of the student is accounted for.

Absences follow into 3 categories:

1. Excused
2. Unexcused
3. School Business

Excused

1. Personal illness or serious illness in your family.

2. Funeral

3. Emergencies approved by the Headmaster.

Students who miss class for A.S.C. athletics, field trips, etc. will be excused and these absences will not count in the total number of days missed.

UNEXCUSED ABSENCES

Any student who receives an unexcused absence will be given a one-point deduction on the nine-week average for each class that is unexcused.

What to do when returning to school after an absence?

A student who is absent is required on the first day returning back to school, to report to the High School office with a written excuse from their parent or doctor. If a note is not received after 3 days, the absence will be unexcused.

TARDY POLICY

The first bell rings at 7:48 a.m. and classes begin promptly at 7:58 a.m. Students should be seated at their desk and ready to start when the second bell rings. When students arrive late, it disturbs the entire class and may affect a student's self-esteem. Promptness is a measure of school citizenship. We understand that most ASC students can't drive. Therefore, parents are urged to have their children to school on time to help establish good habits and to keep them from being penalized. Please note that traffic is not a legitimate excuse for repeated tardiness to school.

Students who are tardy upon coming to school or to class will not be allowed to enter classes until they have secured an admittance slip from the office.

GRADE GRADING SYSTEM

Grades are indicated by letters which have values as follows:

100- 90 A

89-80 B

79-70 C

Below 70 F

Nine Weeks Averages will be comprised of Tests (60%), Quizzes and Daily (30%), Nine-Weeks Test (10%)

Semester Averages will be comprised of 9 weeks (50%) + 9 week (50%)

Final Averages will be comprised 1st Semester (50%) + 2nd Semester (50%)

PUPIL PROGRESSION

Below is a list of criteria for promotion from one grade to another. If you have questions regarding these guidelines and how they relate to your child, feel free to contact the office and arrange a conference.

- Absences may not exceed 20 days (10 per semester) during the school year.
- In kindergarten, students must successfully complete the achievement levels of reading and math.
- In grades 1-3, students must not fail reading, math, or English. They also cannot fail two or more subjects and be promoted.

ACADEMIC AWARDS

Academic awards will be given individually.

Students will be eligible to receive awards for citizenship and perfect attendance. Perfect attendance means zero days of class missed. Absences for school functions do not count against perfect attendance

HONOR ROLLS

Students who have all A's and B's will be eligible for honor roll awards.

NINE WEEKS TEST

Students in grades K5 -3 will take nine weeks tests at the end of each nine weeks. Second nine weeks and fourth nine weeks test will be given on the half days at the end of each semester. All tuition and fees must be current for students to be allowed to take these tests.

INCOMPLETE GRADES

A grade of incomplete will be given in cases of prolonged excused absences or other unusual circumstances, which occur at the end of a nine-week term when grades must be sent out. The incomplete grade must be made up within the three-day limit of the terms of the excused absence. If the work cannot be made up within three days, arrangements must be made with the teacher or an "F" will be recorded for the work not done. Incomplete grades for a nine-week period will be closed out at the end of the nine weeks, except in the cases of an extended illness.

PARENT-TEACHER CONFERENCES

You, as parents, are urged to contact the office and make an appointment for a conference with your child's teacher when you feel the need. The office will gladly schedule an appointment. Teachers will be available during their conference time. Please request an appointment at least one day in advance. The telephone number for the office is 601-657-8896.

No elementary conference will be scheduled on Friday.

Telephone calls to a teacher's home should be limited to emergencies. Under NO condition should a parent go to a teacher's room during the day without first going by the principal's office. If it is necessary to bring materials to your child, bring them to the office and we will see that they are delivered.

TESTING PROGRAM

Each spring students in grades K5, 1st, 3rd, are given the Iowa Assessment test.

DISCIPLINE POLICY

TYPES OF DISCIPLINE:

Classroom teacher will use their discretion to handle minor disciplinary infractions.

Corporal Punishment

Used in cases deemed necessary. Students without a note granting permission for corporal punishment to be used will receive internal suspension.

Internal Suspension

Students will be required to do class-work and tests. Credit will be given for tests, quizzes, and class assignments when the work is completed. Each student serving in-school suspension will be charged a fee of \$60.00 to offset the cost of a teacher. One point will be deducted from the nine-week average in each class for every day served. Students receiving

External Suspension

Students serving external suspension will have 2 points deducted from their nine-weeks average in each class for each day served.

Students receiving External Suspension will forfeit early dismissal privileges for the remainder of the school year.

Expulsion

Any student who violates the policies and rules of Amite School Center in such a manner that the student is uncooperative and/or a threat to the general welfare of the student body and/or faculty may be brought before the Administration and Board of Directors for expulsion. Furthermore, administration holds the right to refer a student for expulsion whenever he/she deems that is the appropriate course of action.

DISRESPECT

Being insubordinate or showing disrespect toward a teacher, school employee, student, or guest of our school, will result in the student being disciplined by the teacher. If a student is extremely or repeatedly disrespectful to a teacher, staff member, or other person in authority at the school, he/she will be suspended and must have his/her parents at a conference with the Head of School before being admitted back in school. Should such disrespect manifest itself in physical contact with the staff or faculty member, either on or off campus, the student shall be suspended, or at the discretion of the administration terminated from the school system without refund of tuition and fees.

BREAK AND LUNCH POLICIES

Lunches may be provided by parents and should be the types that do not have to be refrigerated. Snacks and or Lunches may not be delivered to students. The School Cafeteria offers a variety of foods, including a hot lunch. Students shall be courteous and refined in their cafeteria manners. Strict adherence to the published lunch schedule will be observed. Students will line up and pick their food up in an orderly manner. Students who break the line will be sent to the end of the line. Students will be expected to clean up their trash and place it in the garbage cans. Students who leave trash on the tables or on the floor will be asked to clean up the cafeteria. Violation of rules may result in corporal punishment or whatever the Head of School deems appropriate

CLASSROOM REGULATIONS

A student is expected to be prepared for each class. Students should bring all supplies to class each day. These supplies include pencil, pen, paper, book, or any other necessities for that subject. In case of habitual forgetfulness, work detail may be assigned.

Only in emergencies will a student be allowed to leave the classroom to use the restroom.

Students should be in their seats when the tardy bell rings.

Students are not to leave a classroom until the teacher dismisses the class.

Students are required to be good housekeepers in the classroom and in the building.

Student visitors will not be allowed in a classroom without prior permission from both the administration and the teachers involved. They are subject to all the regulations expected of our students.

Students are not to bring iPods, cameras, or any other electronic items to any class or study hall unless requested to do so by the teacher.

BULLYING

Bully (Harassment, Hazing, and/or Intimidation):

These are all forms of bullying intended to purposely harm another person. Bullying may be physical, verbal, emotional, written or any social media. Amite School Center is committed to providing a friendly, caring, and safe environment for our students and has a zero tolerance toward bullying of any kind. If such behavior does occur, students and/or their parents are encouraged to tell a teacher or administrator so that the incident may be dealt with promptly. Students found by the administration to be guilty of bullying in any form will face disciplinary action. This includes unacceptable use of social media that causes a negative impact on the school environment, whether during the school hours or at any other time.

GUM CHEWING

Gum chewing is not permitted inside any school buildings during regular academic school hours.

PRANKS

Students caught “playing pranks” that harm others or cast a bad reflection on Amite School Center will face disciplinary action.

THEFT

Amite School Center does not condone the taking of another's personal property. This includes "BORROWING" another's books, notebooks, pens, pencils, rulers, calculators, etc. from someone without permission. The classroom teacher may check the textbooks of each student in the class to determine that the student is using his/her own textbook. ANYONE involved in such activities may be suspended or given other corrective punishment.

VANDALISM

Students are not allowed to sit on, lean on, or damage cars parked on the Amite School Center campus before, during, or after school hours.

Students are not to mark on desks, walls, tables or any school property.

Students are at NO time to be on top of the buildings.

Amite School Center property is, in effect, paid for by the patrons of Amite School Center. The cost of repair or replacement is expensive. Students who vandalize Amite School Center property will be subject to expulsion and their parents/guardians will be held liable for the damage.

ASC will not be responsible for personal items such as cellular phones, smartwatches, sports equipment, video games, and musical instruments (including any instruments) brought to or left at school.

WEAPONS

No knives of any size or description or firearms of any description will be allowed on campus, including vehicles in the parking lot. Fireworks are not allowed on campus. 1st offense – suspension or expulsion.

STUDENT BEHAVIOR CODE

Students should endeavor to maintain Christian standards in courtesy, kindness, morality, and honesty.

By introducing and enforcing this code of conduct, Amite School Center's desire is to create a learning environment which encourages the students to concentrate on wholesome aspects of life.

Amite School Center will not tolerate sexual harassment. A valid complaint of sexual harassment will lead to appropriate and strict disciplinary action, including expulsion. Sexual harassment involves not only unwelcome touching and demands for sexual favors, but also any unwelcome sexually oriented behavior or comments that create a hostile environment.

UNIFORM DRESS CODE

SHIRTS:

- Students may wear short or long-sleeved polo-style shirts (no spandex or Lycra) in solid ASC colors (cardinal red, white, navy blue, powder blue, or gray) only. Students may wear plain button-up dress shirts in ASC solid colors; shirts must be buttoned.
- ASC logo T-shirts may be worn in ASC colors.
- No T-shirts may be worn without the school's name and/or logos on it.

SHORTS/PANTS:

- Khaki/tan, navy blue, and gray pants and shorts may be worn. Nice blue jeans may be worn.
- No holes are allowed
- No additional clothing should show beyond the length of the shorts.
- Shorts are not allowed to show more than 5 inches of visible skin, above the top of the knee, while standing.

- Administration will use discretion on appropriate short length as needed for shorts showing more than 5 inches of skin.

SKIRTS/SKORTS

- Khaki/tan, navy blue, and gray pants and skirts/skorts may be worn.
- Skirts must come at least to the knee. (Skirts are defined as not having built-in shorts underneath)
- Skorts are not allowed to show more than 5 inches of visible skin, above the top of the knee, while standing. (Skorts are defined as having built-in shorts underneath)
Adjustable skorts should be kept long enough to meet length requirements throughout the entire day.

Administration will use discretion of appropriate skort length as needed

CLOTHING AND ITEMS NOT PERMITTED

- Excessively tight clothing, baggy clothing, and/or clothing (above the knee).
- Shorts, Skirts, Skorts that are in violation of the appropriate length.
- Sunglasses are not to be worn in the building or classrooms.
- Hats are not to be worn in the buildings or classrooms.
- Sweatpants are not allowed.
- Blankets are not allowed.

Exceptions: Medical issues/needs.

SHOES:

Students may wear tennis shoes, dress shoes, loafers, sandals, or crocs.

- No beach style flip-flops/thong flip flops/house slippers.
- No extreme colors, styles, or lights.
- Spurs may not be worn to school.
- No slides.

Outerwear

Only Amite School Center approved outerwear (jackets, sweaters, sweatshirts) must have a uniform approved shirt underneath. Outerwear must be Amite School Center official outerwear. Only red, white blue, or gray, outer wear may be worn.

Dress Days Boys and Girls will be required to wear Khaki pants or khaki shorts and a red collared shirt.

General Rules for both Boys and Girls:

- At no time are undergarments to be visible.
- All clothes are to be properly sized.
- All shirts are to remain tucked in when standing, bending, or sitting.
- All pants are to be worn at the waist: no hip-huggers, low rise, or baggy pants allowed.
- No see-through clothes are to be worn at any time.
- No caps are to be worn inside the building.
- All students will wear a red, collared shirt and khakis for such events as Veterans Day, Honors Day, etc.

Boys Appearance Code:

No visible body piercings including the ears.

No visible tattoos.

No colored fingernails.

Hair must be neat and cannot extend over the collar of a shirt.

Any appearance or dress that the administration feels is distracting or otherwise inappropriate may be restricted.

Girls Appearance Code:

No visible body piercings other than ears.

No visible tattoos.

Any appearance or dress that the administration feels is distracting or otherwise inappropriate may be restricted.

Shorts should not be rolled at the waist.

Athletes may be granted the privilege of special dress on game days.

The administration reserves the right to allow or prescribe certain dress on special occasions. i.e., honors day, homecoming, etc.

CONDUCT AT SPORTING EVENTS

Parents and students should always display good sportsmanship when attending an event. The visiting teams and officials are our guests and should be treated as such. Amite School Center spectators are to cheer for their own teams and not against anyone else. When attending school functions or school sponsored events, students will be expected to follow the same code of conduct that is applied during regular school days. Profanity, derogatory remarks, and the like have no place at any event in which Amite School Center participates. The use or possession of tobacco, alcoholic beverages, or illegal drugs is strictly prohibited. If students are found to be in violation of these rules, they will face severe disciplinary action. Students should meet dress codes guidelines for modesty. A.S.C. Administration reserves the right to ask a student or fan to adjust conduct, refrain from remarks, or leave an event to maintain the positive image or integrity of our team and school. Parents and/or students will be responsible for any fines or penalties levied against them by MSAIS officials.

LIBRARY REGULATIONS

The school library is for the benefit of all students.

Books should be checked out and returned on time. All library material must be turned in before nine weeks tests.

Books, magazines, or pamphlets should never be removed from the library without checking them out. Any student caught with books or materials in his/her possession or locker which have not been checked out will be fined \$25.00 for each infraction. All subsequent infractions will be dealt with as a theft.

Students who find books in their lockers, which they have not checked out, should return them immediately. Each page printed from the computer is .25 cents. No graphics printed unless it is specifically for class assignment.

Students are allowed in the library with written permission from a teacher or accompanied by a teacher and ONLY when the library classes are not in session.

Other library policies are listed in the Library.

Internet usage is covered under computer usage. These policies also apply to the computers in the library and classrooms.

SELLING OF MERCHANDISE

There shall be no selling any product or merchandise for any reason at school or school-sponsored activities unless approved by the Administration.

TELEPHONE

The office telephone is a business phone and should be used for emergencies only. Forgetting to bring something from home is not an emergency. Parents should not call the school to speak with students except in cases of real emergencies. A student will be called to the phone in the case of an emergency. Only a parent can call and speak with his/her child. Important messages will be relayed to the student. If you need to call your parents, your teacher or the secretary will call for you and relay your message.

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The office telephone is a business phone and should be used for emergencies only. Forgetting to bring something from home is not an emergency. Parents should not call the school to speak with students except in cases of real emergencies. A student will be called to the phone in the case of an emergency. Only a parent can call and speak with his/her child. Important messages will be relayed to the student. If you need to call your parents, your teacher or the secretary will call for you and relay your message.

AMITE SCHOOL CENTER INTERNET/DEVICE USER POLICY

Computers are used to support learning and to enhance the school's instructional program. Computer networks and other electronic communication devices allow individuals to interact with many other computers along with accessing information. It is general policy that all computers used through the school's communication network are used in a responsible, efficient, ethical, and legal manner. Because access to the internet provides connections to other computer systems and databases, users (school employees and students) must understand that neither the Amite School Center nor any employee controls the content of the information available on the internet or any communication device. Some of the aforementioned information is controversial and sometimes offensive. Thus, Amite School Center does not condone or endorse such materials. Internet usage will be monitored closely by the teachers and staff. Inappropriate use, by a student, will result in disciplinary action. Any additional/other disciplinary action will be at the Head of School's discretion. Please review the rules listed below and discuss them with your son/daughter. Also, please see and refer to the Device User Agreement. All students must have the Acceptable Internet/Device form signed prior to using any computers or devices on the ACS campus.

INTERNET USERS WILL:

- A. Always obey the copyright and personal property laws.
- B. Have good manners and use appropriate language.
- C. Ask for help when you need it.
- D. Ask before downloading or uploading any material.
- E. Use the computers in ways that show consideration and respect.
- F. Notify a teacher or other adult if you come across any inappropriate material.

INTERNET USERS WILL NOT:

- A. Use the internet for illegal purposes.
- B. Use or access any type of chat room.
- C. Download any software, shareware, or media device without prior approval from the Technology Director.
- D. Violate the rules of common sense and etiquette for the purpose of obtaining rent, publication, transmission, or viewing of pornographic materials.
- E. Access personal websites (Instagram, Facebook, Snapchat, etc.)
- F. Supply personal information (name, address, phone #, social security #, etc.)
- G. Change computer settings that do not belong to the user.
- H. Send or receive copyrighted material without permission.
- I. Use offensive or inflammatory speech.
- J. Copy software or data for which you have not paid or have authority to use.
- K. Use encryption to avoid review.

By signing the acceptable use policy agreement, you acknowledge that you understand the school's policies pertaining to the use of the internet.

FIELD TRIPS

Amite School Center encourages field trips to enrich classroom learning. Each grade/class may have Amite School Center encourages field trips to enrich classroom learning. All trips must be approved in advance. Only ASC staff and approved parents/guardians will be allowed to accompany students on the bus.

FORMS

All forms will be completed using Google Forms. These forms must be completed before your child receives their electronic device.