

Amite School Center



2026-2027 Student Handbook

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FOREWORD

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

Students and parents should read this handbook carefully. The rules and regulations contained herein have been established in the best interest of the students and the school. Students are expected to follow all policies as stated. Exceptions will be considered only at the discretion of the Head of School.

It is the responsibility of each student to know and obey all rules and regulations contained in this handbook. The Student Handbook is available on the Amite School Center website.

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

Responsibility for the interpretation and enforcement of these policies rests with the Head of School. Any questions regarding the implementation of school policies shall be directed to the Head of School.

AMITE SCHOOL CENTER ALMA MATER

Hail to A.S.C., we will be true to thee,
And thy standards we'll always hold high
You're the symbols of things we love,
We'll cheer as the colors go by.
Every heart beats fast as we think of the past
And of those who have gone before.
Should auld acquaintance be forgot,
Every day we will love thee more.

SCHOOL BELIEFS

Amite School Center operates according to the following beliefs:

1. The Board of Directors, administration/Head of School, faculty, parents, and students share responsibility for advancing the mission of the school.
2. Exposure to strong and consistent Christian values promotes student learning and strengthens individual character.
3. Student learning within a Christian environment is the highest priority of the school.
4. All people are assigned, by God, a gender at birth. This is the gender that will be recognized by Amite School Center in all dealings involving students, faculty, and staff.
5. A safe and physically comfortable environment promotes student learning.
6. Student learning needs should be the primary consideration in decisions affecting the school.
7. Students should demonstrate mastery of essential knowledge and skills while actively engaging in problem-solving and producing quality work.
8. Students learn best when actively engaged in meaningful learning experiences and provided opportunities for success.
9. Each student is a valued individual with unique physical, social, emotional, and intellectual needs and should be challenged to reach his or her potential.
10. A commitment to continuous improvement is essential to developing confident, self-directed, lifelong learners.
11. Student self-esteem is enhanced through positive relationships and mutual respect among students and staff.
12. Extracurricular activities provide valuable opportunities for students to develop self-confidence, purpose, and leadership skills.

PORTRAIT OF A GRADUATE

A graduate of Amite School Center will be:

A Lifelong Learner

Academically prepared with the knowledge, skills, and habits of mind necessary to pursue continued intellectual growth while developing a strong work ethic and commitment to excellence.

Challenged by the Gospel

Grounded in the Gospel of Jesus Christ and equipped with the tools necessary to seek spiritual understanding and direction.

Well-Balanced and Disciplined

Committed to a healthy and balanced lifestyle, possessing a foundation of Christian character, independence, and self-awareness while pursuing excellence for growth in spirituality, morality, academics, and athletics.

Engaged

An effective participant in a community of ideas who listens, communicates, understands, and evaluates local and worldwide perspectives and their implications; one who works productively with others while maintaining personal integrity and convictions.

A Servant to Others

Aware of his or her impact on the community and actively demonstrating the love of Christ through service to others.

STUDENT CODE OF CONDUCT

All students of Amite School Center are expected to conduct themselves in a manner consistent with the standards and values of a Christian school.

The purpose of this Code of Conduct is to foster a learning environment that encourages students to focus on wholesome, productive, and Christ-centered aspects of life. Students represent Amite School Center at school, school-sponsored activities, and through school-related media.

Amite School Center will not tolerate sexual harassment. Verified incidents of sexual harassment may result in disciplinary action up to and including expulsion. Sexual harassment includes unwelcome physical contact, requests for sexual favors, inappropriate comments, or other conduct that creates a hostile environment.

Although the school does not attempt to monitor all student behavior outside of school, students are expected to conduct themselves in a manner that reflects positively on Amite School Center. Misconduct occurring at school-sponsored activities, school events, or through school-related media may result in disciplinary action as determined by the Head of School.

NONDISCRIMINATION POLICY

Amite School Center admits students of any race, color, national origin, 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 origin, or ethnic origin in the administration of educational policies, admission policies, scholarship programs, athletics, or other school-administered programs.

COOPERATIVE SPIRIT POLICY

Amite School Center believes that a positive and constructive working relationship between the school and a student's parent(s) or guardian(s) is essential to the accomplishment of the school's educational mission.

Accordingly, Amite School Center reserves the right to terminate or decline to renew a student's enrollment 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 the school's ability to fulfill its mission.

ADMISSIONS POLICY

Amite School Center recognizes the gender assigned at birth and will operate accordingly in all matters involving students, faculty, and staff.

Admission requirements include:

- A conference with the Head of School prior to beginning the admissions process.
- 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.

- Students must have records from their former school that indicate probable success at Amite School Center.
- Students shall receive a favorable background report as stated by former school officials (including behavior and proper actions).
- All new students entering grades K5-10 may be given an admission test or developmental test administered by a school official.
- All home-schooled students will be given a placement test to determine the 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.
- Final admission will be determined by a student's past record and results on the 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.

SPECIAL ADMISSIONS NOTE

Although Amite School Center maintains a broad admissions policy, the Head of School reserves the right to make the final enrollment decision for any applicant.

Our mission is centered on serving children in a loving, nurturing, and academically challenging environment. There are circumstances, however, in which Amite School Center may not be able to adequately meet a student's educational, behavioral, or medical needs.

Examples include, but are not limited to:

Academic Considerations

Amite School Center offers a college-preparatory curriculum. Students who are significantly below grade level or who require special education services may not be adequately served by the school's current programs. The school does not maintain a formal resource or special education department.

Behavioral Considerations

Students whose behavioral needs significantly interfere with the learning environment or require extraordinary supervision may not be appropriate candidates for enrollment.

Medical Considerations

Students with serious medical conditions requiring specialized care beyond what can reasonably be provided in a traditional classroom setting may not be eligible for enrollment.

Documentation Requirements

Parents or guardians must disclose any professional evaluations relating to learning disabilities, behavioral concerns, medical conditions, ADD, ADHD, or other diagnoses that may affect the student's educational experience.

The Head of School reserves the right to review all requested accommodations and supporting documentation prior to making an enrollment decision.

CUSTODY ISSUES

Amite School Center must be informed of any custody arrangement involving a student when a parent, grandparent, or other individual is legally prohibited from visiting, contacting, or picking up the student.

The school must maintain current legal documentation concerning such restrictions. Parents and guardians are responsible for providing updated court orders and notifying the school of any changes.

If one parent has legal restrictions regarding access to educational records, report cards, or student information, the school office must be provided with appropriate legal documentation.

MEDICATION POLICY

Whenever possible, medication should be administered at home rather than at school.

If medication must be administered during school hours, the medication must be accompanied by written authorization and instructions from a parent/guardian indicating the dosage and time to be administered. K-6th grade students will be given medication by their teacher. 7th-12th grade students will be given medication by the office staff. **Students are not to self-administer prescription medication at any time.**

The school reserves the right to refuse administration of medication if proper documentation is not provided.

TUITION AND FEES POLICY

Students **WILL BE REMOVED** from school when tuition becomes sixty (60) days past due.

Tuition not received by the 15th day of the month will be considered late and will incur a \$75.00 late fee.

If tuition and all related fees are not current prior to December or May examinations, students **WILL NOT BE PERMITTED TO TAKE** and may receive a grade of zero (0) for those exams.

The determination of whether an account is current is based upon the family's tuition contract and not on an individual student basis.

Students who qualify for examination exemptions will forfeit those exemptions if tuition obligations are not current.

NSF CHECK POLICY

When a check is returned unpaid, the following procedures will apply:

First Notice

A letter will be mailed to the check writer on the day the check is returned. The check writer will have seven (7) school days to submit payment for the original amount of the check plus a \$40.00 NSF fee in cash or money order.

Second Notice

If payment is not received, a second, certified letter, will be mailed. The check writer will have thirty (30) school days to submit the original amount plus the \$40.00 NSF fee.

Failure to comply will result in the check writer being placed on a cash-only basis for all future transactions with Amite School Center.

Criminal Filing

If payment is not received within the thirty-day period, criminal charges may be filed through the appropriate court.

ASBESTOS MANAGEMENT PLAN

Federal law requires schools to inspect and maintain records regarding asbestos-containing materials.

A copy of the school's Asbestos Management Plan is maintained in the school office and is available for public inspection upon request.

INCLEMENT WEATHER

School closures due to severe weather or emergency conditions will be announced as soon as possible.

When circumstances permit, closure decisions will be made by approximately 6:30 a.m. Notifications will be distributed through:

- FACTS Parent Alert System
- School social media accounts
- School website

Parents are encouraged to monitor these communication channels during periods of potentially severe weather.

EARLY CARE AND AFTER CARE

Early Care is available from **7:00 a.m. to 7:30 a.m.** each regular school day.

After Care is available from **3:05 p.m. until 5:30 p.m.** on regular school days.

Fee Schedule

Service	Fee
Early Care (7:00–7:30 a.m.)	\$3.00 per day
After Care (Regular School Day)	\$10.00 per day
After Care (Half Day)	\$15.00 per day

Payment must be made in advance or at the time of student pickup. Family balances may not exceed **\$100.00**. If the balance exceeds this amount, Early Care and After Care privileges may be suspended until the account is paid in full.

No credits will be issued for changes in plans. Credits may be issued for school closures, such as those caused by inclement weather.

Because staffing is based on anticipated attendance, parents should notify the school as early as possible when After Care services will be needed.

Late Pickup Fees

Pickup Time	Fee
5:30–5:35 p.m.	\$2.00
5:35–5:40 p.m.	\$5.00
After 5:40 p.m.	\$5.00 plus \$1.00 per minute after 5:40 P.M.

Students picked up after 5:30 p.m. on three (3) or more occasions during a nine-week period may lose After Care privileges for the remainder of that grading period.

ARRIVAL AND DISMISSAL PROCEDURES

Student safety is the primary consideration during arrival and dismissal times.

Students should not arrive on campus before their designated supervision period begins unless enrolled in Early Care.

Upon arrival, students should report directly to their assigned area and remain under school supervision. Students may not loiter in parking lots, vehicles, or other unsupervised locations.

At dismissal, students are expected to leave campus promptly unless participating in a school-sponsored activity, supervised program, or After Care. 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. Elementary and junior high students should not be left unsupervised on campus while an older sibling is practicing a sport and/or on ballgame days. The first time the parent will be called, after that these students will be sent to After Care. Appropriate charges will be added to their account. Amite School Center will not be responsible for those left after school hours with no supervision.

Parents and students should follow all traffic procedures and staff directions to ensure the safe and efficient movement of vehicles.

ARRIVAL: Students brought to school before 7:30 will report to Early Care in elementary room 1. 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 2:30 pm, the K3 class dismisses. K3 students may be picked up at the classroom door. At 2:45pm 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. Grades 7th – 12th will be dismissed at 2:53. Junior high and high school students who do not drive may be picked in the same manner as their arrival (see above). The dismissal bell rings at 2:53.

Any time the school is in lock down, the entrance and exit will be closed. No one will be permitted to enter or exit until law enforcement has determined it is safe to resume normal activities.

TRAFFIC CODE

The traffic flow established by Amite School Center is designed to maximize student safety and minimize congestion.

All drivers must:

- Observe posted traffic signs and school traffic patterns.
- Follow directions given by school personnel.
- Maintain a safe speed while on campus.
- Refrain from using cell phones while actively participating in pickup and drop-off lines.
- Exercise caution when students are entering or exiting vehicles.

Failure to follow established traffic procedures may result in warnings, loss of campus driving privileges, or other administrative action. Driving on campus is a privilege, therefore student drivers must:

- Operate vehicles safely and in accordance with all school traffic regulations.
- Exit the vehicle upon arriving.
- Park in designated areas only.
- Keep the parking area clean.
- Return to their vehicle only after school or with express permission from the office.
- Move vehicles for special events
- Obey all traffic codes
- Lock up valuables, Amite School Center will not be responsible for damage or lost items.

Any car without an appropriate Handicap Parking placard that is parked in a spot reserved for Handicap Parking during a school event will be fined \$100.

VISITORS

All visitors must report to the school office immediately upon arriving on campus.

Visitors may be required to sign in and obtain a visitor badge before proceeding to any area of the school. To minimize disruptions to the instructional process, classroom visits should be arranged in advance through the school office.

No food or drink may be brought to the office for students during the school day.

Unauthorized visitors are not permitted on campus or school property, including buses.

ATTENDANCE POLICY

Regular attendance is essential to academic success. Students are expected to attend school daily and arrive on time.

Excessive absences may negatively impact academic performance and may result in loss of academic credit, promotion concerns, or other consequences as permitted by school policy.

Parents and guardians are responsible for notifying the school regarding student absences.

A student who accumulates more than 20 absences (excused or unexcused) in a yearly course or more than 10 absences (excused or unexcused) in a semester course will forfeit credit for that course per MAIS absentee policy. The administration/Head of School may waive this standard if, and only if, it is determined that the absences resulted from unusual circumstances or extended illness and if the academic objectives missed during the absences are mastered as verified by the course instructor.

Attendance letters may be sent when a student reaches 7 absences per semester course and 15 absences per yearly course.

Official school business will not be counted as an absence; however, the student is responsible for all missed work, quizzes, tests, etc. The names of students to be excused for school business must be submitted (by the coach, teacher, or sponsor of the activity) and approved by the Head of School. These names will be placed in a daily report as official school business for instructors' use.

If a student misses a class, on the day he/she returns, the student must contact the instructor to get missed assignments.

Documentation for excessive absences must be made by a doctor's statement or a parent note. If a student is going to miss a week or more for any reason other than serious illness, arrangements must be made with the Head of School prior to the absence.

Elementary students will be considered present for the day only if they remain at school for

60% of the school day. Perfect Attendance awards will be given only to those students who are not absent, tardy, or leave school for any reason.

Students who accumulate more than ten (10) absences in a two-semester course or more than five (5) absences in a one-semester course will be ineligible for exemption in that course.

Participation in school activities, such as field trips or club activities, is considered an extension of the school and does not carry a penalty if the student is a participant. Students who skip school to attend a school function, but are not a participant in the function may be penalized. Being a spectator does not qualify as a participant.

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/Head of School. Documentation will be required. A student who is too sick to attend is too sick to participate in extra-curricular activities.

Upon return to school following an absence, the student will report to the office to receive an excused or unexcused absence. If a note to excuse the absence is not received within 3 days, the absence will remain unexcused.

Check-out Procedure

Parents should schedule medical, dental, and all the appointments during after school hours to avoid missing class time. 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.

- Due to dismissal traffic, students may not be checked out after 2:15 PM, except for emergencies.
- Students who are not present should not be on campus. Once a student checks out, they are to leave campus for the day, except for an afterschool activity.
- When a student leaves for a doctor or dental appointment:
 - Students who know they are to leave school during the day should bring a note from their parents to the office before school on the date of the appointment, stating the reason and the time they are to leave. **In order to keep from interrupting instruction time, departure should be at the end of a class period.**
 - Before students leave, they must sign out in the office. Upon the student's return to school, the student must present a note from the doctor or dentist before signing in to school. If this procedure is not followed, the absence will be unexcused.
- Elementary:
 - Classwork continues until the dismissal bell at the end of each day. Unless a student is ill, full-day attendance is imperative.
 - All checkouts will be handled through the office. Parents must check-in through the office before the student will be dismissed.
 - Students who leave early are responsible for any and all work missed.
 - If a student becomes ill or injured, teachers will notify the parents. Parents will go directly to the classroom to pick up the student.

- Secondary
 - Students may check out during the day with permission from a parent or guardian. A note shall be presented to the office **before the school day begins** requesting permission to check out **at the end of a class period**.
 - Students should notify their teachers and acquire the assignments for the day.
 - Students must report to the office and sign out at the time they leave school.
 - Parents and guardians may personally check students out of school without a note, but should be **at the end of a class** period, except in case of an emergency.
 - Students may not run errands or check out for lunch and return to school.
 - When a student becomes ill at school:
 - The student should ask permission to leave class from his/her classroom teacher.
 - The student should ask permission in the office to notify parents of the illness.
 - The office will then call the parent to determine if the parent will give the student permission to leave school. After these steps are followed, the student must sign out in the office.
- ***Failure to sign out in the office before leaving school during school hours may result in in-school suspension.**

A conference including parents, teachers, and Head of School will be held if early checkout has become excessive. Abuse of early checkout policies after the initial conference may result in an assigned unexcused absence or other consequences as determined by the administration/Head of School.

EXCUSED ABSENCES

Absences may be considered excused for the following reasons:

- Personal illness
- Serious illness within the immediate family
- Death in the family
- Medical, dental, or legal appointments
- School-approved educational activities
- Other circumstances approved by the Head of School

Only three parent notes per nine weeks will be allowed in order for an absence to be marked as excused, after which the absence will be marked unexcused. Documentation may be required to verify an excused absence.

UNEXCUSED ABSENCES

Absences not meeting the criteria for excused absences will be considered unexcused.

Students are still responsible for all missed assignments and classroom work resulting from unexcused absences.

Students who have two unexcused absences (2) will not be eligible for an exemption in that course. **Students with 2 unexcused absences for a semester will lose the privilege of attending field trips, field day, and other trips designed to reward students. Beginning on the third unexcused absence, students will be assigned one day of ISS (a fine of \$75 per day of ISS)**

All missed assignments must be made up within three days of the unexcused absence, after which a grade of zero (0) will be recorded. Students with an unexcused absence will be allowed to make up all work missed on that day, but will receive a letter grade deduction.

MAKE-UP WORK

Students are responsible for obtaining and completing all assignments missed during an absence.

Teachers will establish reasonable timelines for submission of make-up work and completion of missed assessments.

Extended absences may require individualized arrangements approved by the Head of School.

Make-up tests will be given from 7:00 AM - 7:55 AM on Tuesday-Friday mornings or Wednesday afternoons from 3:20 PM-4:30 PM. Students will not be required to miss another class to make up a test. Staff members will proctor all make-up tests performed during these designated times.

Failure to take assigned tests in this time frame may result in a grade of zero (0) being registered on that subject's test. If there are special circumstances that prevent a student from making up a test within the three dates, permission to extend the time must be received from the administration/Head of School prior to the expiration of the allotted time.

Students arriving after 3:30 p.m. for Wednesday afternoon make-ups will not be allowed to make up a test during that session. Students who come for morning make-up work, Tuesday-Friday, will not be allowed to be tardy for their first period class in order to make up a test.

It is the responsibility of the student to schedule make-up work with each teacher.

TARDY POLICY

Promptness is an important component of student responsibility and academic success.

Students are considered tardy when they are not present and prepared for class at the designated start time. **The first bell rings at 7:48 a.m. and classes begin promptly at 7:58 a.m.** Repeated tardiness disrupts instruction and interferes with the learning environment.

Parents and students are encouraged to establish routines that promote punctual arrival and minimize instructional interruptions.

The following disciplinary actions will apply for excessive tardiness during each semester:

Number of Tardies	Consequence
1–3	Warning (1st-6th grade - 3rd Tardy - A parent meeting with the Head of School)
4–6	In-School Suspension (ISS); \$75.00 per day fine
7	Out-of-School Suspension (OSS); \$75.00 per day fine
7+	A conference with the parent(s)/guardian(s) and the Head of School will be required. Appropriate disciplinary consequences may be assigned, including probation, loss of privileges, suspension, or expulsion.

Students who accumulate excessive tardies may also be subject to additional consequences as permitted by school policy such as participation in extra-curricular activities, club functions, and other school functions.

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.

- The tardies will be recorded in the office.
- Students who are more than twenty-five (25) minutes late to school will be counted absent for that class.
- If a student comes to school late and has missed a test, the student is required to take the test before leaving school for the day. Failure to comply with this rule will result in a grade of zero (0) on the test.

The administration/Head of School reserves the right to address chronic tardiness on a case-by-case basis when circumstances warrant additional intervention.

GRADING POLICY

Student academic performance shall be evaluated according to the grading scale adopted by Amite School Center.

GRADE GRADING SYSTEM

Grades are indicated by letters which have values as follows:

100- 90 A	89-80 B	79-70 C	69-65 D	64- Below F
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Nine Weeks Averages will be comprised of Tests (50%), Daily/Quizzes (50%) Semester Averages will be comprised of average of the two 9 weeks (90%) + Semester Exam (10%)

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

Honors classes will be weighted on a scale of 1.1.

Report cards will be issued at the conclusion of each grading period. Grades reflect student mastery of course objectives, completion of assignments, assessment performance, and classroom participation where applicable.

Students and parents are encouraged to monitor academic progress regularly and communicate with teachers regarding any academic concerns.

A weekly progress report will be emailed, usually on Sunday.

EXTRA-CURRICULAR ELIGIBILITY

Participation in extracurricular activities is a privilege and not a right. Students must meet all academic, attendance, behavioral, age, and eligibility requirements established by Amite School Center and the MAIS.

HIGH SCHOOL ELIGIBILITY (GRADES 9–12)

- A student may not participate in an interscholastic contest for more than four (4) years after entering the ninth grade.
- A student is ineligible if he or she reaches the age of nineteen (19) prior to August 1 of the current school year.
- To be eligible for athletics during the current term of a sport, a student must have successfully completed a minimum of four (4) courses during the previous semester and earned a minimum average of 65 in each course.
- Students assigned Out-of-School Suspension (OSS) may not participate in practices, games, performances, or other extracurricular activities on the date of the suspension. If travel is required for a game or event occurring on that date, the student may not travel with the team or organization.

JUNIOR HIGH ELIGIBILITY

Junior High athletes must be promoted to the next grade level in order to be eligible to participate in athletics.

No Junior High athlete may participate if he or she reaches the age of sixteen (16) prior to August 1 of that school year.

Students in Grades 6–12 may participate in junior varsity and varsity athletics when permitted by school and MAIS regulations.

BEGINNING-OF-YEAR ELIGIBILITY

Eligibility at the beginning of the school year is based upon academic performance from the previous school year, including summer school coursework.

To be eligible:

- Middle School students (Grades 6–8) must be promoted to the next grade level.
- High School students (Grades 9–12) must earn four (4) academic units.

ELIGIBILITY DURING THE SCHOOL YEAR

Eligibility is based upon current academic performance at the end of the semester.

Students participating in extracurricular activities will be assigned to one of the following categories:

Eligible

The student may participate in all extracurricular activities.

Probation

The student may participate in all extracurricular activities but is in danger of losing eligibility.

Ineligible

The student may practice but may not participate in games, contests, performances, or other competitive extracurricular activities.

SEMESTER ELIGIBILITY REVIEW

Grades will be reviewed every semester, and students will be placed into categories according to the number of academic units currently being passed.

Current Status	Passing Four (4) Units	Not Passing Four (4) Units
Eligible	Remains Eligible	Moves to Probation
Probation	Returns to Eligible	Moves to Ineligible
Ineligible	Moves to Probation	Remains Ineligible

ADDITIONAL ELIGIBILITY PROVISIONS

Students who are ineligible because they failed to earn four (4) academic units in high school or were not promoted in junior high during the previous school year **remain ineligible under MAIS rules until the end of the first semester.**

Eligibility for these students will be determined using first-semester grades.

The Head of School reserves the right to review eligibility concerns on a case-by-case basis and to impose additional restrictions when academic performance, attendance, or disciplinary issues warrant intervention. Participation in extracurricular activities is a privilege.

HONOR ROLL

Honor Roll recognition is awarded to students who demonstrate outstanding academic achievement.

Students must meet all academic requirements established by the school in order to qualify for Honor Roll recognition.

Students who have all A's and B's will be eligible for honor roll awards at the end of the school year.

ACADEMIC AWARDS

Academic awards are presented to recognize student achievement, student effort, academic excellence, citizenship, attendance, leadership, and other accomplishments.

Awards may be presented at designated academic ceremonies and recognition programs throughout the school year.

PUPIL PROGRESSION AND PROMOTION

Promotion to the next grade level is based upon successful completion of required coursework, academic performance, attendance, and compliance with school requirements.

Students who fail to meet promotion requirements may be required to attend summer school, repeat coursework, or repeat a grade level as determined by school administration/Head of School.

- **Absences should not exceed 20 days (10 per semester) during the school year.**
- **In grades 4-8, students must not fail English, Reading, or Math.**
- **In grades 9-11, students must earn enough Carnegie units to be promoted: 9th = 6 units, 10th = 12 units, and 11th = 17 units.**

SUMMER SCHOOL

The Head of School must approve all summer school and correspondence credit. "Students enrolled in a summer program are limited to earning one Carnegie unit of credit during the summer school session." Students may earn no more than two (2) Carnegie units of credit through a correspondence course.

Students assigned to summer school must successfully complete all required coursework before being considered for promotion.

Failure to complete an approved summer school requirement may result in retention at the current grade level.

GRADUATION REQUIREMENTS

Students must successfully complete all graduation requirements established by Amite School Center and applicable accrediting agencies in order to receive a diploma.

Graduation requirements include the successful completion of all required coursework, academic credits, testing requirements, and financial obligations to the school.

Participation in graduation ceremonies may be withheld if graduation requirements have not been satisfied.

Students are required to complete at least 24 Carnegie Units for graduation. These 24 Carnegie Units must include 4 units of English, Math, Science, and Social Studies. Students are also

required to complete 1 unit of fine arts, .5 unit of technology, and 1 unit of Bible. Other credits can come from Electives or one of the other categories. Grade Point Average will be computed only on Carnegie Units.

English		4 Credits
Math		4 Credits
<i>(Algebra I, Geometry, Algebra II required)</i>		
Social Studies		4 Credits
<i>(American History, American Government, World History, Economics and Geography required)</i>		
Science		4 Credits
<i>(Biology I required)</i>		
Fine Arts		1 Credit
Technology		1 Credit
Religion		1 Credit

HONOR GRADUATES

The ****Valedictorian **** is the senior student who has the highest academic average for all academic subjects from credited classes (Carnegie Units) and has successfully completed 2 honors courses in Science, 2 honors courses in English, and 1 honors course in Math. The Valedictorian must attend A.S.C. for his/her final 6 full, consecutive semesters.

The ****Salutatorian **** is the senior student who has the second highest academic average for all academic subjects from accredited classes (Carnegie Units) and has successfully completed 2 honors courses in Science, 2 honors courses in English, 1 honors course in Math. The Salutatorian must attend A.S.C. for his/her final 6 full, consecutive semesters.

****Honor Graduates **** are senior students who have taken a **minimum of 2 honors courses** and have a **cumulative academic average of 80 or above on all academic subjects in credited (Carnegie Unit) classes.**

*** For each graduating class these requirements may be altered due to enrollment and class offerings.

STAR STUDENT

The Star Student selection process is set by the Mississippi Economic Council. The star student is the senior who has the highest score on the ACT taken before December 31 of the current school year. The minimum score is 25, and the minimum average is 93. Grades in the 10th, 11th, and 12th grades are used to determine the star student's average. Only the following subject areas are to be included: English, foreign language, math, science, and social science.

If there is a tie, the MEC gives guidelines for breaking the tie which can be found on the MEC webpage.

EXAMINATIONS

Semester examinations are an important component of the academic program and are used to measure student mastery of course objectives.

Students are expected to take all scheduled examinations unless excused by the Head of School for extraordinary circumstances.

Students who miss an examination due to an excused absence must arrange with the teacher and administration/Head of School to complete the examination within the approved make-up period.

Failure to complete a required examination may result in a grade of zero (0) until the examination requirement has been satisfied.

Semester exams count as 10% of the semester grade.

EXEMPTIONS

Students may qualify for examination exemptions in accordance with school policy.

Eligibility for examination exemptions is determined by academic performance, attendance, conduct, and any additional criteria established by the school.

Students who owe tuition, fees, or other financial obligations to the school may forfeit examination exemption privileges.

The administration/Head of School reserves the right to review all exemption requests and make final determinations regarding eligibility.

Exemptions are calculated by the final average. See exemption requirements below.

Exemption Requirements:

10-12:

Any student in grades 10-12 who score a 21 on the ACT may be exempt from semester exams and end of course exams, providing that they have missed 8 or less unexcused absences for the semester and 15 or less for the year.

End of Course

Seniors:

- Passing grade with no more than 15 absences (excused or unexcused)

10-11:

- A composite score of 19 on the ACT with no more than 8 absences for a yearly course or 4 for a semester course (excused or unexcused) or
- 85 or above with no more than 5 absences for a yearly course or 2 for a semester course (excused or unexcused) or
- 90 or above with no more than 10 absences for a yearly course or 5 for a semester course (excused or unexcused)

1-9:

- 85 or above yearly average with no more than 5 absences for a yearly course or 2 for a semester course (excused or unexcused) or
- 90 or above with no more than 10 absences for a yearly course or 5 for a semester course (excused or unexcused)

Students who receive an Out of School suspension will not be eligible to be exempt.

Exemptions do not apply for Dual Enrollment/Credit courses.

Students with **two unexcused absences (2)** in a course will not be eligible to be exempt in that course

INCOMPLETE GRADES

An incomplete grade may be assigned when a student is unable to complete required coursework due to circumstances approved by the Head of School.

Students receiving an incomplete grade must complete all outstanding assignments, projects, examinations, or other requirements within the timeframe established by the school.

Failure to satisfy incomplete requirements by the designated deadline may result in the incomplete assignments being scored a zero, resulting in a failing grade for that grading period.

TESTING PROGRAM

Amite School Center administers standardized testing and other assessments as part of its educational program.

Testing results may be used to evaluate student progress, instructional effectiveness, curriculum development, and academic placement.

Students are expected to participate in all required testing programs unless excused by the administration/Head of School.

- Each spring students in grades K5, 1st, 3rd, 5th, and 7th are given the Iowa Assessment test. Ninth grade students will be given the Pre-ACT test.
- Students in grades 1st-6th will be tested 3 times throughout the year using the STAR reading and math test.

LIBRARY

The library exists to support the educational mission of Amite School Center by providing access to instructional resources, research materials, and recreational reading opportunities.

Students are expected to use library materials responsibly and return all borrowed materials by the designated due date.

Students may be charged replacement costs for lost or damaged materials.

Library privileges may be suspended when materials are overdue or financial obligations remain unpaid.

- 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 exams.
- 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.

LOCKERS

Lockers are provided for student convenience and remain the property of Amite School Center.

Students are responsible for maintaining lockers in a clean and orderly manner.

The school reserves the right to inspect lockers and their contents at any time when deemed necessary for safety, security, or disciplinary purposes.

Students should not store valuables in lockers. Amite School Center is not responsible for lost, stolen, or damaged personal property.

STUDENTS MAY NOT OPEN ANOTHER STUDENT'S LOCKER WITHOUT PERMISSION.

PARENT-TEACHER CONFERENCES

Parents and guardians are encouraged to maintain regular communication with teachers and school administration/Head of School regarding student progress.

Parent-teacher conferences may be scheduled at the request of a parent, teacher, counselor, or administrator/Head of School.

Conferences should be arranged through the school office or directly with the teacher at a mutually convenient time.

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.

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.

The cooperative partnership between parents and the school is an essential component of student success.

CLASSROOM REGULATIONS

Students are expected to contribute to a positive learning environment by demonstrating discipline, responsibility, and respect for teachers, classmates, visitors, and school property.

Students shall:

- Arrive to class on time and prepared for instruction. Students should bring all supplies to class each day. These supplies include pencil, pen, paper, book, or any other necessities for that subject.
- Students should be in their seats when the tardy bell rings.
- Follow all classroom rules established by the teacher.
- Complete assigned work to the best of their ability.
- Respect the rights of others to learn without disruption.
- Conduct themselves in a manner consistent with the mission and values of Amite School Center.
- Students are not to bring earbuds, iPods, iPADS, cameras, or any other electronic items to any class or study hall unless requested to do so by the teacher.
- Earbuds are prohibited during the school day in all places.
- Cups such as, Yeti, Stanley, Owala, and the like are prohibited in the 7th-12th grade classrooms
- Students are required to be good housekeepers in the classroom and in the building.
- Only in emergencies will a student be allowed to leave the classroom to use the restroom. It is the student's responsibility to have a pass while out of the classroom or the study hall.
- Students are not to leave a classroom until the teacher dismisses the class.
- Student visitors will not be allowed in a classroom without prior permission from the Head of School. They are subject to all the regulations expected of our students.

Teachers have the authority to establish reasonable classroom procedures that support instruction and maintain an orderly learning environment.

DISCIPLINE POLICY

The purpose of discipline at Amite School Center is to encourage personal responsibility, promote positive behavior, and maintain an environment conducive to learning.

Disciplinary action may be taken when a student's conduct interferes with the educational process, threatens the safety of others, damages property, or violates school rules.

TYPES OF DISCIPLINE:

Detention

Students assigned detention will report to the designated room during break with pencil and paper. The student will forfeit their break/snack time and complete the assignment as instructed. Failure to attend will result in an additional detention.

Work Detail

Students will be required to do work detail when assigned. Work detail will begin at 7:00 a.m. and last until 7:45 a.m. Failure to attend work detail or being late for work detail will result in the assignment of an additional work detail. Three work details in a nine-week period will result in internal suspension. Each additional work detail in that nine-week period will result in internal suspension.

Corporal Punishment

Used in cases deemed necessary.

Internal Suspension (ISS)

Students will be required to do class-work and tests separate from other students for as many days as ISS is assigned. 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 \$75.00 per day. Students receiving Internal Suspension will forfeit early dismissal privileges. If a student leaves early, they will finish the suspension on the following day with an additional cost of \$75.00.

External Suspension (Out-of-School Suspension - OSS)

Students assigned out-of-school suspension (OSS) will be permitted to make up all assignments missed during the suspension period. However, the maximum grade that may be earned on any makeup work completed as a result of the suspension is 60%. Students receiving External Suspension will forfeit early dismissal privileges for the remainder of the school year.

Probation

Any student with violations of a serious nature or has repeatedly violated school policies may be placed on probation. This status means that while the student is on probation, if he/she continues to have a discipline problem, he/she can face suspension or even expulsion from Amite School Center. Probationary status will be recorded as a part of the student's permanent record. Students may be suspended from extra-curricular activities. A student will be placed on probation after 4 disciplinary suspensions.

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/Head of School and Board of Directors for expulsion. Furthermore, administration/Head of School holds the right to refer a student for expulsion whenever he/she deems that is the appropriate course of action.

GENERAL DISCIPLINE LADDER (7-12)

If a student violates a classroom rule or school policy, the Discipline Ladder provides a progressive series of interventions designed to correct the behavior while minimizing disruption

to the student's educational experience. Repeated violations or continued misconduct will result in the student advancing through the Discipline Ladder and receiving increasingly assertive disciplinary consequences. These steps are designed for the good of the student body in order that student achievement can be maximized. Teachers will use their discretion to handle minor infractions, after which the student will be referred to the office.

1. Detention
2. Work Detail - 7:00 AM - 7:55 AM (3rd Detention)
3. Corporal Punishment - Administrative discretion and parental permission (4th Detention)
4. Internal suspension (ISS) - \$75.00 fine (5th Detention)
5. External Suspension (OSS) (6th Detention)
6. Probation
7. Expulsion

For major disciplinary infractions such as, but not limited to: Possession and/or use of alcohol, tobacco, or drugs, threats of violence, vandalism to school property, skipping class, flagrant disrespect, cheating in any form, stealing, profanity or vulgar language, gambling, fighting, improper displays of affection, leaving school without permission, and violation of internet policy, the administration/Head of School will use proper discretion and move to an appropriate step on the discipline ladder.

GENERAL DISCIPLINE LADDER (1st-6th)

For students in grades 1st-6th, the rules of the classroom will be posted. Parents will be informed of teacher expectations.

1. Teachers will use their discretion for handling minor offenses.
2. Office referral - Conference with the Head of School
3. Corporal Punishment - Head of School will conference with Parents and administer corporal punishment
4. Internal Suspension (ISS) - (\$75.00 fine per day, including partial days)
5. External Suspension (OSS)
6. Probation
7. Expulsion

Using discretion, the administration/Head of School will proceed up the ladder for continued infraction of the classroom and/or school rules.

DISCIPLINE for K3-K5

Teachers will handle disciplinary matters internally. If a student becomes disruptive to the detriment of other students, parents will be contacted and the student will be sent home.

The Head of School reserves the right to determine appropriate disciplinary consequences based upon the severity, frequency, and circumstances of the violation.

K3-K5 - Parents who are called to come pick up their child due to disciplinary issues must do so within an hour. Failure to do so will result in a **\$150.00 fine**.

STUDENT CONDUCT VIOLATIONS

The following behaviors are prohibited and may result in disciplinary action according to the discipline ladder. If, in the judgement of the administration/Head of School, the offense is greater in severity, the administration/Head of School may utilize any step on the ladder including suspension or expulsion.

- Disrespect toward faculty, staff, students, or visitors
- Disruptive classroom behavior
- Bullying, harassment, or intimidation
- Fighting or threats of violence
- Theft
- Vandalism
- Dishonesty
- Profanity or inappropriate language
- Possession of prohibited items
- Violation of technology policies
- Any conduct deemed detrimental to the educational environment

The school reserves the right to address conduct not specifically listed when such behavior is inconsistent with the mission, values, or orderly operation of Amite School Center.

SAFETY AND SECURITY

The safety and well-being of students, faculty, staff, and visitors is a primary concern of Amite School Center. Students are expected to conduct themselves in a manner that promotes a safe and orderly educational environment.

Violations involving student safety, threats, violence, illegal substances, weapons, theft, vandalism, or harassment may result in disciplinary action up to and including expulsion plus restitution, if applicable.

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.

HALLWAY CONDUCT

Students are expected to move quietly and orderly through hallways, walkways, and common areas.

Running, horseplay, excessive noise, public displays of affection, and behavior that disrupts the educational environment are prohibited.

Students shall not remain in hallways during class periods without permission from a teacher or administrator/Head of School.

BULLYING, HARASSMENT, AND INTIMIDATION

Amite School Center is committed to providing a learning environment free from bullying, harassment, intimidation, and threats.

Bullying includes, but is not limited to:

- Physical intimidation or aggression
- Verbal harassment
- Threatening behavior
- Social exclusion
- Written or electronic harassment
- Cyberbullying

Students who engage in bullying or harassment may be subject to disciplinary action according to the discipline ladder, including suspension, probation, or expulsion.

The administration/Head of School reserves the right to investigate all reports of bullying and determine appropriate disciplinary consequences.

THEFT

Theft, possession of stolen property, or participation in the theft of personal or school property is prohibited. Students found responsible for theft may be required to make restitution and may be subject to disciplinary action, including suspension, probation, or expulsion. When appropriate, law enforcement may be notified.

VANDALISM

Students are expected to respect and protect school property.

Any student who damages, destroys, defaces, or misuses school property or the property of others may be required to pay restitution for damages and may be subject to disciplinary action.

Serious acts of vandalism may result in suspension, probation, expulsion, and referral to law enforcement authorities.

TOBACCO, VAPING, ALCOHOL, AND DRUGS

The possession, use, sale, distribution, purchase, transfer, or being under the influence of tobacco products, vaping devices, alcohol, illegal drugs, controlled substances, drug paraphernalia, or unauthorized medications is prohibited on school property, at school-sponsored activities, and while representing Amite School Center.

The use of cigarettes, vapes and alcoholic beverages are considered a serious hazard; hence, the use of, possession of, or under the influence of these while on school premises, or while in the custody and control of the school, or in the course of a school related activity will result in a 3-day minimum external suspension (OSS) and a \$200.00 fine.

The administration/Head of School reserves the right to determine the appropriate disciplinary consequence based upon the circumstances of the violation.

DRUG/ALCOHOL PREVENTION POLICY

All students in grades 7 – 12 and staff will be required to participate in the drug testing program.

Purpose of the program

- To educate the student concerning the dangers of drug abuse.
- To help prevent any drug use or abuse by the students of Amite School Center. To identify any student who may be using drugs and to identify that drug.
- To provide reasonable safeguards in order that every student who attends Amite School Center is medically competent.
- To remove the stigma of drug abuse from those students who are not users.
- To reassure parents, students, and the community that the health and academic progress of each of its students is the primary goal of Amite School Center.
- To re-emphasize to the student his/her responsibility as a positive role model and to provide a reason to say no!

The parents of each student, by signing their educational contract, are consenting to their child's participation in the drug screening program.

All administrators, teachers, and employees may be tested during the school year and will be subject to random testing.

Each student may be tested during the school year and will be subject to random testing at any time during the school year.

Drug testing may be requested in cases of suspected drug use. When a staff member has a reasonable suspicion that a particular student is under the influence of drugs or alcohol, the Head of School will be notified and will determine the appropriate course of action, including notification of parents. Testing procedure:

- The method of testing is a form of urinalysis or hair sample.
- The selection and coding of specimen samples will be executed in a manner ensuring total confidentiality and identification.
- The urine samples or hair samples will be collected and analyzed by a private laboratory using the most up-to-date methods of pathology.
- Specimen samples or hair samples will be identified by number only to insure total confidentiality.
- Drug screening results will be reported by the medical laboratory to the Head of School only.

First incident of a positive result:

- Parents/Guardians will be notified of a positive screen.

- If the parents wish, specimens or hair samples showing a positive result will be retested by the testing laboratory immediately to ensure that no error has occurred. The second test will be a more specific test. If the positive result is verified and confirmed, the parent will be responsible for the additional cost and the following steps will be taken:
- The Head of School will be advised of the results by the medical laboratory.
- The student and parents will be contacted in a confidential manner by the Head of School.
- If a student tests positive on a drug screening, they have 24 hours to submit proper prescription information.
- If a student tests positive on a drug screening, the student will receive five (5) days of OSS and pay a \$200 fine. Subsequently, the student MUST submit to random drug screening once a month throughout the calendar year. Amite School Center administration/Head of School or a designee will oversee that the student is tested monthly. Parents/guardians are required to cover the cost of the random drug screening for the entire school year.
- After a first positive test, the student is subject to take every random test during the year.

Second incident of a positive result

- Parents/Guardians will be notified of a positive screen.
- The specimen or hair sample showing a positive result will automatically be retested by the testing laboratory immediately to assure that no error has occurred. The second test will be a more specific test. If the positive result is verified and confirmed, the parent will be responsible for the additional cost and then the following steps will be taken:
- The student and parents will be contacted in a confidential manner by the medical personnel from the laboratory.
- The Head of School will be advised by the medical laboratory of the results.
- If a student has a second positive drug screening, that student is subject to expulsion by the Board of Directors.

Amite School Center reserves the right to require drug testing when reasonable suspicion exists that a student may be under the influence of alcohol, illegal drugs, controlled substances, or prohibited substances.

Students participating in athletics and extracurricular activities may also be subject to drug-testing requirements established by school policy.

Failure to comply with a required drug test may be treated as a positive result and may result in disciplinary consequences.

All testing procedures shall be administered according to school policy.

WEAPONS POLICY

Weapons are prohibited on school property, in school vehicles, and at school-sponsored activities.

Weapons include, but are not limited to:

- Firearms
- Knives
- Explosive devices
- Ammunition
- Chemical agents
- Any object used or intended to be used as a weapon

The Head of School reserves the right to determine whether an object constitutes a weapon under this policy.

Possession, use, display, threat involving, or transfer of a weapon may result in:

- Immediate Out-of-School Suspension (OSS)
- Recommendation for expulsion
- Referral to law enforcement authorities

Students found in violation of this policy may be recommended for disciplinary review, including expulsion.

SEARCHES

To maintain a safe educational environment, school officials may inspect lockers, vehicles parked on campus, personal belongings, and other property brought onto school grounds when circumstances warrant.

Students should have no expectation of privacy regarding school-owned property.

Refusal to cooperate with a lawful search may result in disciplinary action.

CAMERAS

Cameras are located throughout the campus for security, safety, and supervision. The footage may be used for enforcement of school rules and/or discipline. Amite School Center will work with law enforcement as needed. The footage is for school use only and will be released only by subpoena. Parents are not allowed to see the footage due to students/staff privacy.

DISCIPLINARY HEARINGS

Serious disciplinary matters may require a conference involving the student, parent(s)/guardian(s), administration/Head of School, and other appropriate school personnel.

The purpose of the conference is to review the circumstances of the violation, discuss corrective measures, and determine appropriate consequences.

In cases involving suspension, probation, or expulsion, the Head of School may require additional meetings before a student is permitted to return to school.

CELL PHONES AND PERSONAL ELECTRONIC DEVICES

K-6th Grade

The use of **cell phones, earbuds, smart watches and other personal electronic devices** during the school day is **prohibited unless specifically authorized by a teacher or administration/Head of School for educational purposes.**

7th-12th grade

Cell phones must remain turned off or placed in silent mode and stored out of sight during instructional time. Cell Phones should be **NEITHER SEEN NOR HEARD** inside of the High School building.

Students will be allowed to use their cell phones during lunch and break times ONLY. Students may exercise this privilege only during these designated times and in the designated areas, common break area and the cafeteria.

***** Video or audio recording of other students and staff is prohibited at any time. Violations will result in being placed on the discipline ladder. *****

Students are responsible for securing their own electronic devices. Amite School Center assumes no responsibility for lost, stolen, or damaged devices.

If the use of cell phones at designated times and places becomes a distraction, the administration/Head of School reserves the right to re-evaluate and change this privilege.

Unauthorized use of electronic devices may result in confiscation, disciplinary action, and loss of device privileges.

- 1st offense (per year): **\$50 fine, the phone/smart watch will be taken and kept in the office until the end of that day.**
- 2nd offense per year: **\$75 fine, Detention and the phone/smart watch will be taken and kept in the office until a parent comes to pick it up.**
- 3rd offense: **\$75 fine, ISS (there will be an additional \$75 fine for ISS), and the phone/smart watch will be taken and kept in the office until a parent comes to pick it up.**
- 4th offense or more: **\$150 fine, OSS and the phone will be taken and kept in the office until a parent comes to pick it up.**

***** Refusal to give up a phone will result in OSS.** A conference with the parent/guardian will be required before the student returns to class.

SMART WATCHES

Smart watches and similar wearable devices may not be used for communication, internet access, photography, recording, texting, gaming, or any activity that disrupts instruction or violates school policy. Therefore, smart watches should not be worn in the classroom, except with express permission from the teacher.

Teachers and/or administration/Head of Schools may require students to remove or surrender smart watches at the beginning of classroom instruction and/or assignments.

Violations may result in disciplinary action consistent with the school's electronic device policy.

ACADEMIC INTEGRITY

Academic honesty is an essential component of the educational mission of Amite School Center.

Students are expected to complete all assignments, projects, research papers, and examinations using their own work unless collaboration has been specifically authorized by the teacher. Academic dishonesty includes, but is not limited to:

- Cheating
- Plagiarism - the presentation of another person's words, ideas, research, or creative work as one's own. Students must properly cite all sources used in assignments, projects, research papers, presentations, and other academic work.
- Unauthorized collaboration
- Copying another student's work
- Using unauthorized materials during an assessment
- Submitting work completed by another individual
- Misuse of artificial intelligence or technology to complete assignments without authorization

Violations of academic integrity may result in a grade penalty, disciplinary action, loss of privileges, suspension, or other consequences as determined by the Head of School.

For the first offense, *** ANY form of plagiarism/cheating results in a ZERO – **for the assignment. Parents/guardians will be notified,

For the second offense, not only will a ZERO be assigned in that course for the 9 weeks, but a student also serves a one-day internal suspension (ISS),

For the third offense, the situation is turned over to administration/Head of School with expulsion deemed as a possibility.

DRESS CODE AND APPEARANCE STANDARDS

The purpose of the dress code is to promote a positive educational environment, encourage good grooming habits, minimize distractions to the learning process, and reflect the values and standards of Amite School Center.

Students are expected to be clean, neat, modest, and appropriately dressed at all times while attending school or participating in school-sponsored activities.

The Head of School reserves the right to make final determinations regarding dress code compliance and personal appearance.

Students who are not in compliance with the dress code may be subject to disciplinary action, required to change clothing, or removed from class until the violation is corrected.

Therefore, the Board of Directors has approved the following dress code that specifies clothing items that may be worn. If the item of clothing is not listed, it is not in the dress code. Only school colored (red, white, navy blue, powder blue, and gray) shirts and outerwear are allowed.

Any clothing items, outerwear, shoes, jewelry, make-up, hair accessories or styles drawing undue attention or causing a distraction will be dealt with at the discretion of the administration/Head of School.

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.
- No blankets are allowed in classrooms.

Boys:

Pants (All pants and shorts must be hemmed and have no holes or patches.)

- Neat blue jeans (NO destroyed look)
- Khaki, red, powder blue, navy blue, or gray colored pants or shorts (No athletic shorts).
- Length of shorts must not exceed 5 inches above the top of the knee.
- **A belt must be worn with clothing that has belt loops. (Exception: K3-2nd)**

Shirts (All shirts and t-shirts must be tucked in so that the belt is visible)

- Red, white, navy blue, powder blue, or gray solid knit collared shirts.
- Amite School Center red, white, navy blue, powder blue or gray t-shirts may be worn.
- Only red, white, navy blue, powder blue or gray Amite School Center sweatshirts may be worn.
- T-shirts worn under knit collared shirts must be red, white, navy blue, powder blue or gray.

Shoes

- Tennis shoes, casual shoes, and dress shoes.
- Boots – worn with long pants only.
- No open toed crocs, sandals, or flip flops. All shoes must have a back.

Socks must be worn at all times.

Outerwear

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

Boys Appearance Code:

- Male students shall maintain a neat and well-groomed appearance.
- No visible tattoos or body piercings including the ears.
- No colored fingernails.
- Hair must be clean, neatly styled, and may not create a distraction to the educational environment.
- Facial hair must be neatly groomed and maintained in accordance with school standards. No facial jewelry is allowed.
- The administration/Head of School reserves the right to determine whether a hairstyle, facial hairstyle, or appearance is appropriate for school attendance.

Girls:

Pants (All pants and shorts must be hemmed and have no holes or patches.)

- Neat blue jeans (NO destroyed look)
- Khaki, red, powder blue, navy blue, or gray colored pants, shorts (No athletic Shorts) or capris
- Length of shorts must not exceed 5 inches above the top of the knee
- **Skorts will be allowed for K3-2nd grades only.**
- **Skirts are prohibited.**
- Shorts should not be rolled at the waist.

Shirts (All shirts and t-shirts must be tucked in so that the belt is visible)

- **A belt must be worn with clothing that has belt loops.**
- Red, white, powder blue, navy blue, or gray solid knit collared shirts.
- Amite School Center red, white, powder blue, navy blue, or gray t-shirts may be worn.
- Only red, white, powder blue, navy blue, or gray ASC sweatshirts may be worn.
- T-shirts worn under knit collared shirts must be red, white, powder blue, navy blue, or gray.

Shoes:

- Tennis shoes, casual shoes, dress shoes
- Sandals (no crocs, rubber or plastic flip flops, shower shoes, or house shoes) All shoes must have a back.
- Boots – worn with long pants only.

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, powder blue, navy blue, or gray outer wear may be worn.

Girls Appearance Code:

- Female students shall maintain a neat and modest appearance.
- No visible tattoos or body piercings other than ears.
- Clothing must fit appropriately and provide adequate coverage at all times.
- Hair styles, accessories, makeup, and personal appearance should be appropriate for the educational environment and should not create a distraction to instruction. Facial jewelry is limited to the ears.
- Any appearance or dress that the administration/Head of School feels is distracting or otherwise inappropriate may be restricted.

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

Note: A student who wears clothes that are out of dress code will be required to change into appropriate clothing. The student will not be allowed to attend class until they are in dress code. If the student has to miss class due to being out of dress code, the student will be assigned ISS (with a charge of \$75).

Repeated dress code violations may result in the student being placed on the discipline ladder by the Head of School.

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

PHYSICAL EDUCATION AND ATHLETIC ATTIRE

Students participating in physical education classes or athletic activities must comply with all clothing and equipment requirements established by the coach, teacher, or athletic department.

DRESS-UP DAYS AND SPECIAL EVENTS

Dress-up days, spirit days, and other special events may be approved by the administration/Head of School.

Students participating in special dress events must comply with all guidelines established for that event.

The administration/Head of School reserves the right to determine appropriate attire for any special activity or event.

ATHLETICS AND EXTRACURRICULAR ACTIVITIES

Participation in athletics and extracurricular activities is a privilege and not a right.

Students representing Amite School Center are expected to conduct themselves in a manner that reflects positively on the school, both on and off campus.

Participation may be restricted or suspended when a student's academic performance, attendance, conduct, or financial obligations fail to meet school requirements.

Students participating in extracurricular activities must comply with all school policies, team rules, and MAIS regulations.

SPECTATOR CONDUCT

Students, parents, and guests attending school-sponsored activities are expected to demonstrate good sportsmanship and respect toward officials, coaches, participants, and spectators.

Profanity, unsportsmanlike conduct, harassment, or behavior that reflects negatively on Amite School Center is prohibited.

The school reserves the right to remove individuals from an event or restrict attendance at future events when conduct is deemed inappropriate.

FUNDRAISING AND STUDENT ORGANIZATIONS

Student organizations and teams may participate in fundraising activities approved by the Head of School.

All fundraising activities must be conducted in a manner consistent with the mission and values of Amite School Center.

All students and families are highly encouraged to participate in the fundraising efforts of Amite School Center. Students participating in clubs, organizations, and leadership positions are expected to maintain high standards of conduct and academic performance.

SCHOOL PROPERTY

Students are responsible for the proper care and use of school property.

Textbooks, technology resources, athletic equipment, uniforms, instruments, and other school-owned items must be returned in acceptable condition.

Students may be required to pay restitution for lost, stolen, or damaged property.

HANDBOOK INTERPRETATION

The policies and procedures contained in this handbook are intended to provide guidance for students and parents.

The Head of School or his designee shall have the authority to interpret and enforce all policies contained in this handbook.

The administration/Head of School reserves the right to make decisions regarding circumstances not specifically addressed herein when such decisions are deemed necessary to maintain the orderly operation of the school and to fulfill the mission of Amite School Center.

AMENDMENT OF POLICIES

The Board of Directors and administration/Head of School reserve the right to amend, revise, modify, or discontinue policies contained in this handbook when circumstances warrant.

Changes may become effective immediately upon approval and communication to students and parents.

ACKNOWLEDGMENT OF RECEIPT

Parents and students are responsible for reviewing the contents of this handbook.

Enrollment at Amite School Center constitutes acknowledgment that students and parents agree to comply with all school policies and procedures.

The signed Handbook Acknowledgment Form shall be maintained on file in the school office.

HANDBOOK ACKNOWLEDGMENT FORM

We acknowledge that we have received access to the Amite School Center Student Handbook and understand that it contains important information regarding school policies, procedures, expectations, and disciplinary standards.

We understand that it is the responsibility of both the student and parent(s)/guardian(s) to read, understand, and comply with all policies contained in the handbook.

We further understand that the policies and procedures contained in the handbook may be amended by the school when necessary and that such changes become effective upon notification.

By signing below, we agree to support and comply with all policies, procedures, rules, and regulations of Amite School Center.

Student Name : _____

Grade: _____

Date: _____

Signature: _____

Parent/Guardian Signature: _____

TECHNOLOGY ACCEPTABLE USE AGREEMENT

The use of school technology resources, including computers, networks, internet access, software, and electronic communication systems, is a privilege and not a right.

Students agree to:

- Use technology resources for educational purposes only.
- Follow all school technology policies and procedures.
- Protect passwords and account information.
- Respect the privacy and rights of others.
- Refrain from accessing inappropriate or unauthorized content.
- Refrain from using technology resources to harass, intimidate, bully, or threaten others.
- Comply with all copyright and intellectual property laws.

The school reserves the right to monitor, inspect, and review any use of school technology resources.

Violations of this agreement may result in loss of technology privileges, disciplinary action, suspension, or expulsion.

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

DRUG TESTING CONSENT FORM

As a condition of enrollment, students in Grades 7–12 and their parent(s)/guardian(s) acknowledge participation in the Amite School Center Drug/Alcohol Prevention Program.

We understand that:

- Drug testing may be conducted randomly during the school year.
- Drug testing may be conducted when reasonable suspicion exists.
- Positive drug test results will be handled according to the policies outlined in the Student Handbook.
- Refusal to participate in required testing may be treated as a positive test result.
- Parents/guardians may be responsible for costs associated with follow-up testing as outlined in school policy.

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

MEDICATION AUTHORIZATION FORM

Student Name: _____

Grade: _____

Medication: _____

Dosage: _____

Time to be Administered: _____

Reason for Medication: _____

I authorize Amite School Center personnel to administer the medication listed above according to the instructions provided.

Parent/Guardian Signature: _____

Date: _____

Physician Signature (if required): _____

Date: _____

STUDENT DRIVER AGREEMENT

Driving on campus is a privilege.

Students who drive to school agree to:

- Operate vehicles safely and responsibly.
- Follow all traffic and parking regulations.
- Park only in designated student parking areas.
- Refrain from reckless driving, speeding, or unsafe behavior.
- Understand that vehicles parked on campus may be searched when reasonable suspicion exists.

Violation of school driving regulations may result in disciplinary action and loss of campus driving privileges.

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____