



## *Foreword*

Our Mission is to provide a quality Christian education in a disciplined and safe environment. Amite School Center has provided over fifty years of quality education to the residents of Liberty, Mississippi and our surrounding area. Our staff is dedicated to the continual improvement of our school and to provide the best educational opportunity for our students.

This handbook serves as a source of information for our school family. The information in our handbook provides the framework for our school to work efficiently. The Administration and the School Board of Amite School Center holds the right to make any changes, deemed necessary, to this book for the governing of our school.

Each year brings exciting opportunities for A.S.C. The 2022 - 2023 school year brings many new changes and updates to our campus, our curriculum and to student technology. Please familiarize yourself with the changes within the handbook. Our staff, our parents, and our students are striving to achieve great heights of success. We look forward to seeing our children grow here at A.S.C. May God's will be done at our school.

Good Luck, God Bless, and Go Rebels!

John T. Knight

A.S.C. Headmaster



**1. BE RESPECTFUL**

**2. BE SAFE**

**3. BE ACCOUNTABLE**

**4. BE TRUSTWORTHY**

**ARE YOU BEING CHRIST-LIKE?**

## **Public Notice of Non- Discriminatory Policy**

Amite School Center admits students of any race, color, and national and 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, national and ethnic origin in administration of: its educational policies, admissions policies, scholarship programs, athletic programs and other school-administered programs.

## **ASC Graduation Requirements**

Students are required to complete 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, 4 units of electives, and 2 units of Bible (exceptions on Bible units may be made for transfer students but Bible is required). Grade Point Average will be computed only on Carnegie Units.

Valedictorian/Salutatorian Requirements: A student must complete (2) honor level classes in each of the following subject areas, math, science, and English. Also, a student must have attended A.S.C. in grades 10<sup>th</sup>-12<sup>th</sup>. To become an honor student a minimum of at least 3 honor level courses must have been successfully completed.

## COLLEGE (IHL) PREPARATORY TRACK CURRICULUM

The College Preparatory Track Curriculum is designed to include those courses outlined by the Mississippi State Board of Trustees of Institutions of Higher Learning for admission to senior colleges within the state. Listed below are the minimum entrance requirements for all students entering these institutions.

English 4 credits

Math 4 credits

*(Algebra I, Geometry, Algebra II required)*

Social Studies 4 credits

*(American History, American Government, World History, Economics and Geography required)*

Science 4 credits

*(Biology I required)*

Fine Arts 1 credit

Technology .5 credit

Advanced Electives 4 credits

**One unit must be a Foreign Language or Advanced World Geography and the other unit must be an Advanced Math or Advanced Science.**

## **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.

1. Absences do not exceed 20 days (decision based upon attendance review meeting). A student's attendance should reflect upon their grades.
2. In kindergarten, students must successfully complete the achievement levels of reading and math.
3. In grades 1-8, students must not fail any major subject, major subjects include: reading, math, and English. They also cannot fail two or more subjects and be promoted.
4. In grades 9-11, students must earn enough Carnegie units to be promoted: 9th = 5 units, 10th = 11 units, and 11th = 17 units.

## **SCHOOL VISITORS**

1. Upon entering the campus, all visitors must report to the High School Office.
2. Only in a rare emergency is the teacher to be interrupted while teaching. Conferences must be scheduled to give parents adequate time and attention. Arrival and dismissal times are not the proper times to conference.
3. Student visitors and pre-school children are not allowed unless under the auspices of the school.
4. Unauthorized visitors are not to board a school sponsored bus.
5. Unauthorized visitors may be charged with trespassing and picked up by proper authorities.

## **UNAUTHORIZED SELLING**

There shall be no unauthorized selling of any type of merchandise to students or staff during the school day. The administration will announce when school-sponsored items are to be sold.

## **CUSTODY ISSUES**

School administration must be made aware of any custody situation where a parent, grandparent or other 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.

## ARRIVAL AND DISMISSAL

Drivers with students in grades K3- 2nd will veer to the right after the split. They will stay in this 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 in elementary room 12. 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 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 2:45 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 7<sup>th</sup> – 12<sup>th</sup> will be dismissed at 2:55. Elementary bus riders will be dismissed at 2:45 while 7<sup>th</sup>-12<sup>th</sup> bus riders will dismiss at 2:50. 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 2:55.

High School students, parents, and visitors are expected to not cause unnecessary congestion around the elementary building.

High school students who are eligible to leave early may do so after 6<sup>th</sup> hour. **Those students must provide a signed parents note and they must sign out in the office before leaving. Students failing to follow these steps may face disciplinary actions.** These students, when parked in the normal student parking lot, are to exit campus by going in front of the high school building.

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 to 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 Mississippi Department of Human Services MAY be contacted. All students on this campus are to be supervised at all times. Amite School Center will not be responsible for those left after school hours with no supervision.

## ELEMENTARY AWARDS POLICY

- 1) Academic awards for: individual subjects within a class and honor roll will be awarded.
- 2) Students who have all A's or A's and B's will be eligible for honor roll.

## FIELD TRIPS

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

## TESTING PROGRAM

1. Each spring students in grades K5, 1st, 3rd, 5th, and 7th are given the Iowa Assessment test. 9th grade students will be given the Pre-ACT test.
2. Students in grades 1<sup>st</sup>-6<sup>th</sup> will be tested at least once per 9 weeks using the STAR reading and math test. These tests are simply a measure of student performance.
3. ACT (American College Test) is used primarily for admission to college. Scores in four subject areas are reported for predicting freshman academic averages of individuals. The ACT is given to high school students on campus during the fall and spring. Students taking the ACT Prep course must take the ACT test during that same school year as a requirement of the course.  
**\*\* All Graduating seniors, taking honors classes, are required to have taken the ACT at least once.**
4. ASVAB (Armed Services Vocational Aptitude Battery) is a group of twelve tests that measure aptitude in five career field areas. The tests are General Information, Numerical Operations, and Attention to Detail, Work Knowledge, Arithmetic Reasoning, Space Perception, Mathematics Knowledge, Electronic Information, Mechanical Comprehension, General Science, Shop Information, and Automotive Information. The scores are on the following composites: Verbal, Math, Perceptual Speed, Mechanical, Trade Technical, and Academic Ability. All juniors take this test at no cost, as required by MAIS.



## **1st-12th GRADE GRADING SYSTEM**

Parents will be emailed a copy of their students' report card on the Wednesday following the end of each 9 weeks. Progress reports will be emailed halfway through the 9 weeks term.

Grades are indicated by letters which have values as follows:

100- 90 A

89-80 B

79-70 C

69-65 D

64-0 F

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

**Semester Averages will be comprised 9 week (40%) + 9 week (40%) + Semester Exam (20%)**

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

Honors classes will be weighted on a scale of 1.1.

## **EXEMPTIONS FROM EXAMS**

Semester Exams will be given. Students are expected to take examinations on the day specified. It is the school's policy not to administer an examination early or prior to the scheduled time. Semester exams will run on a half day schedule from 8:00 – 11:55. These exams will be given in December and May. Students (1st-11th) may gain an exemption from Exams in May, if they have a 90 semester average in the course moving into the exam. If a student is in a semester course that concludes in December, they may be exempt if their semester average is at least 90%.

- Seniors may gain exemption from Semester Examinations in May, if they have a passing average in the course moving into the exam.

## ATTENDANCE

### **Attendance Philosophy:**

Regular and punctual attendance is expected of all students. Lack of attendance is the primary cause of low student achievement. It is vitally important that parents have their children in school on time every day that school is in session. ASC and MAIS policy mandates that a student is subject to forfeiting the right to receive credit for the year regardless of the grades earned if a student has excessive absences (20).

### **Attendance Policy:**

Parents will be notified of absences by letter and/or phone call when a student has missed 7 and again at 15 days. When a student has 20 absences, parents will be required to attend a conference with the Administration and Teachers of the student. Results of this conference could include failure of the student or docking of points from the end of year average. Absences due to school functions will not count toward the 20 maximum absences. Students participating in extracurricular activities must be in attendance for 4 academic classes to participate in the activity unless the absence is due to a documented doctor's visit or approved special circumstances.

### **Make-up Work Policy:**

Makeup work due to absences must be made up in a timely manner. It is the student's responsibility to get assignments that were missed due to absences. The student will have the same number of days to make up work as were missed. The student is responsible for making up a missed test, failure to do so will result in a grade of a 0. Missed tests should be made up with the teacher, before school, from 7:20 am-8:00 am. The student will have the same number of days missed to take the test. Special exceptions may be allowed from the Administration due to extended or severe illnesses, otherwise students will have no more than one week to make up work.

Example: Wednesday, Johnny missed a test and homework assignment. When Johnny returns to school Thursday, he will make up the test with his teacher and get his missed homework assignment and turn it in Friday. He has one day to complete make-up work, because he only missed one day of school.

## TARDIES

A student is tardy between 7:55 am – 8:15 am. The student must report to the main office and obtain an admittance slip to class. After 8:15 am, the student will be marked absent and will not be admitted to class. They must wait and check in for the next class period.

## DISMISSALS FROM SCHOOL (Check-outs)

Requests for student dismissal should be confined to medical/dental appointments, illness, or instances of an emergency or critical nature. Written parental request or other parental contact has to be submitted to the Office by 8:15 A.M. on the day of a planned early dismissal, otherwise an approved adult must be present to check out a student. Unexpected dismissal due to illness or emergencies may be granted by administration. Junior high and high school students will be counted absent for the class period(s) that they miss when checking out. **Lunches and personal errands are not considered emergencies or critical in nature.**

A pattern of numerous early dismissals will result in school/parent conferences and the possibility of make-up time or other action as prescribed by the Administrator. When leaving campus early, under normal circumstances, students 7-12 must report to the office and then to the attendance monitor. This does not apply to juniors and seniors on approved early dismissal. **Under no circumstances shall a student leave the campus for any reason without gaining school approval and checking out in the Office. Please plan ahead.**

## MEDICAL INFORMATION

1. All kindergarten students and new students must have a Mississippi Immunization Certificate of Compliance marked "complete". Updated immunization certificate of compliance should be brought to the office for filing in cumulative folder
2. All kindergarten and new first grade students must present a copy of birth certificate and social security card before enrolling.
3. Parents will provide pertinent medical information on or with registration forms and continue to update when necessary.
4. Any student in need of medical attention while on or about the property of A.S.C. or on any school related function shall be taken to the nearest medical facility.

**Medication:** We prefer to refrain from giving medication to students. If absolutely necessary, medication will be given by the teacher (K-6) or office staff (7-12), only if a note from a parent describing the time and dosage accompanies the medication. Students in grades 7 - 12 taking any form of prescription medication must bring a note from their parents or doctor giving the time and amount of each dose.

## ATHLETIC ELIGIBILITY

Students may participate in the school's athletic programs. For a student to participate in any junior varsity or varsity sports, he/she must have accumulated 4 major units (credits) the previous academic year. Satisfactory summer school will apply towards a student's eligibility at the beginning of the school year. Grades will be checked frequently and reported to coaches each time that progress reports and report cards are issued. Student athletes must maintain a semester GPA of 2.0 or higher. At no time does athletics supersede the educational experience of a student. Student-Athletes are first a student followed by being an athlete. If a student-athlete is absent due to an athletic event, they must follow the attendance make-up work policy on page 11. An athletic event is NOT an excuse for not completing one's class assignments. To be eligible to participate in that day's game, a student must attend at least 4 academic classes.

### Registration

<u>K-2 through 12</u>		<u>TUITION: Choose one:</u>	<u>12 Month</u>	<u>10 Month</u>
<u>Registration:</u>			<u>(June-May)</u>	<u>(Aug-May)</u>
<i>February 1<sup>st</sup>-28<sup>th</sup></i>	<i>\$100 per child</i>	<i>1 child:</i>	<i>\$365</i>	<i>\$437</i>
<i>March 1<sup>st</sup>-31<sup>st</sup>:</i>	<i>\$200 per child</i>	<i>2 children:</i>	<i>\$594</i>	<i>\$712</i>
<i>After March 31<sup>st</sup>:</i>	<i>\$250 per child</i>	<i>3 children:</i>	<i>\$776</i>	<i>\$932</i>

- *Payments due 1st of each month*
- *Late fee of \$40 after the 15th*

**ONCE- A-YEAR FEES: (Due June 1, 2022)**

<i>Class Fee (per child)</i>	<i>\$175.00</i>
<i>Activity Fee (per child)</i>	<i>\$ 160.00</i>

**MEMBERSHIP FEE (STOCK):**

\$350.00 OR \$35.00 per month  
 Until \$350.00 level has been met

- A family can work 10 maintenance hours on campus during the school year and a \$100.00 credit will be put toward May's tuition payment.
- In the event the child does not attend A.S.C., the "tuition and fees" are non-refundable. All applications are subject to final acceptance by the Board of Directors of Amite School Center.

## TUITION

Amite School Center operates on a sound budget and depends on prompt tuition payments. Monthly statements are not mailed. Please note the following Payment Policy.

1. Tuition is due on the 1st day of each month. If you make a partial payment on tuition, it will always be credited to the oldest invoice first.
2. Tuition is late after the 15th of each month. If the 15th falls on a weekend, tuition must be received in the business office by the following Monday at the close of school or postmarked before the post office closes on Monday. All tuition received after the 10th will be assessed a \$40.00 late fee. This amount is compounded each month until full payment is made.
3. All accounts must be current in order for a student to begin on the first day of school.
4. All accounts two months in arrears must be cleared by the 15th of the 2nd month in order for a student to return to school and participate in athletics. The family will be notified by letter from the headmaster. If a family receives two letters from the headmaster during the school tuition year (June 2022-May 2023) that they are two months behind in tuition, they will be placed on a month-to-month probation for the rest of the school tuition year. This means that their tuition will have to be paid in full each month by the 15th in order for their children to attend school for that month. These probation payments must be made in cash.
5. All accounts must be current for the student to receive grades for the first or second semester.
6. All accounts for seniors must be paid in full, by 10th of May, for the students to receive a diploma.

## NSF Check Guidelines

1. 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 \$30.00 NSF fee, in cash or money order, to the school.  
*If there is no response from the check writer...*
2. The school will mail a 2<sup>nd</sup> letter 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 full payment is not received by the 4<sup>th</sup> school day, the check writer will be put on a cash-only basis with Amite School Center from that day forward.  
*If there is no response from the check writer...*
3. 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 a \$40.00 NSF fee, in cash or money order, to the school.  
*If there is no response from the check writer...*
4. On the 31<sup>st</sup> calendar day, the financial secretary will go to Justice Court and file criminal charges against the check writer.

## **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, aftercare balances must not exceed \$100. If this happens aftercare 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 a 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**

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.

## TRAFFIC CODE

Transportation (Grades 7-12)

Students driving to school will be expected to leave their cars parked during school hours and not return to them without permission from the office. All motor vehicles are off limits during the day. A student who brings a car to school must have a copy of their driver's license on file with the school. Students will not sit in or on cars and cannot use vehicles during school hours without permission from the office. The front parking lot will be reserved for faculty and visitors. The rear parking lot will be reserved for male athletes. A.S.C. cannot be responsible for damage or loss of items in or on vehicles. Traffic on campus shall be regulated by orders of the Board of Directors and include the following regulation: Traffic speed of 10 miles per hour by all drivers at all times on campus.

### **TRAFFIC PENALTIES:**

First traffic violation

Parents are notified, a \$25.00 fine and suspension of driving for 30 days.

Second traffic violation

Driving will be revoked for one year and a \$50.00 fine.

No ATV's will be allowed on campus.

## AFTER SCHOOL

Elementary school is dismissed at 2:45 p.m. Teachers remain on duty until 3:05 p.m. We strongly urge parents to pick up their children on time. After 3:05 p.m. your child will be sent to after care and the parents will be charged. Some teachers remain after 3:15 p.m. to finish their school work, but they are **NOT RESPONSIBLE** for your child. We also urge parents not to let your children stay on campus when they do not have any after school activities. Amite School Center will not be responsible for those who are left after school hours with no supervision. Junior High and High School will be dismissed at 2:55 and students must be picked up no later than 3:15.

## MARRIED STUDENTS

A married student or an unmarried pregnant female and the male student involved will not be considered for enrollment at Amite School Center. If any student presently enrolled becomes married or pregnant, the married student or the unmarried pregnant female and/or any male student involved will be required to withdraw from the school and will not be considered for re-admission.

## HALLWAYS

Students are not to loiter in the hall before school and during break or lunch. Students may only go to the restroom during these times. The bell ringing at 7:48 is when the HS building will be open to students. A student in the hall during a class period is required to have a hall pass signed by the teacher who gave the student permission to be in the hall. When it is raining or severely cold before school, students will report to the gym. Otherwise, before 7:48 and during break or lunch periods, students are not allowed into the school building, except under the supervision of a teacher.

## 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 as they are in their homes. 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 line or who give money to friends who are already in 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 Headmaster deems appropriate.

## LOCKERS

Lockers will be assigned to students at the beginning of the year and should be kept in an orderly manner at all times. **NO STUDENT MAY OPEN ANOTHER PERSON'S LOCKER WITHOUT PERMISSION.** Administrators and faculty may check lockers at any time. Extra keys and combinations should be given to the office. If keys are not available during locker search, the lock will be cut. Students are not to change lockers for any reason without permission from administration.

## PARENT-TEACHER CONFERENCES

You, as parents, are urged to contact the Headmaster and make an appointment for a conference with your child's teacher when you feel the need. The Headmaster will gladly schedule an appointment. Teachers will be available during their conference time, or before and after school. Please request an appointment at least **one day in advance**. The telephone number for the office is 601-657-8896. Elementary parents must contact the Headmaster. No elementary conference will be scheduled on Friday.



## ASC Summer School/Correspondence Course Regulations

The Headmaster 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 one (1) Carnegie unit of credit through a correspondence course.

### Uniform Dress Code

#### **SHIRTS:**

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

#### **SLACKS:**

- Khaki/tan or navy blue pants and shorts may be worn. (no jeans or stretch material such as leggings or jeggings)
- No holes are allowed
- Shorts are not to come above the tip of the student's middle finger while standing
  - Administration will use discretion on appropriate short length as needed

#### **NOT PERMITTED CLOTHING/ITEMS:**

- Cargo pants or shorts for junior high and high school
- Excessively baggy pants, hip-huggers, or low-rise pants.
- No cut legs, extra zippers, loops or drawstrings.
- SHADES ARE NOT TO BE WORN IN THE BUILDING OR CLASSROOMS.
- HATS ARE NOT TO BE WORN IN THE BUILDING OR CLASSROOMS.
- SWEATPANTS ARE NOT ALLOWED!
- Blankets are not allowed in the building.

#### **Exceptions:**

- K-3, K-4, and K-5 may wear pants and shorts with elastic waists
- Students religiously required to wear skirts may do so with the permission of the headmaster. Skirts must reach below the fingertips, have shorts underneath, and have no splits.
- Solid color dresses or jumpers may be worn in grades K3-6.

#### **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.

**FEMALE:**

- No hats/caps inside the buildings or anywhere else before the end of the academic day.
- No unnecessary attire, hairdo, etc., that brings undue attention to an individual or groups (vice wear, trench coats, colored hair, etc.)
- No visible body piercings (other than ear), tattoos, etc.

**MALE:**

- Facial hair (mustaches, beards, etc) must be extremely well groomed (length & uniformity).
- No hats/caps inside the buildings.
- No earrings.
- No unnecessary attire, hairdo (length/color), etc., that brings undue attention to an individual or groups (vice wear, trench coats, colored hair, etc.)
- No visible body piercings, tattoos, etc.

\* ASC ADMINISTRATION WILL BE THE FINAL SAY ON THESE MATTERS.

**COLD WEATHER ATTIRE:**

- Any jackets, sweaters, pull-overs, and sweatshirts may be worn. These must be appropriate with no vulgar/explicit language and MUST reflect Amite School Center and no other elementary/high school. They must be worn over a dress code shirt.
- Students may pay \$1.00 to their homeroom teacher to wear blue jeans on designated days.

Please write names inside jackets and other clothing items. Uniforms may be purchased anywhere. Students, parents, and guardians should review, understand, and adhere to the A.S.C. uniform dress code.

All T-shirts designs must be approved by the headmaster before they are sold.

Honor Roll students will receive 1 free dress day.

The date will be set and announced for the following 9 weeks.

Students with free dress MUST follow the guidelines above for shorts

## ***Student Code of Conduct***

All students of ASC are expected to handle themselves in such a way that reflects our standards and beliefs as a Christian school. Students are expected to represent ASC at school, all school related functions, and any school related media.

Misconduct in or at any of these venues will fall under school discipline and may be handled accordingly by the Headmaster. As a school we do realize that we cannot and do not attempt to monitor students' actions away from school, school activities, and school related media. Having said this, we do hold our students to a certain standard of conduct and behavior. We expect the students of ASC to act and speak in a manner that reflects positively upon our entire school.

### **DISCIPLINE**

#### **Discipline Philosophy:**

Discipline is not what you do to students, but rather what you do for them. It is the mission of Amite School Center to provide "quality Christian education in a disciplined and safe environment". A student who cannot be disciplined cannot be educated. Amite School Center expects parents to support and students to obey the disciplinary procedures outlined below. When a student is misbehaving, they are robbing his/her classmates of their right to receive the full value of private school education for which a parent/guardian is paying. It is the school's desire that the disciplinary measures taken be appropriate to the offense and carried out in a manner that is not degrading to the student yet effective in teaching. Therefore, the school reserves the right to use a number of disciplinary methods. All student disciplinary practices are carried out to fulfill the mission of Amite School Center and our service to our Lord in His work at Amite School Center.

**METHODS OF DISCIPLINARY ACTION (Demerit System):**

1. TEACHER INITIATED:

The teacher will discipline the student at the time of the infraction. If the student does not conform to teacher initiated action, the teacher will then issue the student the appropriate amount of demerits.

2. ADMINISTRATION REFERRALS:

Students may be referred to the office for a conference when demerits are issued. Parents/Guardians of such students will be contacted. Demerit reports will be emailed.

**STUDENT REPORT - 5<sup>th</sup> thru 12<sup>th</sup> Grades**

Student - \_\_\_\_\_

Grade - \_\_\_\_\_

Date - \_\_\_\_\_

Teacher - \_\_\_\_\_

Student Initials - \_\_\_\_\_

Total Demerits to Date - \_\_\_\_\_

Posted in Renweb (office use only)

<p><b>2 Demerits</b></p> <p><input type="checkbox"/> Dress code violation</p> <p><input type="checkbox"/> Tardy</p> <p><input type="checkbox"/> Not following instructions</p> <p><input type="checkbox"/> No open containers in class/hallways/walkways</p> <p><input type="checkbox"/> Other (<i>Explain*</i>)</p> <p><b>4 Demerits</b></p> <p><input type="checkbox"/> Misbehavior in the cafeteria</p> <p><input type="checkbox"/> Misbehavior for substitute</p> <p><input type="checkbox"/> Out of assigned area</p> <p><input type="checkbox"/> Class Disturbance</p> <p><input type="checkbox"/> Parking/Driving violation</p> <p><input type="checkbox"/> Public Display of Affection (PDA)</p> <p><input type="checkbox"/> Other (<i>Explain*</i>)</p> <p><b>5 Demerits</b></p> <p><input type="checkbox"/> Disrespect during special events/programs (Chapel, Special Programs, etc.)</p> <p><input type="checkbox"/> Reckless driving on campus</p> <p><input type="checkbox"/> Internet misuse</p> <p><input type="checkbox"/> Profanity</p> <p><input type="checkbox"/> Visible use of cell phones including earbuds</p> <p><b>(Demerits may be issued more than one time per day)</b></p> <p><input type="checkbox"/> Other (<i>Explain*</i>)</p> <p><b>8 Demerits</b></p> <p><input type="checkbox"/> Cheating/Plagiarism (including copying another student's homework as your own. Parent may be called)</p> <p><input type="checkbox"/> Cutting class</p> <p><input type="checkbox"/> Defacing school property</p> <p><input type="checkbox"/> Disrespect and/or rudeness to faculty/staff</p> <p><input type="checkbox"/> Attempting or aiding a student in any of the above</p> <p><input type="checkbox"/> Other (<i>Explain*</i>)</p>	<p><b>10 Demerits</b></p> <p><input type="checkbox"/> Cruelty to peer(s)/bullying</p> <p><input type="checkbox"/> Fighting (discretion of administration)</p> <p><input type="checkbox"/> Sexual harassment (verbal/physical) (discretion of administration)</p> <p><input type="checkbox"/> Stealing (discretion of administration)</p> <p><input type="checkbox"/> Weapon (discretion of administration)</p> <p><input type="checkbox"/> Attempting or aiding a student in any of the above</p> <p><b>Automatic Out-of-School Suspension:</b></p> <p><input type="checkbox"/> Drugs (may result in expulsion)</p> <p><input type="checkbox"/> Fighting (discretion of administration)</p> <p><input type="checkbox"/> Leaving campus without permission</p> <p><input type="checkbox"/> No show for detention</p> <p><input type="checkbox"/> Stealing (discretion of administration)</p> <p><input type="checkbox"/> Alcohol on campus (3 days)</p> <p><input type="checkbox"/> Weapon (discretion of administration)</p> <p><input type="checkbox"/> Any student caught in possession, or in the act of using a Vape on campus will be suspended for 3 days.</p> <p><input type="checkbox"/> Attempting or aiding a student in any of the above</p> <p><b>EXPLANATIONS*:</b> _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>FOR OFFICE USE ONLY:</b> _____</p> <p>_____</p> <p>_____</p> <p>Detention Served _____</p> <p>Demerits Carried Over _____</p>
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Last Updated on 7/12/22

**THE FOLLOWING SCALE WILL BE USED BY ADMINISTRATORS WHEN ASSIGNING DETENTION BASED ON DEMERITS.**

10 demerits per year = 1 early morning detention with \$5 fine or corporal punishment

20 demerits per year = 1 afternoon detention with \$10 fine

30 demerits per year = 2 afternoon detentions with \$20 fine

40 demerits per year = student will begin to receive OSS (out-of-school suspension) and will receive OSS for each 10 additional demerits

\*After the student's third suspension during the year, they will be considered for expulsion.

**DISCIPLINARY PROCEDURES**

**A. CORPORAL PUNISHMENT-**

This method of punishment may only be administered by headmaster/asst. headmaster. Corporal punishment consent form must be signed by parents/guardians.

**B. EARLY MORNING-AFTER SCHOOL DETENTION -**

Students may be placed in Early Morning/After school Detention under the supervision of faculty members. Students will be required to study or work on class assignments during this time. Early Morning Detention will be held from 7:00am-7:45am on Monday – Friday of each week. After School Detention will be held from 2:55pm-5:00pm on Monday - Thursday of each week. Parents/Guardians of students are responsible for covering the cost of supervision (\$5 per day morning & \$10 per day afternoon). Payment is due the day of detention. Students who fail to report to detention on time will be assigned an additional detention.

**C. OUT-OF-SCHOOL SUSPENSION –**

The student will be removed from school grounds for a length of suspension 1 (one) to 3 (three) days. The student may not participate in extracurricular activities on days of suspension. This begins on the day that the suspension is given and ends on the day that the student returns to school. Days suspended will be applied toward the 20-day maximum of absences allowed for the student. It is the student's responsibility to make up any missed assignments. The student must follow the make up work policy on page 11. At the conclusion of the semester, three (3) points will be deducted off the students final grade, in each class, per day that OSS was assigned. If a student has been suspended 3 or more times within the same school year, then that student will be considered for expulsion.

**D. 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.

**Disciplinary Hearing Procedure:**

Disciplinary practice and procedures will be reasonable and for the best interest of the child involved and students in general. Upon reasonable request, parents will be advised to the nature of the infraction and the penalty or punishment imposed, under the following guidelines:

1. A phone call by administration informing the parent of the situation and/or an email will be sent regarding the situation.
2. A conference with the teacher and/or administration taking place during school hours.
3. Both parents should attend the conference, or if only one parent is present, the absent shall be deemed to have appointed the attending spouse as agent, and all matters and proceedings at the conference will be to the same effect as if both parents were present and participating.
4. If communication cannot be had in a polite and civil manner, the conference shall cease. If the parents wish to pursue the matter further, arrangements may be made for appearance before the School Board.
5. Under no circumstance shall a parent proceed to the home of a teacher or administrator with a grievance except by mutual consent in advance.
6. Abuse or intimidation of teachers or administrators will not be tolerated, whether during school hours, at home, or in any other manner. Intemperate language or threats may result in suspension or expulsion of your child. Legitimate complaints will be given proper consideration, but the administration will not permit disruption of the school or jeopardize the education of the vast majority of students because of the irresponsible conduct or attitude on the part of a small minority.

## CELL PHONES/SMARTWATCHES

Students may not use their cell phones, smart watches, or any other form of technology in the hallways, restrooms, lunch room, on break, or at any other time of the day. At any point during the school day students may be subject to an appropriate cell phone search, if a staff member has reason to believe that a student may be using a device for noneducational purposes. The use of Smartwatches will result in both the watch and phone being taken. Elementary students will have designated areas in their homeroom to place a phone without being punished. If they are found with a phone after homeroom the following will apply.

### **A student caught with their phone at school will be handles as follows:**

#### 5 demerits per offense plus:

- 1<sup>st</sup> offense (per year): The phone will be taken and kept in the office until a parent comes to pick it up.
- 2<sup>nd</sup> offense: \$20 fine and the phone will be taken and kept in the office until a parent comes to pick it up.
- 3<sup>rd</sup> offense: \$40 fine and the phone will be taken and kept in the office until a parent comes to pick it up.
- 4<sup>th</sup> offense: \$75 fine and the phone will be taken and kept in the office until a parent comes to pick it up.
- 5<sup>th</sup> offense or more: \$100 fine and the phone will be taken and kept in the office until a parent comes to pick it up.

## DRUG TESTING POLICY

All students in Grades 7 through 12 and staff are required to participate in the drug-screening program at A.S.C. For any student who refuses to participate, ASC will call the parents and the student will be dismissed from school immediately.

The purpose of the drug testing policy is:

1. To educate the students concerning the dangers of drug abuse.
2. To help prevent drug abuse by students of Amite School Center.
3. To identify any students who may be using drugs and to identify the drug.
4. To provide reasonable safeguards in order to ensure that every student who attends A.S.C. is medically competent.
5. To remove the stigma of drug abuse from those students who are not users.
6. To reassure students, parents and the community that the health and academic progress of each student is the primary goal of Amite School Center.
7. To re-emphasize to the students his/her responsibility as a positive role model.

A.S.C. will provide appropriate programs with the goal of preventing and discouraging student's use of chemicals.

- A consent form will be signed at the beginning of the school year by all students and parents.
- All students in grades 7-12 are subject to random drug testing as well as faculty and staff.

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 Headmaster will be notified and will determine the appropriate course of action, including notification of parents.



## **Positive Test Results**

If the positive result is verified and confirmed, then the following steps will be taken:

1. If a student tests positive on a drug screening, they have 24 hours to submit proper prescription information.
2. If a student tests positive on a drug screening, the student will receive five (5) days of OSS.
3. Subsequently, the student MUST submit to random drug screening once a month throughout the calendar year. Amite School Center Administration or a designee will have/oversee that the student is tested monthly. Parents/guardians are required to cover the cost of the random drug screening for the entire calendar year.
4. If a student has a second positive drug screening, that student is subject to expulsion from the Headmaster and Board of Directors.
5. Parents may contact the Headmaster and request to appeal to the school board. If a student is withdrawn prior, no appeal hearing will be granted.

## **Mr. & Mrs. ASC Guidelines**

- Must have attended ASC since the beginning of 9<sup>th</sup> grade. (Jr. High beginning of 7<sup>th</sup> grade)
- Overall GPA of 3.0
- No MAJOR discipline referrals
- Must participate in at least one extra-curricular activity

## **LICE TREATMENT**

Students found to have lice or nits may be sent home with instructions from the school as to the requirements for returning to school.

## **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 make a decision 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 and the school website. Additionally, K-106 McComb will officially report the closing of school.

## **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.

## **CARE OF SCHOOL PROPERTY**

Care and treatment of school property shall be governed by the by-laws of the Board of Directors of Amite School Center. We have a fine school and want to keep it that way. Emphasis should be placed on proper care and beautification of the school grounds. When a student willfully or negligently damages or destroys property, parents will be responsible and appropriate damages shall be assessed and collected.

A.S.C. will not be responsible for items such as cellular phones, pagers, radios, tape players/recorders, video games, and musical instruments (including any instruments) brought to or left at school.

## **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.

## **ACCEPTABLE INTERNET USE POLICY K-12**

Any student who uses an Amite School Center computer, his/her parent/guardian must sign a form indicating that the student will comply with the Acceptable Internet Use Policy.

### **Amite School Center Internet User Policy 2022-2023**

Computers are used to support learning and to enhance the schools instructional program. Computer networks and other electronic communication devices allow individuals to interact with many other computers along with accessing information. The internet allows people to interact with hundreds of thousands of networks and computers from all over the world. 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. Students will be given several assignments that will require using the internet. The use of the school's internet access is a privilege, not a right, and inappropriate use will result in cancellation of the student's internet privileges. Any other disciplinary action will be at the Headmaster's discretion. Please review the rules listed below and discuss them with your son/daughter.

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

By signing the acceptable use policy agreement, you acknowledge that you, (1) understand the school's policies pertaining to the use of the internet, (2) realize that if any aspect of the policy is violated, your use of the school's network will be canceled, and (3) understand that there will be NO second chances.

## **A. S. C. 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.

### **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 to embark upon and seek to continue a rigorous intellectual path while understanding the importance of developing the mind and creating a strong work ethic in career pursuits.

**Challenged by the Gospel-** Grounded in the Gospel of Jesus Christ and its implications, with the tools to obtain spiritual direction and understanding.

**Well Balanced & Disciplined-** Developing a healthy, balanced lifestyle possessing a foundation of Godly character, independence, and self-awareness. Growing in disciplines of mind and body through the pursuit of excellence in spirituality, morality, academics, and athletics.

**Engaged-** Participating effectively in a community of ideas as a listener and communicator – understanding, critiquing, and challenging worldviews and their implications – working productively with others while maintaining integrity of personal beliefs.

**A Servant to Others-** Demonstrates an awareness of his or her impact on the community and actively demonstrates the love of Christ in the serving of others.

# FORMS

(all forms will be Completed using Google Forms)

## Amite School Center's

Parent/ Legal Guardian Signature Sheet: Drug Testing

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*Student Name*

*Grade*

I have read the drug policy and understand that my child could be randomly tested.

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*Student Signature*

*Date*

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*Parent or Legal Guardian Signature*

*Date*

# Amite School Center's

## Parent/ Legal Guardian Signature Sheet: For Handbook

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*Student Name*

*Grade*

I have read the 2022-2023 handbook and agree to abide by its rules.

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*Student Signature*

*Date*

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*Parent or Legal Guardian Signature*

*Date*

# Amite School Center's

## Parent/ Legal Guardian Signature Sheet: For Student Accident Insurance

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*Student Name*

*Grade*

We have received the student accident 2022-2023 insurance form from Amite School Center and we...

(circle one)

**WOULD LIKE** to Purchase the Insurance

Or

**WOULD NOT LIKE** to Purchase the Insurance

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*Parent or Legal Guardian Signature*

*Date*

# Amite School Center's

## Parent/ Legal Guardian Signature Sheet: For Internet Usage Policy

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*Student Name*

*Grade*

I have read the 2022-2023 Internet Usage Policy and agree to abide by its rules.

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*Student Signature*

*Date*

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*Parent or Legal Guardian Signature*

*Date*

# Amite School Center's

## Parent/ Legal Guardian Signature Sheet: Photography and Social Media

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*Student Name*

*Grade*

We have received the photography and social media posting form for the  
**2022-2023** school year.

(circle one)

**CAN** photograph/post my child on Social Media

Or

**CANNOT** photograph/post my child on Social Media

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*Parent or Legal Guardian Signature*

*Date*