



## **AMSE INSTITUTE POLICIES**

### **Student Participation:**

AMSE programs require a significant time commitment from the students (estimated at an average of 5 – 20 hours per week.) Students are encouraged to enroll in only one AMSE program per school year/semester.

These programs include:

- Astronomy Research
- Hydroponics
- ISS
- Math Team
- Ocean Discovery
- Rocketry
- Robotics

If a student chooses to apply/enroll for more than one AMSE program, he/she may only hold a leadership position in one of the two programs. Students may not enroll in more than two AMSE programs in a single semester/year.

*Students may enroll in as many clubs as he/she wishes without impacting program enrollment.*

### **Attendance and Punctuality**

Students are expected to actively participate in AMSE program events and to attend 90% of all of the program sessions. Attendance includes fulfilling participation requirements, including punctual arrival and active contribution at sessions, practices, events, and other program activities. In order to maximize program participation, students are to schedule other activities and appointments to conflict minimally with program activities.

Students should notify the program manager in advance, if they are going to be absent. Please note that excessive absence is cause for removal from the program.

### **Program Scheduling**

The schedule for program meetings follows the school calendar: On days when there is no school there is no program meeting unless it is specially arranged by the program manager.

*Cancellation of program meetings:* On occasion, a program meeting may need to be cancelled. In this event, the program manager will email the students directly through their VCS warriorlife account.

## **Supervision**

While participating in VCS AMSE program activities, students are responsible to VCS faculty, staff and program leadership supervision. Students must inform VCS staff and/or adult mentors of departure when at a VCS AMSE program activity both on or off campus.

## **Classroom Guidelines:**

We strive to integrate the values of caring, honesty, respect and responsibility through all of our AMSE programs and practices. All rules of acceptable conduct for VCS apply to participation in AMSE after school programs. If the need arises for classroom discipline it will be constructive and will reinforce VCS policies and procedures. As needed, a written notice of unsatisfactory behavior will be sent home to the parent/guardian. Failure to meet expected standards of behavior are grounds for removal from the program

## **Visitor Policy**

If a parent or guardian wishes to visit/observe a program session, prior notification must be obtained from the program manager. All visitors must first check in at the VCHS office to sign in and out of the visitor log and obtain a VCS visitor badge.

## **Cell Phone Policy**

AMSE has instituted a cell phone policy for the protection of each student's privacy and safety, as well as to maintain a peaceful environment for all to enjoy. We do not encourage students to use personal cell phones or any electronic devices during program hours. Students will be asked to keep their cell phones in their backpacks or in another classroom space provided by the program manager.

## **Payment of Program Fees**

Payment of program fees in full must be made no later than the first day of program session. Students may not be allowed to participate in the program until program fees are paid in full. Failure to pay program fees will result in loss of placement in the program

**The consequence for violation of any of VCS AMSE policies, including those specified above, may include verbal warning, a documented violation notice, suspension, or dismissal from the program. Under such circumstances, no monies will be refunded. Serious violations may include further action from the VCS school administration.**

***We reserve the right to amend these policies at any time, without prior notice.***