

Manchester Academy
Student/Parent Handbook
2019-2020



MAVERICK NATION

Mission Statement

Manchester Academy, a college preparatory school, actively seeks to ensure that each student develops in body, mind, and spirit in the pursuit of academic excellence.

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General School Information

Established: 1969

Grades: 2K-12

Physical Address: 2132 Gordon Avenue, Yazoo City, MS 39194

School Web Address: www.manchesteracademy.org

School Telephone Number: 662-746-5913

School Fax Number: 662-746-5913

Head of School: Mr. Bryan Dendy

Elementary Principal: Mrs. Tracy Fouche`

Secondary Principal: Mrs. Jana Bardwell

Counselor: Mrs. Lea Choate

Administrative Accounts Receivable: Mrs. Celia Cerda

Administrative Accounts Payable: Mrs. Emily Poe

Accreditation: Mississippi Association of Independent Schools (MAIS), Southern Accreditation of Colleges and Schools (SACS)

School Hours: Elementary (2K-6): (8:00-2:55); Secondary (7-12) 7:55-3:10.

School Colors: Forest Green, Gold, and White

Mascot: Mavericks



Crest:



Board of Directors:

Byron Kelly-president, Will Choate-vice president, Sara Beth Pillow-secretary, Dixie Roberts, Leslie Scott, Brett Robinson, Joey Beidleman, Jay White, Keith Martin, Dee Paul, Lucy Dixon, and Jeffery Carpenter

Forward

This handbook has been prepared for your convenience and guidance; consult it often. In it you will find outlined most of the school's policies and regulations. Your parents, too, will find it helpful and informative.

When policies, rules, and regulations are adopted, the first consideration is the welfare of the students. We believe that adhering to the guidelines of this handbook will promote that welfare. If you do not find herein the information desired, please ask your Principal or teacher.

Interpretation of Manchester Academy Policies, Rules, and Regulations

The Manchester Academy administration has discretionary authority to interpret the terms and provisions of this handbook, and to determine all questions arising in the administration, interpretation, and application of the handbook. Parents and students should understand and agree to support the rules, dress code, and discipline procedures of the school in order to become a part of Manchester Academy. This handbook does not and cannot address every situation, question, or problem that may arise. Thus, any situation, question, or problem that arises and is not covered in this handbook will be left to the discretion and handling of the administration.

Student Handbook Acknowledgment Form

All students and their parents/guardians must execute a Student Handbook Acknowledgment Form found in the back of this handbook. By signing this form, you acknowledge that you have read, understand and agree to be bound by the rules, regulations and policies set forth in this handbook.

History

Originating in 1969, Manchester Academy has been serving Yazoo City and the surrounding area for the educational needs of its children. Through the diligent and unselfish efforts of many patrons and faculty members, the school has grown to a 16-acre campus that serves over 300 students in grades 2k through 12, with a staff of 50.

While the first priority of MA is to educate the students, the school offers a variety of scholastic and extra-curricular activities in the hopes that our students will reach their maximum potential. Manchester Academy provides a safe, secure, and Christian learning environment, which develops its students spiritually, morally, academically, physically, and socially.

Accreditation

The following institutions accredit Manchester Academy:

- Southern Association of Colleges and Schools (SACS)
- Mississippi Association of Independent Schools (MAIS, formerly Mississippi Private School Association)

Non-Discrimination Policy

An independent school, Manchester Academy does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Admissions Policies

1. Christian principles and academic excellence form the basis of the philosophy of Manchester Academy. We believe that each student should have the opportunity to reach his/her maximum potential.
2. Manchester Academy enrolls students in grades 2k-12.
3. Manchester Academy does not discriminate on the basis of race, color, national, or ethnic origin.
4. In grades consisting of more than one section of classes, parental preference regarding teachers cannot be accepted (neither may teachers request to have or not have a particular student).
5. Admission of special needs students: Our policy is to admit students with a broad range of ability levels. However, to ensure our ability to adequately meet the needs of all our students, including those with learning disabilities or other special needs, we may limit the number of students admitted. Enrollment is contingent on a review of previous school performance, teacher recommendations, other specialized testing as deemed appropriate by the administration, and a successful parent/guardian interview with the headmaster and the guidance counselor. For parents who would like to request academic accommodations for their child, specialized testing papers *from at least within the last two years from a specialized psy-*

chometrist must be on file with the guidance counselor. Admission to Manchester Academy is at the sole discretion of the administration.

6. **Expulsion from another school:** The Administration of Manchester Academy will not ever consider a student expelled from another school (public or private) for enrollment.
7. Before final acceptance into Manchester Academy, new students entering grades 7-12 must submit a current report card from the school previously attended (grades 1-12) to be officially admitted. (The school retains the right to determine the grade to which any student will be conditionally accepted.)
8. Admission to and continued enrollment in Manchester Academy exist at the sole discretion of the administration.
9. In order for their children to remain students at Manchester Academy, parents or guardians must realize that, for the school to meet its financial obligations, the parents must also meet their financial obligations to the school.

Withdrawals and Transfers

The procedure for withdrawal or transferring is as follows:

1. Parent or guardian notification.
2. Obtain appropriate forms from guidance office.
3. Have the forms filled out by teachers and return all books and property, and make sure all fees are paid
4. Take completed forms to the Guidance Counselor for final clearance.
5. Upon a student's withdrawal from Manchester Academy, the grades at the time of withdrawal are considered final grades for the student.
6. Students who move into the area may be admitted to grades 7-12 at the time of their relocation. If previous school records do not provide a clear assessment of the student's ability to be successful at Manchester Academy, the school may require additional testing. Subsequently, a nine-week probationary period that will include parent-teacher recommendations may be required.

Financial Policy

Since 2013-14, tuition and building pledges shall be paid only in one of the following ways:

- a. in full in advance by July 1st
 - b. in 12 equal monthly payments, June-May, by the 20th of each month.
1. The procedure for delinquent accounts is as follows:
 - a. After 10 days delinquent, the patron will receive a signed letter from the Manchester academy Board of Directors as a reminder to keep the account current.
 - b. After 20 days delinquent, the patron will receive a personal phone call from the Head of School along with a letter from the Manchester Academy Board of Directors.

- c. After 30 days delinquent, the student will not be allowed to participate in any extra curricular activities.
- d. After 60 days delinquent, the patron will be asked to come before the Manchester Academy Board of Directors. The Board reserves the right to create a workable payment plan with the patron to remain in good standing. If no effort is shown by the patron, the student will not be allowed to return to school or any school function until the account is settled.
- e. If the account cannot be resolved, and the patron is not able or willing to fulfill the obligations of the contract, the patron will be held legally responsible for paying half of the remaining balance.

All notes and contracts evidencing these debts shall be in accordance with the terms above set out. Exams may not be taken or grades released by the corporation to students or parents for any semester when any portion of tuition, building pledges, or charges applicable to the student's enrollment for the semester remain unpaid. Neither the Head of School, the Finance Chairman, nor any Board of Directors member shall have the authority to vary this policy without the consent of the Board.

Supervision of Students

1. School hours are 7:55 a.m.-2:55 p.m. (elementary) and 7:55 a.m.-3:10 p.m. (secondary)
2. Manchester Academy officially begins supervision of students at **7:30 a.m.**
3. Elementary students entering the building at 7:30-7:45 a.m. must go to the gym for "Early Bird" supervision.
4. Parents are asked to refrain from bringing their children to school before 7:30 a.m. due to the lack of proper supervision. Parents are also expected to pick up their children by 3:15.
5. All secondary students must meet and stay in the gymnasium between of 7:30-7:50 a.m.
6. Students are not to be in the building after 3:30 p.m. unless they have official business, such as athletic practice, cheerleader practice, meeting with a teacher, etc.
7. No student is to be in the gym or field house/weight room without the supervision of school personnel.
8. High school students who have elementary students riding to school with them should arrange to walk to the elementary wing and pick them up to escort them to their automobile. This course of action will eliminate any potential danger for students involved.

Elementary Dismissal and Pick-up Plan

1. **Manchester Academy requires that parents do not park and leave their cars unattended.**
2. Dismissal for elementary students is 2:50 p.m.

3. All elementary students will wait inside the building until called to be picked up.
4. Parents of elementary students are asked to drive to the north end of the building, pick up their children, and proceed to Gordon Avenue.
5. If a parent has business inside the building, he/she should park in the front parking lot only and follow the visitors' guidelines listed in this handbook.
6. No elementary child is allowed to wait for rides at the front of the building.
7. **Parents of any 2k-6th grade students left on campus after 3:10 (and not in a supervised program) will be sent to the after-hours program and charged a \$10 fee automatically billed to your account.**

Emergency Closing of School

In the event of snow or other conditions making it hazardous to attend school, parents will be contacted through the school's notification systems, which include the Manchester Website, Facebook, school-wide texting, Yazoo City local radio station WBYP 107 FM, WLBT, and Miss 103.

Visitors

1. **All visitors to the school must sign in through the front office and notify the office staff and/or administration of the reason for their visit.**
2. Authorized personnel (office staff, administrators) must escort **ALL** visitors to areas of the school during official school hours.
3. Parents and prospective parents are welcome to tour and visit our classrooms. Tours and visits must be arranged with the principals in the respective sections.
4. **No student visitors are allowed during school hours.**

Attendance/Absentee Policy

1. **Attendance at Manchester Academy is a privilege.** Manchester Academy discourages unnecessary student absences.
2. Absences for a full year course may not exceed 21, *unless the student has a verified doctor's excuse for a particular absence.* **Students who exceed the absence limit for a course without requisite doctor's authentication for their absences will have to appear with their parent(s) or guardian(s) before the Head of School. The Head of School will make the final decision of whether the student will receive credit in the grade (elementary) or course(s) (secondary).**
3. Exceptions to the attendance requirements can only be made in the event of extended personal illness verified by a physician or at the discretion of the headmaster. **School activity absence:** students participating in school-sponsored activities will be excused, and the absence will not count toward days absent.
4. **Students (7-12) must present a signed and dated note from parent/guardian upon the day of return to school stating reason for absence.**

5. Excuses should be taken to the front office before 8:00 on the day the student returns to school.
6. Students will be given a return-to-class ticket which will be given to the first period teacher.
7. Students that come in later in the day (after 7:55) should take excuse to the principal for a return-to class ticket.
8. If a student is absent more than a half-day from school on the day in which he/she is to participate in any school sponsored, extra-curricular activity, he/she may not participate in that activity.
9. Truancy (i.e., leaving the school grounds without permission) is a serious offense.
10. Students may leave school only with authorization from the respective principals or Head of School, **and** parent/guardian's permission to leave. **(Any student leaving campus without permission will receive out-of-school suspension.)** Students not bringing a note for dismissal before 8:00 a.m. that day **MUST see the principal and receive permission from her before leaving the school.**
11. **Students not following the above procedure will be considered leaving without permission and will receive out-of-school-suspension.**
12. **Students who violate this procedure three times will receive out-of-school suspension (and a zero daily grade in each class missed during the suspension).**
13. If an absence is unavoidable, the principals or teachers should be contacted in advance of the absence (if possible) to make arrangements for make-up work, tests, or other assignments.
14. Teachers will refer a student's excessive absences in a course to the principal.

Tardy Policy

1. School begins each day promptly at 8:00 a.m. and at 7:55 a.m. for secondary classes. Students who arrive after these times respectively will be counted tardy for the class. Tardies are considered to be a major distraction to class. Student must be at school and in each class on time.
2. All doors will be locked at 8:00 a.m. for the safety of MA students. Any 5k-12th grade students arriving after 8:00 a.m. should check in with the administrative office *through the front doors*.
3. A student is considered tardy after tardy bell.
4. 3 Tardies = 1 absence
5. Tardies accumulate over a nine-week period and start over at the beginning of each nine weeks.
6. **Each period's teacher will record secondary students' tardies throughout the day.**
7. **Students tardy for first period class must receive a return-to-class ticket in order to enter first period class.**
8. **After 8:15 a.m. students will be considered absent and will not be allowed in the building until 2nd period bell.**

9. Students may not enter a classroom after 15 minutes once the tardy bell for the period has rung. Students will not be allowed in the building until the next period.
10. All tardies are considered unexcused (unless there is an emergency or other extenuating circumstance. The principal will contact the parents for matters such as these.)

Grievance/Compliance Agreement

If a question or complaint arises in regard to lessons, classroom management, or classroom interpersonal relationships, the correct procedure should be as follows:

- a. Schedule a conference with teacher, principal, and counselor
 - b. Schedule a conference with principal/headmaster
 - c. The Board of Directors will not take calls directly about a situation or classroom matter. Parents may call the office and set up an appointment.
1. Any person having a complaint about textbooks, media center, or other instructional materials shall meet with the principal.
 2. If the matter cannot be resolved, the principal shall notify the headmaster and ask the complainant to use a **Request for Review** form, which is available through the elementary, secondary principals, or in the office.
 3. After receiving the completed form, the headmaster shall meet with the complainant to discuss the complaint.
 4. If the complaint is not resolved at the meeting with the headmaster, the complainant may request that the board consider the complaint.
 5. If the board chooses to consider the complaint, the complaint will be discussed and resolved in the monthly board meeting.

Technology Policy

1. Authorized users of Manchester Academy computer equipment and network access are limited to those students, faculty, and administrative personnel who have read and agreed to the policies set forth by signing the Computer Use Agreement.
2. All students using computers/laptops must agree and sign the technology contract as stated in the acceptable use policy, laptop use/care policies posted online.
3. Students will be held directly responsible for any and all infractions of the contract with consequences as stated within the contract or at the discretion of the teacher/principal/headmaster.
4. For more detailed explanations, parents should refer to the acceptable use policy and laptop use/care policy posted online.
5. Use of phones, laptops, and/or any electronic devices will only be used at instructional time and ONLY under the supervision of a teacher.

Student Automobile Regulations

1. **All student drivers will park in the paved parking lot. No student may park in the fenced-in field parking lot.**
2. Students may not park on the south end of the building/parking lot or within the fencing leading to the back of the building.
3. A maximum speed of **15 mph** will be observed while on campus.
4. Student disturbances, speeding, reckless driving, spinning wheels, or playing loud or disruptive music will not be permitted.
5. Students may go to his/her vehicle during school day ONLY if accompanied by a member of the MA faculty or staff.
6. Students are not allowed to sit in cars at any time during the school day.
7. Students must have a valid driver's license.
8. Cars will remain parked during the school day unless permission is granted to move them.
9. Vehicles are in the jurisdiction of the school and are subject to search without the student's knowledge and/or presence.
10. **DISCIPLINE FOR AUTOMOBILE VIOLATIONS**
 - a. First Offense: Student will not be allowed to bring a vehicle to school for 4 to 10 days, depending on the offense.
 - b. Second Offense: Loss of the privilege of bringing a car to school for a month.
 - c. Third Offense: Loss of the privilege of bringing a car to school for the year.

School Searches

1. School searches including any personal items such as but not limited to backpacks, purses, laptop, gym bags and vehicles may be take place at any time.
2. School authorities may conduct periodic general inspections at any time for any reason related to school administration purposes.
3. Inspection of individual desks may occur when there is a reasonable basis to do so, and, in those cases, the student or a third party shall be present.
4. The school has authority to inspect student automobiles used as transportation to school when a school official has reasonable suspicion to believe that illegal or unauthorized materials are contained inside a student vehicle. The student may be required to open vehicle, including the trunk.
5. A student's person, and/or personal effects (including backpacks) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

Regulations Regarding School-Sponsored Trips

1. In cases where students are provided bus transportation for an activity, all students will ride the bus to the activity.

2. Transportation home will be by bus unless prior agreement is made with the activity sponsor.

Emergency Drill Procedures

1. FIRE DRILL (first Friday of every month after announcements)
 - a. There will be 3 short rings to signal a fire drill.
 - b. Teachers will have all students move out of the building as rapidly as possible, using the nearest exit.
 - c. Students will remain at a safe distance from the building until the signal is given to return to class.
 - d. The signal to return to class will be a standard ring of the bell.
 - e. **NOTE: Any student who sets off a false fire alarm will be subject to suspension or expulsion.**
2. TORNADO DRILL (first Tuesday of every month after announcements)
 - a. One continuous ring of the bell will be the signal for a tornado drill.
 - b. Teachers will have students place their books inside their desks and move into the hall.
 - c. Everyone should be seated in the hall with backs to the wall. Students should remain as quiet as possible.
 - d. Everyone will be told when to return to the classroom or when to leave school by the principal or headmaster (no one else).

Field trip

Field trips will be determined by the classroom/subject area teachers.

1. Teachers must distribute and collect field trip permission slips with all important trip information.
2. Students must wear their uniforms on Field Trip events.
3. Parents must receive permission from the classroom/subject teacher in order to attend.
4. Classes may be expected to bring a donation to help provide for the cost of transporting to the destination.

School Parties

1. Manchester will **NOT** accept deliveries of flowers or candy on special occasions such as birthdays, etc., and also **NOT** on holidays such as Valentine's, etc.
2. **Elementary**
 - a. Elementary classes schedule parties for Halloween, Christmas, Valentine's Day, and Easter.
 - b. The kindergarten classes, first, second, and third grades may have an Easter egg hunt.
 - c. The teacher may not pass out invitations to birthday parties.

3. Secondary

- a. There will be no parties held during class time without prior permission from the principal. Permission will not be given without sufficient reason, and permission will not be given on the day of the party. In other words, the party must be approved and planned ahead of time so as to cause no disruption to other classes.
- b. All food is to stay in the room. Please do not bring any extra food to other classrooms.
- c. The teacher/students will be responsible for the entire clean up for the party. Trash must be thrown out and the floor must be swept and clean. Classroom order is the responsibility of the teacher.

School Guidance Services include the following:

1. Development of four-year academic plans
2. A standardized testing plan for students at all grade levels
3. University advising
4. Personal counseling
5. Counseling services designed to assist in achieving these goals fall into five areas: educational counseling, personal counseling, testing, occupational information, and follow-up.

Parent-teacher conference

1. Parent-teacher conferences are an essential part of education. Parents have a right to know how their child/children is/are doing, and they should be given the opportunity to participate in the education of their child/children.
2. Parents may schedule a parent-teacher conference through the respective principal when needed. Conferences will be during the teacher's planning period. Teachers will not be taken out of the classroom and miss instruction time with students.
3. Parents must follow the guidelines stated in the visitors' section of this handbook.
4. **Please do NOT call or text teachers at home or on their cell phones.**
Parents must follow the guidelines within the grievance policy.
 - a. **Parents may NOT go to a classroom to take a student out of class or talk to a teacher.**
 - b. **When a parent comes to the school for a conference, he/she should observe the following procedure:**
 - (1) **Come to the main office.**
 - (2) **Main office personnel will call the principal (elementary or secondary)**

(3) Seating is provided in the conference room while you are waiting.

Requests for early dismissal from school

1. Students must submit all requests for early dismissal from school to the front office prior to 8:00 a.m.
2. Parents are asked to follow these guidelines for early dismissal notes.
 - a. A home or business telephone number so that the school can verify such a request.
 - b. A parent or guardian signature
3. Dismissals will be on the daily absentee/announcement list.
4. An early dismissal counts as an absence and carries the same consequence as those listed in the attendance section.
5. Students must bring an excuse from parent or doctor for any classes missed.
6. **All students leaving campus for any reason must sign out in the front office. Any student who does not bring a note before 8:00 a.m. for dismissal must see the secondary principal or counselor and get permission before signing out and leaving (see p. 4). Any student who does not sign out before leaving campus will be considered skipping school and will receive out-of-school-suspension.**
7. A student who leaves school is responsible for all work in all classes missed. (The teacher has the discretion to give a student leaving for an early dismissal an assigned test upon the return of the student.)
8. **Students may not call parents for early dismissal.** If a dismissal is necessary, parents must call the office, come into the building, see the secondary principal, and make sure the student signs out. Parents are asked to be aware of the bell and class schedules.

Steps to follow for make-up work

1. It is first and foremost the STUDENT'S responsibility to communicate with ALL teachers if he/she has been absent, is leaving school early (for athletic or other reasons), or knows of absence in advance (due to doctor appointments, etc.)
2. Make-up work is the student's responsibility. A student will be permitted a period of time equal to the duration of his absence in which to make up missed work, including class work, homework assignments, and/or quizzes.
3. If a test is scheduled in advance and if the student misses the day before the test AND/OR the day of the test, the student must take the test on the first day back at school.
4. In the event of an all-day absence or an extended absence, it is the parent's responsibility to check the school website under the teacher's lesson plans, or to call the front office for assignments and to pick up those assignments by 3:00 each day to ensure daily work, future tests, and projects are current.

Classroom Policies

1. Teachers will post classroom rules.
2. Secondary-
 - a. Teachers are required to instruct students to place cell phones in a specific holder during the entire period (bell-to-bell). Students must place their phones immediately upon entering the classroom.
 - b. Cell phones must be on silent, or preferably off-this may be at the discretion of the teacher.
 - c. All laptops must be in the black Brenthaven case when not in classroom use. This includes in the hall, cafeteria, etc.
 - d. Headphones, earplugs, bluetooth listening devices are not allowed in school during regular school hours. (Coaches may allow these during athletics and will up to the discretion of the individual coach.)
 - e. Teachers will have specific consequences for students who do not follow technology rules within their classrooms.
 - f. Student may NOT have blankets in any classroom. For those chilly classrooms, students may wear an approved MA jacket or sweatshirt.
 - g. Students not following teachers classroom rules may be subject to a discipline referral to the principal's office.
 - h. Students are reminded that any jule, vaping apparatus, or materials used for this harmful pastime will result in automatic out-of-school suspension. The school reserves the right to search any student/backpack/locker room locker/athletic bag, etc. This policy extends to anywhere on campus and/or school activity.
 - i. All students must enter school through the front doors.
 - j. Students will not be allowed to enter the building through any door in the building. These doors are emergency exits only.
 - k. All students are required to go to the cafeteria at break. Students will not be allowed in the building or in the gym unless for a specific reason for a specific teacher.
 - l. 7th period is a resource/make-up time. All students which includes students in athletics are required to used 7th period for extra help from teachers and/or to make up tests.

Grading Policy

1. Nine weeks' grades are calculated by averaging the daily grades and the test grades.
2. Secondary students will have 9 weeks test during the final week of 1st quarter and 3rd quarter. These 9 weeks tests will be comprehensive of the work in that course during the quarter and will count as 2 test grades.

3. Semester grades are calculated by adding the first two nine weeks' grades twice with the first semester exam, and dividing by five.
4. Manchester Academy grading scale is as follows:

90-100	A
80-89	B
74-79	C
70-73	D
Below 70	F
5. Secondary: At the end of each semester, each teacher will give a semester exam.
6. Semester average will be calculated as follows:
 - a. Add 2 nine weeks' grades and multiply times 2
 - b. To that, add exam grade and divide by 5
7. At the end of the year, the yearly grade will be determined by averaging the 2 semester grades for the final yearly average.
8. The administration expects all students to sit for exams at the established times. Only in extenuating circumstances (illness, for examples) students will be allowed to take exams at times other than as stated on the exam schedule. Approval must be granted in these cases.
9. In the case of a student with special needs who needs testing in a different environment, the student must provide a documented learning disability and approval from the counselor and principal.
10. ***Cheating will not be condoned.*** Cheating will result in an automatic zero on test/assignment and/or other disciplinary consequences (depending on the nature of the offense and whether or not it is a repeat offense).
11. ***Progress reports and report cards will not be sent home.*** All will be available online with parent login id to the grading system. Progress reports/report cards will only be printed upon request and will not be mailed

Secondary exemptions

- a. 7th-12th graders are not exempt in any class during first semester (exception is seniors in semester class).
- b. 1st semester: Seniors may be exempt in semester courses only. In order to be exempt, the semester average must be 90 or above in that semester class.
- c. All students in grades 7-11 have the opportunity to be exempt from exams during the 2nd semester on a per class basis. This will include one semester courses taken in the spring.
- d. Exemptions will be based on grades, attendance, and behavior during the entire school year.
- e. Students in grades 7-11 who meet the following criteria will be exempt from taking 2nd semester exams on a per class basis:
 - i. Cumulative Academic Average of 90 for the entire year;
 - ii. Have been absent 10 days or less for a full year course or 5 days or less for a spring semester course (School Related Absences, which now include 2 college days for juniors, are the only exceptions);

- iii. Have no discipline reports on file with the secondary principal.
- iv. Have no Out-of-School Suspensions during the entire school year.

Senior Exemptions:

Seniors who meet either of the following criteria will be exempt from 2nd semester exams or fall semester course exams (such as Government in the fall and Economics in the spring) on a per class basis

- Cumulative Academic Average of 90 for the entire course with no Out-of-School Suspensions; OR
- Cumulative Academic Average of 85 for the entire course with the following conditions:
 - vi. Have been absent 10 days or less for a full year course or 5 days or less for a one semester course (School Related Absences, which now include college days, are the only exceptions);
 - vii. Have no discipline records on file with the secondary principal due to tardies during the entire school year, or first semester for a fall semester course.
 - viii. Have no Out-of-School Suspensions during the entire school year.

Reporting of Student Progress

Progress reports are not issued during the 9 weeks grading period, but parents do have access to their students' grades on a daily basis within Chalkable School Information System. Report cards will be posted to student and parent accounts at the end of each nine (9) weeks grading period. Parents may log on to www.manchesteracademy.org and click on the student grade link at the bottom of the page for grades, absences, discipline, etc., at any time. Parents and students will receive a log-in username and password at the beginning of the school year.

The following **minimum** number of grades must be given in a nine weeks' grading period — at least 9 daily grades and at least 3 test grades (no exceptions in any class).

Promotion /Retention Policy

1. Grades 1 and 2: any first or second grader who fails reading or math must repeat that grade.
2. Grades 3-6: Any child who fails a total of 2 academic subjects during the year will repeat the grade.
3. Academic subjects in elementary are as follows: reading, language, math, social studies, science, and spelling.
4. ***Promotion Policy for grades 7-8: students must pass English, math, and either science or history to be promoted to the next grade.***

5. *Students (9-12) who fail English, math, or two of these major courses must attend summer school and receive a passing grade.*
6. *Students who fail three or all four of the major courses must repeat that grade.*

Quality Point System and Grade Point Average

1. In order to determine a student's Quality Point Average (QPA), quality points are given according to the student's final grade beginning their 9th grade year.
2. Quality Point Average (QPA) for grades 9-12 will be used on transcripts for university admission requirements. The quality point system will be as follows:
 - A = 4.0
 - B = 3.0
 - C = 2.0
 - D = 1.0
3. A student's numerical grade point average (GPA) is determined according to the student's final course grades beginning his/her 9th grade year.

Scholastic Award for Sports

1. The final grade average will be determined from a cumulative average of core courses English, history, math, science, computer, Spanish, and art of the **first three nine weeks**.
2. No Vo-Tech grades will be included in the determination.
3. A student does not have to be enrolled in an advanced tracking course to be eligible for this award.
4. Advanced tracking courses will *be* weighted in the determination of the final average.

Summer School

1. For those students who fail a class, online work and/or summer school will be accepted where class work has been attempted and failed.
2. Credit for remedial courses (class work has been attempted and failed) only will be accepted from any Mississippi Public School or any Mississippi Association of Independent Schools or the Resource Education Center or by an accredited online institution (North New Summit, for example).
3. For ALL course work taken at an institution other than Manchester Academy, the guidance counselor must approve PRIOR to enrollment in a course.
4. All course work must be completed and final average submitted by the beginning of school in August.
5. Please note: a maximum of 2 units may be earned during one summer.
6. **Very Important:** Only 4 units earned through online/independent study may be applied toward high school graduation in the Mississippi Association of Independent Schools.

Extended Session

1. It is possible Manchester Academy may offer extended sessions to qualified students, provided the teacher who taught the class is available for the appointed session. (Teachers are not contractually obligated to offer these extended sessions.)
2. Students may qualify for extended session if the final average for the class in question is a 65.0 or above.
3. The cost of extended session is at the parent/guardian's expense and is due to the teacher on the first day of class.
4. **Please note: There is a chance that extended session will not be available for students.**

General Core Curriculum For All Students-for 2019-2020

9th Grade

English I
Algebra I
Honors Algebra II (advanced)
World Geography-½ unit
Mississippi Studies-½ unit
Biology I
Spanish I (2018-19 is the last academic session offered)

10th Grade

English II
Honors English II (advanced)
Algebra II
Honors Geometry (advanced)
World History
Physical Science
Honors Chemistry
Spanish II **or**
Advanced World Geography
Elective

11th Grade

English III
Honors English III (advanced)
Geometry
Honors Advanced Math (advanced)
US History
Biology II **or**
Chemistry
Honors Physics (advanced)
Elective

12th Grade

English IV*
Composition I & II**
Senior Math or
Honors Advanced Math
Honors Calculus (advanced)
US Government ½ unit
Economics ½ unit
Honors A & P or
Physics

Dual Cred-

For the 2018-19 academic session, Spanish I is offered in the 8th grade for high school credit. Students in the 8th grade during this year's session must take computer applications as a freshman to meet MA and IHL graduation requirements.

Students are also required to take 1 unit of Art before graduation.

**Students who make at least a 17 on the English portion of the ACT qualify to take the dual enrollment course of Comp I & II.*

***Students advanced in English must take Comp I & II. A score of at least a 17 on the English portion of the ACT is required to qualify for this course.*

****Students participating in dual enrollment classes as well as Comp I and II enroll as students of Holmes Community College. Each must abide by the guidelines including but not limited to deadlines, payments, and absences as all students enrolled at Holmes Community College.*

Graduation Requirements

1. **Beginning with the class of 2023 and beyond, graduation requirements will be 24 credits.**
2. **Both tracks will meet all major college requirement for most universities. Students are required to complete 4 credits of English, 4 credits of math, 4 credits of science, 4 credits of social studies, 1 credit of computer, and 1 fine arts credit and 5 credits of academic electives as a part of their required credits.**
3. **The ACT should be taken at a location of the student's choice prior to graduation.**
4. All students will be required to take a minimum of 5 units in the 9th grade, and 6 units each year in grades 10-12.
5. Any student who does not meet the number of credits required for graduation will not participate in graduation exercises (Baccalaureate or graduation). A student may participate in class day if he or she chooses.
6. A student will not be able to make up failed course work until **after** graduation.
7. **After** the student makes up the course work, the diploma will be granted.
8. **Graduation requirements are calculated in 8th-12th only. The student must take and pass a math, English, science, and history course his/her senior year.**
9. The following are the number of credits, in each area, required for graduation f
 - a. Manchester Academy graduation requirements follow the mandated IHL requirements:
 - i. 4 units – English
 - ii. 4 units – Math (starting with Algebra, includes Geometry)
 - iii. 4 units – History (includes American Government and Economics)
 1. Also, students must take Mississippi Studies /World Geography offered at Manchester Academy students in junior high
 - iv. 4 units – Science
 - v. 2 units — advanced electives (2 years of foreign language or 1 year of a foreign language and 1 year of Advanced World Geography)
 - vi. 1 unit – Art
 - vii. 1 unit – Computer Application
 - viii. Electives available after requirements are met.

Advanced Tracking (Secondary Only)

1. A student who excels academically is given the opportunity to take courses before he/she normally would do so in order to take advanced courses his/her junior and senior years.
2. 8th graders considering advancing in math must have a 90 final average in 7th math.

3. A student may begin advancing in the 10th grade in English and science. However, certain criteria must be met before he/she will be allowed to advance. The criteria are as follows:
 - a. His/her teacher must recommend student from the previous year in that subject area and must be approved by the administration.
 - b. A student must also have a 90.00 average in the subject area to advance.
4. For all advanced tracking courses: Once a student starts the advanced tracking process, he/she will remain in the advanced tracking program until graduation. If a student does not intend to follow through with the sequence of courses in its entirety, he/she should not advance. Withdrawal from the program must be deemed necessary by the teacher and administration.
5. All advanced tracking courses will be weighted by multiplying 1.05 times the final grade and will be reflected on their final transcript and will also be used in determining class rank. (This will begin for the 2018-29 academic session and will not be retroactive to honors classes taken before this school year.)

Advance Track Sequencing-2019-2020

Math	English	Science
8th grade-Honors Pre-Algebra	10th grade-Honors English II	10th grade-Honors Chemistry
9th grade-Honors Algebra I	11th grade-Honors English III	11th grade-Honors Physics
10th grade-Honors Geometry	12th grade-Composition I & II*	12th grade-Honors Human
11th grade-Honors Advanced Math	<i>*dual enrollment through Holmes</i>	Anatomy & Physiology
12th grade-Honors Calculus	<i>Community College</i>	

Community Service Hours

It is important that students learn to give and help others. In order to promote community service, MA students will be required to perform school service hours and community service hours.

Students in grades 9-12 average 10 hours of school/community service per year in order to earn a minimum of 40 documented hours required for graduation.

9th & 10th grades—————10 hours school service each year

11th & 12th grades-5 hours school service and 5 hours community service hours.

Seniors must have their hours completed by March 31st. Those who have not will not be allowed to dress down or participate in senior privileges until all service is documented and complete.

Documentation for service must be complete within 1 week of service.

School Honor Requirements

1. Headmaster's List-----90 in all subjects
2. Honor Roll-----80 and above in all subjects

3. To be an honor graduate, a student must have a cumulative GPA of 90 or above in grades 9-12 in all core courses (math, English, science, history, computer, and foreign language).
- 4.

Standardized Tests

Seniors are reminded all state colleges require scores from the American College Testing Program (ACT). Most state universities require a minimum of an 18 on the ACT with a minimum of 2.0 GPA on the required high school courses. (Required courses vary from college to college)

College centers administer the test five (5) times during the year.

Beginning the 2019-2020 academic session the ASPIRE test is required for 7th-10th graders, and the PSAT is required for 9th honors math students, 10th honors students and all 11th graders.

Beta Club Requirements

1. High school principal, counselor, and sponsor will determine averages.
2. Averages for initiation will be determined at the end of 1st semester of the qualifying year.
3. Students in grades 9-12 who attended and completed the preceding year at Manchester Academy are eligible.
4. Sophomores must have a cumulative (9th-10th grades) overall 93.0 average with no average below an 80 *in all core courses* (see #3 above under school honor requirements).
5. Juniors must have a cumulative (9th-11th grades) overall 90.0 average with no average lower than an 80 *in all core courses* (see #3 above under school honor requirements).
6. Seniors must have a cumulative (9th-12th grades) overall 90.0 average with no average below a 70 *in all core courses* (see #3 above under school honor requirements).

Valedictorian and Salutatorian

1. The headmaster, principal, counselor, and Beta Club sponsor will determine valedictorian, salutatorian, and all honor graduates' rankings.
2. The valedictorian and salutatorian will be the students ranking 1st and 2nd, respectively, using a cumulative (subjects taken) GPA (grades 9-12), including advanced tracking courses being weighted.
3. To qualify as valedictorian or salutatorian of the graduating class, a student must have attended Manchester Academy for three years (grades 10-12).
4. In the case of a tie, difficulty of courses will be noted and reviewed by the Headmaster and the Counselor.
5. Valedictorian and Salutatorian will be selected from the students who are enrolled in Advanced Track only in every subject area (math, English, and science).

School Property

1. Each student is expected to do his/her part to take care of our school.
2. Students who willfully destroy any school property through vandalism, arson, or who create a hazard to the safety of other people on school property, may be referred to law enforcement authorities.
3. Students who vandalize school property may receive in-school suspension, suspension, or whatever punishment the headmaster deems necessary.
4. Parents and students shall be made aware of the legal implications involved. The law provides that parents are liable for the willful destruction of property by a minor in their custody or control.
5. Students can help take care of their school by remembering the following:
 - a. No cleats (rubber or metal) should be worn inside any building.
 - b. Do not go on the gym floor at any time other than for authorized practices, games, or special programs.
6. **Manchester Academy is not responsible for damages to or stolen items from a student vehicle on campus, when an outside perpetrator has committed the crime.**

Cell Phone/Electronic Devices (hand-held gaming devices)

1. The use of cellular phones, pagers, or electronic signaling devices by students on campus is prohibited during normal school hours.
2. If such a device is observed or heard by school staff, they may confiscate it until redeemed by a parent or guardian.
3. Photographing, videotaping, or otherwise recording individuals is strictly prohibited.
4. Use of phones, laptops, and/or any electronic devices will only be used at instructional time and ONLY under the supervision of a teacher.
5. Students who choose to use or have a cell phone in sight will be referred for insubordination, and the following disciplinary action will occur.
 - a. First Offense: Device will be turned in to the principal and can be picked up at 3:00 that same day after paying a \$25 fine.
 - b. Second Offense: Device will be turned in to the principal. The student may pick the phone up at 3:00 that same day after paying a \$50 fine.
 - c. Third Offense: Device will be turned in to principal. The student may pick the phone up at 3:00 that same day after paying a \$75 fine.
6. **MANCHESTER ACADEMY RESERVES THE RIGHT TO TAKE AWAY PHONES AT ANY TIME FOR INAPPROPRIATE USE.**
7. **MANCHESTER ACADEMY IS NOT RESPONSIBLE FOR LOST OR STOLEN PHONES OR OTHER ELECTRONIC DEVICES.**

8. There are designated “Screen-free” spaces which include bathrooms and locker rooms, and the gym during chapel and all assemblies. Other “Screen-free” moments may arise as needed, and students will be asked to shift their devices to “Off and Away” status. Cell phone/screens (i.e., consulting a phone, tablet, or MacBook) may be used between classes, but students are highly encouraged not to walk and text. NOTE: Students are not allowed to engage in phone conversations during the regular school day at any time except in the secondary principal’s office with the permission of a teacher or MA staff member.
9. Under no circumstances (unless instructed by an MA staff member) is photographing or audio/video recording allowed anywhere on the school premises; violators will face disciplinary actions, including but not limited to loss of cell phone privileges or other disciplinary consequences as deemed appropriate. In Mississippi, the law makes it a felony to invade the privacy of another person by photographing or video recording without that person's consent.
10. Unapproved electronic devices, including Personal iPads and/or Personal Laptops, Radios, iPods, tape recorders, electronic games, laser pointers, beepers, pagers, or any similar items are not permitted at school. Calculators are to be used only in classes where they are required and allowed. Games are not to be played on calculators at school. Any said items will be confiscated from the student immediately and turned over to the principal. Consequences deemed appropriate by the principal will be administered. Repeated violations will be dealt with more severely and will result in the parent having to meet with the principal.

Public Displays of Affection (PDA)

1. Students will refrain from public displays of affection (PDA) on campus during school.
2. Any teacher may give students (all students involved) 1 demerit (or more if administration designates) for any act he/she (the teacher) considers PDA.
3. Any student(s) receiving a second detention for PDA will be required to have a conference with the guidance counselor and principal/headmaster.
4. Parents/guardians will receive written notification that the next violation (3rd) of PDA will result in in-school suspension and a conference with parents and administration officials before students may return to class.

Discipline Policy

1. **The secondary principal will follow up on all discipline problems reported. The principal will follow through with an interview with the teacher, student(s), and all parties involved. The principal will determine the consequence(s) of the disciplinary problem. The incident will stay on file**

throughout the school year. These offenses are listed but not limited to the ones below.

2. MAJOR OFFENSES: Violations of established school rules, safety regulations, and evidence of unbecoming conduct during regular school hours or while participating in on or off campus school-sponsored activities will result in disciplinary action.
3. The following list of offenses will constitute grounds for disciplinary action — suspension or expulsion. Suspension will result in a zero daily grade in each class at the discretion of the teacher. This list constitutes grounds for disciplinary action deemed necessary by the administration, which could include in school suspension, suspension or expulsion. This list does not include all offenses.
 - a. Illegal drugs, including alcohol: unauthorized possession, transfer, use, or sale of drugs or drug paraphernalia.
 - b. Possession of firearms — any firearm (including a starter gun) which will, or is designed to be converted to, excel a projectile by the action of an explosive; any firearm muffler or firearm silencer; any similar destructive device; knife, metallic knuckles, tear gas gun, chemical weapon or device, or any other weapon, instrument, or object that may be used as a weapon.
 - c. Fighting or provoking a fight
 - d. Possession of or use of tobacco products/juule pods/vaping pen/juule paraphernalia.
 - e. Skipping class
 - f. Skipping school
 - g. Leaving school without permission
 - h. Burglary of school property
 - i. Vandalism – defacing, damaging, or destroying school property
 - j. Use of profane or obscene language
 - k. Stealing
 - l. Extortion – demanding or threatening another for money or property
 - m. Possession of or igniting fireworks
 - n. Trespassing
 - o. Offensive touching of another person, or inappropriate touching or videoing of other students in sexually graphic manners
 - p. Battery upon students
 - q. Willful defiance, assault, or battery; the intentional, unlawful threat by word or act to do violence; the unlawful or intentional touching, striking, or cursing; the intentional causing of bodily harm, vandalism, or trashing of property; harassing phone calls by student or parent directed toward a school employee, school board member, or official for an athletic event will not be tolerated.
 - r. Defiance of school employee’s authority — refusal to comply with a lawful and reasonable direction or order of a school employee.

- s. Gambling
- t. Providing false information to school employee
- u. Participating in or inciting student disorder
- v. Use of obscene manifestations toward another person
- w. Disruption of or conspiring to disrupt the normal operation of the school
- x. Excessive tardies
- y. Cheating
- 4. **Any other violation that the administration may deem reasonable to fall within this classification.**
- 5. Any student who hazes (bullies) another student will be dismissed from school immediately.

Juuling/Vaping

1. We know that nicotine exposure during adolescence can cause addiction and can harm the developing brain. The use of the devices on school campus or during any school associated activity is against school policy.
2. Students caught using or in possession of these devices will be immediately receive out-of-school suspension.
3. Students in possession of anything associated with juuling (pods, vape pen, etc) will be immediately receive to out-of-school suspension.
4. Students selling anything associated with juuling (pod, vape pen, etc) will be automatically suspended.
5. A second offense of possession or use of juuling devices will result in 2-3 days out-of-school suspension.
6. A third offense of possession or use of juuling devices will result in expulsion.

Drug/Alcohol Policy

1. **The administration and Board of Directors has discretion to interpret the drug and alcohol policy and make determinations about its application and interpretation.**
2. **Drug Policy: No drugs/alcohol can be IN you, ON you, or WITH you at any time.**
 - a. **All** students in grades 10-12 at Manchester Academy are subject to drug/alcohol testing at any time.
 - b. The testing will result from hair samples and/or urine analysis procedure.
 - c. No student may bring illegal drugs/alcohol onto school property at any time. Student use of illegal drugs will not be permitted on school property or during school-sponsored functions on or off campus, nor will anyone who is caught and arrested off campus of using, possessing, and/or selling any illegal drug or substance. A student(s) violating this rule is subject to expulsion. A student expelled from MA for violation of this rule is not entitled to a refund of tuition or fees.

3. **Confidentiality** -- All testing procedures and the handling of the results thereof are to be done with the utmost confidentiality.
 - a. Only the headmaster, principal, and counselor will be allowed access to the test results.
 - b. To assist in the enforcement of the Policy, Manchester Academy reserves the right to search backpacks, purses, vehicles, or other personal belongings, and/or to have the student tested for the presence of illegal or controlled substances or alcohol, as it deems reasonable or fit, so as to eliminate any suspicion of use, possession, or distribution of forbidden and prohibited products.
 - c. Searches may be conducted by law enforcement, canine units, administration (administration includes: headmaster, guidance counselor, principal, and athletic director), or others designated by Manchester Academy administration.
 - d. Manchester Academy administration also reserves the right to drug test a student at any time there is a suspicion of any type of drug or alcohol use during school or a school activity on or off campus.
 - e. Local doctors may administer drug tests, and drug-testing kits available may also be administered if necessary.
4. **Suspension Period/Procedures After First Positive Drug Test:** Students who use, possess, distribute, or who are under any influence of drugs (any type of illegal drug or one undocumented with the guidance counselor's office, prescription drug, or abuse of over-the-counter medicine) and/or alcohol, shall be suspended immediately while a thorough investigation takes place and a decision is rendered.
 - a. Parents are notified for a mandatory conference.
 - b. In order for a student to return, the parent/guardian must submit approved application to drug counseling/rehabilitation services.
 - c. If a student is allowed to continue attendance at Manchester Academy, the parent/guardian must submit documentation of approved drug counseling/rehabilitation program (i.e., Warren Yazoo Mental Health Center), along with documentation of continuation within the program.
 - d. If administration approves re-entry of student into Manchester Academy, it will be mandatory for student to take drug tests throughout the school year.
 - e. Suspension rules for grades will apply during the day(s) missed for the suspension.
5. **School Activities/Athletics:** School activities that student will not be allowed to participate in, in the case of a first positive drug test include, but are not limited to, the following:
 - a. Any sports team, pep rally participation, team meals, etc.
 - b. Cheerleading

- c. Maverettes dance team
 - d. Cheerleading tryouts
 - e. Maverette tryouts
 - f. School play
 - g. Beauty Review
 - h. Junior/Senior banquet
 - i. Powder Puff game
 - j. Homecoming court
 - k. Who's Who elections
 - l. Student Council
 - m. Academic Betterment Competition
 - n. Math/Science competition
 - o. Quiz Bowl
 - p. Any overnight field trip
 - q. Athletes or students participating in school-sponsored extra-curricular activities who test positive for any drug (not on file with the counselor's office) or under the influence of alcohol while participating will NOT be allowed to continue to participate in the sport/activity.
 - r. During this time, the athlete/participant may not engage in any type of practice or game (event).
6. The administration will render a decision as to if and/or when the student will return to school as well as to the conditions of said return.
- a. If student is allowed to continue to attend school, the student will not be allowed to finish out the season with the sport or activity in which the positive test/alcohol abuse occurred.
 - b. Student will not be allowed to participate in a game within another sport/activity unless a negative drug test has been acquired from the student and the administration (headmaster, guidance counselor, principal and athletic director) has received documentation of success in approved drug-counseling sessions.
7. **Off-Campus School Activities:** In any off-campus school-sponsored activity, use, possession, and distribution of forbidden and prohibitive products (this includes alcohol as well as illegal prescription drugs and any illegal substance) is serious to Manchester Academy.
- The school reserves the right to investigate any reasonable suspicions of such, and to take whatever actions it deems necessary regarding that student's future or continued attendance, including expulsion, suspension, or denial of enrollment or re-enrollment, resulting from its investigation.
8. **School sponsored dances (on or off campus)/beauty review/junior-senior banquet/play/powder puff, etc.**
- a. Manchester Academy administration reserves the right to test anyone attending and/or participating in a Manchester sponsored activity.

- b. A breathalyzer/alcohol testing strip test will be administered to each student entering a Manchester sponsored dance (on or off campus) or participating in extra-curricular activities (named above but not limited to)
 - c. Student(s) testing positive for alcohol will not be allowed to attend the dance/activity.
 - d. Student(s) testing positive for alcohol will not be allowed to drive their vehicle or leave with anyone other than a parent or guardian.
 - e. Parents of student(s) will be contacted to come pick up student(s).
 - f. Students must go home with his/her parent/guardian. They cannot go home with other parents. In the event the parents are not available, the Yazoo City police will be called to attend to the matter.
 - g. Student(s) will also automatically receive a three-day suspension beginning the Monday of the week following the dance.
 - h. Students who test positive for alcohol a second time will receive a five-day suspension.
 - i. Athletes (including cheerleaders and Maverettes) or students participating in any school extra-curricular activity will not practice during suspended days and will not participate in upcoming game/activity of that week.
- 9. Extra Testing for second opinion and rehab/drug counseling expenses**
- a. After a student tests positive for alcohol or illegal drugs, any additional drug testing for second opinion shall be at the expense of the parents/guardians.
 - b. Any rehabilitation, drug counseling, or expense due to the positive drug test is at the expense of the parent/guardian.
- 10. Students referred by the Youth Services Enforcement Agency**
- a. Any student arrested or referred to Youth Services Division of the Youth Court law enforcement agency as a result of a drug/alcohol related offense or any illegal offense will automatically be categorized as a Level I (first positive test) offender and must complete all the steps required for a first positive drug test. Furthermore, the school will co-operate fully with Youth Service Division of the Youth Court in any type of counseling/treatment program.
 - b. Any student convicted by any court of a drug/alcohol related offense or other illegal offense will automatically be categorized as a Level I offender and will be subjected to the same suspension and investigation period.
- 11. Second Positive Test (after confirmation)**
- a. The student will be asked to withdraw from and will not be able to complete the school year at Manchester Academy.
 - b. If the student refuses to withdraw from school, he/she will be expelled from school and will not be entitled to reimbursement for any tuition, book fees, etc.
12. If the student does withdraw from school after the second positive drug test, re-admittance to Manchester Academy for the *following* school year is contin-

- gent upon written documentation of completion of approved drug counseling/rehabilitation program AND a negative drug test.
13. The school's drug policy applies to all students during the current calendar school year (August – May), unless student is participating in a school sponsored event or activity during the summer. (Ex. Cheerleading camps, sports camps, weightlifting, extended sessions, sports practices, etc.).
 14. That student during such time periods will be subject to all policies of Manchester Academy, including the drug policy.
 15. That student will be tested at every drug test while attending Manchester Academy thereafter.
 16. **Approved use of prescription drugs — will be strictly administered.** For properly approved use of medication, the student and parent/guardian shall follow these guidelines:
 - a. Any and all medically necessary pharmaceuticals must be on file with the guidance counselor. These records will remain confidential with the counselor's office.
 - b. Long-term prescriptions must also be on record with the guidance counselor.
 - c. Doctors' prescriptions are necessary for authorization.
 - d. Students must not take medication in classes.
 - e. Non-prescription pain relievers may be obtained in the school office only, and the school secretary will keep a record of such usage (name, date, time, and frequency).
 17. As above, failure to follow these guidelines could result in days of suspension or expulsion.

School-Sponsored Dances

1. Sponsors of organizations must request in writing for permission from the administrator to hold dances on campus. (No exceptions).
2. Students attending Manchester Academy dances (on or off campus) may be administered a breathalyzer/alcohol strip testing BEFORE entering the dance. (See drug/alcohol policy).
3. Any person from outside schools is subject to the same rules as Manchester Academy students (see drug/alcohol policy). Any person who attends other schools and has a date with a Manchester Academy student will be tested. If that person tests positive for alcohol/drugs, the parents of the MA student will be called.
4. Persons over 20 years of age may not attend a Manchester Academy dance.
5. Students in grades 7-9 may NOT attend a high school dance.
6. Students in grades 10-12 may NOT attend a junior high dance.
7. Request for dances must have the following:
 - (1) Date
 - (2) Time

- (3) Price
- (4) Music
- (5) Signature of chaperones
- 8. Inappropriate dancing will result in removal from the dance.

Marriage and Pregnancy

1. Students who are or have been married will not be accepted for enrollment. If this marriage occurred before or during the school term, students will be dismissed by the administration upon knowledge of such marriage.
2. A girl who becomes pregnant, and/or a male student responsible for a pregnancy, will no longer be permitted to attend classes or participate in extracurricular activities at Manchester Academy. This includes graduation. The girl or boy will not participate in ANY graduation activities. The girl or boy will receive diploma (if each has met all requirements for graduation prior to school knowledge of such pregnancy), but will not be allowed to walk in baccalaureate, class day, or graduation.

Athletic Eligibility:

Manchester Academy will play under the Mississippi Association of Independent Schools Eligibility Rules

1. **Manchester Academy observes the rules of sportsmanship as stated in the MAIS Sportsmanship Creed. Parents who are demonstrating the following but not limited to actions: shouting at officials, harassing student athletes, or showing poor sportsmanship will be issued a warning by the administration. After this warning, the individual(s) involved will be considered on probation. If another infraction occurs during the probation period, the administration will ask the individual(s) to leave and will be escorted out of the building, court, and/or field. A MANDATORY conference will be held the following MORNING at which time a decision will be issued as to the individual(s) in question will be allowed the privilege of returning to MA athletic events for the rest of the school year.**
2. **Parents MUST be responsible for their children at athletic events. Parents must make sure their children are supervised at all time. This is for the safety of the children.**
3. In addition, all coaches will check the grades of the students weekly. Coaches and teachers should communicate about any student that is falling behind or not performing class work to a satisfactory level.
4. The MAIS Athletic Eligibility Rules are as follows:
 - a. **Must be a bona-fide student:** A student shall be enrolled in school and taking at least four (4) major academic subjects, and a member in good standing according to the school's and/or conference regulations. If a participant represents a school in an inter-school competitive event before the

start of that school's opening session, he or she must enroll in that member school at the opening of that school's session in the same year. If a participant who has represented a school in a competitive event before the opening of that school's session fails to enroll in that school at the start of that school's session, MAIS transfer rules will apply to said participant, and the school will be subject to disciplinary action by the Affairs Committee.

- b. Should the participant (student-athlete) be a new transfer student from a member school, a copy of the cumulative record / insert / transcript must be complete and on file. If the former school is withholding any part of the cumulative folder for reasons of indebtedness incurred by the student at the previous school, said student shall be ineligible until his/her financial obligation is met at the former school. The administrator of the previous school shall inform the administrator of the new school of such indebtedness. No student may practice at any member school unless he has registered at said school.
- c. Note: Registering for school is deemed to include those requirements any new student must complete to secure a place in that school. These activities generally include such things as meeting with the school administrator, paying a registration fee, signing an educational contract, etc.
- d. **DATE OF BIRTH:** A student athlete shall not have reached his/her 19th birthday before August 1 in the school year in which he/she wishes to participate.
- e. **STUDENT MUST BE A NON-GRADUATE:** A student athlete shall not be a graduate of a high school (foreign or domestic)!
For the 2013-14 school year, this means anyone born before August 1, 1994, would be ineligible.
- f. **LEVEL OF PARTICIPATION:** A student athlete shall not have participated in athletics above the high school level. This does not mean that a student cannot attend sports camps that are held on college campuses and often instructed by college coaches and/or professional players and coaches. Said sports camps shall be approved by the Director of Activities.
- g. **FOUR CONSECUTIVE YEARS OF PARTICIPATION:** Upon entering the 9th grade, a student will have four (4) consecutive years of eligibility in inter-school contests. This is interpreted to mean that a student is eligible for four (4) consecutive years after entering the 9th grade, regardless of when he/she began to participate.
- h. **FIRST AND SECOND SEMESTER ELIGIBILITY:** To be eligible for the first semester of a school year: A student must have accumulated four (4) major units (credits) the previous academic year. (Previous academic year is interpreted to be a complete year or any part of a school year in

which a student is enrolled at either a member school or a non-member school.)

- i. Students Eligible At Beginning of School Year - Any student athlete eligible at the beginning of the new school year shall be eligible for the entire school year.
- j. To be eligible for the second semester of a school year: A student-athlete who is ineligible the first semester could become eligible the second semester if he or she passes four (4) major subjects during the first semester of that same academic year.
- k. **SUMMER SCHOOL / CORRESPONDENCE COURSES:** Courses taken in summer school shall be considered as an extension of the school year, and credits earned this way may be used in determining scholastic eligibility of students. Accredited correspondence courses started in the spring or summer may be accepted for establishing athletic eligibility for the first semester of the school year. Eligibility would begin upon written verification from the accredited institution that the course has been successfully completed, and credit has been awarded. The last date that a correspondence course could be started, and still be used for first semester eligibility, is the day before the first day of school.
- l. **PHYSICAL EXAMINATIONS:** Before participating in athletics, a student must present a physician's certification stating that he or she is physically fit for competition. A statement is included on the eligibility checklist submitted to the MAIS Office certifying that physical examination certificates are on file with the school. The school administrator must sign this statement.

Manchester Academy Policy on Bullying

1. Manchester Academy is committed to taking reasonable and appropriate steps to prevent a student from being subjected to bullying by other student(s). Any student who feels they are being subjected to bullying tactics from another student shall report the incident(s) to the person in authority — teacher, coach, administrator, or other staff member. These reports shall be forwarded to the appropriate administrator. The administrator shall investigate the report and take immediate corrective action steps with the offending party(s) as deemed necessary. Students who are found guilty of bullying shall be given the following discipline:
 - a. 1st Offense – Warning – notify parents
 - b. 2nd Offense – Out-of-school-suspension
 - c. Subsequent Offenses – 2 Day Suspension with Possible Expulsion

2. Parents are encouraged to bring bullying offenses to the attention of school officials, if the child is reluctant to do so.
3. Bullying Defined: ***“Bullying or harassing behavior” is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic, that takes place on school property, at any school-sponsored function, or on a school bus, and that:***
 - a. Places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or
 - b. Creates or is certain to create a hostile environment by substantially interfering with or impairing a student’s educational performance, opportunities or benefits.
4. School employees or students shall not be subjected to bullying or harassing behavior.
5. No person shall engage in any act of reprisal or retaliation against a victim, witness, or a person with reliable information about an act of bullying or harassing behavior.
6. A school employee who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior shall report the incident to the appropriate school official.
7. A student or volunteer who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior should report the incident to the appropriate school official.
8. **Any student or parent who electronically posts derogatory or inflammatory language, video, or material about school administration, teachers, students, parents, or other employees shall be subject to administrative censure, including a conference with administration and possible disciplinary action at the discretion of the school board.**

Dress Code and Appearance

The administration of Manchester Academy reserves the right to adjust this policy and make decisions on future modes of dress not outlined in the dress code that would distract from the educational process or draw attention to it.

General Rules

1. All Manchester Academy students in grades 5K-12th grade must wear school uniforms. The dress code is **YOUR** responsibility.
2. **The dress code is strictly enforced. Any infringement of the uniform dress code will result in the student’s being provided with a proper uniform to wear.**
3. **Continued infraction of the dress code will result in action taken will be at the discretion of the principal and headmaster.**

4. Uniforms must be purchased from Dennis Uniforms and/or Maverick Merchandise Store. Dennis Uniforms may be accessed for online ordering by using the following link: <https://www.dennisuniform.com/schools/MSMANC>
Dennis Uniform store address is:
Dennis Uniform
2001 Airport Road
Flowood, MS 39232
Phone: (601)501-6091
5. Wednesday is a **DRESS DAY**, and the required uniform will be worn every Wednesday.
6. **All MA students will wear monogrammed collared shirts Monday-Thursday. In addition, collared shirts must be worn under sweatshirts/hoody sweat-shirts and jackets.**
7. All shirts must be tucked in except girls' shirts over blouses. (2-12)
8. Belts must be worn with all items with belt loops.
9. Students will be required to wear uniforms on all field trips unless the teacher has received prior approval from administration for alternative dress.
10. All sweaters, shirts, coats, and jackets must be monogrammed.
11. Please label all clothes.
12. All boys may wear khaki pants/shorts—no khaki green (no Cargo pants/shorts).
13. Girls wear white camisoles under white blouses.
14. Girls must button at least 2 buttons of all tops.
15. No pins or long necklaces are to be worn on blouses. (5k-12)
- A. Collared shirts on Mondays through Thursdays.
- B. Dri-Fit shirts may be worn if it has MA on it with a collar (Football players may wear jersey shirts with jeans for Jr. High on Thursday pep rally days and for High School on Friday pep rally days).
16. Skirt or skort length is **NO MORE THAN 4" ABOVE THE CREASE BEHIND THE KNEE. (5k-12)**
17. Girls may wear the plaid/khaki walking shorts that are offered by Dennis Uniforms. **ONLY THESE SHORTS ARE ALLOWED.** Shorts hems must be worn as is from Dennis Uniforms. Shorts may NOT be hemmed shorter, cuffed, or rolled up (from the hem or the waistband).
18. Outerwear is not required but, if worn, must be monogrammed. **If students wear any other type of outerwear, it must be removed before first period class. Otherwise, teachers will confiscate the outerwear until the end of the school day. Repeated reprimands for incorrect outerwear will result in discipline referral to the principal.**
19. Dress up/down days for certain themed days will be determined by administration and announced to the student body in advance.

Specific Rules/Days

1. **Dress Code for Monday, Tuesday, Thursday:**
Boys (5K-12th grade)

- i. Polo Shirts: monogram white, yellow, green, gray or black.
- ii. Pants/Shorts: The correct color Khaki. No cargo pants/shorts or green khaki color.

Girls (5K-12th grade)

- ii. Polo Shirts: monogram green, yellow, gray, or black
- iii. White monogram blouse (*5k-6th grade girls only*)
- iv. Khaki/Plaid-skirts, shorts, skort, or pants

2. **Wednesday is Dress Day:**

- a. All students 5k-11 must wear Wednesday uniform for school day pictures.
 - i. Students may not wear a jacket, sweatshirt, hoodie, or outer covering in the photo.
 - ii. Headbands must be neutral: white, green, gray, black, navy blue.

b. **Elementary:**

Boys (5k-6th grade)-Dark green shirt and khaki shorts or pants.

No sandals, flip flops, or slippers. Boots with pants only.

Girls (5K-3rd grade)–Plaid jumper with monogram blouse or Plaid dress.

Girls (4th-6th grade)–Plaid skirt and white monogram blouse

No sandals, flip flops, slippers, cowboy boots, or rain boots.

c. **7-12 Boys**

- i. August-September - boys may wear shorts with dark green short-sleeved polo uniform shirt, blue pinstripe shirt (2017-18) or the monogrammed blue check from Dennis Uniforms.
- ii. If shorts are worn, boys may wear tennis shoes on Wednesday.
- iii. November 1st – March (until spring break) -- boys must wear pants with long-sleeved blue pinstripe shirt (2017-18) or the monogrammed blue check from Dennis Uniforms Shirt must be monogrammed.
- iv. After spring break, boys may once again wear shorts on Wednesday dress day.
- v. Belt
- vi. Socks
- vii. Any monogram jacket is permissible
- viii. **YELLOW SHIRTS on Wednesdays are no longer acceptable to wear on Wednesday.**

d. **7-12 Girls**

- i. White monogrammed blouse
- ii. Plaid skirt from Dennis Uniforms
- iii. No pants/shorts/skorts on dress day
- iv. No hooded sweat shirts or sweat shirts on dress day

- v. Girls may wear leggings in neutral colors — no lace, no stripes.
- vi. Headbands must also be in neutral colors: white, green, gray, black, or navy blue.

3. Dress Code for Fridays (5k-12):

- i. On Fridays, student may wear the white or light blue Maverick t-shirt with uniform bottoms.
- ii. Friday Maverick t-shirts are on sale in the Maverick Merchandise Store.
- iii. Students choosing NOT to wear the Friday Maverick T-shirt must wear regular uniforms.
- iv. School wide-**DRESS DOWN DAY** will be the last Friday of every month. Students may wear any Manchester t-shirt and jeans or uniform bottoms.
 - i. Girls may not wear shorts that are not uniform shorts.
 - ii. No holes in the jeans and no sports shorts with elastic waistbands or Nike or sophie shorts.
 - iii. Boys may not wear jeans with holes or athletic shorts.

4. Shoes -All shoes must be in conservative colors.

- a. Girls' shoes (5K-12th)
 - i. Rain boots (on weather appropriate days) or riding boots with less than a one-inch heel –
 - ii. no cowboy boots, flip flops, slippers, or toe shoes (Skele) on any day.
 - iii. Chacos and Uggs *may* be worn on any day.
 - iv. Birkenstock-type shoes are acceptable in brown, black, or navy. Any type of Birkenstock **MUST** have a STRAP on the back.
 - v. Low quarter athletic shoes are allowed
 - vi. Flat heels only (exception – Mary Jane style with no more than a 2-inch heel).
- b. Boys' shoes- (5k-12)
 - i. No sandals, flip flops, or slippers on any day
 - ii. Chacos in any color *may* be worn
 - iii. Boots with slacks only (must be clean boots, and pants cannot be tucked in)
 - iv. Low-quarter athletic shoes. Dress shoes, Wallaby,
 - v. Birkenstock- **MUST** have STRAP on the back-any

Student Appearance

- A. No visible body piercings allowed (exception: girls with pierced ears.)
- B. Males may **NOT** have earrings, pierced or otherwise.

- C. Males may **NOT** have fingernail polish or make-up on their face.
- D. Males' facial hair must be clean-shaven. If a student needs to shave, a razor will be available through the principal's office, and he will have to shave at school.
- E. Males must have suitable haircuts that do not touch the collar in the back or cover the eyebrows in the front.
- F. No visible tattoos allowed. Any student with tattoos must keep them covered at ALL times during school and/or school activities (on or off campus).
- G. Hats, bandannas, or sweatbands are not allowed on campus during school hours.
- H. Sunglasses may NOT be worn in class. In addition, sunglasses may NOT be worn around the neck.
- I. Hairstyles or hair color that would draw attention or create a distraction are not allowed. Examples of hair color are bright reds, purple, etc.
- J. At no time is a student to wear house slippers or moccasins during school hours, even in neutral colors. All footwear must follow the guideline stated above.
- K. No holes in any clothing – this includes dress-down days (especially for jeans).
- L. Students must wear their uniforms on Field Trip events.

Senior Privileges

1. Seniors off-campus lunch days to be determined by the administration. All seniors will be expected to return a parent-signed permission slip before consideration of the class leaving campus.
2. Senior lunch will begin at 11:55, and students must be back to their 5th period class no later than 12:25.
3. Seniors may lose the off-campus privilege as determined by the administration.
4. Seniors may go to lunch 2 days per week. Senior lunch will begin Monday, September 9th. and Wednesday, September 10.
5. Senior dress down days will begin Monday, April 6, 2019.
 1. Senior's must dress in a manner that is school appropriate. Gym shorts, baggie warm-ups, tight warm-ups, holes in jeans, yoga pants are not allowed. Seniors must also wear shoes according to this handbook for uniform wear. No flip-flops or slippers are allowed during school.
 2. Teachers will report inappropriate clothing, attire, or footwear to the principal. Any senior(s) reported will have this privilege revoked and will be expected to wear regular school uniform for the remainder of school.

Asbestos Notice

At the present time we have a few areas of asbestos at the school. They are being maintained and do not present any hazards to your children. The asbestos containing building material is not friable and is inspected on a periodic basis. We are following the guidelines set forth by the Environmental Protection Agency to manage the locations. Our Asbestos Inspection and Management Plan Report is available in the Headmaster's Office for viewing during regular school hours.

APPENDIX 1

2019-2020 STUDENT HANDBOOK ACKNOWLEDGMENT FORM TO PARENTS AND STUDENTS

The MA handbook was written as a guide to the student and to the parent. We strongly believe in our school's policies. These policies have full administrative approval and are authorized by the Manchester Academy Board of Trustees.

As a student, patron, or teacher of MA, I understand and agree to these policies and pledge to work toward their implementation for continued betterment of our school.

Parent's/Guardian's Signature_____

Student's Signature_____

Date Filed in Office

Homeroom Teacher

APPENDIX 2
2019-2020 ACCEPTABLE TECHNOLOGY USE POLICY ACKNOWLEDGMENT FORM

I hereby release Manchester Academy, and its personnel from any and all claims and damages of any nature arising from my child's use of, or inability to use the school technology, including but not limited to claims that may arise from the unauthorized use of any computer or electronic device to purchase products or services.

I understand that it is impossible for MA to restrict access to all controversial materials, and I will not hold the school responsible for materials accessed on the network. I also agree to report any inappropriate use MA Technology to the school Administration.

I accept full responsibility if and when my child's use of technology is not in the school setting and understand that my child is subject to the same rules and agreements while not in school.

I have read and discussed the MA Acceptable Use Policy with my child and agree to abide by the rules set forth therein.

Parent's/Guardian's Signature_____

Student's Signature_____

Date Filed in Office

Homeroom Teacher

APPENDIX 3
2019-2020 Media Release Form

Throughout the school year, students may be highlighted in efforts to promote Manchester Academy activities and achievements. For example, students may be featured in the yearbook, the Manchester Academy website, social media, and/or the Yazoo Herald.

_____ I hereby give Manchester Academy and its employees, representatives, and authorized media organizations permission to print, photograph, and record my child for use in audio, video, film, or any other electronic, digital and printed media.

_____ I hereby do not give Manchester Academy and its employees, representatives, and authorized media organizations permission to print, photograph, and record my child for use in audio, video, film, or any other electronic, digital and printed media. I understand that my child will not be featured in any Manchester Academy publication such as the yearbook, newsletters, or bulletins.

Please Print

Name of child _____ Grade _____

Address _____

City, Zip _____

Signature of parent or guardian _____

Date _____ Phone Number _____

Daily Schedule

2019-2020 Secondary

1st Period 7:55-8:55
2nd Period 8:58- 9:53
Break 9:53-10:08
3rd Period 10:08-11:03
4th Period 11:06-12:00
Lunch 12:00-12:27
5th Period 12:30-1:25
6th Period 1:28- 2:23
7th Period 2:26- 3:15

Pep Rally Schedule

2019-2020 Secondary

1st Period 7:55-8:55
2nd Period 8:58- 9:53
Break 9:53-10:08
3rd Period 10:08-11:03
4th Period 11:06-12:00
Lunch 12:00-12:20
5th Period 12:23-1:18
6th Period 1:21- 2:15
Pep Rally 2:20-2:50*

Half Day Schedule

2019-2020 Secondary

1st Period 7:55-8:25
2nd Period 8:28- 8:58
3rd Period 9:01- 9:31
Break 9:31-10:00
4th Period 10:03-10:33
5th Period 10:36-11:06
6th Period 11:09-11:30

***Elementary will
be excused at**

Half-Day School Homecoming Schedule (October 11, 2019)

1st Period.....	7:50-8:45
2nd Period	8:50-9:30
3rd Period	9:30-9:45
Break	9:50-10:30
Homecoming Court/Pep Rally.....	10:30-11:15
Dismiss for lunch.....	11:15
Get in line for parade	12:30
Homecoming Parade starts	1:00

