

MANCHESTER ACADEMY

Elementary Handbook

2011-2012

Manchester Academy, a college preparatory school, actively seeks to ensure that each student develops his/her spiritual, intellectual, social, and physical potential in order to develop moral principles and achieve academic excellence

INTRODUCTION

Originating in 1969, Manchester Academy has been serving Yazoo City and the surrounding area for the educational needs of its children. An independent school, MA admits students of any race, color, 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, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

Through diligent effort and the unselfish efforts of many patrons and faculty members, the school has grown to a 16-acre campus that serves over 400 students in grades K-4 through 12, with a staff of 70.

The mission statement of Manchester is as follows:

Manchester Academy, a college preparatory school, actively seeks to ensure that each student develops his/her spiritual, intellectual, social, and physical potential in order to develop moral principles and achieve academic excellence.

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.

FOREWORD

This handbook has been prepared to acquaint students and parents with school regulations and policies affecting students while attending school or any other school-sponsored function.

Students and parents must realize that when an attempt is made to formalize certain policies of this nature, there is always the possibility of inadvertently omitting some regulations and that additions and deletions are made as needed. However, this booklet will provide students, parents, and teachers with basic school policies and regulations.

The ultimate purpose of education is to help each student become an effective citizen in a democratic society. Our goal is to provide opportunities preparing students to accept responsibilities and obligations of good citizenship which will help them to participate successfully in the world of tomorrow. Their success will be directly proportional to your efforts.

To new students we say "Welcome" and hope that you will soon become an integral part of the total school program.

To former students we say "Welcome Back" and hope you have a pleasant and successful school year.

Remember: Manchester Academy will be what you make it and will have the reputation in the community you give it.

BELIEFS OF MANCHESTER ACADEMY

Learning is the ultimate goal with the belief that every person has the ability to learn.

- Manchester Academy believes that a safe, secure, and Christian learning environment is essential to student progress.
- Manchester Academy believes the atmosphere of a classroom should be conducive to learning and solving problems.
- Manchester believes students should become actively involved in the learning process in order to become life-long learners.
- Manchester Academy believes that every student has infinite value and unique abilities.

- Manchester Academy believes a student's self-esteem is enhanced by positive relationships and mutual respect between student and staff.
- Manchester Academy believes education is a continuous process that instills pride and self-respect in the learner.
- Manchester Academy believes instructional strategies should incorporate a variety of learning activities that accommodate different learning styles.

ADMISSIONS: NON-DISCRIMINATORY POLICY

- The philosophy of Manchester Academy is based on Christian principles and academic excellence. We believe that each student should have an opportunity to reach his/her maximum potential.
- As stated in our mission statement, it is our responsibility to provide each student with varied learning experiences so that they may grow intellectually, socially, morally and physically, as we instruct them daily through a college preparatory curriculum.
- Manchester Academy seeks to enroll students in grades K4-12.
- Manchester Academy does not discriminate on the basis of race, color, national, or ethnic origin.

PROGRAM DESCRIPTION FOR PRESCHOOL AND KINDERGARTEN

Manchester Preschool and Kindergarten offer a developmentally appropriate learning environment for children four and five years old. Our purpose is to help each child develop self-direction, independence, and self-discipline, as well as to provide instruction in language, math, practical life, sensorial, and gross and fine motor skills. Children receive instruction in large and small groups and, to the degree possible, on an individual basis.

ELEMENTARY PROGRAM OVERVIEW

Our elementary program takes into consideration the importance of character development. Our purpose is to prepare students for living a creative, humane, thoughtful, and Christian life. We know that we must impart the understanding of facts and knowledge.

The elementary curriculum is structured to provide mastery in basic communication skills, as well as knowledge concerning science, social studies, and computer skills, which are all together known as the new basics.

THE ELEMENTARY SCHOOL OFFICE

This office is the business office of the elementary school. Students are not permitted to use the phone in the office except in the case of an emergency.

Parents must come to the elementary office to sign out students who must leave campus. The main office personnel will then bring your child to you. Seating is provided outside main office on ground floor. No parents are permitted to be in the halls or classrooms during school hours – unless granted permission by the front office.

BUSINESS OFFICE DELINQUENT BILL

Tuition/bill delinquency is a problem. The business office has set the following policy in which Manchester Patrons should be advised.

- All MA accounts must be current. For those accounts which are delinquent after a 2-month period, the family will be contacted and the Student(s) will not be allowed to return to school until the balance (including any late fees and returned bank fees) is paid in full.
- Accounts must be current (paid by 10th of each month) in order for students to participate **IN ANY** extra-curricular activities. No exams or grades will be given until all accounts are **PAID IN FULL**.
- Please realize that in order for Manchester Academy to meet its financial obligations, our parents must also meet their financial obligations to the school.

SCHOOL HOURS

- A. The hours the school is officially open are 7:30 a.m. until 3:15 p.m.
- B. Students are not to be in the building after 3:15 p.m. unless they have official business, such as athletic practice, cheerleader practice, meeting with a teacher, etc.
- C. Parents are asked to refrain from bringing your 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 3:00.

PARENT-TEACHER CONFERENCE

Conferences should be scheduled through the office by the parents or by teachers when needed. The purpose of the parent-teacher conference is to solve problems and assist students.

APPOINTMENTS DURING SCHOOL HOURS

An attempt should be made to make appointments with doctors, dentists, etc. after school hours. A statement from the doctor to verify the visit should be returned to the office for those doctors' visits scheduled during school hours.

EARLY ARRIVAL

A problem has arisen that needs to be addressed concerning the arrival of children at school before anyone of authority is on duty. This kind of action on the parents' part is simply not acceptable. You are placing your child in jeopardy. If you would work out a plan with someone else to deliver your children with their child, the end result will be preventing a tragedy before it happens. We encourage you to ask around and work out an arrangement prior to school officially opening. Teachers are in their classrooms at 7:45. This is the arrival time for all students. Early Bird teachers are on duty at 7:30 in the gym.

ENTERING AND LEAVING THE BUILDING

Elementary Students must enter the building either through the north end doors by the Rock Fitness Center or the front doors of the school. Teachers will be on duty at these two locations. The doors in the back of the school are for day care only. **PARENTS AND/OR HIGH SCHOOL STUDENTS WHO HAVE ELEMENTARY STUDENTS WHO RIDE TO SCHOOL WITH THEM SHOULD ARRANGE TO WALK TO THE ELEMENTARY WING AND PICK THEM UP SO AS TO ESCORT THEM TO THE AUTOMOBILE**

SCHOOL DISMISSAL AND PICK-UP PLAN

Dismissal time is 2:45 for elementary.

Our afternoon dismissal procedure is as follows: All Students will wait inside the building until called to be picked up. Parents of elementary students are asked to drive to the north end of

the building, pick up their children and proceed on to Gordon Avenue. We are not allowing cars to be parked and left unattended from 2:30 – 3:00. If you have business to attend to inside the building, then park in the front parking lot only. We really do need your cooperation and strongly encourage car pooling to cut down on excessive traffic jams. No elementary child is allowed to wait for rides at the front of the building. They are to be picked up only at designated areas.

Any student **NOT** picked up by 3:00 will be sent to day care and will be charged.

BUS DISMISSAL

Dismissal of bus students will begin promptly at 2:40 each school day. It is the parent's responsibility to notify the day care center or bus driver when a child isn't to ride on certain days.

PARENTS MESSAGES TO STUDENTS

Parents who wish to have messages delivered during the school day to their children are asked to call them prior to 2:00. We will not disturb a class for messages that are not of an emergency nature. Messages will be delivered before school is dismissed.

VACATION OR PLANNED TRIPS

If a parent knows that a student will be absent for a period of several days because of a trip or vacation out of town, the parents must contact the teacher in advance of the absence in order to make arrangements for work missed to be made up.

SCHOOL ATTENDANCE AND TARDINESS

Parents should make every effort to see that their children are present and on time each day of the school session.

A student should not be absent more than twenty-one days of the school year. Unless circumstances dictate otherwise, the student will not be promoted. However, special consideration will be given to extreme circumstances/situations involving a serious illness or injury. Review and consideration of these situations will be left to the discretion of the headmaster.

Absences due to suspension will result in the student having a zero averaged in with his/her grades for each subject for that grading period.

Students who have been absent, except for suspension, must make arrangements with the teachers to make up work missed. If the work is not made up within the time prescribed by the teacher, the student will receive a zero.

Tardiness is a serious disruption not only to the child himself and to the teacher, but also to the whole class, and should be avoided if at all possible.

If a student is leaving school early, please send a written note to the teacher.

VISITORS

- A. Parents visiting the school must check in the front office and notify the office staff and/or administration of the reason for the visit.
- B. **No student visitors allowed during school hours.**

PERFECT ATTENDANCE CERTIFICATE

In order to receive a perfect attendance certificate a child must be present at school every day for all classes. The only exception for a child's absence is a death in the IMMEDIATE family.

MAKE-UP WORK

Assignments may be obtained by contacting the school secretary and requesting it. Calls for make up work should be placed no later than 9:00 a.m. Parents may pick up this material from the downstairs office after 12:00 p.m.

The student will be given ample time to complete missed work due to an excused absence. The number of missed days will correlate with the time given to complete make-up work. Teachers will work with students to make this as easy as possible.

It must be understood by the student/parent that if he/she checks out of school early, he/she is responsible for getting assignments before leaving campus.

It is the student's responsibility to find out all assignments or tests and make-up the missed work.

UNSCHEDULED CLOSING OF SCHOOL

In the event of snow or other conditions making it hazardous to attend school, the following will be the procedure by which you will be notified. Radio station WBYP-107 and MISS 103 will be called by the headmaster and authorized to make the announcements. The decision of whether or not to call off school will be made no later than 7:00 in the morning. Therefore, if you are wondering some morning whether or not school will be in progress because of snow or other conditions, turn on your radio to WBYP-107 or MISS 103.

CONDUCT AT ATHLETIC EVENTS

Manchester Academy encourages all students to attend athletic events. Supporting our athletic teams helps build pride in our school. Keep one thing in mind: you as a student are responsible to the school for your behavior at any athletic event. Cheer for your team, support your team whether winning or losing, but do it in an acceptable, responsible manner. Parents are responsible for their children at athletic events. **Children should not be left at school events unattended by parents or responsible adult.** Please also understand that the school is not to be held liable for injuries incurred by a child not properly supervised by their parents while on the school campus.

LOST AND FOUND

Students who find lost articles are asked to take them to the office where the owner can claim them. Unclaimed articles will be disposed of at the end of the school year. All students' belongings must be labeled.

EMERGENCY DRILL PROCEDURES

1. Fire Drill – There will be 3 short rings to signal a fire drill. Teachers will have all students move out of the building as rapidly as possible, using the nearest exit. Remain at a safe distance from the building until the signal is given to return to class. The signal to return to class will be a standard ring of the bell. Teachers are reminded to be sure all students are accounted for during the drill. NOTE: Any student who sets off a false alarm will be subject to suspension.

2. Tornado Drill – One continuous ring of the bell will be the signal for a tornado drill. Teachers will have students move quickly into the hall. Everyone should be seated in the hall with his back to the wall and his head tucked down covered by his arms. Students should remain as quiet as possible. You will be told when to return to your room or when to leave school by the principal or headmaster.

PARTIES

We schedule parties at Halloween, Christmas, Valentine’s and Easter. The kindergarten, first, second, and third grades have an Easter Egg Hunt.

Invitations to birthday parties may not be passed out at school and birthday parties may not be held during school hours.

Manchester will accept deliveries of flowers or candy, etc. during the school day on special occasions – birthdays, etc. These deliveries will not be given to the child until the closing of the school day. However, we will **NOT** accept deliveries on holidays such as Valentine’s Day.

TRYOUTS FOR EXTRA-CURRICULAR ACTIVITIES

A. Any child who tries out during the school year for any extra-curricular activity for the next school year must be registered for the following school year.

B. In order to tryout, a student must be a full-time student at Manchester Academy. In the case of a transfer student, they must satisfy the MAIS definition of a “bona fide” move.

C. All accounts with the business office must be paid before trying out for cheerleader/Maverette.

D. Any student trying out for cheerleader/Maverette must fulfill the athletic eligibility rule.

E. All who are considering trying out for these activities must be passing all subjects in order to be eligible for either activity.

F. No deliveries will be accepted at school on the day of tryouts (flowers, balloons, etc.)

G. Any child chosen as a cheerleader and dance team member must attend summer camp. The only excusable absence from summer camps is an extreme emergency – hospitalization or death of an immediate family member. (An immediate family member is defined as parent/guardian, siblings, or grandparents.)

H. A student must pay ALL accounts with the business office before attending summer camps.

Manchester will not accept deliveries of flowers, balloons, etc. on day of tryouts.

CARE OF SCHOOL PROPERTY

The school building, furniture, and all property of the school should not be abused by a student because it is paid for by the parents, and should be cared for accordingly. If any student damages property, the principal will decide the punishment. Students should help keep school buildings and grounds clean because visitors may come to our campus at any time.

VANDALISM AND DESTRUCTION OF SCHOOL PROPERTY POLICY

Students who willfully destroy school property through vandalism or arson, or who create a hazard to the safety of other people on school property, may be referred to law enforcement

authorities. Students who are caught vandalizing school property may be suspended, or whatever punishment deemed necessary by the Headmaster, and a parent conference will be arranged.

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.

Manchester Academy is not responsible for damages or stolen items from a student vehicle on campus, when the crime has been committed by an outside influence.

CLINIC

First aid materials are available in the office. Any student who is injured should report to the office to determine the degree of injury.

Children who become ill at school are sent to the office by their teacher. Those who are judged to be ill by having their temperature taken and by observation are allowed to call their parents or guardians. Often times, if they are too ill the school secretary calls the parents. If you receive a call from your child or the school you should come immediately. Students should not be left at school if they are ill.

Parents are responsible for determining if their child has a communicable disease, such as pink-eye, chicken pox, measles, flu, etc. and are responsible for preventing the spread of these diseases. Students should remain at home until they are fully recovered and have a doctor's note saying they may return to school without risk of infecting others. Students must be clear of fever for 24 hours before returning to school.

Parents are asked to please inform the school at the first evidence of head lice infestation and inform the school personnel of the prescribed treatment.

CELL PHONES

The use of cellular phones, pagers or electronic signaling devices by students on campus is prohibited during normal school hours. If a student brings such a device to school, it must remain "off" and be stored in a locker, backpack, purse, or other place where it is not visible during school hours; if such a device is observed or heard by school staff, it may be confiscated until redeemed by a parent or guardian. Photographing, videotaping or otherwise recording individuals without their permission is strictly prohibited. If a cellular phone, pager or electronic signaling device rings or is visible during testing, the device will be confiscated and the student removed from the test situation. Exceptions to this policy may be granted by the administration for purposes relating to the health needs of a student.

Use is interpreted as using any cell phone function or feature, not just sending or receiving of calls. This includes in the hallways, restrooms, offices or any other place on the campus.

Students who choose to use or have a cell phone in sight will be referred for insubordination and the following disciplinary action will occur:

- **First Offense:** The communication device will be confiscated and turned into the school administrator for 1 full week (if communication device is taken on Monday it will be kept until the following Monday) and may be picked up by a parent or guardian at the end of the school day.

- Second Offense: The communication device will be confiscated and turned into the school administrator for 1 full week. A parent or guardian may retrieve the device after paying a \$25.00 fine.
- Third Offense: the communication device will be confiscated and turned into the school administrator for 30 days. A parent or guardian may retrieve the device after paying a \$50.00 fine.

THE GOOD SCHOOL CITIZEN

Manchester Academy encourages good citizenship. A good citizen is one who actively participates in school activities and feels an obligation to make a contribution to the school and to fellow classmates.

1. Assembly
 - A. Enter the assembly and take your seat quietly.
 - B. When a speaker or performer appears on stage, give him/her your full attention.
 - C. Don't talk and whisper during the program.
 - D. Whistling, stomping, or yelling has no place in an assembly.
 - E. No food or drinks allowed.
2. At the Game
 - A. You are expected to follow the leadership of the cheerleaders and not engage in private cheers.
 - B. You should welcome out of town adults and students.
 - C. Always be a good sport no matter what the score is.
3. School Offices: The school offices are the administrative center of your school. Because of this, certain basic rules of conduct are necessary:
 - A. Go to school office only when necessary.
 - B. Be courteous to the office staff.
4. During Devotional (1st period)
 - A. Students should be attentive.
 - B. Students should maintain a reverent attitude.

DISCIPLINE

Discipline is the responsibility of every student, teacher, and administrator. It is characterized by an educational program designed to improve student behavior, and its goal is obedience to rules and regulations based on self-discipline.

It is our policy that students must respect authority, which includes conformity to school rules and regulations as well as those laws that apply to the conduct of juveniles. Democracy requires respect for the rights of others, and it is our wish that student conduct reflects consideration for the rights and privileges of others. A high personal standard of courtesy, decency, morality, clean language, honesty, and a wholesome relationship with others shall be maintained. Respect for property and pride in one's achievement shall be expected of all students. Students showing a sincere desire to succeed in school, diligence in studies, and a desire to grow by means of educational experiences will be given every opportunity to do so and will be assisted in every way possible by school personnel.

When students fail to exercise self-discipline it becomes the responsibility of school personnel to take steps to alter behavior. When possible, classroom teachers are expected to

handle discipline; but when teachers need assistance, students will be referred to an administrator for disciplinary action.

DISCIPLINE OBJECTIVES

The basic objectives of discipline at Manchester Academy may be described as two-fold:

1. To provide a climate that is conducive to learning.
2. To develop, on the part of the students, those habits and skills needed to foster the development of self-discipline and self-direction, which in turn fosters a positive attitude toward responsibility for proper behavior.

All students at Manchester will be expected to abide by a common set of acceptable behaviors:

1. Attend all classes daily.
2. Be punctual.
3. Be prepared for classes and have necessary materials.
4. Be respectful of all individuals and property.
5. Refrain from profane or inflammatory statements.
6. Conduct themselves in a safe and responsible manner.
7. Be responsible for their own work and behavior.
8. Abide by all rules and regulations of Manchester Academy and each classroom teacher.

DISCIPLINE POLICY

If discipline problems arise, the following disciplinary actions will be taken:

First time – teachers will inform parents either by phone, conference or note sent home.

Second time (same offense) – student will be sent to the principal, where the parents will be called.

Third time (same offense) – Parents will be called. Students will be given work detail or corporal punishment.

Fourth time – Suspension. The student will receive a zero in all subjects for the day. The student will be subject to expulsion after three suspensions.

PARENT-TEACHER CONFERENCES

A. 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.

B. Please do not call teachers at home. Parents must follow the guidelines within the grievance policy.

C. CONFERENCES ARE TO BE SCHEDULED THROUGH THE OFFICE, AND THE TEACHER SHALL BE GIVEN A DAY'S NOTICE IN ORDER TO PREPARE FOR THE CONFERENCE. Parents may NOT go to a classroom to talk to a teacher unless a conference has been scheduled.

D. When a parent comes to the school for a conference, the procedure to follow is:

1. Come to the main office.
2. Main office personnel will call for person with whom you will be meeting.
3. Seating is provided in front hall while you are waiting.
4. **Parents are not allowed in halls or classes during the school day unless permission has been given by the front office.**

STUDENT TERMINATION POLICY

Grounds

The following reasons shall be considered sufficient cause for student termination/expulsion by the Headmaster:

1. The willful or malicious destruction of school equipment or property.
2. Possession or sale of drugs or alcohol on school property and/or at school sponsored activities off school property. (Including being on school property or at school activities under the influence of drugs or alcohol).
3. Behavior that leads to the physical and moral deterioration of the school.
4. Repeated refusal or neglect to obey the school rules or board policies.
5. Engaging in conduct which endangers the property, health or safety of others.

Termination/Expulsion is not limited to the above violations. If termination/expulsion occurs, an appeals process can be initiated through the Board.

Appeals Process

A written appeal must be submitted to the headmaster, who will then submit the appeal to the president of the school board.

The purpose of termination/expulsion is to maintain an orderly educational system, to eliminate undesirable influences on other pupils, and/or to rehabilitate pupil conduct. It may be imposed when other remedies have been exhausted or when the severity of conduct merits it.

MANCHESTER ACADEMY CHALLENGED MATERIALS POLICY/PROCEDURE

Any person having a complaint about textbooks, media center or other instructional materials shall meet with the principal. 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 Headmaster's office. After receiving the completed form, the Headmaster shall meet with the complainant to discuss the complaint.

If the complaint is not resolved at the meeting with the Headmaster, the complainant may request that the board consider the complaint. If the board chooses to consider the complaint, the complaint will be discussed and resolved in the monthly board meeting.

GRIEVANCE/COMPLIANCE PROCEDURE

If a question or complaint arises with an item that is related to lessons, classroom management, and classroom interpersonal relationships, the following procedure should be followed:

1. Schedule a conference with teacher and counselor
2. Schedule a conference with principal/headmaster

The Headmaster and Board of Directors will not take calls directly about a situation or classroom matter. Parents may call the office and set up an appointment.

If a question or complaint arises with an item that is related to athletics (including cheer/dance), the following procedure should be followed:

1. Schedule a conference during appropriate school hours with the athletic director and coach/sponsor.

2. Schedule a conference during appropriate school hours with athletic director/headmaster.

The administration and/or members of the Board of Directors will NOT deal with an issue during or after an athletic event. Absolutely no problem/complaint will be dealt with unless the above procedure is honored.

CAFETERIA

We feel that students must adhere to the following rules and regulations in order to maintain the proper atmosphere in the cafeteria:

1. All students must remain in line once inside the cafeteria.
2. No food may be taken from the cafeteria.
3. There will not be any form of misconduct, which will disrupt or interfere with the normal operation of the cafeteria.
4. All waste must be placed in the proper containers
5. No food from any restaurant may be delivered during school hours unless it is placed in a brown paper bag or lunch box.

LUNCH TICKET PRICE: \$25.00 or \$50.00 money ticket may be purchased in the office.

LUNCH SCHEDULE:

Break (grades 7-12) – 9:45 – 10:00

10:40 – 11:05 – 1st and 2nd grades

10:55 – 11:20 – Jr. High Lunch (7th, 8th, 9th grades)

11:20 – 11:50 – 3rd and 4th grades

12:00 – 12:30 – 5th and 6th grades

11:50 – 12:15 – Sr. High Lunch (10th, 11th, 12th grades)

12:15 – 12:40 – 5K

12:25 – 12:55 – 4K

LIBRARY

Elementary students have books in each room, which they should use to full advantage. Each elementary class will have a scheduled period to check out books from the Central Library.

TECHNOLOGY POLICY

Authorized Users

- 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 in this document by signing the Computer Use Agreement.

Responsibilities of Authorized Users

The Authorized user agrees to:

- A. BEHAVE IN AN ETHICAL AND HONEST MANNER. Computer equipment and network access (when allowed) shall never be used in a deceptive or hurtful manner, nor shall it be used in a manner that would violate Manchester Academy rules. Users have the responsibility of obeying all laws that deal with intellectual property and ownership of published materials and

software. The school will not be held liable in the event that a user disobeys these laws or violates rules that are set forth by copyrights.

- B. RESPECT THE EDUCATIONAL MISSION OF THE SCHOOL. Use of computer equipment and network access for specific academic assignments shall be first limited to the individual academic courses for which classes are being offered in the computer lab. Use of the computer lab outside those courses being taught in the computer lab is limited by permission of either Mrs. Perry, Mrs. Edgar, Mrs. Hitt. Individual teachers who recommend your use of the lab for specific class assignments in their subject area must obtain permission from Mrs. Perry, Mrs. Edgar, or Mrs. Hitt before using the lab and all students using the lab for class work outside of the computer curriculum must have the teacher giving permission present in the lab while they are using the computer equipment or network access. DO NOT SEND STUDENTS TO THE LAB WHILE CLASSES ARE BEING TAUGHT. Use of the computer lab for purely recreational or commercial use is not allowed and should be pursued elsewhere.
- C. RESPECT OTHER USERS AND USE APPROPRIATE ETQUETTE. Users shall not violate the privacy of other users through unauthorized access of files. In other words, if it is not your file, don't open it! Users shall not monopolize computers or prevent other users from gaining necessary access. Users shall display appropriate online etiquette when granted use of network access but shall not access, view, send, or display any form of offensive messages, documents, graphics, or pictures.
- D. HELP MAINTAIN AND PROTECT ALL COMPUTERS, NETWORKS, AND THE SCHOOL'S NETWORK ACCESS. Users shall take appropriate care at all times when operating any school equipment, including all computer lab equipment. Student users shall follow the above stated guidelines and have an obligation to report any inappropriate violation of these rules or any laws that are seen being violated in the use of the computer lab equipment to Mrs. Perry, Mrs. Edgar, Mrs. Hitt or Mr. Dendy.

Consequences of Inappropriate Use of Manchester Academy computer equipment or Network Access

The use of all Manchester Academy computer equipment or network access is a privilege that may be revoked if abused. Network access is limited to those computer classes for which access is granted by the computer teacher. Therefore, students who violate the use of network access or change any established settings that the teacher has preset (includes but is not limited to the following: desktop, screensaver, pointer settings, background appearance, etc.) are in violation of the above stated guidelines and will immediately be given at minimum a level 3 Offense (2 hour. Saturday detention) but could possibly be a level 4 or level 5 offense. In all matters, the determination and enforcement consequences of inappropriate use rests with the administration of Manchester Academy.

*****PLEASE REMEMBER THAT WE HAVE A SCHOOL WEBSITE THAT IS MAINTAINED AND UPDATED DAILY. PLEASE USE THIS WEBSITE FOR ALL SCHOOL INFORMATION. WE ENCOURAGE YOU TO VISIT US ON THE WEB AND SEE WHAT IS GOING ON AT MANCHESTER ACADEMY. THE SITE IS: www.manchesteracademy.org**

GRADING POLICY

Letter grades will be given on report cards. Numerical correspondence for letter grades is given below:

| | | |
|---|---|--------------|
| A | - | 90 – 100 |
| B | - | 80 – 89 |
| C | - | 70 – 79 |
| F | - | 69 and below |

Cheating will result in automatic zero on test or assignment.

INTEGRITY AND CHEATING POLICY

Academic Integrity and Cheating Policy: We value academic integrity very highly and do not permit any form of dishonesty or deception that unfairly, improperly or illegally enhances the grade on an individual or group assignment or a final grade. The following is a list of forms of cheating, plagiarism and other forms of dishonesty. If you have any doubt as to whether a particular act constitutes academic dishonesty, ask your teacher before you do it.

Academic dishonesty includes, but is not limited to:

Cheating by copying from others, having or using notes, formulas, or other information in a programmable calculator or other programmable device; having or using a communication device such as a cell phone, pager, PDA or electronic translator to send or receive unauthorized information; having or using a cheat sheet; altering a graded exam and re-submitting it for a higher grade; working together on a take home test unless approved by the teacher; gaining or providing unauthorized access to the examination materials.

Plagiarism by copying part or all of another person's work and submitting it as your own; acting as a provider of a paper or papers for others; submitting substantial portions of the same work in more than one class without consulting with the teachers; failing to use quotation marks where appropriate; failing to properly cite paraphrased materials with footnotes or a bibliography; making up data for an experiment; citing non-existent sources; giving or getting improper assistance on an assignment meant to be individual work; using the services of a commercial term paper company; using the services of another student.

Note: **Attempted cheating, even when unsuccessful**, will be treated as academic dishonesty. Simply having observable possession of any prohibited or unauthorized information or device during a test, even if it is not used, is an act of academic dishonesty. It will be dealt with as such.

Students who violate the Academic Integrity and Cheating Policy may receive a failing grade on the assignment and have the course grade dropped one letter grade. Second offenses may result in a failing grade for the class.

HONOR REQUIREMENTS

High Honors – 90 - 100 in all subjects.

Honor Roll – 80 – 100 in all subjects.

PROMOTION/RETENTION POLICY

Grade 1 – Any first grader who fails reading or math must repeat the grade.

Grades 2-6 – A child who fails a total of two academic subjects during the year will repeat the grade.

(Academic subjects: reading, language, math, social studies, science, and spelling). Final word on retention rests with teacher/principal/headmaster.

PROGRESS REPORTS

Progress reports will be given to students on the following days:

September 7, 2011

February 8, 2012

November 9, 2011

April 11, 2012

Progress reports are to be signed by the parents and returned to the teachers.

REPORT CARDS

Report cards are issued at the end of a nine-week grading period. Report cards will be issued on the following dates:

October 12, 2011

March 7, 2012

January 4, 2012

May 18, 2012

ASBESTOS NOTICE

Please be advised that our “Asbestos Management Plan and Report” is available in the headmaster’s office for viewing during regular school hours.

UNIFORM DRESS CODE

- 5K-12th grade students will be required to wear school uniforms.

Wednesday will be considered Dress Day and the required uniform will be worn on that day. There will still be days where students are allowed to dress up for theme days. This will be determined by teachers with prior approval of administration. These days will be announced in advance.

On every Friday, any Manchester Academy shirt (this includes Manchester Academy t-shirts) with uniform bottoms may be worn.

ALL SHIRTS MUST BE TUCKED IN EXCEPT GIRLS OVERBLOUSES.
BLACK OR BROWN LEATHER BELT WITHOUT WRITING OR INSIGNIA MUST BE WORN WITH ALL ITEMS WITH BELT LOOPS.

ATHLETES WILL BE ALLOWED TO WEAR JERSEYS ON GAME DAYS. CHEERLEADERS AND DANCE TEAM MEMBERS MAY WEAR UNIFORMS ON GAME DAYS BUT MUST WEAR AN APPROPRIATE COVER AT ALL TIMES WHICH MAY BE REMOVED DURING PEP RALLY.

Students will be expected to wear their required uniforms on all field trips unless teacher has received prior approval from administration for alternate dress.

- ALL SHIRTS, SWEATERS, JACKETS MUST BE MONOGRAMMED.

BOYS (5K-6)

Shirt – Dark Green short or long-sleeve (Required Dress Uniform)

White short sleeved

Yellow short sleeved

Solid white t-shirts only are to be worn under uniform shirts. No logos are to be visible (no Under Armor shirts are allowed)

Pants – Khaki Pull-on, Twill, or cotton

Shorts – Khaki Pull-on, Twill, or cotton

(Either bottoms may be worn on dress day)

No Carharts or Cargo pants/shorts. Boys may wear all cotton khaki pants/shorts as long as they are the correct color. (NO khaki green or stone colored.)

GIRLS (5K-3)

Blouse – Peter Pan with piping (part of required uniform under jumper)

Jumper (from Parker Uniforms) – Plaid – required uniform

Blouse (from Parker Uniforms) – Yellow Sailor Middy

Tie – worn with Sailor Middy

Culottes (Parker Uniforms)

Shirt – Dark Green Short or Long-Sleeved

Shorts – Khaki Pull-on or flat front

Slacks – Khaki Pull-on or flat front

GIRLS (4th – 6th)

Blouse – Yellow Sailor Middy (Required Dress Uniform)

Tie – Required Dress with Middy from Parker

Skirt – Plaid (Required Dress) from Parker

Blouse – White 3 button over-blouse from Parker

Culottes – Plaid from Parker

Shirt – Dark Green long or short-sleeved

Yellow Short-sleeved

Skirt – Khaki

Slacks – Khaki or Plaid

Shorts – Plaid

Knee high socks on dress day
Girls may wear leggings in neutral colors

BOYS (7-12)

Shirt – Yellow button down (Required Dress Day)

Shirt – Dark Green Long or short-sleeved

 Yellow – short-sleeved

 White – short-sleeved

 Solid white t-shirts only are to be worn under uniform shirts. No logos are to be visible (no Under Armor shirts are allowed)

Pants – Long Khakis (required dress uniform) pleated or flat front

Shorts – Khaki (pleated or flat-front)

GIRLS (7-12)

Blouse (required dress) – white with $\frac{3}{4}$ length sleeves

Skirt – Plaid from Parker Uniform (Required Dress)

Skort – Khaki

Slacks – Khaki

Blouse – White 3-button over-blouse

Shirt – Green long or short-sleeved

 Yellow short-sleeved

GIRLS' SHOES

- No Sandals, no flip-flops, no slippers
- Closed-toe Birkenstock-type shoes are acceptable in brown, black or navy
- Low quarter athletic shoes in appropriate, neutral colors (gray, white, navy)
- No bright colored shoes or shoelaces will be acceptable
- Dress shoes, Mary Jane Style, Wallaby Style in brown, navy or black
- Neutral colored Uggs (no cowboy boots) may be worn on any day but Wednesday
- Flat heels only. (1 exception -- Mary Jane style with no more than a 2-inch heel)
- Crocs – black, brown, navy, pale yellow, khaki, dark green
- White socks only, 4th-6th grade knee socks on required dress day
- White socks only, 7-12th grade knee socks on required dress day

BOYS' SHOES

- No sandals
- Boots with slacks only
- Low-quarter athletic shoes in neutral colors with neutral colored laces
- Dress shoes, wallaby, Birkenstock-type shoes in conservative colors
- White socks only

OUTERWEAR

Outerwear is not required but if worn, must be green fleece from approved vendors, heavy green coat from Parker or Blacks, approved school letterman jacket, cheer or dance jacket in school colors, green MA sweatshirt. **ALL JACKETS AND FLEECE ARE TO BE MONOGRAMMED. THERE WILL BE A GREEN CREW SWEATER OFFERED FOR GRADES 4-12 AND A GREEN CARDIGAN SWEATER FOR GRADES 5K-6.**

SKIRT AND SKORT LENGTH – NO MORE THAN 4" ABOVE THE CREASE BEHIND THE KNEE. NO EXCEPTIONS!!! Parker Uniforms will special order for extra length for skorts and skirts if needed for additional cost.

Please label all clothes (especially those who will be changing clothes at school for sports, dance, cheer, etc.)

Girls – wear white camisole under white blouses. At least two buttons of all tops must be buttoned.

Girls may wear plain headbands in school colors with no ornaments.

Boys – white t-shirt under shirts. No writing should be visible through backs of white shirts and top band of t-shirt must be white. Boys in grades 2nd-6th must wear a brown belt and shirts must be tucked in.

No pins or long necklaces to be worn on blouses. Remember, the idea is to minimize distractions.

If any item is questionable, Mr. Dendy or Mrs. Fouche' has the authority to determine if item is appropriate.