

MANCHESTER ACADEMY

SECONDARY STUDENT/PARENT HANDBOOK

2011-2012

Super rare Mediocritas
“Excellence in all things”

The mission statement of Manchester Academy is as follows:

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

STUDENT'S SCHEDULE

NAME _____ LOCKER # _____

	Subject	Room No.	Teacher
1 st Period	_____	_____	_____
2 nd Period	_____	_____	_____
3 rd Period	_____	_____	_____
4 th Period	_____	_____	_____
5 th Period	_____	_____	_____
6 th Period	_____	_____	_____
7 th Period	_____	_____	_____

Time Schedule

Tardy	7:55 – 8:00
1 st Period	8:00 – 8:50
2 nd Period	8:55 – 9:45
Break	9:45 – 10:00
3 rd Period	10:05 – 10:55
Jr. Hi. Lunch	10:55 – 11:20
Sr. Hi 4 th Period	11:00 – 11:50
Jr. Hi. 4 th Period	11:25 – 12:15
5 th Period	12:20 – 1:10
6 th Period	1:15 – 2:05
7 th Period	2:10 – 3:00

Lunch Schedule:

Break (grades 7-12)	9:45 – 10:00
Jr. High (7 th , 8 th , 9 th)	10:55 – 11:20
Sr. High (10 th , 11 th , 12 th)	11:50 – 12:15

Progress Reports and Report Card Dates

Progress Reports

September 7, 2011
November 9, 2011
February 8, 2012
April 11, 2012

Report Cards

October 12, 2011
January 4, 2012
March 7, 2012
May 18, 2012

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, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

The mission statement of Manchester Academy is as follows:

Manchester Academy, a college preparatory school, actively seeks to insure 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 Manchester Academy 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.

FORWARD

This handbook is to acquaint students and parents with school regulations and policies affecting students. Where this Handbook addresses Standards of Conduct, it applies to any student while:

- On school property
- In attendance at school
- At any school-sponsored activity; or
- Involved in any conduct at any other time or place – including off campus non-sponsored activities and electronically transmitted conduct and communication, that has a negative effect on maintaining school order and discipline, protecting the safety and welfare of others, or damaging the reputation of our school.

Students and parents must realize that when an attempt formalizing certain policies of this nature, the possibility exists of inadvertently omitting some regulations and that additions and deletions may be 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 their 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.

SECONDARY PROGRAM OVERVIEW

The teen years are among the most challenging that individuals face. During these years students are not only struggling with significant physical changes but also with spiritual, emotional, and attitudinal changes. MA realizes our responsibility to provide proper instruction and direction during these years.

We realize that the methods and subject matter we teach, the role models we provide, and the teacher-student relationships we establish impact significantly on the students' development and refinement of their belief system, work habits, and social patterns as well as their acquisition of the knowledge and skills they will need to experience success in their adult lives.

Therefore, MA is constantly striving to provide the appropriate instruction, direction, and modeling to help our students to not only realize their learning potential but also develop a positive, constructive Christian outlook on life.

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 Academy 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.

MANCHESTER ACADEMY DRESS UNIFORM CODE

All Manchester Academy students in grades K5-12th grade must wear school uniforms. The dress code is **YOUR** responsibility.

- A. **The dress code is strictly enforced. Any infringement of the uniform dress code will result in the student receiving detention.**
- B. All sweaters, shirts, coats, and jackets must be monogrammed.
- C. Please label all clothes.
- D. All shirts must be tucked in except girls' over blouses.
- E. Black or brown leather belt without writing or insignia must be worn with all items with belt loops.
- F. Boys must wear white t-shirt under shirts. **NO WRITING SHOULD BE VISIBLE THROUGH BACKS OF WHITE SHIRTS AND TOP BAND OF T-SHIRT MUST BE WHITE. NO LOGOS SHOULD BE VISIBLE THROUGH SHIRT (ex. Under Armor).**
- G. Boys may wear khaki pants/shorts.
- H. Boys may not wear the khaki green or stone colored pants/shorts.
- I. Boys may wear all cotton khaki pants/shorts as long as they are the correct color.
- J. No Carharts or Cargo pants/shorts.
- K. Girls wear white camisoles under white blouses.
- L. Girls must button at least 2 buttons of all tops.
- M. No pins or long necklaces are to be worn on blouses.
- N. Girls may only wear white, green, black ribbons or bows, or the uniform headband in their hair. (No colored bows, ribbons, or headbands and no ornaments)
- O. Skirt and skort length is **NO MORE THAN 4" ABOVE THE CREASE BEHIND THE KNEE.**
- P. Girls may wear the plaid walking shorts that are offered by Parker Uniforms. **ONLY THESE SHORTS ARE ALLOWED.** Shorts hems must be worn as is from Parker. Shorts may NOT be hemmed shorter, cuffed, rolled up (from the hem or the waistband). There are no warnings. A girl wearing shorts that are NOT of walking length or hemmed or rolled will not be allowed to wear shorts the rest of the school year. If several girls begin to have shorts infractions, the privilege will be revoked for all girls.
- Q. Outerwear is not required but if worn, must be monogrammed and included on the following items:
 - 1. Green fleece jacket
 - 2. Heavier green coat from Parker or Black's
 - 3. Approved green cardigan sweater.
 - 4. Letterman jacket, cheer or dance jacket in SCHOOL COLORS ONLY!
 - 5. **The school allows no other type of outerwear in the building. If students wear any other type of outerwear, teachers will confiscate the outerwear until the end of the school day, and this will result in a detention.**
- R. Wednesday is Dress Day and the student's required uniform.
 - 1. Boys must wear the following items:

- a. August-September - boys may wear shorts with yellow polo on Wednesday.
 - b. If shorts are worn, boys may wear tennis shoes on Wednesday.
 - c. October 1st – March (until spring break) boys must wear pants with long-sleeved button-up yellow shirt. Shirt must be monogrammed.
 - d. After spring break, boys may once again wear shorts on Wednesday dress day.
 - e. Belt
 - f. Socks
 - g. No tennis shoes
 - h. MA fleece jacket (no hooded sweat shirt)
2. Girls must wear the following items:
- a. White monogrammed blouse with $\frac{3}{4}$ length sleeves
 - b. White undergarments must be worn with white blouse.
 - c. Plaid skirt from Parker
 - d. White (only) knee socks
 - e. Dress shoes (see #9 under O)
 - f. No Uggs or tennis shoes
 - g. No pants on dress day
 - h. No hooded sweat shirts on dress day
 - i. Girls may wear leggings in neutral colors - no lace, no stripes.

S. Girls shoes

- 1. NO sandals, flip flops, or slippers, cowboy boots, rainboots, or boots, chocos or toe shoes (skele) on any day.
- 2. Closed-toe Birkenstock-type shoes are acceptable in brown, black, or navy.
- 3. Low quarter athletic shoes in appropriate, neutral colors (gray, white, and navy). Any other colors ARE NOT ALLOWED.
- 4. NO BRIGHT COLORED SHOES OR SHOELACES WILL BE ACCEPTABLE.
- 5. Boots with slacks only.
- 6. Uggs are now allowed in neutral colors only. Absolutely no cowboy boots or other type of boots other than Uggs. No fur on the outside.
- 7. Flat heels only (exception – Mary Jane style with no more than a 2-inch heel).
- 8. White socks only.
- 9. 7-12th grades must wear white knee socks on required dress day. Dress shoes, Mary Jane style, wallaby style in brown, navy or black. No tennis shoes

T. Boys shoes

- 1. No sandals, flip flops, or slippers on any day
- 2. Boots with slacks only (must be clean boots and pants can not be tucked in)
- 3. Low-quarter athletic shoes in neutral colors with neutral colored laces. (no fluorescent shoestrings)

4. Dress shoes, wallaby, Birkenstock-type shoes in conservative colors.
 5. White socks only.
- U. Casual days are days when students may dress up for theme days. The office will announce these days in advance. The following regulations apply:
1. All students must wear a MANCHESTER t-shirt. (**NO MIDNIGHT TILL DAWN SHIRTS OR WINTER FORMAL SHIRTS** – these are not Manchester-sponsored event shirts.)
 2. Long jeans or pants for girls AND boys. No shorts!
 3. On Fridays, any MA t-shirt and uniform bottoms can be worn. No drug/alcohol/tobacco advertising. (**NO MIDNIGHT TILL DAWN SHIRTS OR WINTER FORMAL SHIRTS**)
- V. Field Trip Dress – dress day uniforms only.

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.
- 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 hair cuts that do not touch the collar in the back or cover the eye brows 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.
- J. At no time is a student to wear house slippers or moccasins during school hours, even in neutral colors. All footwear must be normal shoes.
- K. No holes in any clothing – this includes dress-down days.

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.

Students who violate the dress code will have to go home to change into proper dress attire.

Any repeat violation of dress code will result in the student being sent home for the proper dress and will not be allowed to return to class until student and parent(s)/guardian meet with the guidance counselor and headmaster. Student will be responsible for any and all work missed during any absence from any class due

to dress code violation. Absence from class for this office will also count toward the allotted yearly absence rule.

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 student in grades K4-12.
- Manchester Academy does not discriminate on the basis of race, color, national or ethnic origin.

THE SCHOOL OFFICE

- The school office is for the exclusive use of the faculty in carrying on the business of the school. Only those students, who are office workers or persons who have business to transact are allowed in the office without special permission.
- Students are not allowed to use the office telephone except to check out in the event of illness. No student is allowed behind the desk. This is a business office, not a meeting place.

SCHOOL HOURS

- The hours the school is officially open are 7:30 a.m. until 3:30 p.m.
- 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.
- 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 3:15.

VISITORS

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

GRIEVANCE/COMPLIANCE AGREEMENT

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:

- Schedule a conference with teacher and counselor
- 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 athletic (including cheer/dance) the following procedure should be followed:

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

STUDENT GRIEVANCE POLICY

Students may register complaints intended to foster school improvement by discussing them with a faculty member or with a student council representative who then is responsible for bringing it to the attention of those who can effectively deal with the problem.

CHALLENGED MATERIALS POLICY/PROCEDURES

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 elementary or secondary principals or in the 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.

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:

- 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.
- 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 or Mrs. Edgar. Individual teachers who recommend your use of the lab for specific class assignments in their subject area must obtain permission from Mrs. Perry or Mrs. Edgar 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 ETIQUETTE.** 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, 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**

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 account 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 GUIDANCE PROGRAM

The philosophy and mission statement of Manchester Academy is a strategic component of the guidance program at Manchester Academy. The mission states:

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

The guidance department aims to assist students in receiving the most realistic benefit from the educational programs offered by the school and surrounding communities. The guidance program recognizes the importance of students being emotionally prepared to learn and being placed into a program compatible with their educational needs. To ensure these benefits, the counselor works not only with students, but with those who have influence in the students' lives, including peers, parents, teacher, administrators, and outside agencies.

Guidance services are recognized as an integral part of the total educational program. The counselor strives to meet the needs of students within the structure of the educational system and community. To accomplish this, the counselors must identify needs, establish common goals, and mobilize all of the available resources of the parties involved.

Guidance Department Goals

- To encourage students in decision making skills that will permit them to exercise independence and responsibility of action in recognizing and selecting from among viable alternatives.
- To assist students in the development of self-understanding based upon an accurate and unbiased assessment of their individual strengths and weaknesses.
- To advocate changes in the educational program that will better serve the needs of students.

- To develop understanding within the educational community of students' needs and strategies for responding to those needs.
- To provide information to the community and the school describing the role and function of the guidance program.
- To challenge students to make the maximum use of their potential in taking advantage of the programs and services available through the school and community.

Students at Manchester Academy have access to the guidance services throughout their school years. The counselor is here to help the students with any concern that they may have. All information is held confidentially (unless the student is a danger to himself or others). The counselor will only share the information with someone else on the student's request. The counseling Department of Manchester Academy follows the American School Counselor Association National Model.

Guidance Services include:

- Development of four year academic plans
- A Standardized testing plan for students at all grade levels
- University advising
- Personal counseling
- Counselor's office hours are between 8:00 a.m. and 3:00 p.m.
- Counseling services designed to assist in achieving these goals fall into five areas: educational counseling, personal counseling, testing, occupational information, and follow-up.
- The following are objectives to aid in achieving these goals:
 1. To help students understand themselves.
 2. To assist teachers in analyzing the potential of students.
 3. To analyze and interpret test results.
 4. To assist students in the selection of courses appropriate to their needs and capabilities.
 5. To assist students in selecting a college or vocational school.
 6. To provide scholarship information for college bound students.
 7. To provide information for students who plan to go directly into the world of work.

PARENT-TEACHER CONFERENCES

- 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.
- Conferences with teachers may be arranged with teachers on Tuesday, Wednesday, and Thursday s only.
- Teachers will be available from 3:15-3:45 on those days only.
- Conferences will not be held without at least a days notice on the above conference days.

- Please do NOT call teachers at home or on their cell phone. (This includes the counselor, principal, and headmaster.) Parents must follow the guidelines within the grievance policy.
- Parents may NOT go to a classroom to take a student out of class or talk to a teacher.
- **CONFERENCES ARE TO BE SCHEDULED THROUGH THE COUNSELOR'S OFFICE OR SCHOOL OFFICE, AND THE TEACHER SHALL BE GIVEN A DAY NOTICE IN ORDER TO PREPARE FOR THE CONFERENCE.**
- 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.

Parents are not allowed in halls or classes during the school day unless accompanied by the Headmaster or high school principal.

CHANGE OF SCHEDULE

- No changes in schedules are permissible after the end of the third week of school – August 27, 2010. Realize that the schedule is tight with little room for change. Students must take the required number of classes. Requested changes may not be possible.
- In the event of an extreme case of a parental or guardian request to drop a course due to failure in a class, the student will be given a grade of withdraw failing and that failing grade will be averaged into the student's grade point average.

WITHDRAWALS AND TRANSFERS

The procedure for withdrawal or transferring is as follows:

1. Parent of 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. A nine-week probationary period that will include parent-teacher recommendations may be required.
7. Manchester Academy will NOT accept Senior class transfers after the 1st nine weeks, unless it is an extenuating circumstance otherwise approved by the administration and board.
8. Admission to and continued enrollment in Manchester Academy is at the sole discretion of the administration.

SPECIAL NEEDS STUDENT

It is our policy 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, the number of students who will be admitted may be limited. 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. Admission to Manchester Academy is at the sole discretion of the administration.

MANCHESTER ACADEMY POLICY ON BULLYING

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:

1. 1st Offense – Warning – notify parents
2. 2nd Offense – Detention – Work Detail after school
3. 3rd Offense – 1 Day Suspension
4. Subsequent Offenses – 2 Day Suspension with Possible Expulsion

Parents are encouraged to bring bullying offenses to the attention of school officials, if the child is reluctant to do so.

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 reasonable 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. For purposes of this section, “hostile environment: means that the victim subjectively views the conduct as bullying or harassing

behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

- No student or school employee shall be subjected to bullying or harassing behavior by school employees or students.
 - No person shall engage in any act or reprisal or retaliation against a victim, witness or a person with reliable information about an act of bullying or harassing behavior.
 - 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.
 - 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.
- There are many ways in which the school reduces the possibility of bullying.

For example, by staff:

Monitoring behavior in classrooms

Being vigilant when on duty

Arriving on time for lessons

Not using hurtful nick names for pupils which can be copied

Addressing bullying in assemblies

Encouraging parents to report bullying

Ensuring pupils and their parents to sign the bullying contract

However, if bullying occurs – it must never be ignored.

Identification

Bullying is not always easily apparent. Staff must be vigilant for any form of bullying (verbal or physical). The signs of bullying may only be slight e.g. a pupil may seem slightly upset; withdrawn or be staying close to another pupil for no obvious reason.

Possible signs of bullying:

Distress, work deteriorating, frequent claims of illness, isolation, desire to remain with adults (e.g. in the library), poor attendance, loss of equipment, damaged clothing or bruising.

Extortion – lunch ticket missing

Pupils behaving out of character

Pupils copying homework from person being bullied.

Pupils being upset – sitting by themselves, asking to move away from other pupils, being reluctant to leave the classroom.

Groups gathering at break/lunchtimes; over boisterous or excited behavior.

Pupils seeking adult company/sitting alone/wanting to go to the library, etc.

Comments/abuse being directed at individual pupils.

Pupils and parents informing staff (of the bullying of others).

STUDENT BULLYING

Manchester Academy does not condone and will not tolerate bullying or harassing behavior. 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 (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. A "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior. Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property, at any school-sponsored function, or on a school bus.

Manchester Academy will make every reasonable effort to ensure that no student or school employee is subjected to bullying or harassing behavior by other school employees or students. Likewise, Manchester Academy will make every reasonable effort to ensure that no person engages 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. Manchester Academy encourages anyone who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior to report the incident to the appropriate school official.

The Board of Directors directs the headmaster or designee to design and implement procedures for reporting, investigating, and addressing bullying and harassing behaviors. The procedures should be appropriately placed in Manchester Academy personnel policy handbooks, school handbooks that include discipline policies and procedures, and any other policy or procedure that deals with student or employee behavior. The discipline policies and procedures must recognize the fundamental right of every student to take "reasonable actions" as may be necessary to defend himself or herself from an attack by another student who has evidenced menacing or threatening behavior through bullying or harassing. Furthermore, Manchester Academy defines "reasonable action" as promptly reporting the behavior to a teacher, principal, counselor, or other school employee when subjected to bullying or harassing behavior.

CONTRACT ON BULLYING

STUDENT:

1. I will treat all my fellow students with respect.

2. I will not humiliate or hurt any other student physically or verbally.

3. I will do the best I can to help any student who is obviously being upset or hurt by one or more other students.

Student's Signature _____

PARENT/GUARDIAN:

I have read the above and will do my utmost to ensure that my son/daughter will abide by this contract.

Parent/Guardian Signature _____

Date _____

MANCHESTER ACADEMY
STUDENT BULLYING COMPLAINT FORM

Please complete each section of this form.

Date _____

Your Name (Print)

Name of the Person Who Bullied You

Describe the Incident (When, Where, How, How Often)

Your signature attests that the information contained herein is truthful and represents the facts to the best of your ability. Submission of this form will result in an investigation into the matter. Providing false information will be considered as a form of bullying and will result in appropriate disciplinary action.

Your Signature _____

MANCHESTER ACADEMY
BULLYING COMPLAINT FORM

Date Form Completed _____

Date Incident Reported _____

Date Incident Occurred _____

Person Reporting Incident _____

Person Reporting To _____

Witnesses to Incident _____

Finding and Conclusion _____

Remarks _____

STUDENT TERMINATION POLICY

A. 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.

B. Termination/Expulsion

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

C. 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.

EXPULSION FROM ANOTHER SCHOOL

The Administration of Manchester Academy will not consider a student expelled from another school (public or private) for enrollment.

ACADEMIC INTEGRITY AND CHEATING POLICY

Manchester Academy values 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 you teacher before you do it.

Academic Dishonesty includes, but is not limited to:

1. Cheating on exams by copying from others
2. Having or using notes, formulas, or other information in a programmable calculator or other programmable device
3. Having or using a communication device such as a cell phone, pager, PDA or electronic translator to send or receive unauthorized information
4. Having or using a cheat sheet

5. Altering a graded exam and re-submitting it for a high grade
6. Working together on a take home exam unless approved by the teacher
7. Gaining or providing unauthorized access to the examination materials.
8. Plagiarism by copying part of all of another person's work and submitting it as your own
9. Acting as a provider of a paper or papers for others
10. Submitting substantial portions of the same work in more than one class without consulting with the teachers
11. Failing to use quotation marks where appropriate
12. Failing to properly cite paraphrased materials with footnotes or a bibliography
13. Making up data for an experiment
14. Citing non-existent sources
15. Giving or getting improper assistance on an assignment meant to be individual work
16. Using the services of a commercial term paper company
17. 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 an exam, 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.

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 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.

ATHLETIC ELIGIBILITY

The following eligibility policy pertains to students participating in all jr. high and high school sports including cheerleading and dance teams:

- After 3 weeks, athletes who have two (2) F's will be on probation for three (3) weeks.
- During this 3-week period, athlete will be required to go to study hall three (3) days a week. Grades will be checked after this 3-week probation.

- If athlete still has two (2) F's, he will be ineligible to play sports for the next three (3) weeks.
- This procedure continues through the end of the semester. The eligibility policy starts over at the beginning of 2nd semester and will continue through the end of semester.
- To be eligible to escort you must have played high school football for 2 years at Manchester.

PLEASE NOTE TEST DATES FOR THE 2009-2010 SCHOOL YEAR

It is the policy of Manchester Academy to administer achievement tests on an annual basis to all of our students to determine areas of strengths and weaknesses.

- A. 7th and 8th graders – STANFORD ACHIEVEMENT TEST – March
- B. 8th and 9th graders – EXPLORE – October 5th
- C. 10th Graders – PLAN – October 27th
- D. Advanced 10th Graders and All 11th Graders – PSAT/NMSQT – October 13th
- E. 12th Graders – ASVAB – October 21st

ABSENTEE POLICY

Manchester Academy discourages unnecessary student absences. The school calendar affords ample vacation days during the year. Please make every effort to arrange family trips during those regular vacation days and not during the school days. Nevertheless, we realize that there are times when out-of-town family trips during school times are unavoidable. When this occurs, Please remember to notify the office in advance in order to have the absences “excused.” However, this should be the exception rather than the rule.

The following regulations are in place for absenteeism:

- Absences for full year course may not exceed 21. Absences for one semester course may not exceed 10. **This total includes all unexcused and excused absences not connected with a school activity.** An unexcused absence is defined as an absence with not documentation in the front office from the parent or guardian.
- Students must present a signed and dated note from parent/guardian upon the day of return to school stating reason for absence.
- Excuses should be given to the front office before 8:00 on the day the student returns to school.
- **Students** are responsible for contacting the teacher during school hours to make these arrangements for make up work in all classes missed. (see make up work section) Manchester Academy reserves the right to determine whether a tardy or absence is excused or unexcused.
- Students who exceed the absence limit will fail the course. They will receive a failing grade and have to repeat the course in order to receive credit. Exceptions to the attendance requirements can only be made in the event of extended personal illness verified by the physician or at the discretion of the headmaster.
- The teacher’s monthly attendance record serves as the official absentee record.

Excused absences include:

- Communicable diseases
- Student's personal illness
- Doctor or dental appointment, verified
- Death of immediate family member (immediate family consists of father, mother, siblings, grandparents or guardian.)
- Absence excused by the headmaster prior to the absence with written notification to all the teachers involved. If procedure is not followed, absences will not be excused.
- Extenuating circumstances approved by the headmaster.

SCHOOL ACTIVITY ABSENCE

Students participating in school-sponsored activities will be excused and the absence will not count toward days absent.

If a student is absent from class on the day in which he/she is to participate in any school sponsored extra-curricular activity, he/she may not participate.

TARDY POLICY

Tardies are considered to be a major distraction to class. Student must be at school and in each class on time.

Tardies are accumulated over a nine week period and start over at the beginning of each nine weeks.

If a student is tardy for school or a class the period teacher will write a yellow tardy note that will be turned in with the next day's attendance report. The teacher will also keep a record of the tardies in the grade book. Once a student has accumulated three tardies the student will be given detention.

3 Tardies – 30 minute detention after school on Wednesday

4 Tardies – 1 hour dention after school on Wednesday

5 Tardies – 1 hour detention after school and 1 hour after school work detail that may or may not occur on a Wednesday

6 Tardies – will require a Parent/ Headmaster/counselor conference to resolve the tardy issue.

TRUANCY

Truancy from school is a serious offense (i.e., leaving the school grounds without permission.) Students may not leave the grounds for any reason (this includes errands for teachers, coaches, etc.) Students may leave only with authorization from the administration (administration is defined as headmaster, guidance counselor, principal and/or athletic director) **and** parent/guardian's permission to leave. (any student leaving campus without permission will receive a suspension.)

REQUEST FOR EARLY DISMISSALS FROM SCHOOL

- Students must submit all requests for early dismissal from school to the front office prior to 8:00 a.m.
- The request must be in writing with the following information:
 1. A home or business telephone number so that the school can verify such a request.
 2. The reason for dismissal.
 3. a parent or guardian signature
- Dismissals will be on the daily absentee/announcement list.
- An early dismissal counts as an absence and carries the same consequence as those listed in the attendance section.
- Students must bring an excuse from parent or doctor for any classes missed.
- All students leaving campus for any reason must sign out in the front office. Any student who does not sign out before leaving campus will be considered skipping school
- A student who leaves school is responsible for all work in all classes missed. It is the student's responsibility to see the teacher to find out assignments or tests that may be missed during the absence. (The teacher has the discretion to give a student leaving for an early dismissal an assigned test upon the return of the student.)
- Students may not call parents for early dismissal. If a dismissal is necessary, parents must call the office and must come into the building and sign the student out. Parents are asked to be aware of the bell and class schedules.

STEPS TO FOLLOW FOR MAKE-UP WORK

- It is first and foremost the STUDENT'S responsibility to communicate with ALL teachers if he/she has been absent, leaving school early (for athletic or other reasons), or knows of absence in advance (due to doctor appointments, etc.)
- If a test is scheduled in advance and if 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.
- Student make up work will correspond to the days absent unless the above rule applies.
- Scheduling such make-up work is the student's responsibility, not the teacher's and will be arranged at the teacher's convenience. 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, tests, and/or quizzes except that in the case of an absence of one day or less, all assignments due on the day of the absence will be due the next day.
- In the event of and all-day absences or an extended absence, it is the parent's responsibility to call the front office for assignments to pick up those assignments by 3:00 each day to ensure daily work, future tests, and projects are current. 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.

STUDENT ELECTIONS

All elections will be overseen by the high school administration and sponsor.

A. Student Council Officers and Representatives

1. To be eligible for nomination for an officer or representative of the Student Council, a student must have at least an average of 75 with no "F" during the preceding semester or any nine weeks.
2. The date of the Election for Student Council Officer is: 2nd Tuesday of April, Student Council Representatives elections shall be 3rd Tuesday of April.

B. Class Officer

1. To be eligible for nomination as a class officer, student must have at least an average of 75 with no "F" during the preceding year. Elections will be held the 2nd Tuesday after the beginning of school.
2. Senior class officer elections are held the previous year before the end of school. A student must have the above eligibility requirements and be registered for the upcoming year.

C. Who's Who Nominations for Mr. and Miss MA

Who's Who nominations and voting will take place 2 weeks prior to Beauty Review. All voting will be handled by the high school administrators and sponsor.

The following are requirements for a student to be nominated:

- **Mr. and Miss MA Junior High**
 1. Nominees must be in the 9th grade and nominated by the 9th grade class.
 2. Nominees must have attended Manchester Academy in the 7th, 8th, and 9th grades.
- **Mr. and Miss MA Senior High**
 1. Nominees must be in the 12th grade and nominated by the 12th grade class.
 2. Nominees must have attended Manchester Academy in the 10th, 11th, and 12th grades.

CHAPEL SERVICES

The first Tuesday of each month, a student led chapel service will be held in the gym for grades 7-12. Guest speakers will be invited on periodic basis in addition to faculty members willing to conduct the services. The purposes of these monthly chapel services are as follows:

- First and foremost to show the Glory of God in Christ
- Help students focus on spiritual matters
- Help students adopt Biblical priorities
- Help strengthen student's relationship with God
- Helps students become aware of social concerns
- Help students model Godliness at school, home, and community
- Help students avoid temptations and sins of the flesh

GRADING POLICY

- Nine weeks grades are calculated by averaging the daily grades and the test grades.
- Semester grades are calculated by taking the first two nine weeks grades and first semester exam to acquire the semester average.
- Manchester Academy grading scale is as follows:

90 – 100	A
80 – 89	B
70 – 79	C
69 -- below	F
- At the end of each semester each teacher will give a semester exam.
- Semester average will be calculated as follows:
 1. Add 2 nine weeks grades and multiply times 2
 2. To that add exam grade and divide by 5
- At the end of the year, the yearly grade will be determined by averaging the 2 semester grades for the final yearly average.
- **All** students must take tests in the teacher's classroom.
- 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 headmaster.
- Cheating will result in an automatic zero on test/assignment.
- Exemptions
 1. Students in grades 7-12 (with the exception of seniors taking ½ credit courses) will take 1st semester exams.
 2. Seniors taking ½ credit classes may be exempt with a 90.0 average.
 3. Students in grades 7-11 taking ½ credit classes may be exempt first semester with a 90.0 average.
 4. Students in grades 7-11 will qualify for exemptions from final exams (2nd semester) in any class with a 90.0 yearly average.
 5. Seniors will qualify for exemption from final exams in any class with an 80.0 yearly average.
 6. Exams are required unless exempted.
 7. **A student will not be allowed to take exams until all financial obligations are current. Example: tuition, building pledge, book fines, library fees, uniforms, etc.**

STUDENT CLASSIFICATIONS

- To be classified as a seventh grader means that a student must have successfully completed the six the grade.
- The number of Carnegie Units required to pass from one grade to another is as follows:
 1. 9th grade 0 units, successfully complete grade 8
 2. 10th grade 5 units
 3. 11th grade 11 units
 4. 12th grade 17 units

Promotion Policy for grades 7-8, students must pass English, math, and either science or history to be promoted to the next grade. Students who fail English, math, or two of these major courses must attend summer school and receive a passing grade. Students who fail three or all four of the major courses must repeat that grade.

Please note: before final report cards or final grades will be released or permanent records sent to another school, all tuition, fees and/or fines must be paid, and all books (including library books) must be returned.

SCHOOL HONOR REQUIREMENTS

- A. Headmaster's List 90 in all subjects
B. Honor Roll 80 and above in all subjects

- To be an honor graduate, a student must have a cumulative GPA of 90 or above in grades 9-12.
- 12-year club – a gold cord will designate 12-year club – seniors graduating who began school at Manchester and have attended for 12 years.

BETA CLUB REQUIREMENTS

Averages will be determined by the headmaster, high school principal, counselor, and sponsor.

- Students in grades 9-12 who attended and completed the preceding year at Manchester Academy are eligible.
- Seniors must have a cumulative (9-12) overall 90.0 average
- Sophomores/Juniors must have a cumulative (9-11) overall 90.0 average with no grade below an 80.

ADVANCED TRACKING

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.

8th graders considering advancing in math must have a 90.0 final average in 7th math.

A student may begin advancing in the 10th grade in English. However, certain criteria must be met before he/she will be allowed to advance. The criteria are as follows:

- His/her teacher must recommend student from the previous year in that subject area and must be approved by the administration.
- A student must also have a 90.00 average in the subject area to advance.
- 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 the sequence of courses in its entirety, he/she should not advance. Withdrawal from the program must be deemed necessary by the administration.

- A weighted GPA will be used to determine where a student ranks in his/her class using the following courses: English, history, math, science, foreign language, and computer. However, report cards and transcripts will NOT REFLECT THE WEIGHTED AVERAGE in a course.
- All advanced tracking courses will be weighted by multiplying 1.05 times the final grade.

VALEDICTORIAN AND SALUTATORIAN

Valedictorian, Salutatorian and all honor graduate ranking will be determined by the Headmaster, Counselor and Beta Club sponsor.

- The Valedictorian and Salutatorian will be the students ranking 1st and 2nd, respectively, using a cumulative GPA (grades 9-12) including English, history, math, science, foreign language, and computer with advanced tracking courses being weighted.
- To qualify as Valedictorian or Salutatorian of the graduating class, a student must have attended Manchester Academy for three years (grades 10-12).
- In the case of a tie, difficulty of courses will be noted and reviewed by the Headmaster and the Counselor.
- Valedictorian and Salutatorian will be selected from the students who are enrolled in the College Prep Track or Advanced Track only. Students enrolled in the basic track will not be eligible for Valedictorian or Salutatorian.

QUALITY POINT SYSTEM AND GRADE POINT AVERAGE

- 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.
- 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
- A student's numerical grade point average (GPA) is determined according to the student's final course grades beginning his/her 9th grade year.

SUMMER SCHOOL

- Due to Mississippi Association of Independent Schools regulations, Manchester Academy can **NOT** offer summer school.
- For those students who fail a class with a grade of 64.9 or below correspondence work and/or summer school will be accepted where class work has been attempted and failed.
- 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.

- For ALL course work taken at an institution other than Manchester Academy, the guidance counselor must approve PRIOR to enrollment in a course.
- All course work must be completed and final average submitted by the beginning of school in August.
- Please note: a maximum of 2 units may be earned during one summer.
- **Very Important:** Only 2 units earned through independent study may be applied toward high school graduation in the Mississippi Association of Independent Schools.
- **Wear Proper dress attire.**

It is the parent/guardian's responsibility to find approved correspondence or summer school work. Remedial course work (class work that has been attempted and failed) must be from a MAIS approved or Mississippi Board of Education approved service or provider. Therefore, it is imperative that parent/guardian research and provide the necessary information for approval before beginning the class. Approval from the guidance counselor is necessary in order before the correspondence work will be accepted by Manchester Academy. The course work must be completed and grades submitted to the guidance counselor BEFORE school begins in August. If course work is not completed by the appropriate time, the student will be required to repeat the failed class and run the risk of not graduating on time.

No new course work will be accepted for graduation from Manchester Academy from another learning institution.

EXTENDED SESSION

- 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. (Teacher's are not contractually obligated to offer these extended sessions.)
- Students may qualify for extended session if the final average for the class in question is a 65.0-69. ONLY the teacher of the individual class may teach this class during extended session.
- The cost of extended session is at the parent/guardian's expense and is due to the teacher on the first day of class.
- **Please note: There is a chance extended session will not be available for any students.**

GRADUATION REQUIREMENTS

- 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
- 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.)
- Student will not be able to make up work until **after** graduation,

- **After** the student makes up work, the diploma will be granted.
- **The ACT should be taken at a location of the student's choice prior to graduation.**
- The following are the number of credits, in each area, required for graduation from **Mississippi Private School Association schools and Manchester Academy 2010 and beyond:**
 1. Manchester Academy graduation requirements follow the mandated IHL requirements:
 - 4 units – English
 - 4 units – Math (starting with Algebra, includes Geometry)
 - 4 units – History (includes American Government and Economics)
 - Also, students must take Mississippi Studies offered to Manchester Academy students in junior high)
 - 4 units – Science
 - 2 units – advanced electives (2 years of Foreign Language or 1 year Foreign Language and 1 year of Advanced World Geography)
 - 1 unit – Art
 - 1 unit – Computer Application

Electives available after requirements are met.

STUDY HALL

- Manchester students have a mandatory study hall time available. It is important to use this time to complete any homework, unfinished class work, make up work, or tutoring time with teachers.
- Students must use this time wisely and work any homework as well as Accelerated Reader books.
- While teachers are available for tutoring, students must make prior arrangements with the teacher and bring a note to study hall.
- Any work in another teacher's room needs to be finished, etc., student must give a note to the study hall teacher and receive a pass from study hall. Student must return to study hall with a note from the teacher.
- Students must bring work to study hall.
- Students should also bring Accelerated Reader book to study hall.
- Attendance will be taken every day and student must have all work with them when the class begins. Students will not be allowed in the hall without a note from a teacher or unless a teacher comes to get a student.
- Skipping study hall, leaving campus without authorization during study hall is equivalent to skipping school and is subject to the same consequence – suspension.

ACCELERATED READER REQUIREMENTS

- In an effort to promote reading comprehension which benefits students particularly in standardized testing, all students in grades 7-11 are required to read 1 book per semester for a total of 2 books per year.

- Each student will be tested through the Accelerated Reader program Manchester Academy has in place. Students may check out books in the MA library, the Yazoo city Public Library, or books from home, etc. The following criteria will be followed:
 1. Books will be checked out/approved the first week of September for 1st semester and the second week of January for the 2nd semester. Students must present the books for approval to English teachers.
 2. Accelerated Reader test for 1st semester will be taken the week after Thanksgiving break and for 2nd semester the week after Spring Break.
 3. Books must contain appropriate content as well as be at the appropriate grade level.
 4. The grade will be recorded in each student's English class.
 5. Summer reading requirements are not acceptable reading material to meet this requirement. However, books read in conjunction with English classes during the year are acceptable.
 6. Any students not taking the test during the appropriate time will receive a zero (0) in the English class.
 7. Students who wish to read more books and take an Accelerated Reader Test will receive extra credit in the English class. Students who earn 100 or more points per year through the AR program will become part of the 100 Points Club and will receive recognition for this achievement during Awards Day. Many books carry as much as 25 points a time. (ex. Harry Potter books – 25 pts. Each. Chronicles of Narnia – 15 points each).

COMMUNITY SERVICE

Manchester Academy requires students in grades 10-12 to participate in community service.

- Students must complete the following number of hours each year:
 1. Sophomores – 10 hours
 2. Juniors – 10 hours
 3. Seniors – 10 hours
- With each grade 5 hours of the total **MUST** be hours served within the community providing a needful service for a worthy cause or institution.
- The remaining 5 hours of the total **MUST** be school service hours.
 1. Mrs. _____ must approve all service hours.
 2. When working for school service, each **unit** will result in **1 hour**. Ex. A junior high ballgame taking up money (1 unit), working in the concession stand (1 unit), working chain gang (1 unit), etc. – 1 hour will be given when the job is sufficiently complete to the satisfaction of the supervising Manchester staff. The student must **COMPLETE** the job in order to receive the service hour.
 3. Special consideration for hours will be granted in the event that a student works a unit that results in over 2 hours of work.
- The community service coordinator, ??????????????????????, **must** approve **all** service hours.

- Service hours will be granted only if the service form is turned in complete with hours and signature of supervisor **within 3 weeks of the date of service**. Forms will not be accepted after the 3-week grace period.
- The school will not award diplomas until community service hours are fully completed.
- The deadline for completion of **all** service hours for each class will be April 15th.
- Suggestions for community service:
 1. King's Daughters Hospital
 2. Martha Coker
 3. Chamber of commerce
 4. Discover Yazoo
 5. Yazoo Players
 6. American Cancer Society, Walk-a-thon, Heart Association, Blood Drive
 7. Yazoo County Convention and Business Bureau
 8. Church Mission work with prior approval

CELL PHONES/ELECTRONIC DEVICES

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 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 high 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 high 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 high school administrator for 30 days. A parent or guardian may retrieve the device after paying a \$50.00 fine.

PUBLIC DISPLAY OF AFFECTION (PDA)

- Students will refrain from public display of affection (PDA) on campus during school.
- Any teacher may give students (all students involved) a 30-minute detention for any act he/she (the teacher) considers PDA.
- Any student(s) receiving a second detention for PDA will be required to have a conference with the guidance counselor and headmaster.
- Parents/guardians will receive written notification that the next violation (3rd) of PDA will result in suspension and a conference with parents and administration officials before students may return to class.

DETENTION

- An offense is defined as anything that breaks the rules. Offenses will accumulate by the 9 weeks.
- Detention will be left to the discretion of the detention teacher. This will include work detail or seat work.
- Detention offenses are as follows:
 1. **1st Offense:** 30 minute detention after school on Wednesday.
 2. **2nd Offense:** 1 hour detention after school Wednesday.
 3. **3rd Offense:** 1 hour detention after school and 1 hour after school work detail that may or may not occur on a Wednesday.
 4. **4th Offense:** 1 hour detention after school on Wednesday and 2 hours after school work detail that may or may not occur on Wednesday.
 5. **5th Offense:** 3 hours after school work detail.
- After school work detail will not be limited to Wednesdays. Student will be informed of work detail day.
- A doctor's excuse is the **ONLY** acceptable excuse for missing an assigned detention.
- Students involved in after school extra-curricular activities (football, softball, soccer, basketball, cheerleading, dance team, baseball, etc.) are **NOT** excused from any detention. These students who play in sports who have games on Wednesdays are **NOT** excused from detention. They will serve their detention the following Wednesday.
- A student with an out of school suspension, may **NOT** practice any after school activities (sports, cheerleading, dance team, drama club, etc.) nor **PLAY** in any after school sport or activity on the day of out of school suspension.
- Failure to show for detention will result in proceeding down the offense list.
- Repeated violations will be handled by the high school administration.

STUDENT AUTOMOBILE REGULATIONS

- A maximum speed of **15 mph** will be observed while on campus.
- Speeding, reckless driving, spinning wheels, or playing loud or disruptive music will not be permitted.
- Students are not allowed to sit in cars at any time during the school day.
- Students will not be allowed in the parking lots without approval.
- Students must have a valid driver's license.
- Cars will remain parked during the school day unless permission is granted to move them.
- Students must park in areas designated for student parking.
- **DISCIPLINE FOR AUTOMOBILE VIOLATIONS**
 1. First Offense: Detention
 2. Second Offense: Student will not be allowed to bring a vehicle to school for 4 to 10 days and detention.
 3. Third Offense: Loss of the privilege of bringing a car to school and detention.

CARE OF SCHOOL PROPERTY

- The school building, furniture and all property of the school should not be abused by any student because your parents pay for it and should be cared for accordingly.
- If any student damages property, the student's account will be charged with the cost of the damage.

CHANGING CLASSES

- No class is dismissed until the teacher gives students permission to leave the classroom. The bell is a reminder to the teacher that it is time to change classes.
- All students are expected to maintain orderly behavior and always move to the right in the corridors.

HALL PASS

- Students who are out of class must have an official pass from their teachers with their teachers name on it. **NO EXCEPTIONS!**

SCHOOL SEARCHES

- Each student will be assigned a locker number; the number will be on your student schedule card. You are expected to keep all your books, notebooks, etc., in your lockers, not on top of your locker or on the floor. These lockers are the property of Manchester and are available for inspection at any time.
- Desks and lockers are school property and remain at all times under the control of the school. However, students are responsible for whatever is contained in desks and lockers issued to them by the school.
- School authorities may conduct periodic general inspections at any time for any reason related to school administration.
- Inspection of individual lockers or 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.

- 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.
- A student's person and/or personal effects may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

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:
 1. Radio station WBYP 107 FM and Miss 103 will be called by the Headmaster and authorized to make the announcement. The decision of whether or not to call off school will be made no later than 7:00 a.m., if at all possible.

SCHOOL SPONSORED DANCES

- Sponsors of organizations must request in writing for permission from the administrator to hold dances on campus. (No exceptions).
- Students attending Manchester Academy dances (on or off campus) will be administered a breathalyzer/alcohol strip testing BEFORE entering the dance. (See drug/alcohol policy).
- Any person from outside schools are 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.
- Persons over 20 years of age may not attend a Manchester Academy dance.
- Request must have:
 - (1) Date
 - (2) Time
 - (3) Price
 - (4) Music
 - (5) Signature of chaperones
- Students must check in to dance by 9:30 p.m. and stay until 11:30 p.m.
- No "slamming," "moshing," or "grinding" will be permitted. Front to front dancing that is sexually suggestive (groping, freaking, dirty dancing, grinding, etc.) lewd or obscene will not be tolerated. Examples of inappropriate dancing are the following:
 1. Hands on the ground
 2. Bending over
 3. Laying on the ground
 4. Straddling or leg-wrapping
 5. Touching other people's private parts
- Students who engage in such dancing will be removed from the dance floor the first time and after a second warning lose dance privileges for the rest of the

current dance and the next scheduled dance that they are allowed to attend. If large groups engage in such activities, it may be necessary to stop the music and end the dance. We want to maintain a safe atmosphere conducive to everyone's enjoyment. The school administration and staff chaperones will use their best judgment to identify dance moves or styles that are contrary to the dance rules.

- Consequences
 1. First time will result in a warning in which students will be required to speak with an administrator to review dance rules.
 2. Second offense will result in removal from the dance, loss of privilege to attend the next scheduled school dance, and possible disciplinary action.
- Once a student is removed from the dance, he or she may not return and must leave campus. Parent contact will be made by an administrator. If a parent is unable to be reached by the end of the dance, the student will be released to go home.
- Loitering in the parking lot or around the campus will not be permitted. Students and guests must leave immediately after the conclusion of the dance.

REGULATIONS REGARDING SCHOOL SPONSORED TRIPS

- In cases where students are provided bus transportation for an activity, all students will ride the bus to the activity.
- Transportation home will be by bus unless prior written agreement is made with the activity sponsor.

EMERGENCY DRILL PROCEDURES

- FIRE DRILL – There will be Fire Alarm Pull Boxes located in all the halls for fire emergencies. 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. NOTE: Any student who sets off a false fire alarm will be subject to suspension.
- TORNADO DRILL – One continuous ring of the bell will be the signal for a tornado drill. Teachers will have students place their books inside their desks and move into the hall. The teacher should make sure windows and doors are left open. If the student has a coat, he should take it with him to cover his face in the event of a tornado strike. Everyone should be seated in the hall with backs to the wall. 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 and no one else.

PICK UP OF ELEMENTARY STUDENTS

- High school students who have elementary students riding to school with them should arrange to walk to the elementary wing and pick them up so as to escort them to the automobile. This will eliminate any potential danger for students involved.

SCHOOL PARTIES

- There will be no parties held during class time without prior permission from the headmaster. 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.
 1. Manchester will accept deliveries of flowers or candy on special occasions such as birthdays, etc., but **NOT** on holidays such as Valentines, etc.
 2. All food is to stay in the room. Please do not bring any extra food to other classrooms.
 - 3.

CHEERLEADERS/MAVERETTES

- 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.
- 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 “bonafide” move.
- All accounts with the business office must be paid before trying out for cheerleader/Maverette, before attending summer camps, **AND** accounts must stay current throughout the year to participate.
- All students who are considering trying out for cheerleader/Maverette must be passing all subjects in order to be eligible for either activity.
- Any student elected for cheerleader/Maverette must fulfill the athletic eligibility rule.
- No deliveries will be accepted at school on the day of tryouts (flowers, balloons, etc.)
- Any student chosen as a cheerleader and dance team member must attend summer camp. The only excusable absence from summer camp is an extreme emergency – hospitalization or death of an immediate family member. (an immediate family member is defined as parent/guardian, siblings, or grandparents.)

DISCIPLINE

Discipline is the responsibility of every student, teacher, and administrator. An educational program designed to improve student behavior characterizes it, 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 we want our students’ conduct to reflect consideration for the rights and privilege 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 are expected for all students. Students showing a sincere desire to remain 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 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 MA 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 MA and each classroom teacher

THE GOOD SCHOOL CITIZEN

MA 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 POLICY

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, may result in disciplinary action. The following list of offenses will constitute grounds for disciplinary action – suspension or expulsion. This list is not intended to include every offense for which a student may be suspended or expelled, but the list includes some of the more common offenses considered to be violations of regulations:

Illegal drugs, including alcohol: unauthorized possession, transfer, use, or sale of drugs or drug paraphernalia.

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.

Fighting or provoking a fight

Possession of or use of tobacco products

Cutting class

Cutting school

Leaving school without permission

Burglary of school property

Vandalism – defacing, damaging, or destroying school property

Use of profane or obscene language

Stealing

Extortion – demanding of or threatening of another for money or property

Possession of or igniting fireworks

Trespassing

Offensive touching of another person

Battery upon students

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 directed toward a school employee, school board member, or official for an athletic event will not be tolerated by student or parent.

Defiance of school employee’s authority – refusal to comply with a lawful and reasonable direction or order of a school employee.

Gambling

Providing false information to school employee

Participating in or inciting student disorder

Use of obscene manifestations toward another person

Disruption of or conspiring to disrupt the normal operation of the school

Excessive tardies

Cheating

Any other violation that the administrator may deem reasonable to fall within this classification.

Any student who hazes another student will be dismissed from school immediately.

CAFETERIA RULES

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. (this includes paper products, cans, etc.)
3. There will be no form of misconduct which will disrupt or interfere with the normal operation of the cafeteria.
4. All waste must be placed in proper containers.
5. Lunch from local restaurants should be in a brown paper bag.
6. Parents may NOT bring outside food into the cafeteria or drive through, park, and meet student outside with lunch.
7. For a student who forgot his/her lunch, a parent may bring lunch to the front office BEFORE the particular lunch period. At no time is a parent to place lunch in lockers or meet the student in the hall with lunch.

BOTTLED DRINKS

- Students may NOT bring bottled drinks from home in the school building.
- Students with bottled drinks in backpacks will be given automatic detention and the bottle will be confiscated or disposed.
- Students may have bottled drinks in the cafeteria at break or at lunch ONLY. Drinks in cups, cans, or bottles are not allowed outside of the cafeteria.

MARRIAGE AND PREGANANCY

- 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.
- 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 bacculaureate, class day, or graduation.)

ASBESTOS NOTICE

At the present time we have a few areas of asbestos at the school. They are being maintained and do not represent 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 EPA to manage the locations. Our Asbestos Inspection and management Plan Report is available in the Headmaster's Office for viewing during regular school hours.

DRUG/ALCOHOL POLICY

The administration and Board of Directors has discretion to interpret the drug and alcohol policy and make determinations about its application and interpretation.

The primary purpose of the school's drug and alcohol policy is to protect the health, safety, and welfare of MA students by eliminating alcohol and drugs from all aspects of school life. The policy will be broadly interpreted so as to effectuate its purpose. The headmaster reserves the right to search persons, vehicles, and belongings if it has reason to believe a student is carrying alcohol, drugs, or other illegal substances.

Drug Policy:

No drugs/alcohol can be IN you, ON you, or WITH you at any time.

- **All** students grades 10-12 at Manchester Academy are subject to random drug/alcohol testing.
- The testing will result from hair and/or urine analysis procedure.
- 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, or who is caught and convicted off campus of using, possessing and/or selling any illegal drug or substance. A student(s) violating this rule is subject to expulsion.
- If a student who appeared on the drug testing roster is absent on the day of drug testing, that student will be tested immediately upon return to school. This testing will be under the authority of the counselor's office and the testing will be carried out through the drug testing facility.
- A student expelled from MA for violation of this rule is not entitled to a refund of tuition or fees.

Confidentiality

- All testing procedures and the handling of the results thereof are to be done with the utmost confidentiality.
- Only the headmaster and counselor will be allowed access to the test results. Such results will be kept under a secure procedure maintained by the headmaster of Manchester Academy.
- To assist in the enforcement of the Policy, Manchester Academy reserves the right to search lockers 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 fit so as to eliminate any suspicion of use, possession, or distribution of forbidden and prohibited products.
- Searches may be conducted by law enforcement, canine units, administration (administration includes: headmaster, guidance counselor and athletic director) or others designated by Manchester Academy administration.

- 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 school activity on or off campus.
- Local doctors may administer drug tests and drug testing kits available may also be administered if necessary.

Suspension Period/Procedures

- Students who use, possess, distribute, or who are under any influence of drugs (any type of illegal or undocumented with the guidance counselor's office, prescription drug, or abuse of over-the-counter medicine) and/or alcohol, shall be suspended immediately up to 5 school days while a thorough investigation takes place and decision is rendered.
- Parents are notified for a mandatory conference.
- In order for a student to return, the parent/guardian must submit approved application to drug counseling/rehabilitation services within the 5 day suspension period.
- If 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 facility) along with documentation of continuation within the course.
- If administration approved re-entry of student into Manchester Academy, it will be mandatory for student to take drug tests throughout the school year.
- Suspension rules for grades will apply during the days missed for the suspension.

School Activities/Athletics

School activities that student will not be allowed to participate in the case of a first positive drug test include, but not limited to:

- Any sports team, pep rally participation, team meals, etc.
- Cheerleading
- Maverettes dance team
- Cheerleading tryouts
- Maverette tryouts
- School play
- Beauty Review
- Junior/Senior banquet
- Powder Puff game
- Homecoming court
- Who's Who elections
- Student Council
- Academic Betterment Competition
- Math/Science competition
- Quiz Bowl
- Any overnight field trip

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 at the time of the positive drug test or alcohol abuse for at least the 5 day suspension period.

During this time, the athlete/participant may not engage in any type of practice, team/group activity (ex. Team meals, pep rallies, etc.)

The administration will render a decision as to if and when the student will return to school and in the conditions of return.

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.

Student may not practice for a future sport until the following dates:

Student will not be allowed to participate in a game within another sport/activity unless a negative drug test has been rendered from the student and the administration (headmaster, guidance counselor and athletic director) has received documentation of success in approved drug counseling sessions.

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.

School sponsored dances (on or off campus)/beauty review/junior-senior banquet/play/powder puff, etc.

- Manchester Academy administration reserves the right to test anyone attending and/or participating in a Manchester sponsored activity.
- 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)
- Student(s) testing positive for alcohol will not be allowed to attend the dance/activity.
- Student(s) testing positive for alcohol will not be allowed to drive their vehicle or leave with anyone other than a parent or guardian.
- Parents of student(s) will be contacted to come pick up student(s).

- Students must go home with his/her parent/guardian. They can not 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.
- Student(s) will also automatically receive a 3 day suspension beginning the Monday of the week following the dance.
- Students who test positive for alcohol a second time will receive a 5 day suspension.
- 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.

Extra Testing for second opinion and rehab/drug counseling expenses

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.

Any rehabilitation, drug counseling, or expense due to the positive drug test is at the expense of the parent/guardian.

Students referred by the Youth Services Enforcement Agency

Any student arrested or referred to Youth Services Division of the Youth Court law enforcement agency of a drug/alcohol related offense or any illegal offense will automatically be categorized as a Level I (first positive test) offense 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.

Any student convicted by any court of a drug/alcohol related offense or other illegal offense will automatically be categorized as Level I offence and will be subjected to the same suspension and investigation period.

Second Positive Test (after confirmation)

The student will be suspended and not be able to complete the school year at Manchester Academy.

Any student suspended will not be entitled to reimbursement for any tuition, book fees, etc.

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.)

Students during such time periods will be subject of all policies of Manchester Academy including the drug policy.

Re-admittance to Manchester Academy for the following school year is contingent upon written documentation of completion of approved rug counseling/rehabilitation program AND a negative drug test.

Student will be tested at every drug test while attending Manchester Academy thereafter.

Approved use of prescription drugs – will be strictly administered

For properly approved use of medication, the student and parent/guardian shall follow these guidelines:

1. Any and all medically necessary pharmaceuticals must be on file with the guidance counselor. These records will remain confidential to the counselor's office.
2. Long-term prescriptions must also be on record with the guidance counselor.
3. Doctor's prescriptions are necessary for authorization.
4. Students must not take medication in classes or on campus. Students who take medications during the day, may only bring enough medication for his/her daily use and leave in the counselor's office. The counselor will administer the medication as prescribed.
5. Non-prescription pain relievers may be obtained at the school office only.

As above, failure to follow these guidelines could result in days of suspension or expulsion.

MA FAMILIES' RESPONSIBILITY REGARDING PARTIES

Just as the school takes seriously its appropriate role regarding the use of alcohol and drugs, parents also have responsibilities. For sound medical and health reasons, MA does not subscribe to the philosophy that adolescents can or should be taught to use alcohol responsibly. It is because students themselves often distinguish that their use of illegal substances is not a school but "at parties" or "on weekends" that we wish to emphasize parental responsibility.

School responsibility extends only to school hours and school sponsored events, the school does recommend careful consideration be given to which follows and can be found on our website. These are suggestions only that are keeping with our Mission Statement.

FOR FAMILIES HOSTING A PARTY

1. A parent should be home and visible during the party. Parents can greet guests; bring in snacks, and non-alcoholic beverages. Invite other parents to help if your party is large.
2. Do not offer alcohol to guests who are underage. Do not allow guests to use drugs in your home. You may be brought to court on criminal charges and/or

- have to pay monetary damages in a civil law suit if you furnish alcohol or drugs to minors.
3. Guests who try to bring alcohol and/or drugs or who otherwise refuse to cooperate with your expectations should be asked to leave.
 4. Do not let anyone drive under the influence of alcohol or drugs.
 5. Let your child know what you expect. In setting ground rules with your child before an event, you will both have an opportunity to express feelings.
 6. Plan to have plenty of food and non-alcoholic drinks on hand.
 7. Plan the party with your child prior to the event. This should include time limits, number of guests, type of music, etc.
 8. Do not allow any guests who leave the party to return. This will discourage teens from leaving the party to drink or use drugs elsewhere and then return to the party.
 9. Avoid open house parties; know who is expected to attend. It is important to discourage crashers.
 10. Consider notifying your neighbors that there will be a party.
 11. Teens frequently hold parties at homes where parents are away. If you must be away, make arrangements for quality supervision to ensure protection for you and your child. It is a good idea to let your neighbors, the police, and the school know that you are going to be out of town, along with contact information.

WHENEVER YOUR CHILD ATTENDS A PARTY

1. Know where your child will be. Obtain the address and telephone number of the party giver. Let your child know that you expect a phone call if the location of the party is changed.
2. Contact the parents of the giver to verify the occasion. Be sure that a parent will be present. Know that alcohol and other drugs will not be permitted.
3. Be certain your child knows when he/she is supposed to be home.
4. Know how your child will get to and from the party. Assure your child that you or a specified friend or neighbor can be called for a ride home (make sure he/she has the telephone number). Discuss with your child the possible situation in which he/she might need to make such a call.

5. If your child stays overnight with a friend after a party, verify that the parents of the friend are aware of the fact. Be sure you both agree on curfew hours and rules.
6. Be awake or have your child awaken you when he/she arrives home.

PARENT CONTRACT

By choosing to enroll your child at Manchester Academy, you have provided your child with an opportunity to receive an excellent education. In addition, you have accepted responsibility to provide the proper interest, encouragement, guidance, and home environment to foster the best learning situation possible.

As a parent of a Manchester student, I agree to

- (1) Support the academic philosophy and assist in its continuity.
- (2) Support the dress code.
- (3) Support the discipline policy.
- (4) Use proper channels of contacting school personnel.
- (5) Provide a suitable time and place for homework and ensure the homework is completed.
- (6) Review papers brought home by students.
- (7) Sign and return promptly all school related papers requiring parental response.
- (8) Maintain mutual responsibility with the child for arriving at school on time.
- (9) Participate in school sponsored activities needing parental assistance.
- (10) Adhere to the Drug/Alcohol Policy
- (11) Make tuition payments promptly. If after two months delinquency child/children will not be allowed in school.

I fully understand, accept, and support all of the above provisions in the contract.

(Student's Signature)

(Parent's Signature)

e-mail address: _____

Student's cell number: _____

Mother's cell number: _____

Father's cell number: _____

CORPORAL PUNISHMENT IS ADMINISTERED UPON NECESSITY, BUT ONLY AS A LAST RESORT

Please check one of the following:

_____ I do want corporal punishment administered.

_____ I do not want corporal punishment administered.

(Tear out and have student return to first period teacher.)