

2018-19 Handbook Changes

Page 8-Attendance/Absentee Policy-Excuses should be taken to the front office before 8:00 on the day the student returns to school.

1. Students will be given a return-to-class ticket which will be given to the first period teacher.
2. Students that come in later in the day (after 8:15) should take excuse to the principal for a return-to class ticket.
3. **(Any student leaving campus without permission will receive out-of-school suspension.)**

Page 9-Tardy Policy-A student is considered tardy 15 min after tardy bell. 3 Tardies = 1 absence

Page 12-13-Parent-Teacher Conference-**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.**

1. Parents may schedule a parent-teacher conference through the respective principal when needed. Conferences will be during the teacher's planning period. Teachers will not be taken out of the classroom and miss instruction time with students.
2. Parents must follow the guidelines stated in the visitors' section of this handbook.

Page 14-13-Classroom Policies-Classroom Policies

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

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- k. All students are required to go to the cafeteria at break. Students will not be allowed in the building or in the gym unless for a specific reason for a specific teacher.
- l. 7th period is a resource/make-up time. All students which includes students in athletics are required to used 7th period for extra help from teachers and/or to make up tests.

Page 17-Scholastic Award for Sports

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

Page 18-19—General Core Curriculum For All Students-for 2018-2019

9th Grade

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

10th Grade

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

11th Grade

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

12th Grade

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

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

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

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

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

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

Graduation Requirements

- 1. Beginning with the class of 2023 and beyond, graduation requirements will be 24 credits.**
- 2. Both tracks will meet all major college requirement for most universities. Students are required to complete 4 credits of English, 4 credits of math, 4 credits of science, 4 credits of social studies, 1 credit of computer, and 1 fine arts credit and 5 credits of academic electives as a part of their required credits.**
- 3. The ACT should be taken at a location of the student's choice prior to graduation.**
- 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.
- A student will not be able to make up failed course work until **after** graduation.
- After** the student makes up the course work, the diploma will be granted.
- 8. Graduation requirements are calculated in 8th-12th only. The student must take and pass a math, English, science, and history course his/her senior year.**
- The following are the number of credits, in each area, required for graduation f

Page 20-Advanced Tracking (Secondary Only)

- 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 final average in 7th math.
- A student may begin advancing in the 10th grade in English and science. However, certain criteria must be met before he/she will be allowed to advance. The criteria are as follows:
 - 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 with the sequence of courses in its entirety, he/she should

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not advance. Withdrawal from the program must be deemed necessary by the teacher and administration.

5. All advanced tracking courses will be weighted by multiplying 1.05 times the final grade and will be reflected on their final transcript and will also be used in determining class rank.(This will begin for the 2018-29 academic session and will not be retroactive to honors classes taken before this school year.)

Advance Track Sequencing-2018-2019

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

Page 21-Standardized Tests

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

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

Beginning the 2018-2019 academic session the ASPIRE test is required for 7th-10th graders, and the PSAT is required for 9th honors math students, 10th honors students and all 11th graders.

Page 22-23-Cell Phone/Electronic Devices (hand-held gaming devices)

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

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

Page 23-24-**Discipline Policy**

1. **The secondary principal will follow up on all discipline problems reported. The principal will follow through with an interview with the teacher, student(s), and all parties involved. The principal will determine the consequence(s) of the disciplinary problem. The incident will stay on file throughout the school year. These offenses are listed but not limited to the ones below.**

Page 25-**Juuling/Vaping**

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

Page 33-37-**Dress Code and Appearance**

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

General Rules

1. All Manchester Academy students in grades 5K-12th grade must wear school uniforms. The dress code is **YOUR** responsibility.
2. **The dress code is strictly enforced. Any infringement of the uniform dress code will result in the student's being provided with a proper uniform to wear.**
3. **Continued infraction of the dress code will result in action taken will be at the discretion of the principal and headmaster.**
4. **Uniforms must be purchase from Dennis Uniforms and/or Maverick Merchandise Store. Dennis Uniforms may be accessed for online ordering by using the following link: <https://www.dennisuniform.com/schools/MSMANC>**
Dennis Uniform store address is:

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

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19. Dress up/down days for certain themed days will be determined by administration and announced to the student body in advance.

Specific Rules/Days

1. Dress Code for Monday, Tuesday, Thursday:

Boys (5K-12th grade) –

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

Girls (5K-12th grade)

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

2. Wednesday is Dress Day:

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

Boys (5k-6th grade)-Dark green shirt and khaki shorts or pants.
No sandals, flip flops, or slippers. Boots with pants only.

Girls (5K-3rd grade)–Plaid jumper with monogram blouse or Plaid dress.
Girls (4th-6th grade)–Plaid skirt and white monogram blouse
No sandals, flip flops, slippers, cowboy boots, or rain boots.
- c. **7-12 Boys**
 - i. August-September - boys may wear shorts with dark green short-sleeved polo uniform shirt, blue pinstripe shirt (2017-18) or the monogrammed blue check from Dennis Uniforms.
 - ii. If shorts are worn, boys may wear tennis shoes on Wednesday.
 - iii. November 1st – March (until spring break) -- boys must wear pants with long-sleeved blue pinstripe shirt (2017-18) or the monogrammed blue check from Dennis Uniforms Shirt must be monogrammed.
 - iv. After spring break, boys may once again wear shorts on Wednesday dress day.
 - v. Belt
 - vi. Socks
 - vii. Any monogram jacket is permissible
 - viii. **YELLOW SHIRTS on Wednesdays are no longer acceptable to wear on Wednesday.**
- d. **7-12 Girls**
 - i. White monogrammed blouse
 - ii. Plaid skirt from Dennis Uniforms
 - iii. No pants/shorts/skorts on dress day
 - iv. No hooded sweat shirts or sweat shirts on dress day
 - v. Girls may wear leggings in neutral colors - no lace, no stripes.
 - vi. Headbands must also be in neutral colors: white, green, gray, black, or navy blue.

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

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

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

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

Student Appearance

- A. No visible body piercings allowed (exception: girls with pierced ears.)
- B. Males may **NOT** have earrings, pierced or otherwise.
- C. Males may **NOT** have fingernail polish or make-up on their face.
- D. Males' facial hair must be clean-shaven. A student will have over night after the principal makes the decision.
- E. Males must have suitable haircuts that do not touch the collar in the back or cover the eyebrows in the front.
- F. No visible tattoos allowed. Any student with tattoos must keep them covered at ALL times during school and/or school activities (on or off campus).
- G. Hats, bandannas, or sweatbands are not allowed on campus during school hours.
- H. Sunglasses may **NOT** be worn in class. In addition, sunglasses may **NOT** be worn around the neck.

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- I. Hairstyles or hair color that would draw attention or create a distraction are not allowed. Examples of hair color are bright reds, purple, etc.
- J. At no time is a student to wear house slippers or moccasins during school hours, even in neutral colors. All footwear must follow the guideline stated above.
- K. No holes in any clothing – this includes dress-down days (especially for jeans).
- L. Students must wear their uniforms on Field Trip events.

Senior Privileges

- 7. Seniors off-campus lunch days to be determined by the administration. All seniors will be expected to return a parent-signed permission slip before consideration of the class leaving campus.
- 8. Senior lunch will begin at 12 (noon) and students must be back to their homeroom no later than 12:45 p.m.
- 9. Seniors may lose the off-campus privilege as determined by the administration.