



2025-2026

PARENT/STUDENT HANDBOOK

**PRESCHOOL
(2K- 4K)**

MANCHESTER ACADEMY

Founded in 1969

Membership in and Accredited by:

Midsouth Association of Independent Schools (MAIS)

Cognia (formerly AdvancED)

Website:

www.manchesteracademy.org

Telephone:

Office: 662-746-5913

Fax:

662-746-5908

Address:

2132 Gordon Avenue, Yazoo City, MS 39194

Administration:

Head of School – Allen Pavatte

Lower School Principal – Andrea Jolly

Preschool Director – George Anna Griffin

**MANCHESTER ACADEMY IS A TOBACCO FREE, SMOKE FREE, AND ALCOHOL
FREE CAMPUS FOR ALL VISITORS, STUDENTS, STAFF, AND PATRONS.**

MISSION STATEMENT

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

BELIEFS

- Manchester Academy believes that a safe, secure, and Christian learning environment is essential to student progress.
- Manchester Academy believes that the atmosphere of a classroom should be conducive to learning and to solving problems.
- Manchester Academy believes that 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 including the ability to learn.
- Manchester Academy believes that positive relationships and mutual respect between student and faculty enhances the student's self-esteem.
- Manchester Academy believes that education is a continuous process, which instills pride and self-respect in the learner.
- Manchester Academy believes that instructional strategies should incorporate a variety of learning activities, which accommodate different learning styles.

HISTORY

Originating in 1969, Manchester Academy has been serving Yazoo City and the surrounding area for the educational needs of its children. Through the diligent and unselfish efforts of many patrons and faculty members, the school has grown to a 16-acre campus that serves approximately 400 students in grades 2K through 12.

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

STUDENT HANDBOOK 2025-2026

This handbook is designed to provide important information to parents and students regarding school policies, rules, and regulations. We believe that adhering to the guidelines of this handbook will promote the welfare of our students. Although every attempt has been made to be as accurate as possible, sometimes it is necessary to make a change in order to best meet student needs. Updates or changes can be found online at www.manchesteracademy.org.

INTERPRETATION OF MANCHESTER ACADEMY POLICIES

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

STUDENT HANDBOOK ACKNOWLEDGEMENT FORM

All students and their parents/guardians must complete a Student Handbook Acknowledgement Form. Parents sign all forms when the FACTS enrollment packet for the school year is submitted. Students will be asked to sign the form on the first day of school. By signing this form, students acknowledge that they have read, understand and agree to be bound by the rules, regulations, and policies set forth in this handbook. In addition, each student must sign the form for acceptable technology use.

NON-DISCRIMINATION POLICY

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

ADMISSIONS POLICIES

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

7. Before final acceptance into Manchester Academy, new students entering grades 1-12 must submit a current report card and transcript from the school previously attended (grades 1-12) to be officially admitted. (The school retains the right to determine the grade to which any student will be conditionally accepted.)
8. All new students (grades 2K–12) must provide a certified copy of the student's birth certificate, a copy of their Social Security card, and a Mississippi Certificate of Immunization Compliance (Form 121) or an approved exemption before admission is finalized.
9. Admission to and continued enrollment in Manchester Academy exists at the sole discretion of the administration.
10. In order for their children to remain students at Manchester Academy, parents or guardians must realize that, for the school to meet its financial obligations, the parents must also meet their financial obligations to the school.

WITHDRAWALS AND TRANSFERS

The procedure for withdrawal or transferring is as follows:

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

FINANCIAL POLICIES

1. Tuition and building pledges shall be paid only in one of the following ways:
 - a. In full in advance by July 1st.
 - b. Two payments in July and January.
 - c. In 10 equal monthly payments, August-May, on the 5th or 20th of each month.
 - d. In 12 equal monthly payments, June-May, on the 5th or 20th of each month.
2. The procedure for delinquent accounts is as follows:
 - a. After 30 days delinquent, the patron will be notified by the school.
 - b. After 60 days delinquent, the patron will be asked to come talk with the head of school to make payment arrangements.
 - c. If the account cannot be resolved, and the patron is not able or willing to fulfill the obligations of the contract, the student will not be able to return to school until all financial obligations are met.

All notes and contracts evidencing these debts shall be in accordance with the terms above set out. Exams may not be taken or grades released by the corporation to students or parents for any semester when any portion of tuition, building pledges, or charges applicable to the student's enrollment for the semester remain unpaid. The head of school, the Finance Chairman, nor any member of the Board of Directors shall have the authority to vary this policy without the consent of the Board.

SCHOOL HOURS

1. School hours are 8:00 a.m.-2:45 p.m.
2. **Manchester Academy officially begins supervision of students at 7:30 a.m.**
3. Students are not to be in the building after 3:00 p.m. unless they are in the after school program.
4. No student is to be in classrooms or the gym without the supervision of school personnel.

ARRIVAL PROCEDURES

1. Parents who need to drop off preschool students before 7:30 a.m. should do so at the east (Preschool) entrance. Early bird duty is provided from 7:00 a.m.– 7:30 a.m.
2. At 8:00 a.m., the Preschool doors will be locked. Students arriving after 8:00 a.m. must come through the main entrance.

TARDY POLICY

1. School begins at **8:00 a.m.** Students not in the classroom by 8:00 are considered **tardy**.
2. **Instruction begins at 8:00.** Tardies disrupt the class and require the teacher to stop teaching to assist the late student.
3. All doors lock at 8:00 a.m. Students arriving late must **enter through the front doors and check in at the office.**
4. Students will receive a **tardy slip** from the office and must present it to the teacher before entering class.
5. **Three (3) tardies and/or early dismissals = one (1) absence.**
6. **All tardies are unexcused** unless a parent contacts the principal with an approved emergency or extenuating circumstance.
7. Parents are encouraged to drop off students by **7:50 a.m.** to allow time to unpack and be ready for the day.

ATTENDANCE/ABSENCES

1. **Attendance at Manchester Academy is a privilege.** Manchester Academy discourages unnecessary student absences.
2. Absences may not exceed 21, *unless the student has a verified doctor's excuse for a particular absence. Students who exceed the absence limit without requisite doctor's authentication for their absences will have to appear with their parent(s) or guardian(s) before the head of school. The head of school will make the final decision of whether the student will receive credit in the grade (lower school).*
3. Exceptions to the attendance requirements can only be made in the event of extended personal illness verified by a physician or at the discretion of the head of school.
4. Excuses should be taken to the front office before 8:00 a.m. on the day the student returns to school.
5. Students that come in later in the day (after 8:00 a.m.) should take the excuse to the principal for a tardy slip.
6. If a student is absent more than a half-day from school on the day in which he/she is to participate in any school sponsored, extra-curricular activity, he/she may not participate in that activity.
7. **Truancy**—leaving the classroom, building, or school grounds without permission—is a serious offense.
 - a. Lower school students may leave school **only with permission** from a parent or guardian and the lower school principal.
 - b. Students may **not leave with older siblings** or anyone else without proper check-out through the front office.
 - c. Any student who leaves school without following proper dismissal procedures will be referred to the principal and may receive disciplinary action.
 - d. Repeated violations may result in **loss of privileges, suspension, and a required parent conference.**
8. If an absence is unavoidable, the principal or teachers should be contacted in advance of the absence (if possible) to make arrangements for make-up work, tests, or other assignments. (please see the Make-Up Work Policy)
9. Parents will be contacted by the principal when their child has excessive absences.

EARLY DISMISSAL

1. Parents must send all early dismissal requests to the front office **before 8:00 a.m.**
2. The note should include:
 - a. A parent or guardian's signature
 - b. A phone number where the parent can be reached for verification
3. **Three (3) early dismissals and/or tardies = one (1) absence.**
4. A note from a parent or doctor must be provided for any missed class time.
5. Students may only leave school through the front office.
6. Parents must come inside to check out their child. Students are not allowed to leave with anyone without proper office check-out.
7. No early dismissals will be allowed **after 2:30 p.m.** except for emergencies. If you arrive at 2:30 or later to check out your student, you will be asked to proceed to the car rider line for regular dismissal.

DISMISSAL AND PICK-UP PROCEDURE

1. Dismissal for Preschool is at **2:45 p.m.**
2. All students will remain **inside the building** until their name is called for pick-up.
3. Parents must enter campus from the south entrance on Gordon Avenue and follow the drive behind the building to the Lower School entrance on the north side.
4. **Students who have a sibling in 2K or 3K will be dismissed and loaded together** at 2:45 p.m. by the **preschool doors** (east side of the building).
5. **For safety reasons, parents may not park and walk to the pick-up area** to retrieve their child. Parents who do so will be asked to reenter the car line or wait until **3:00 p.m.** to pick up their child at the main entrance.
6. If a parent has business inside the building, they must **park in the front parking lot** and follow the visitor guidelines listed in this handbook.
7. Parents of any 2K–6th grade student not picked up by **3:10 p.m.** (and not enrolled in a supervised program) will be sent to the after-hours program. A **\$10 fee** will be charged to your account.

EMERGENCY CLOSURE OF SCHOOL

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

VISITORS/PARENTS ENTERING THE SCHOOL

1. No parents/adults/guests will be allowed to exit their vehicles for any reason during morning and afternoon carpool.
2. All visitors/parents wishing to enter the school must call 662-746-5913 to state the reason for the visit. Once admission is granted, all visitors/parents must sign in through the front office and notify the office staff and/or administration of the reason for their visit.
3. Visitors/parents must wait in the front entry hall for authorized personnel (office staff, administrators) to escort ALL visitors to areas of the school during official school hours.
4. No student visitors are allowed during school hours without prior authorization.
5. No parents are allowed to park and visit with students during the school day.
6. No parents/visitors are allowed behind the school during school hours. See Lunch policy for information regarding lunch delivery.
7. The South Gates will be closed from 8:30 a.m. to 2:00 p.m. daily. Any drop-offs (lunch or other items) or school business must be done through the front doors and the front office.

MEDICATION ADMINISTRATION

To ensure student safety and comply with Mississippi law, Manchester Academy follows the guidelines below for administering prescription and over-the-counter (OTC) medications during school hours.

1. **Requirements for All Medications:** No medication, prescription or OTC, will be given without a signed healthcare provider's order and a signed parental consent form. Forms are available in the office and on the school website. Medications must be delivered by a parent/guardian in the original container with clear labeling. A Medication Administration Record (MAR) will be maintained, documenting each dose and any issues.
2. **Over-the-Counter Medications:** OTC medications (e.g., acetaminophen, ibuprofen, Benadryl) require the same documentation as prescription drugs. The school does not provide medications. Parents must supply OTC medications in unopened packaging.
3. **Emergency Medications:** Students may carry and self-administer epinephrine, inhalers, or seizure rescue medications with proper documentation and an approved Individual Health or Emergency Action Plan on file. At least one trained staff member will be on campus to assist with emergency medication needs.
4. **Seizure Safe Schools Act:** In compliance with the Seizure Safe Schools Act, staff will receive training to recognize seizures and administer prescribed rescue medications. A seizure action plan must be updated yearly and kept on file for any student with a known seizure disorder.
5. **Storage and Disposal:** All medications are stored securely and separately from food. Expired or unused medications will be returned to parents or disposed of safely.

TECHNOLOGY POLICY

1. **No personal devices** (phones, tablets, smartwatches, etc.) may be used during the school day unless approved for a specific learning activity.
2. Students who misuse technology or fail to follow guidelines may lose device privileges and face additional consequences as determined by the teacher, principal, or head of school.
3. For more information, families should refer to the Acceptable Use Policy available on the school website.

SCHOOL SEARCHES

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

EMERGENCY DRILL PROCEDURES LUNCH POLICY

Manchester Academy prioritizes the safety of every student. The school has a detailed Emergency Operations Plan in place, which includes procedures for responding to fire, severe weather, medical emergencies, and intruder situations. Teachers and staff are trained in these procedures, and students participate in regular safety drills throughout the school year.

In the event of an actual emergency:

1. Parents will be notified through the **FACTS alert system**, school website, and social media platforms.
2. If the school must be evacuated, instructions for student pick-up will be communicated clearly through those same channels.
3. For security reasons, full emergency protocols are not published in the handbook but are available for review upon request in the administrative office.

Parents with questions about emergency planning are encouraged to contact the school office.

FIELD TRIPS

1. Field trips are planned by the classroom teacher and approved by administration.
2. Teachers will send home permission slips with important trip details, including transportation and costs.
3. Permission slips must be signed and returned by the stated deadline. By signing, parents give permission for their child to attend and authorize the school to **bill the trip cost to their FACTS account. Cash or checks will not be accepted** for field trip payments.
4. Students are required to wear **school uniforms** on field trips unless the teacher communicates otherwise.
5. Parents who wish to attend must receive prior approval from the classroom teacher.
6. If parent drivers are used, they are expected to **transport the same students back to the school** after the event unless other arrangements are made by the teacher.
7. If a parent plans to take their own child home directly from the field trip, they must sign the student out with the teacher before leaving the group.

SNACK POLICY

1. Teachers will allow a brief snack time in the classroom each day. The specific time will be determined by the individual teacher.
2. Parents should send **healthy snacks**. Suggested options include fruit, cheese, crackers, or other nutritious items.

Lunch is served daily in the school cafeteria during the academic year.

1. **Pricing:** Preschool Students: **\$6.00**
2. **Meal Options:** Students who purchase lunch may choose water, lemonade, or juice as their beverage.
3. **Outside Food:**
 - Fast food lunches are not permitted for students, even if brought by a parent.
 - No food delivery services (e.g., DoorDash, Uber Eats, etc.) will be accepted under any circumstances.
4. **Lunch from Home:**
 - Students who bring their lunch are encouraged to bring items that do not require microwaving.
 - Because lunch is limited to 25 minutes, students who must wait to use the microwave may not have enough time to finish their meal.
5. **Late Drop-Offs:**
 - Any lunches brought after 8:00 a.m. must be left at the front office. Office staff will deliver the lunch to the student.
 - Parents may not deliver lunches directly to the cafeteria or classrooms.

CLASS PARTIES

To minimize disruptions to the school day and maintain a focused learning environment, Manchester Academy has set the following guidelines for classroom celebrations, birthday acknowledgments, and deliveries:

1. **Deliveries to Students:** Deliveries of flowers, balloons, candy, or other gifts for students will not be accepted at school on special occasions such as birthdays or holidays (including but not limited to Valentine's Day, Christmas, etc.).
2. **Student Birthdays:** Birthday parties will **not** be held during the school day. Students may bring a special treat (e.g., cupcakes, cookies, or another easy-to-serve snack) to share with their class on their birthday. Items should not require cutting or additional preparation and must be sent with the student in the morning. Parents may **not** attend or drop off items later in the day.
3. **Birthday Invitations:** Birthday invitations may be distributed at school only if the entire class is invited, or all the boys or all the girls in the class are invited. Invitations that do not meet these criteria will be returned home.

COMMUNICATION POLICY

Clear and respectful communication between school and home is essential to student success and a healthy school community.

1. **Weekly Newsletters** Teachers will send home a classroom newsletter each Friday. This will include important dates, the assessment schedule, the weekly memory verse, and an overview of learning concepts by subject for the upcoming week.
2. **Parent Communication:** Parents are encouraged to email the teacher with any questions or concerns. Teachers will respond to emails within 24 hours during the school week.

3. **Text Messaging:** To protect teachers' personal time and maintain clear boundaries, teachers will not respond to text messages during class time.
4. **Urgent Matters:** For emergencies or time-sensitive issues, parents should call the school office at 662-746-5913 so staff can assist promptly.
5. **Resolving Concerns Biblically:** At Manchester Academy, we seek to follow the model found in Matthew 18, approaching one another in love and humility. If a concern arises, parents should:
 - First, speak directly with the **teacher or staff member** involved.
 - If the issue is not resolved, contact the principal.
 - If further clarity is needed, a meeting with the head of school may be scheduled.
6. **Speaking with Grace:** In all communication, whether in person or online, parents are expected to reflect **godly character** and extend grace to others. Concerns should never be shared through **group texts, social media, or public forums**. Negative conversations should remain private and constructive, while words of encouragement and support may be shared openly.

We are committed to partnering with families in a way that honors Christ, supports our teachers, and models integrity and kindness for our students.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are an important part of supporting student success. Parents are encouraged to take an active role in their child's education and may request a conference when needed.

1. Conferences must be scheduled in advance through the appropriate principal and will be held during the teacher's planning period. Teachers will not be removed from class during instructional time.
2. All visitors must follow school check-in procedures as outlined in the Visitors section of this handbook.
3. Parents should not contact teachers via personal phone calls or text messages. All communication should follow the guidelines in the school's communication policy.

DISCIPLINE POLICY

At Manchester Academy, we believe that discipline should help students grow in character, responsibility, and respect for others. Our approach is rooted in Biblical values and focuses on both accountability and restoration.

Behavior is addressed using a tiered system based on the severity and frequency of the infraction:

1. Minor Infractions such as talking out of turn, not following directions, being off-task, and using unkind words will be handled in the classroom. The teacher may gently redirect, give the student a brief reflection time, remind the student of appropriate behavior and the Biblical principles associated with the behavior.
2. Repeated or Moderate Infractions such as ongoing disruption, mild defiance, or disrespect may result in parent contact, completing a behavior reflection sheet, loss of privilege, and/or a short-term behavior plan.

3. Serious Infractions or Continued Misbehavior such as physical aggression, disrespect to authority, and repeated moderate infractions will be referred to administration. This may result in a parent conference, loss of privileges, and/or a behavior intervention plan.
4. Major Infractions such as bullying, fighting, vandalism, serious defiance, inappropriate media will result in immediate administrative action, a parent meeting, possible suspension, followed by restorative spiritual intervention.

The severity of all offenses and final decisions regarding consequences will be determined by the administration. All discipline will be handled with fairness, consistency, and a desire to help students grow in both character and faith.

BULLYING POLICY

Important Reminders:

- Bullying in any form is not allowed—at school, at school events, or online.
- Retaliation against anyone who reports bullying is also not allowed.
- Posting hurtful or inappropriate content online about students, teachers, or the school may result in disciplinary action.

Everyone at Manchester Academy has the right to feel safe, respected, and valued.

Any student or parent who electronically posts derogatory or inflammatory language, video, or material about school administration, teachers, students, parents, or other employees shall be subject to administrative censure, including a conference with administration and possible disciplinary action at the discretion of the school board.

SCHOOL PROPERTY

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

ORTHOPRAXY

Manchester Academy affirms the biblical and historical teaching of the church regarding (but not limited to) issues related to life, marriage, human sexuality, and gender. MA believes in the sanctity of marriage and adheres to the traditional belief that marriage is defined as the unity of one man and one woman in holy matrimony, abiding in the Holy Spirit. MA affirms the biblical and historical understanding that a “man” is defined as a male person’s biological sex as objectively determined by anatomy and genetics at his time of birth. MA affirms the biblical and historical understanding that a “woman” is defined as a female person’s biological sex as objectively determined by anatomy and genetics at her time of birth. In accordance with these beliefs, students will be addressed by the pronoun of the gender they were biologically at birth. MA holds and applies these sincere religious beliefs and convictions in accordance with the historical understanding of the Holy Scripture and the Christian faith.

COVID-19

In an effort to keep all of our students, faculty, and staff safe, we ask parents to be diligent in monitoring your child for signs of illness or exposure to COVID-19. While we realize that keeping your child home from school can be an inconvenience, it is necessary for his/her safety as well as for the safety and wellness of others. MA students must be fever free for 24 hours before return to school. Due to ever changing CDC guidelines, this policy may be adjusted.

ASBESTOS NOTICE

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

APPENDIX I

2025-2026 PRESCHOOL HANDBOOK ACKNOWLEDGMENT FORM FOR PARENTS

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

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

Student Signature _____

Date Filed in Office

Homeroom Teacher

NOTE: Parent/Guardian signature was submitted in FACTS enrollment packet.