



2026-2027

PARENT/STUDENT

UPPER SCHOOL HANDBOOK

MANCHESTER ACADEMY

Founded in 1969

Membership in and accredited by:

Midsouth Association of Independent Schools (MAIS)

Cognia (formerly AdvancED)

Website:

www.manchesteracademy.org

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Administration:

Head of School – Jana Bardwell

Dean of Students – DeWayne Cupples

Upper School Counselor – Christy Cader

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.

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.

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

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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.

UPPER SCHOOL ACADEMIC HANDBOOK FORM

All students and their parents/guardians must complete an Upper School Academic 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.
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. Admission to and continued enrollment at Manchester Academy exists at the sole discretion of the administration.
9. In order for their children to remain students at Manchester Academy, parents or guardians must realize that, for the school to meet its financial obligations, the parents must also meet their financial obligations to the school.

WITHDRAWALS AND TRANSFERS

The procedure for withdrawal or transferring is as follows:

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

FINANCIAL 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 set out above. 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 or student charges 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.

3. **Beginning with the 2025–2026** school year, parents assigned to work concession duties are required to fulfill their assigned responsibilities. Failure to do so will result in a **\$200 fee** being charged to the family's **FACTS account**. We appreciate your partnership in supporting our school events and athletic programs.

SUPERVISION OF STUDENTS

1. Upper school hours are 7:55 a.m.-3:10 p.m.
2. **Manchester Academy officially begins supervision of students at 7:30 a.m.**
3. Lower School students entering the building at 7:00-7:45 a.m. must go to the gym for "Early Bird" supervision.
4. Parents are asked to refrain from bringing their children to school **before 7:30 a.m.** due to the lack of proper supervision. Parents are also expected to pick up their children by 3:00 p.m.
5. All upper school students must meet and stay in the gymnasium between 7:30-7:50 a.m.
6. Students are not to be in the building after 3:30 p.m. unless they have official business, such as athletic practice, cheerleader practice, meeting with a teacher, etc.
7. No student is to be in the gym or field house/weight room without the supervision of school personnel.
8. Upper school students who have lower school students riding to school with them should arrange to walk to the lower school wing and pick them up to escort them to their automobile. This course of action will eliminate any potential danger for the students involved.

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. Parents are allowed to park and visit 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 and locked 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.

ATTENDANCE/ABSENCE POLICY

1. **Attendance at Manchester Academy is a privilege.** Manchester Academy discourages unnecessary student absences.
2. Absences for a full year course may not exceed 21, *unless the student has a verified doctor's excuse for a particular absence. Students who exceed the absence limit for a course without requisite doctor's authentication for their absences will have to appear with their parent(s) or guardian(s) before the head of school. The head of school will make the final decision of whether the student will receive credit in the grade (elementary) or course(s) (secondary). In addition, the head of school will make the final decision as to whether the student will be exempt from semester exams.*
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. **School activity absence:** Students participating in school-sponsored activities will be excused, and the absence will not count toward days of absence.
4. **Students (7-12) must present a signed and dated note from parent/guardian upon the day of return to school stating the reason for absence.** (exception school activity absence)
5. Excuses should be taken to the front office before 8:00 a.m. on the day the student returns to school.
6. Students will be given a return-to-class ticket, which will be given to the first period teacher.
7. Students that come in later in the day (after 7:55 a.m.) should take the excuse to Student Services to receive a tardy slip to be admitted to class.
8. If a student is absent more than a half-day from school on the day in which he/she is to participate in any school sponsored, extra-curricular activity, he/she may not participate in that activity.
9. Truancy (i.e., leaving the school grounds without permission) is a serious offense.
10. Students may leave school only with authorization from the respective principals or head of school, **and** parent/guardian's permission to leave. **(Any student leaving campus without permission will receive an out-of-school suspension.)** Students not bringing a note for dismissal before 8:00 a.m. that day **MUST** have parent/guardian contact Student Services and receive permission to leave school

11. **Students not following the above procedure will be considered leaving without permission and will receive out-of-school suspension. (One-point deduction on nine weeks average in every class for each suspension.)**
12. **Students who violate this procedure three times will receive out-of-school suspension. (One-point deduction on nine weeks average in every class for each suspension.)**
13. If an absence is unavoidable, the principals or teachers should be contacted in advance of the absence (if possible) to make arrangements for make-up work, tests, or other assignments.
14. Teachers will refer a student's excessive absences in a course to the principal.

TARDY POLICY

1. School begins each day promptly at 8:00 a.m. Students who arrive after 8:00 a.m. will be counted tardy for the class. Tardiness is considered to be a major distraction to class. Students must be at school and in each class on time.
2. All doors will be locked at 8:15 a.m. for the safety of MA students. Any 4K-12th grade students arriving after 8:15 a.m. should check in with the administrative office *through the front doors*.
3. A student is considered tardy after a tardy bell.
4. 3 tardies = 1 absence.
5. Each period's teacher will record secondary students' tardies throughout the day.
6. Students tardy for first period class must receive a return-to-class ticket in order to enter first period class.
7. All tardies are considered unexcused (unless there is an emergency or other extenuating circumstance. The dean of students will contact the parents for matters such as these.)

GRIEVANCE/COMPLIANCE AGREEMENT

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

- a. Schedule a conference with the teacher.
 - b. Schedule a conference with a counselor.
 - c. Schedule a conference with the head of school.
1. Any person having a complaint about textbooks, media center, or other instructional materials shall meet with the counselor
 2. If the matter cannot be resolved, the Counselor shall notify the head of school and ask the complainant to use a **Request Review** form, which is available through the elementary principal, secondary principal, or in the office.
 3. After receiving the completed form, the head of school shall meet with the complainant to discuss the complaint.
 4. If the complaint is not resolved at the meeting with the head of school, 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 of Manchester Academy computer equipment and network access are limited to those students, faculty, and administrative personnel who have read and agreed to the policies set forth by signing the Computer Use Agreement.
- All students using computers/laptops must agree and sign the technology contract as stated in the acceptable use policy, laptop use/care policies posted online.
- Students will be held directly responsible for any and all infractions of the contract with consequences as stated within the contract or at the discretion of the teacher/principal/head of school.
- For more detailed explanations, parents should refer to the acceptable use policy and laptop use/care policy posted online.
- Use of laptops will only be used at instructional time and ONLY under the supervision of a teacher.

Computer replacement cost fees:

Damage, Loss, and Repair Fees

In the event of physical damage, loss, or theft, charges will be assessed based on the nature of the incident:

<u>Incident Type</u>	<u>Description / Condition</u>	<u>Responsibility / Fee</u>
Normal Wear & Tear	Cosmetic scuffs, minor battery degradation, or internal hardware failure due to standard age/use.	\$0 (Fully covered)
Cracked Screen	Physical damage to the display or screen assembly caused by drops, impacts, or pressure.	\$250
Accidental Damage (Other)	Unintentional damage (e.g., liquid spill, minor casing damage) reported within 24 hours.	Cost of repair or Standard Deductible (e.g., \$50 – \$100)
Negligent / Intentional Damage	Damage resulting from blatant misuse, unauthorized repair attempts, or failure to follow care guidelines.	Full cost of repair or replacement
Lost or Stolen Device	Failure to return the device, or theft resulting from gross negligence (e.g., left unattended in an unlocked car)	Full replacement value (<i>Police report required for theft</i>)

Note: Peripheral replacements (e.g., lost chargers-\$50 replacement, damaged cables, missing carrying cases) will be charged at standard retail replacement cost.

Reporting Procedures

- Immediate Notification:** Any damage, malfunction, loss, or theft must be reported to the IT Department / Management within **24 hours**.
- Theft Reports:** In the case of theft, an official police report must be filed and submitted to the administrator within 48 hours.
- Assessment:** The IT department will evaluate the device to determine whether damage constitutes normal wear and tear, accidental damage

PLAGIARISM AND AI TECHNOLOGY POLICY

What Constitutes Plagiarism:

Plagiarism is a serious offense within the academic community and will not be tolerated. Essays containing plagiarism will receive a zero.

Plagiarism is defined as:

1. Submitted work written by someone other than the enrolled student
 - a. **This includes submitting writing produced using generative AI technology.**
2. Copying and pasting content or taking ideas from outside sources without correct documentation.
3. Submitting work in more than one class or resubmitting an essay that has been submitted before is also considered plagiarism. This is called recycling.

Complicity is a serious offense within the academic community and will not be tolerated. Complicity is intentionally or knowingly helping another person commit academic dishonesty.

AI Technology Policy

You may use AI tools for the following:

1. Idea Generation
2. Proofreading
3. Documentation and Research

Examples of ETHICAL uses of artificial intelligence in academic writing:

Idea generation

- To generate topic recommendations
- To narrow a topic
- To receive feedback on topic ideas and development
- To compose an outline
- To ask for source recommendations on a topic
- To create a sample title
- To create a sample thesis statement

Note: The AI-generated results of these ethical uses cannot be submitted for a grade.

Proofreading

- To receive feedback on grammar, spelling, and mechanics
- To receive feedback on sentence structure and formatting
- To receive feedback on word choice
- To receive feedback on transitions
- To receive feedback on the individual parts of an essay: introduction, body, and conclusion

- To receive feedback on overall strengths and weaknesses

Documentation and Research

- To generate research questions for focus and clarity
- To refine research questions to fit a given writing prompt
- To format sources in a required documentation style (i.e., MLA, APA, Chicago)
- To summarize a source to determine its usefulness in the research process
- To analyze and interpret data
- To find patterns and connections in sources
- To ask questions about content, ideas, or approaches to determine source worthiness

Disclaimer: All information generated by artificial intelligence programs should be evaluated for accuracy and relevance. Failure to do so may result in grade penalties.

Examples of UNETHICAL uses of artificial intelligence in academic writing:

- Using AI to write a portion or an entire research paper, discussion board, or other academic writing assignment.
- Using AI to generate or paraphrase content and passing off the work as original.
- Using AI to revise or rewrite portions of their assignment to make it sound more sophisticated, masking poor original writing without actually improving or demonstrating understanding.

Some information in this section was adapted from the University of Kansas Center for Teaching Excellence, ChatGPT, and Holmes Community College's AI Policy.

STUDENT AUTOMOBILE REGULATIONS

1. **All student drivers will park in the paved parking lot except seniors who will park in assigned spaces.**
2. Students may not park on the south end of the building/parking lot or within the fencing leading to the back of the building.
3. A maximum speed of **15 mph** will be observed while on campus.
4. Student disturbances, speeding, reckless driving, spinning wheels, or playing loud or disruptive music will not be permitted. Any inappropriate signage on vehicles is not allowed and must be removed.
5. Students may go to his/her vehicle during school day ONLY with permission from a member of the MA faculty or staff.
6. Students are not allowed to sit in cars at any time during the school day.
7. Students must have a valid driver's license. Students without a valid driver's license are not allowed to drive on campus. A permit is not a valid driver's license.
8. Cars will remain parked during the school day unless permission is granted to move them.
9. Vehicles are in the jurisdiction of the school and are subject to search without the student's knowledge and/or presence.
10. **DISCIPLINE FOR AUTOMOBILE VIOLATIONS**

- a. First Offense: Student will not be allowed to bring a vehicle to school for 4 to 10 days, depending on the offense.
- b. Second Offense: Loss of the privilege of bringing a car to school for a month.
- c. Third Offense: Loss of the privilege of bringing a car to school for the year.

SCHOOL SEARCHES

1. School searches including any personal items such as but not limited to backpacks, purses, laptops, 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. 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's vehicle. The student may be required to open a vehicle, including the trunk.
5. A student's person, and/or personal effects (including backpacks) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

REGULATIONS FOR SCHOOL-SPONSORED TRIPS

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

EMERGENCY DRILL PROCEDURES

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

FIELD TRIPS

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

SCHOOL PARTIES

1. Manchester will **NOT** accept deliveries of flowers or candy on special occasions such as birthdays, etc., and also **NOT** on holidays such as Valentine's Day, etc.
2. **Upper School**
 - a. There will be no parties held during class time without prior permission from the dean of students. 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 on time to cause no disruption to other classes.
 - b. All food is to stay in the room. Please do not bring any extra food to other classrooms.
 - c. The teacher/students will be responsible for the entire clean-up for the party. Trash must be thrown out and the floor must be swept and clean. Classroom order is the responsibility of the teacher.

LUNCH

Lunch is served in the cafeteria during the school year.

1. Prices:
Elementary — \$6.00
Secondary (Grades 6th – 12th) — \$7.00
2. Pizza is served on Fridays. The cost is the same as daily lunch price.
3. Any lunches dropped off after 8:00 a.m. need to be taken to the front office. Office personnel will deliver the lunch to the student. Parents are NOT allowed to deliver lunches to the cafeteria.
4. Absolutely NO Door Dash or other outside food delivery will be accepted at Manchester Academy.

SCHOOL GUIDANCE SERVICES

School Guidance Services include the following:

1. Development of four-year academic plans
2. A standardized testing plan for students at all grade levels
3. University advising

4. Personal counseling
5. Counseling services designed to assist in achieving these goals fall into five areas: educational counseling, personal counseling, testing, occupational information, and follow-up.

PARENT-TEACHER CONFERENCES

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

REQUESTS FOR EARLY DISMISSAL

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

MAKE-UP WORK

1. It is first and foremost the STUDENT'S responsibility to communicate with ALL teachers if he/she has been absent, is leaving school early (for athletics or other reasons), or knowing of absence in advance (due to doctor appointments, etc.)
2. Make-up work is the student's responsibility. A student will be permitted a period of time equal to the duration of his absence in which to make up missed work, including class work, homework assignments, and/or quizzes.
3. If a test is scheduled in advance and if the student misses the day before the test AND/OR the day of the test, the students test will be made up on in Early School on Tuesdays and Thursdays 7:00 am – 7:50 am.
4. In the event of an all-day absence or an extended absence, it is the parent's responsibility to check the school website under the teacher's lesson plans, or to call the front office for assignments and to pick up those assignments by 3:00 each day to ensure daily work, future tests, and projects are current.
5. For school-sponsored events, students must take all tests and quizzes the day prior to the event. With teacher approval, tests or quizzes may be taken prior to an event at 7:10 a.m. A student must turn in any homework or assignment due on the day of the event to the teacher by email, canvas, text, or any other method as determined by the teacher.
6. If a student is not in attendance for the entire day, a student must complete any coursework (test, quiz, or homework) missed during their absence in the corresponding number of days.

CLASSROOM POLICIES

1. Teachers will post classroom rules.
2. Secondary-
 - a. All laptops must be in the black Brenthaven case when not in classroom use. This includes the hall, cafeteria, etc.
 - b. **Headphones, earplugs, and 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.)**
 - c. Teachers will have specific consequences for students who do not follow technology rules within their classrooms.
 - d. Students may NOT have blankets in any classroom. For those chilly classrooms, students may wear an approved MA jacket or sweatshirt.
 - e. Students not following the teacher's classroom rules may be subject to a discipline referral to the principal's office.
 - f. Students are reminded that any Juul, vaping apparatus, Zen pods, 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.
 - g. All students must enter school through the front door.
 - h. Students will not be allowed to enter the building through any door in the building. These doors are emergency exits only.

- i. All students are required to go to the cafeteria at break and lunch. Students will not be allowed in the building or in the gym unless for a specific reason for a specific teacher.

MAKE UP TESTS

To support academic success while maintaining fairness and accountability, the following procedures will be followed for all make-up tests at Manchester Academy:

- **Scheduled Make-Up Times:**
Make-up tests will be administered on **Tuesday and Thursday mornings from 7:00–7:50 AM**. Students must arrive promptly and be prepared to begin at 7:00 AM.
- **Number of Opportunities:**
Students will be given **two opportunities** to make up for a missed test. If the student fails to make up the test after two scheduled opportunities, a **zero will be recorded** for the test.
- **Absence Requirements:**
A student must have an **excused absence** in order to be eligible for a make-up test. Unexcused absences may result in a zero for the missed test at the discretion of the teacher and administration.
- **Extended Illnesses and Special Circumstances:**
Extended illnesses or other extenuating circumstances will be considered on a **case-by-case basis**, in collaboration with the teacher and school administration.

This policy is designed to encourage responsibility and provide a structured opportunity for students to demonstrate their learning while ensuring that expectations remain consistent and fair for all.

ASSIGNED TEST DAYS

MONDAY: Art, Art Appreciation, Economics

TUESDAY: English, Computer

WEDNESDAY: Science, Literature

THURSDAY: Math, Foreign/World Languages

FRIDAY: Social Studies, English Vocabulary

GRADING POLICIES

1. Nine weeks' grades are calculated by averaging the daily grades and the test grades.
2. All nine-weeks grades fall under two main categories: test grades and daily grades. Each category will count 50% of the total nine-weeks grade. The daily category may be split into other categories such as quizzes, classwork, homework, presentations, etc. Students must have at least three (3) test grades and nine (9) daily grades each nine weeks with at least three (3) of the daily grades being quizzes. Semester grades are calculated by adding the first two nine weeks' grades twice with the first semester exam and dividing by five.

3. If a student has been suspended, one point for each suspension will be deducted from the nine weeks' average in each class.

4. Manchester Academy grading scale is as follows:

97 - 100	A ⁺
90 – 96.99	A
87 – 89.99	B ⁺
80 – 86.99	B
77 – 79.99	C ⁺
70 – 76.99	C
Below 70	F

5. Upper School: At the end of each semester, each teacher will give a semester exam.
6. Semester average will be calculated as follows:
- Add 2 nine weeks' grades and multiply times 2
 - To that, add exam grade and divide by 5
7. At the end of the year, the yearly grade will be determined by averaging the 2 semester grades for the final yearly average.
8. The administration expects all students to take exams at established times. Only in extenuating circumstances (illness, etc.) students will be allowed to take exams at times other than as stated on the exam schedule. Approval must be granted in these cases.
9. In the case of a student with special needs who needs testing in a different environment, the student must provide a documented learning disability and approval from the counselor and principal.
10. ***Cheating will not be condoned.*** Cheating will result in an automatic zero on test/assignment and one demerit for each occurrence.

11. **SECONDARY EXEMPTIONS:**

- 6th-12th graders are not exempt from any class during the first semester (exception is seniors in semester class).
- First semester: Seniors may be exempt in semester courses only. In order to be exempt, the semester average must be 90 or above in that semester class.
- All students in grades 6-12 have the opportunity to be exempt from exams during the 2nd semester on a per class basis. This will include one-semester courses taken in the spring.
- Exemptions will be based on grades, attendance, and behavior during the entire school year.
- Students in grades 6-11 who meet the following criteria will be exempt from taking 2nd semester exams on a per class basis:
 - Cumulative Academic Average of 90 for the entire year;
 - Have been absent 10 days or less for a full year course or 5 days or less for a spring semester course (School Related Absences, which now include 2 college days for juniors, are the only exceptions – Note: 3 tardies = 1 absence). The Head of School must approve any exemptions for absences over 10 days.

12. SENIOR EXEMPTIONS:

- a. Seniors who meet the following criteria will be exempt from 2nd semester exams or fall semester course exams (such as Government in the fall and Economics in the spring) on a per class basis
- b. Cumulative Academic Average of 85 for the entire course with the following conditions:
 - i. Have been absent 10 days or less for a full year course or 5 days or less for a one semester course (School Related Absences, which now include college days, are the only exceptions – Note: 3 tardies = 1 absence). The Head of School must approve any exemptions for absences over 10 days.

REPORTING STUDENT PROGRESS

All progress reports and report cards will be available online with parent login to the FACTS system. Progress reports/report cards can be printed upon request but will not be mailed. Report cards will be posted to the FACTS Family Portal at the end of each nine (9) weeks grading period. Parents may go to www.manchesteracademy.org and click on the student grade link on the homepage for grades, absences, discipline, etc., at any time. Parents and students will receive instructions to login to the FACTS system at the beginning of the school year. It is the parent's responsibility to regularly check student grades. A midterm grade check reminder will be emailed at the $4\frac{1}{2}$ week point of each nine weeks.

PROMOTION/RETENTION POLICY

1. Promotion Policy for grades 6 - 8: Students must pass English, math, and either science or history to be promoted to the next grade.
2. Promotion Policy for grades 9 -12: Students who fail English, math, or two of these major courses must attend summer school and receive a passing grade.
3. Students who fail three or all four of the major courses must repeat that grade.

QUALITY POINT SYSTEM AND GRADE POINT AVERAGE

1. In order to determine a student's Grade Point Average (GPA), quality points are given according to the student's final grade beginning their 9th grade year (8th grade honors math, computer app, & Spanish if applicable).
2. Grade Point Average (GPA) for grades 9-12 will be used on transcripts for university admission requirements. The quality point system will be as follows:

Letter Grade	Numerical Grade	Regular	Honors/AP
A+	97-100	4.33	4.83
A	90-96.99	4.00	4.50

B+	87-89.99	3.33	3.83
B	80-86.99	3.00	3.50
C+	77-79.99	2.33	2.83
C	70-76.99	2.00	2.50
F	0-69.99	0.00	0.00

SCHOLASTIC AWARDS FOR SPORTS

A student's numerical average is determined according to the student's final course grades beginning his/her 9th grade year (8th grade honors math, computer app, & Spanish if applicable).

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

SUMMER SCHOOL

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

EXTENDED SESSION

1. It is possible that Manchester Academy may offer extended sessions to qualified students, provided the teacher who taught the class is available for the appointed session. (Teachers are not contractually obligated to offer these extended sessions.

2. Students may qualify for extended session if the final average for the class in question is a 65.0 or above.
3. The cost of an extended session is at the parent/guardian's expense and is due to the teacher on the first day of class.
4. **Please note: There is a chance that an extended session will not be available for students.**

GENERAL CORE CURRICULUM FOR STUDENTS

9th Grade

English I

Algebra I

Honors Geometry (Honors Track)

World Geography - ½ unit

Mississippi Studies - ½ unit

Biology I

Spanish I

11th Grade

English III

Honors English III (Honors Track)

Algebra II

Honors Advanced Math (Honors Track)

American History

Biology II **or**

Chemistry

Honors Physics (Honors Track)

10th Grade

English II

Honors English II (Honors Track)

Geometry

Honors Algebra II (Honors Track)

Honors Chemistry (Honors Track)

Physical Science

Spanish II

World History

Physical Science

Honors Chemistry (Honors Track)

Spanish II

Elective

12th Grade

English IV*

DE Composition I & II**(Honors Track)

Algebra III or

Honors Advanced Math or

Honors Calculus (Honors Track)

Honors A&P (Honors Track) or

A & P

American Government - ½ unit

Economics - ½ unit

Honors A & P or Physics

Dual Credit Elective***

Elective

- Students are 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 dual enrollment course of 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

Graduation Requirements: All students will be required to satisfactorily complete one (1) of two (2) tracks of study.

Department	Regular Track	Honors Track
English	4	4
Math	5	5
Science	4	4
Social Studies	4	4
Computer	1	1
Fine Arts	1	1
Foreign Language	2	2
Academic Electives	3	3
Total Credits	24	24

1. Regular Track and Honors Track will meet all major college requirements. **All Students are required to complete 4 credits of English, 5 credits of Math, 4 credits of Science, 4 credits of Social Studies, 1 credit of Computer, 1 credit of Fine Arts, 2 credits of Foreign Language, and 3 credits of academic electives as a part of their required credits.**
2. Regular Track students must take Pre-Algebra (8th grade), Algebra I, Geometry, Algebra II and a higher-level math at Manchester (Algebra III or Advanced Math); Biology I, Physical Science, and 2 higher-level sciences. Regular Track students must also take 2 credits of foreign language. **Regular Track students can graduate with Honors with a 90.0 or above cumulative academic average from Manchester Academy.**
3. Honors Track students must take Honors courses in Honors Algebra I (8th grade), Honors Algebra II, Honors Geometry, Honors Advanced Math, and Honors Calculus; credits in Science must include Biology I, Honors Chemistry, Honors Physics, and Honors A & P; credits in English must include English I, Honors English II, Honors English III, Honors English IV (DE Composition I and II). Honors Track students must take 2 credits of foreign language. **Honors Track students can graduate with Highest Honors with a 90.0 or above cumulative academic average from Manchester Academy.**
4. All Honors courses will be weighted 1.05 to the final grade to determine Valedictorian, Salutatorian, Honors Graduate, Beta Club, class rank or any instance when numerical averages are used.

5. Only students enrolled in the Honors Track will be eligible for Valedictorian and Salutatorian. A student must have attended Manchester Academy for three years (grades 10-12) to be Valedictorian or Salutatorian.
6. Senior students are allowed to only take 5 courses if all other graduation requirements have been met and are not enrolled in a dual credit course.
7. All cords, stoles, and other medals (academic only) must have prior approval from the senior class sponsors and Head of School to be worn during baccalaureate, graduation, or any other graduation ceremonies.

COMMUNITY SERVICE

Manchester Community Service Requirement Policy

Manchester Academy is implementing a community service graduation requirement for Manchester Academy students in grades 9–12. Each student is required to complete a minimum of ten (10) hours of approved community service per academic year, culminating in a total of forty (40) documented hours as a condition for graduation. Five hours per year will be earned at Manchester and considered “in school” hours, and five will be earned in the community. This policy is effective beginning with the 2026–2027 academic year and is governed by the following provisions:

Class of 2027 - 10 documented hours required for graduation

Class of 2028 - 20 documented hours required for graduation

Class of 2029 - 30 documented hours required for graduation

Class of 2030 and later - 40 documented hours required for graduation

I. Definition of Community Service

For purposes of fulfilling the school’s community service requirement, community service shall be defined as a voluntary activity that:

1. Is performed without monetary compensation, gifts, academic credit, or other personal remuneration.
2. Is completed outside of regularly scheduled class time.
3. Is not court-ordered, mandated by a legal authority, or assigned as a disciplinary consequence.
4. Is conducted in affiliation with a recognized nonprofit organization, civic institution, religious organization, school-approved agency, or community group.
5. Provides a documented benefit to individuals or groups other than the student or the student’s immediate family and contributes positively to the broader community.

Activities primarily benefiting the student, family members, or a privately owned business without a charitable or civic purpose shall not qualify as community service.

II. Eligibility for Community Service Credit

In order to receive credit toward the school's community service requirement, all service activities must:

1. Meet the definition of community service as stated above.
2. Be performed for a minimum duration of one (1) hour per service activity.
3. Take place within the community at large rather than solely for personal, familial, or private gain.
4. Be completed with an organization listed on the school's approved community service provider list.
5. Receive prior approval from the administration.

The school reserves the right to determine final eligibility of any activity submitted for community service credit.

REQUESTING TRANSCRIPTS (Current Students/Alumni)

1. Students/Parents may request a student's transcript to be sent to colleges and universities by connecting through Parchment at the following website <https://www.parchment.com/log-in/>.
2. There is a quick link on the Manchester Academy website for this service on the home page.
3. This is a secure server site that will be available to the account holder as long as needed.
4. Students/Parents/Alumni will be required to set up an account. By doing so, the users will be able to track the transcript to its destination.
5. Current students may have as many requests as needed at no charge.
6. Alumni transcript requests will have a surcharge that is determined by Parchment.

UPPER SCHOOL HONORS TRACK

1. A student who excels academically is given the opportunity to take courses before he/she normally would do so in order to take advanced courses in his/her junior and senior years.
2. Eighth graders considering advancing in math must have a 90 final average in 7th grade math and teacher recommendation.
3. A student may begin advancing in the 10th grade in English and science. However, certain criteria must be met before he/she is allowed to advance. The criteria are as follows:
 - a. His/her teacher must recommend a student from the previous year in that subject area and must be approved by the administration.
 - b. A student must also have a 90.00 average in the subject area to advance.
4. For all Honors Track courses: Once a student starts the honors tracking process, he/she will remain in the honors tracking program until graduation. If a student does not intend to follow through with the sequence of courses in its entirety, he/she should not advance. Withdrawal from the program must be deemed necessary by the teacher and administration.
5. For the 2026-2027 school year, a consent form signed by the student and parent will be required in order to be enrolled in the Honors Track program.
6. All Honors Track courses will be weighted by multiplying 1.05 times the final grade to determine valedictorian, salutatorian, and class rank.

HONORS TRACK SEQUENCE

Math

8th grade-Honors Algebra I
9th grade-Honors Geometry
10th grade-Honors Algebra II
11th grade-Honors Advanced Math
12th grade-Honors Calculus

English

10th grade-Honors English II
11th grade-Honors English III
12th grade-DE Composition I & II*

Science

10th grade-Honors Chemistry
11th grade-Honors Physics
12th grade-Honors Human A&P

SCHOOL HONOR REQUIREMENTS

1. Head of School List----- No grade below a 90 for any grading period in all subjects.
2. Honor Roll-----No grade below an 80 for any grading period in all subjects.
3. To be an honor graduate, a student must have a cumulative academic average of 90.0 or above in grades 9-12 in all courses. **Honors Track students who have taken all courses listed in the honors track sequence (listed above) will graduate with Highest Honors with a 90.0 or above cumulative academic average from Manchester Academy.**

STANDARDIZED TESTS

Seniors are reminded all in-state colleges require scores from the American College Testing Program (ACT). Most state universities require a minimum of 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 seven (7) times during the year. Manchester administers the ACT to sophomores, juniors, and seniors in the fall and spring of each year.

The PSAT is required for 10th grade honors students and all 11th grade students. It is given in October of each year on a date determined by the College Board.

BETA CLUB REQUIREMENTS

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

VALEDICTORIAN AND SALUTATORIAN

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

SCHOOL PROPERTY

1. Each student is expected to do his/her part in taking 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 should be made aware of the legal implications involved. The law provides that parents are liable for the willful destruction of property by a minor in their custody or control.
5. Students can help take care of their school by remembering the following:
 - a. No cleats (rubber or metal) should be worn inside any building.
 - b. Do not go on the gym floor at any time other than for authorized practices, games, or special programs.
6. **Manchester Academy is not responsible for damages to or stolen items from a student vehicle on campus, when an outside perpetrator has committed the crime.**

CELL PHONE POLICY

1. Cell phones ARE NOT to be used during school hours.
2. There will be no "safe zones" or times to use cell phones during the school day from 7:55 a.m. until 2:35 p.m. During this time, no cell phones should be visible.
3. Violations to this policy will result in the following:
 - a. 1st and 2nd Offense: \$50 fine and one demerit (for each offense)
 - b. 3rd Offense: \$50 fine and one day suspension and one-point deducted from nine weeks average in each class for each suspension.

This resets each nine weeks.
4. There is an automatic out of school suspension for any inappropriate action with a cell phone during school hours or at any school function.
5. This policy applies to other electronic devices such as handheld gaming devices, etc. School- issued laptops are accepted when used with teacher permission.

PUBLIC DISPLAY OF AFFECTION (PDA)

1. Students will refrain from public displays of affection (PDA) on campus during school.
2. Any teacher may give students (all students involved) one demerit (or more if administration designates) for any act he/she (the teacher) considers PDA.
3. Any student(s) receiving a second demerit for PDA will be required to have a conference with the guidance counselor and principal/headmaster.

DISCIPLINE POLICY

1. **The Upper School Dean of Students will follow up on all discipline problems reported. The upper school dean of students will follow through with an interview with the teacher, student(s), and all parties involved. The principal will determine the consequences of the disciplinary problem. The incident will stay on file throughout the school year. These offenses are listed but not limited to the ones listed below.**
2. MINOR OFFENSES as determined by the administration will result in the disciplinary action of one demerit. The teacher will report the demerit to the principal who will notify the parent, and it will be recorded in the discipline section of the FACTS portal for parent viewing.
3. When a student receives a third demerit, he or she will serve a one-day suspension. In addition, each suspension will result in a one-point deduction from the nine-week average in every class.
4. MAJOR OFFENSES: Violations of established school rules, safety regulations, and evidence of unbecoming conduct during regular school hours or while participating in on or off campus school-sponsored activities will result in disciplinary action as determined by the administration. Disciplinary action may result in suspension or expulsion. Once again, each suspension will result in a one-point deduction from the nine-week average in every class.
5. The following list of offenses will constitute grounds for disciplinary action — suspension or expulsion. Suspension will result in a one-point deduction from the nine-week average in each class. This list constitutes grounds for disciplinary action deemed necessary by the administration, which could include suspension or expulsion. This list does not include all offenses.
 - a. Illegal drugs, including alcohol: unauthorized possession, transfer, use, or sale of drugs or drug paraphernalia.
 - b. Possession of firearms — any firearm (including a starter gun) which will, or is designed to be converted to, excel a projectile by the action of an explosive; any firearm muffler or firearm silencer; any similar destructive device; knife, metallic knuckles, tear gas gun, chemical weapon or device, or any other weapon, instrument, or object that may be used as a weapon.
 - c. Fighting or provoking a fight or videoing a fight.
 - d. Possession of or use of tobacco products/juule pods/zen pods/vaping pen/juule paraphernalia.
 - e. Skipping class
 - f. Skipping school
 - g. Leaving school without permission
 - h. Burglary of school property

- i. Vandalism – defacing, damaging, or destroying school property
- j. Use of profane or obscene language
- k. Stealing
- l. Extortion – demanding or threatening another for money or property
- m. Possession of or igniting fireworks
- n. Trespassing
- o. Offensive touching of another person, or inappropriate touching or videoing of other students in sexually graphic manners
- p. Battery upon students
- q. Willful defiance, assault, or battery; the intentional, unlawful threat by word or act to do violence; the unlawful or intentional touching, striking, or cursing; the intentional causing of bodily harm, vandalism, or trashing of property; harassing phone calls by student or parent directed toward a school employee, school board member, or official for an athletic event will not be tolerated.
- r. Defiance of school employee’s authority — refusal to comply with a lawful and reasonable direction or order of a school employee.
- s. Gambling
- t. Providing false information to school employee
- u. Participating in or inciting student disorder
- v. Use of obscene manifestations toward another person
- w. Disruption of or conspiring to disrupt the normal operation of the school

6. **Any other violation that the administration may deem reasonable to fall within this classification.**

THE SEVERITY OF ALL OFFENSES WILL BE DETERMINED BY THE ADMINISTRATION.

JUULING/VAPING POLICY

- 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 immediately receive out-of-school suspension.
- 3. Students in possession of anything associated with juuling (pods, vape pen, etc.) will immediately receive an 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 two to three days out-of-school suspension.
- 6. A third offense of possession or use of juuling devices will result in expulsion.

Note: Each suspension will result in a one-point deduction from the student’s nine weeks average in each class.

DRUG/ALCOHOL POLICY

1. The administration and Board of Directors has discretion to interpret the drug and alcohol policy and make determinations about its application and interpretation.
2. Drug Policy: No drugs/alcohol can be IN you, ON you, or WITH you at any time.
 - a. **All** students in grades 10-12 at Manchester Academy are subject to drug/alcohol testing at any time.
 - b. The testing will result from hair samples and/or urine analysis procedures.
 - c. No student may bring illegal drugs/alcohol onto school property at any time. Student use of illegal drugs will not be permitted on school property or during school-sponsored functions on or off campus, nor will anyone who is caught and arrested off campus of using, possessing, and/or selling any illegal drug or substance. A student(s) violating this rule is subject to expulsion. A student expelled from MA for violation of this rule is not entitled to a refund of tuition or fees.
3. **Confidentiality --** All testing procedures and the handling of the results thereof are to be done with the utmost confidentiality.
 - a. Only the headmaster, upper school dean of students, and counselor will be allowed access to the test results.
 - b. To assist in the enforcement of the policy, Manchester Academy reserves the right to search backpacks, purses, vehicles, or other personal belongings, and/or to have the student tested for the presence of illegal or controlled substances or alcohol, as it deems reasonable or fit, so as to eliminate any suspicion of use, possession, or distribution of forbidden and prohibited products.
 - c. Searches may be conducted by law enforcement, canine units, administration (administration includes headmaster, guidance counselor, principal, and athletic director), or others designated by Manchester Academy administration.
 - d. Manchester Academy administration reserves the right to drug test a student at any time there is a suspicion of any type of drug or alcohol use during school or a school activity on or off campus.
 - e. Local doctors may administer drug tests, and drug-testing kits available may also be administered if necessary.
4. **Suspension Period/Procedures After First Positive Drug Test:** Students who use, possess, distribute, or who are under any influence of drugs (any type of illegal drug or one undocumented with the guidance counselor's office, prescription drug, or abuse of over-the-counter medicine) and/or alcohol, shall be suspended immediately while a thorough investigation takes place and a decision is rendered.
 - a. Parents are notified for a mandatory conference.
 - b. In order for a student to return, the parent/guardian must submit an approved application to drug counseling/rehabilitation services.
 - c. If a student is allowed to continue attendance at Manchester Academy, the parent/guardian must submit documentation of approved drug counseling/rehabilitation program (i.e., Warren Yazoo Mental Health Center), along with documentation of continuation within the program.
 - d. If the administration approves re-entry of students into Manchester Academy, it will be mandatory for students to take drug tests throughout the school year.
 - e. Suspension rules for grades will apply during the day(s) missed for the suspension.
5. **School Activities/Athletics:** School activities that student will not be allowed to participate in, in the case of a first positive drug test include, but are not limited to, the following:
 - a. Any sports team, pep rally participation, team meals, etc.

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

- d. Student(s) testing positive for alcohol will not be allowed to drive their vehicle or leave with anyone other than a parent or guardian.
 - e. Parents of student(s) will be contacted to come pick up student(s).
 - f. Students must go home with his/her parent/guardian. They cannot go home with other parents. In the event the parents are not available, the Yazoo City police will be called to attend to the matter.
 - g. Student(s) will also automatically receive a three-day suspension beginning the Monday of the week following the dance.
 - h. Students who test positive for alcohol a second time will receive a five-day suspension.
 - i. Athletes (including cheerleaders and Maverettes) or students participating in any school extra-curricular activity will not practice during suspended days and will not participate in upcoming games/activity of that week.
9. **Extra Testing for second opinion and rehab/drug counseling expenses**
- a. After a student test positive for alcohol or illegal drugs, any additional drug testing for second opinion shall be at the expense of the parents/guardians.
 - b. Any rehabilitation, drug counseling, or expense due to the positive drug test is at the expense of the parent/guardian.
10. **Students referred by the Youth Services Enforcement Agency**
- a. Any student arrested or referred to Youth Services Division of the Youth Court law enforcement agency as a result of a drug/alcohol related offense or any illegal offense will automatically be categorized as a Level I (first positive test) offender and must complete all the steps required for a first positive drug test. Furthermore, the school will co-operate fully with Youth Service Division of the Youth Court in any type of counseling/treatment program.
 - b. Any student convicted by any court of a drug/alcohol related offense or other illegal offense will automatically be categorized as a Level I offender and will be subjected to the same suspension and investigation period.
11. **Second Positive Test (after confirmation)**
- a. The student will be asked to withdraw from and will not be able to complete the school year at Manchester Academy.
 - b. If the student refuses to withdraw from school, he/she will be expelled from school and will not be entitled to reimbursement for any tuition, book fees, etc.
12. If the student does withdraw from school after the second positive drug test, re-admittance to Manchester Academy for the *following* school year is contingent upon written documentation of completion of approved drug counseling/rehabilitation program AND a negative drug test.
13. The school's drug policy applies to all students during the current calendar school year (August – May), unless the student is participating in a school sponsored event or activity during the summer. (Ex. Cheerleading camps, sports camps, weightlifting, extended sessions, sports practices, etc.).
14. That student during such time periods will be subject to all policies of Manchester Academy, including the drug policy.
15. That student will be tested at every drug test while attending Manchester Academy thereafter.
16. **Approved use of prescription drugs — will be strictly administered.** For properly approved use of medication, the student and parent/guardian shall follow these guidelines:

- a. Any and all medically necessary pharmaceuticals must be on file with the guidance counselor. These records will remain confidential with the counselor's office.
 - b. Long-term prescriptions must also be on record with the guidance counselor.
 - c. Doctors' prescriptions are necessary for authorization.
 - d. Students must not take medication in class.
 - e. Non-prescription pain relievers may be obtained in the school office only, and the school secretary will keep a record of such usage (name, date, time, and frequency).
17. As above, failure to follow these guidelines could result in days of suspension or expulsion.

SCHOOL SPONSORED DANCES

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

MARRIAGE AND PREGNANCY

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

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.

ATHLETIC ELIGIBILITY

1. Manchester Academy will play under the Midsouth Association of Independent Schools Eligibility Rules
2. Manchester Academy observes the rules of sportsmanship as stated in the MAIS Sportsmanship Creed. Parents who are demonstrating the following but not limited to actions: shouting at officials, harassing student athletes, or showing poor sportsmanship will be issued a warning by the administration. After this warning, the individual(s) involved will be considered probation. If another infraction occurs during the probation period, the administration will ask the individual(s) to leave and will be escorted out of the building, court, and/or field. A MANDATORY conference will be held the following MORNING at which time a decision will be made as to the individual(s) in question will be allowed the privilege of returning to MA athletic events for the rest of the school year.
3. Parents MUST be responsible for their children at athletic events. Parents must make sure their children are supervised at all times. This is for the safety of children.
4. In addition, the grades of all athletes will be checked weekly. Coaches and teachers should communicate about any student that is falling behind or not performing class work to a satisfactory level.
5. The MAIS Athletic Eligibility Rules are as follows:
6. **Must be a bona fide student:** A student shall be enrolled in school and taking at least four (4) major academic subjects, and a member in good standing according to the school's and/or conference regulations. If a participant represents a school in an inter-school competitive event before the start of that school's opening session, he or she must enroll in that member school at the beginning of that school's session in the same year. If a participant who has represented a school in a competitive event before the opening of that school's session fails to enroll in that school at the start of that school's session, MAIS transfer rules will apply to said participant, and the school will be subject to disciplinary action by the Affairs Committee.
7. Should the participant (student-athlete) be a new transfer student from a member school, a copy of the cumulative record / insert / transcript must be complete and on file. If the former school is withholding any part of the cumulative folder for reasons of indebtedness incurred by the student at the previous school, said student shall be ineligible until his/her financial obligation is met at the former school. The administrator of the previous school shall inform the administrator of the new school of such indebtedness. No student may practice at any member school unless he has registered at said school.
8. Note: Registering for school is deemed to include those requirements any new student must complete to secure a place in that school. These activities generally include such things as meeting with the school administrator, paying a registration fee, signing an educational contract, etc.

9. **DATE OF BIRTH:** A student athlete shall not have reached his/her 19th birthday before August 1 in the school year in which he/she wishes to participate.
10. **STUDENT MUST BE A NON-GRADUATE:** A student athlete shall not be a graduate of a high school (foreign or domestic)!
11. **LEVEL OF PARTICIPATION:** A student athlete shall not have participated in athletics above the high school level. This does not mean that a student cannot attend sports camps that are held on college campuses and often instructed by college coaches and/or professional players and coaches. Said sports camps shall be approved by the Director of Activities.
12. **FOUR CONSECUTIVE YEARS OF PARTICIPATION:** Upon entering the 9th grade, a student will have four (4) consecutive years of eligibility in inter-school contests. This is interpreted to mean that a student is eligible for four (4) consecutive years after entering the 9th grade, regardless of when he/she began to participate.
13. **FIRST AND SECOND SEMESTER ELIGIBILITY:** To be eligible for the first semester of a school year: A student must have accumulated four (4) major units (credits) from the previous academic year. (Previous academic year is interpreted to be a complete year or any part of a school year in which a student is enrolled at either a member school or a non-member school.)
14. **MANCHESTER ACADEMY ATHLETIC ELIGIBILITY RULE:** All student athletes will have grades checked every three weeks within a grading period.

All student athletes will have grades checked every three weeks within a grading period.

AT 3 WEEKS - Grades are Checked

Any student athlete with two Fs will be placed on Academic Probation for three weeks. The student will remain eligible to participate during those three weeks.

AT 6 WEEKS - Grades are Checked for students on Academic Probation

If the student has no more than one F, the student will remain eligible to participate and is no longer on Academic Probation.

If the student still has two or more F's, the student will be ruled ineligible to participate.

(If ruled ineligible, see below)

Any student athlete ruled ineligible will have their grades rechecked weekly on the following Monday. If the student athlete attains the required passing grades, their eligibility will be reinstated. However, if the necessary passing grades are not attained, the student athlete must sit out for the grading period, or until passing grades are achieved in all classes.

Note: Honors classes will be weighted. Also, ineligible athletes will be allowed to practice but not be allowed to play in games.

15. **SUMMER SCHOOL / CORRESPONDENCE COURSES:** Courses taken in summer school shall be considered as an extension of the school year, and credits earned this way may be used in determining scholastic eligibility of students. Accredited correspondence courses starting in the spring or summer may be accepted for establishing athletic eligibility for the first semester of the school year. Eligibility would begin upon written verification from the accredited institution that the course has been successfully completed, and credit has been awarded. The last date that a correspondence course could be started, and still be used for first semester eligibility, is the day before the first day of school.

16. **PHYSICAL EXAMINATIONS:** Before participating in athletics, a student must present a physician's certification stating that he or she is physically fit for competition. A statement is included on the eligibility checklist submitted to the MAIS Office certifying that physical examination certificates are on file with the school. The school administrator must sign this statement.

BULLYING POLICY

1. Manchester Academy is committed to taking reasonable and appropriate steps to prevent a student from being subjected to bullying by other student(s). Any student who feels they are being subjected to bullying tactics from another student shall report the incident(s) to the person in authority — teacher, coach, administrator, or other staff member. These reports shall be forwarded to the appropriate administrator. The administrator shall investigate the report and take immediate corrective action steps with the offending party(s) as deemed necessary. Students who are found guilty of bullying shall be given the following discipline:
 - a. 1st Offense – Warning – notify parents
 - b. 2nd Offense – Out-of-school-suspension
 - c. Subsequent Offenses – Two Day Suspension with Possible Expulsion
2. Parents are encouraged to bring bullying offenses to the attention of school officials, if the child is reluctant to do so.
3. **Bullying Defined: “Bullying or harassing behavior” is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic, that takes place on school property, at any school-sponsored function, or on a school bus, and that:**
 - a. Places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or
 - b. Creates or is certain to create a hostile environment by substantially interfering with or impairing a student’s educational performance, opportunities, or benefits.
4. School employees or students shall not be subjected to bullying or harassing behavior.
5. No person shall engage in any act of reprisal or retaliation against a victim, witness, or a person with reliable information about an act of bullying or harassing behavior.
6. A school employee who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior shall report the incident to the appropriate school official.
7. A student or volunteer who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior should report the incident to the appropriate school official.
8. **Any student or parent who electronically posts derogatory or inflammatory language, video, or material about school administration, teachers, students, parents, or other employees shall be subject to administrative censure, including a conference with administration and possible disciplinary action at the discretion of the school board.**

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 returning 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 the school's office for viewing during regular school hours.

2026-27

UPPER SCHOOL BELL SCHEDULES

NORMAL SCHEDULE

1ST BELL		7:55	
2ND BELL		8:00	
1ST PERIOD		8:00	8:55
2ND PERIOD	6-7-8 BREAK	8:55	9:17
	6-7-8 CLASS	9:20	10:15
	9-12 CLASS	8:58	9:53
	9-12 BREAK	9:53	10:15
3RD PERIOD		10:18	11:13
4TH PERIOD	6-7-8 LUNCH	11:13	11:37
	6-7-8 CLASS	11:40	12:35
	9-12 CLASS	11:16	12:11
	9-12 LUNCH	12:11	12:35
5TH PERIOD		12:40	1:35
6TH PERIOD		1:40	2:35

CHAPEL/ACTIVITY SCHEDULE

1ST BELL		7:55	
2ND BELL		8:00	
1ST PERIOD		8:00	8:51
2ND PERIOD	6-7-8 BREAK	8:51	9:13
	6-7-8 CLASS	9:16	10:07
	9-12 CLASS	8:54	9:45
	9-12 BREAK	9:45	10:07
CHAPEL/ACTIVITY		10:07	10:32
3RD PERIOD		10:35	11:26
4TH PERIOD	6-7-8 LUNCH	11:26	11:50
	6-7-8 CLASS	11:53	12:44
	9-12 CLASS	11:29	12:20
	9-12 LUNCH	12:20	12:44
5TH PERIOD		12:47	1:38
6TH PERIOD		1:41	2:35

PEP RALLY SCHEDULE

1ST BELL		7:55	
2ND BELL		8:00	
1ST PERIOD		8:00	8:52
2ND PERIOD	6-7-8 BREAK	8:55	9:14
	6-7-8 CLASS	9:17	10:07
	9-12 CLASS	8:55	9:47
	9-12 BREAK	9:47	10:07
3RD PERIOD		10:10	11:02
4TH PERIOD	6-7-8 LUNCH	11:02	11:26
	6-7-8 CLASS	11:29	12:21
	9-12 CLASS	11:05	11:57
	9-12 LUNCH	11:57	12:21
5TH PERIOD		12:24	1:09
6TH PERIOD		1:12	2:05
PEP RALLY		2:05	2:35

APPENDIX I

2026-2027 STUDENT HANDBOOK ACKNOWLEDGMENT FORM

FOR STUDENTS

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

APPENDIX II

2026-2027 ACCEPTABLE TECHNOLOGY USE POLICY ACKNOWLEDGMENT FORM

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

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

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

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

Student Signature _____

Date Filed in Office

Homeroom Teacher

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