

Manor School Student Rules, Guidelines, Policies, Procedures

Revised 8/2/09 JCG

1. Apply the Manor School "Student Code of Conduct". (See separate copy .)
2. Be responsible leaders in all situations--Seniors & Juniors, especially, but ALL students.
3. Follow the Daily Schedule--8:10 A.M. until 2:30 P.M.--arrive & depart ONLY with APPROVED rides.
Homeroom & 1st Period--8:10-9:10 2nd--9:10-9:55 3rd--9:55-10:40 4th--10:40-11:25
5th--11:25-12:10 LUNCH--12:10-1:00 6th--1:00-1:45 7th--1:45-2:30
4. Be preventive. Notify Seniors, Teachers and/or Mrs. Gadd about any problem before it gets serious and becomes a disciplinary action issue. Let's work together for solutions. Ask questions if in doubt.
5. Follow the Dress Code on campus: White, collared uniform or polo, Manor Tee or polo shirt; navy slacks, not jeans style or material; white, black, gray or navy shoes, belts, socks--NOT sports socks, & belts with
6. Earn Colored Clothes Days. Do your work, have positive attitudes, keep your assigned campus area clean. Wear clothing that is neat and properly representative of the traditional image of Manor School and not of any other organization. For 7-12, knee-length shorts are acceptable ONLY on Colored Clothes Days and for P.E./Enrichment classes--(change at lunch), sports practices, or special activities. Colored Clothes Days are most Fridays unless the privilege is lost; Teachers vote each Thursday; student participation is by choice for \$1.00. Students absent on Thursday are responsible for calling school before 2:30 to check whether or not they have Colored Clothes. Wearing Colored Clothes when the privilege is lost results in punitive action. If you do not earn Colored Clothes on Enrichment Day, you may NOT change into Colored Clothes at noon.
7. Stay on campus. Leaving without Mrs. Gadd's permission=3-day suspension or 10-hour work detail. This includes, but is NOT limited to, going to your car, going to Princesse Snackette, leaving after morning arrival.
8. Leave gum at home. Possession and/or chewing=Colored Clothes loss, Detention, or Work Detail.
9. Complete and submit your Homework, an essential element of the school's Curriculum. Do it independently; submit in proper, labeled form before 8:10 to Homework Monitor, or to the Office upon late arrival. Zeros are recorded for late and non-submitted work. Each homework assignment receives an "On Time/Thoroughness" or "Late" Grade as well as an accuracy grade. "Early" grades are optional. Same or optional assignments for non-submitted work can be arranged as the only way to remove the Accuracy zero. The Late zero cannot be removed. Teachers may require work not submitted to be made up after school. Supervised Homework, Work Completion Sessions, Tutoring, and/or Parent Conferences may be required.
10. Study for tests. Test preparation is considered a homework assignment. Follow the weekly *Manor Notice* "Test Schedule" and teachers' announcements. Be well prepared! Tests are a major portion of averages.
11. Read a minimum of thirty minutes of Free, non-assigned, Reading Monday-Thursday at home.
12. Write ALL assignments in a separate, special Homework Assignment Book used only for that purpose.
13. Check Bi-Weekly Work Completion Sheets mailed to parents, given to students, to notify of completed or non-completed homework, classwork, quizzes, tests, reports, etc. Check with Teachers. Students are responsible for making special arrangements with the teacher(s) in question. Each Teacher has the option of setting deadlines for accepting late work.
14. Be honest. The School Cheating Policy includes ALL types of work and giving or receiving answers.
1st Offense=Call Home, Zero for work 2nd Offense=5-day Suspension 3rd Offense=Expulsion
15. Practice Standard English at school. This is the level most unfamiliar, the one being taught, and the one that is understandable to all students. It is impolite and inconsiderate to deliberately omit others from open conversations by using other languages, and it is important to practice standard English usage for versatility.
16. Change classes quickly, quietly and with NO stops. Upon arrival to class, be seated in assigned areas, prepare for class, read silently until the lesson begins. Ask permission to get water, go to the bathroom or the Office AFTER arrival to class. Board passes for water or bathroom only; written passes all other places.
17. Get a Tardy Pass from the Teacher of origin when tardy changing classes. Teachers will stipulate "excused" or "unexcused". If you enter without a tardy slip, you will be admitted "unexcused". You may return to the Teacher of origin before or after school, NOT during class time, to have the "unexcused" reversed if the Teacher agrees. Tardy slips are issued by the Office ONLY upon late arrival to school or for lateness as a result of being in the Office. Accumulated tardy time will be made up as determined by the Teachers.
18. Use appropriate language. No foul, rude or profane language on campus or at school functions. Manor students are from fine families and are to represent them respectfully. Disciplinary action deemed appropriate will be taken--writing of special paragraph and Behavior Slip issued at the very least.
19. Clean your assigned picnic tables and area. Avoid all littering the area in which you eat and socialize. Part of Colored Clothes and Concession privileges is maintaining your assigned campus and front area.

20. Know the Grading Scale: A=95-100 B=88-94 C=76-87 D=70-75 F=Below 70
- Know teachers' systems for quarter grade computation, make-up and late work submission.
 - Study for mandatory semester exams. They may count as much as 1/9 of Semester Average.
 - Schedule an appointment with the Teacher any time you score below "76" (grade required for credit).
 - Arrange Homework Supervisor through Mrs. Gadd; free Math assistance M-F 7:15-8:00, Th 3:00-5:00.
 - Demonstrate positive behavior and attitude. Academic and Behavior/Attitude grades are separate on the Report Card, but B/A can affect academic average, student performance, and participation.
 - Request tutoring at any time with Class Teachers (2:30-3:00), arrange Peer and/or Adult Tutors w/Mrs. G.
21. Be Out-Of-Class only when absolutely necessary and with approval.
- Be in assigned rooms only. Upper School students are NOT to be in Elementary rooms without express permission, and NOT in Elementary areas at all at Lunch time or after school.
 - Stay on campus. Leaving campus without Mrs. Gadd's permission is 3-day suspension or 10-hour work detail.
 - Have a Teacher's board pass for bathroom or water; signed pass for anywhere else, any reason.
 - Secure Mrs. Gadd's approval to use the school phone for emergencies and/or official calls.
 - Do your job--learn! Be cooperative, attentive, and present. Learning is your priority!
22. Properly and neatly label every paper with this Heading, following the margin lines:
- | | |
|---|-----------------------|
| Name | Ellery Eagle |
| Date, Period, Class (abbreviated forms acceptable) | 9/8/09 1st L.A. 12 |
| Assignment description with book, pages, exercises... | <u>EOW</u> p. 5 ex. 3 |
| Teacher's Name | Mrs. Gadd |
23. BRING NO ITEMS DEEMED TO BE WEAPONS TO SCHOOL or SCHOOL FUNCTIONS.
Doing so is grounds for automatic expulsion. No other warning or previous infraction is needed for expulsion.
24. Leave non-approved items at home: weapons, cell phones, beepers, radios, Walk or Discman sets; I-Pod, Nintendo, Sega, Play Station, Game Boy, etc., cartridges or equipment; DVD's, CD's, headphones, audio or any electronic equipment; gum, candy, pacifiers, prescription drugs and shades without a doctor's note, water squirting or beeping devices, dice; any item intended for sale, loan or exchange; hats, caps, head coverings, bandanas, durags (will not be returned at all). Confiscated electronic items will NOT be returned to students. Parents must personally collect them. Teacher-requested items must be checked in and out with Mrs. Gadd or Teacher who requests them. Searches may be conducted at any time. Any inappropriate item will be confiscated and held. Any weapon will not be released except to a police officer. Avoid all problems by NOT bringing non-approved items to school. Cell phone possession is an automatic two-day suspension.
25. Avoid gambling of any kind or games resembling it. Participation is grounds for suspension and/or expulsion.
26. Avoid alcohol, tobacco and controlled substances. Possession and/or use=grounds for expulsion.
27. Throat lozenges, over-the-counter and prescription medication may be brought to school and taken ONLY with signed note from home and approval from Mrs. Gadd.
28. Avoid violence, threats, and hostile language at school and school events. All are grounds for automatic out-of-school suspension and/or expulsion. Out-of-school suspension means doing all missed work while receiving zeros, and a Parent/Student/Headmistress Conference for reentry. Expulsion means never being allowed on the Manor Campus again. Be part of the solution, not part of the problem. Be preventive! See Mrs. Gadd to arrange a mediation to resolve conflicts before punitive action is necessary.
29. Bring appropriate, nutritious snacks for 3rd period, or order only in Homeroom. Work is to continue while eating snacks. Clean-up is essential. Through Grade 6, only 100% juices at school, no sodas, candy, cookies or non-refillable drink containers. ALL students are to bring labeled, refillable water containers for daily use.
30. Play Hand Tennis, Tap Ball and Basketball only in approved areas that do not interfere with others. Use appropriate language, manners and behavior. Softball, Soccer, Kick ball and Volleyball may be played on campus ONLY under a Coach's or Teacher's supervision. NO rough or hand slapping games, beaming, play fighting, pencil fighting/breaking, martial arts, chase, or any negative physical or verbal activity.
31. Presidents & VP's collect lunches from the Concession BEFORE others form a line to be served. Be polite, patient and use appropriate language. Elementary may only order juices or water at lunch and after school. Grade 7-12 Students are not to purchase or give other items to younger or specially designated students.
32. Use First Period desks as overnight lockers. Collect all materials before 8:10 the next day. Remind teachers to secure materials of absentees. Secure materials in 6th period class before lunch. Secure P.E. and sports items in Mrs. Gadd's room by the front door. Before going to P.E., Grades 7 & 8 are to secure bags in the Math Room. NEVER leave money, valuable, or sentimentally valued items unattended.

33. Participate in Sports, Steel Pan & Group activities--open to all interested, committed students, Grades 1-12.
 - A. Attend practices and fulfill your commitment to the group. Arrange special schedules with Coach/Director for work/after-school academic tasks. Practices are essential to teamwork, skills and successful competition. Without commitment to practice, game success is at risk.
 - B. Learn game rules, and follow the Coach's/Director's directives. Wear team/group shirts on game days.
 - C. Earn satisfactory academic grades or attend Tutoring; maintain satisfactory attitude and behavior; avoid earning detentions; you will not be excused for practices, games, performances.
 - D. Submit a signed contract in September for all sports, or submit prior to sport; meet all stipulations.
 - E. Satisfactorily complete the season to receive a passing mark and credit on your Report Card.
34. Place lunch & snack orders in Homeroom, or in the Office when tardy. Store food items on Mrs. Gadd's blue table if desired; collect at lunch. NO concession items sold during the day; after school depends on clean-up.
35. Keep ALL materials with you throughout the day. Students are NOT allowed to disrupt a class to collect forgotten items. Be organized and keep all materials with you so they are available and secured. You have very few steps between classes, so this is reasonable and best. Lunch kits, P.E., Sports items may be stored on the table by Mrs. Gadd's door. NEVER leave money, valuable items, or sentimentally valued items unattended.
36. Respect and be responsible for school, personal and other people's property.
 - A. Sit on seats, NOT tables or desks--they bend and break!
 - B. Cover ALL text and workbooks when issued with water-resistant, not paper, covering.
 - C. Keep books, folders, furniture, floors, walls and doors clean and free from marks.
 - D. Check your assigned seat each period; notify the teacher immediately if the person before you needs to come back to clean the desk because you are held accountable. Make NO marks on walls or furniture.
 - E. Immediately give any item not your own to the owner or Mrs. Gadd; theft=automatic suspension or expulsion.
 - F. Keep all your property with you except during lunch and P.E. Loan no items while on campus. Any items not living with owners will be held in Mrs. Rodriguez' room for \$1 retrieval for CloseUp funds.
37. Talk only to people inside our fenced campus. Do NOT talk to anyone outside the Manor fence.
38. Invite people onto the campus ONLY with Mrs. Gadd's permission; then check them in at the Office.
39. Behave and follow all bus rules and regulations so you maintain your bus privileges.
 - A. Avoid food, gum, drinks, foul language, violence, misconduct, rudeness, loudness, disrespect to the driver or fellow passengers, defacing of property, or impelling items from the bus.
 - B. Stand in a line as you prepare to and actually enter the bus.
 - C. Load buses quietly and orderly from designated front area in order: Elementary, 12, 11, 10, 9, 8, 7.
 - D. Sit down immediately upon entering the bus. Remain seated while the bus is moving.
 - E. Follow directives of Teachers and Drivers. Safety is a priority! Older students help younger ones.
 - F. Report any problems on the bus or at stops to Mrs. Gadd.
40. All Student Drivers must be approved--submit a copy of a valid driver's license in your name and receive an assigned parking space from the Office. Student drivers are to: operate vehicles with the utmost concern for safety at all times; NOT drive other students' vehicles; drive other people in their vehicles **ONLY** with the approval of both sets of parents **and** Mrs. Gadd; NOT drive to Enrichment, Sport or Field Trip events unless the Teacher/Coach, Mrs. Gadd and Parents agree; NOT go to cars during the school day without Mrs. Gadd's permission. Student drivers whose Parents approve cell phones during drive time **MUST** leave the cell phones in the cars throughout the entire school day, and until they depart from the parking lot. If a fellow student stores his/her cell phone in a driver's car, it must remain there until the driver leaves; if the driver leaves before the fellow student, the student must give his phone to the Teacher on duty until he/she leaves. Any problems related to the privilege given to drive to and from Manor will result in the revocation of the privilege.
41. Be prepared for every class every day by having all your supplies--especially paper, pencil, pen, books. Do your own work. Seek Teachers' help any time. Be positive, pleasant and eager to learn.
42. Know weekly and daily communication information. Read the "Manor Notice" carefully and thoroughly, then deliver to your parents and post in a conspicuous place for viewing. Listen to the daily "Morning Announcements". You are held accountable for all information contained in the Notice and Announcements.
43. Avoid harassing others in any and every way, touching other people's property and/or bodies without permission, making inappropriate comments and/or mocking sounds. NO play fighting, or negative flirting involving physical touching. Doing so is grounds for punitive action, including suspension and/or expulsion.
44. Follow legitimate advice from Seniors; follow their directives when they are doing Senior Jobs. They are held responsible for doing their jobs and helping the school run smoothly, so they have authority to direct you.
45. Limit Public Display of Affection on the campus among couples to holding hands; no escorting to classes.
46. Be polite and positively communicative to ALL Staff Members all of the time. If you say or do something inappropriate, apologize. It is important to recognize and respect authority and responsibility.
47. Use the steps and science area porch ONLY when entering or exiting a classroom. Enter the science room only through the back door via the back set of steps. NO steps are to be used as social or eating areas.

48. Impel into the air only balls legitimately in play. Any other item kicked, thrown or otherwise impelled into the air for any other reason in ANY room/area will result in a two-day, out-of-school suspension. Safety=priority!!
49. The Library/Concession is available to students to check out books ONLY when accompanied by a Teacher
 - A. ANY books borrowed must be checked out in writing with the Teacher in charge.
 - B. Students may use the Library Porch only at lunch while waiting to be served, or if it is raining after school.
50. Submit all Morning Announcements in writing to Mrs. Gadd at least one day in advance.
51. Participate in Fund raising projects approved by the Senior Executive Board and Advisors, and directed by Advisors, Class Officers. Submit fund raising forms to the Senior Executive Board by Monday A.M. and wait for approval copy, which is required in order to conduct ANY fundraising activity.
52. Complete a minimum of one extra-curricular activity each school year. Credit for successful completion will be recorded on Report Cards and permanent Cumulative Records.
53. Scholarship students must meet the specific requirements of their scholarship agreements, including but not limited to maintaining a specified Grade Point Average, and participating in specified sport, music, art activities.
54. Use these preventive measures If you and a Teacher are unable to reach a consensus on an issue:
 - A. Request time-out with Mrs. Gadd so you can "cool down" and think. Write down all details. Discussions when people are angry are not really discussions, and accomplish nothing positive; anger increases and problems are not resolved. Wait to discuss a disagreement when all parties involved have cooled down.
 - B. Schedule a Student/Teacher Conference for a later time; NO confrontation, NO arguing, NO comments.
 - C. Schedule a Student/Headmistress or Student/Teacher/Headmistress Conference so Mrs. Gadd can function as Mediator to resolve the issue. Remember to think before speaking or doing!!
 - D. Follow this appeal process to avoid confrontation that will result in disciplinary measures. Remember that you are NOT an adult, and cannot deal with adults on the same level as you can with your peers.
55. Use the Work Completions and Mid Quarter Progress Reports for your benefit.
 - A. Work Completions list all work due that has not been submitted. Submit before the deadline.
 - B. Progress Reports list Daily Work with Excellent, Satisfactory, Unsatisfactory, and Tests by individual number scores. Return one copy signed by a Parent to Mrs. Gadd for 100 points.
56. Use Quarterly Report Cards for your benefit. They are mailed to Parents whose accounts are current.
 - A. Academic grades are reported in numbers (50-100) on Report Cards.
 - B. Aide, P.E./Enrichment, P.E., Sports, and Steel Pan grades are in letters for Pass or Fail.
 - C. Behavior/Attitude are in letters for Excellent, Satisfactory, Needs Improvement, Unsatisfactory.
 - D. Honor Roll is based on: an overall Grade Point Average of 88 or higher; all Excellent or Satisfactory Behavior/Attitude grades; no grade below "76". HR appears in media; lunches for Honor Roll recipients.
57. Earn grades that ensure Promotion. A minimum of "76" Yearly & Cumulative Grade Point Averages and "76" in all major subject areas (Language Arts, Foreign Language, Literature, Math, Science, Social Studies) must be earned for Promotion. "76" semester averages are required to ensure non-repetition in Summer School. Transcripts should reflect your best work and learning. High G.P.A.'s provide more opportunities!
58. Attend school, arrive and depart promptly each day. This is essential to successful school careers.
 - A. Parents are contacted on daily basis about absences; specially contacted by Mrs. Gadd for excesses. Totals appear on permanent records, and transcripts to colleges, military services, potential employers.
 - B. Check with teachers to get "up-to-date" or check in the Office on Weekly Assignment sheets when tardy, or absent; you are personally responsible for all work assigned. Confirm assignments with Teachers.
 - C. "Make up" non-submitted work and Tardies after school with the teachers.
59. Participate in Community Service projects. Class Advisors, Class Officers and Reps may jointly design and supervise the organization and implementation of class, Seniors' and Presidents' Council-sponsored projects. Ideas for school and community projects and opportunities are welcomed. Manor Seniors are required to serve thirty hours of Community Service during their Senior year. All confirmed Community Service appears in permanent records.
60. Make good decisions so you avoid Disciplinary Procedures.

A. On-the-spot reprimand	H. Benching in or removal from sports or special activity
B. Conferences of various types	I. Work detail
C. Isolation or In-school suspension	J. Family/School-designed punishment...
D. Paragraph or Essay related to behavior	K. Behavior Slips--Teacher/Mrs. Gadd/Parents/File
E. Lunch or After-school Detention	L. Suspension
F. Parent Contact	M. Corporal punishment
G. Student calls in adult's presence	N. Expulsion
61. Submit and abide by the signed Student Pledge for "Manor Rules, Policies, Guidelines and Procedures".
62. Be the best person you can be! Make our school, community and world better because you are here.

Soar with the Eagles!!