



STUDENT/PARENT HANDBOOK

2017-2018

GENERAL INFORMATION

Administrative Staff

Principal
Assistant Principal

David Bittner

Guidance Counselor
Sr. Administrative Assistant
Registrar
Receptionist

Rose Mary Samaripa
Esmeralda Lopez

Instructional Staff

CTE Teacher
Edgenuity Lab
English Teacher
Math Teacher
Science Teacher
Social Studies Teacher
Special Education Teacher

Johnny Cuba-Lewis
Felecia Thornton
Jonathan Polk
Claudia Valle
Dr. Sher Singh
Bruce Smith
Michael Snell

Facilities

Lead Custodian

Norma Mendoza

Contact Information:

600 East Parsons Avenue
Manor, Texas 78653
Phone: 512.278.4851
Fax: 512.278.4859

Office Hours:

Monday-Friday: 8:30 a.m. – 5:00 p.m.

NOTICE TO ALL STUDENTS & PARENTS

The following Student Handbook is an addendum to the *Manor ISD Student Code of Conduct*.

Both students and parents also need to be familiar with the Manor ISD Student Code of Conduct, where you will find the consequences for inappropriate behavior. The Student Code of Conduct is required by state law and is intended to promote school safety and an atmosphere for learning.

The Student Handbook is designed to be in harmony with Board policy and the Student Code of Conduct that is adopted by the Board. Please be aware that the Student Handbook is updated annually, while policy adoption and revision takes place throughout the calendar year. Changes in policy affecting Student Handbook provisions will be made available to students and parents through newsletters and other communications.

In case of conflict between Board policy or the Student Code of Conduct and any provisions of student handbooks, the provisions of Board policy or the Student Code of Conduct that were most recently adopted by the Board are to be followed.

Along with other important documents at the end of the student handbook, you will find a page acknowledging that you have read the handbook. It requires your signature and needs to be returned to Manor Excel Academy.

If you have any questions related to the handbook, please contact David Bittner, Principal of Manor Excel Academy.

A copy of the District's Policy Manuals (Student Handbook and Student Code of Conduct) is available at Manor ISD Central Office or online at www.manorisd.net. →Quick Links→Forms & Procedures.

MANOR EXCEL ACADEMY

Manor Excel Academy is an accelerated-pace, 21st Century, College and Career Readiness Diploma, School of Choice. MEA offers a technologically driven and project based instructional program merged with small class sizes, small group and individualized instruction. The academic program is designed to recover courses and accelerate completion of the coursework requirements for graduation in the State of Texas. Within the instructional program, there is also an intense focus on preparation for STAAR tests. The instructional staff is committed to positive relationships, acceleration, rigor, relevance, and most importantly, student success. In addition to rigorous instruction, the Manor Excel Academy program focuses on post-secondary learning institutions and enrichment activities to help each student set goals for success after graduation.

Mission: MEA is committed to academic excellence in a non-traditional setting to ensure that students graduate, enroll in post-secondary education, and become productive citizens and lifelong learners.

School Characteristics:

Instruction: Clear focus on academic learning, high academic standards with web-based instruction.

Professional Development: Ongoing professional development activities that improve teacher quality, build a positive campus climate, maintain strong campus academic focus, enhance teaching strategies, and develop alternative instructional methods.

Decision Making: Facilitate teacher and staff leadership through autonomy, which builds innovation, creativity, instructional excellence, trust, and loyalty.

Community: Students and staff share expectations for learning and students are encouraged to take a variety of courses that enable them to pursue their interests and aspirations.

Parental Involvement: Parent involvement at MEA is a fundamental key to higher student achievement. We encourage parent volunteerism and involvement on campus committees. Campus resources are available to promote adult education, physical education, and job readiness for our parents.

Social Development: Networking with community agencies such as Manor ISD Student and Family Support Services, non-profit organizations such as Restorative Justice, and volunteer organizations.

Student Body

Manor Excel Academy has the capability to have 117 students with a 14:1 student to teacher ratio before we are at full capacity. Diversity is our strength and we celebrate our different heritages and embrace multiple learning styles for achieving academic excellence with all students.

ADMISSIONS INFORMATION

A. Eligibility for Enrollment

To be considered for enrollment a student must have:

1. Completed the application/referral process, panel interview, and received a letter of acceptance.
2. Students who are currently enrolled in a discipline alternative education program are not eligible for enrollment.

Application ([Click Here](#) or visit our website)

Interested students must complete an application online. Students in the district must ensure the following before enrollment at MEA:

- Closure on attendance issues (make-up hours, denial of credit, etc...)
- Settled accounts with the cafeteria, textbooks, library, etc.

Incomplete applications will not be considered for admission. Once the application is deemed complete, MEA administrators prioritize each one according to specific risk factors: cohort graduation year*, age of the student, number of credits earned to date, and life circumstances. All applications are ranked by priority rather than by date of submission. The transcript is then analyzed and an individual graduation plan is developed. High priority applicants are called for interviews, so it is important that contact numbers and emails on the application are current and correct. Admission will be determined only after the interview process is complete.

Please note that being scheduled for an interview does not guarantee admission as it may be determined that the student is better served on a traditional campus or that we are unable to provide services appropriate for the student.

Accepted applicants will attend an orientation on Manor Excel Academy's program and opportunities, clarify expectations, and develop successful habits.

B. Enrollment Criteria:

- Self-motivated to complete web-based instruction every 6-weeks
- Interested in a non-traditional pathway to graduation
- Desire a family atmosphere in which all students, staff, and teachers know each other by name
- Interested in accelerating their pace towards graduation and their future
- Interested in employment while earning credits
- Interested in Dual Enrollment with a more flexible schedule than traditional high schools
- Interested in Career Certification with a more flexible schedule than traditional high schools
- Parent/Pregnant
- Attendance concerns
- Academic concerns/STAAR EOC

C. Removal from Manor Excel Academy

A student may be removed from MANOR EXCEL ACADEMY in the following ways:

1. Assignment to MAP for Failure to adhere to the Manor ISD Student Code of Conduct
2. Expulsion from Manor ISD for serious violations outlined in Chapter 37 of Texas Education Code
3. Court-mandated order to GED program
4. Non-compliance on MEA Student Expectation contract.

Except for graduation, dismissal will require an exit conference with the parent and school officials (ARD committee if so deemed necessary).

Voluntary Withdrawal from School

A student may be voluntarily withdrawn from school only by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. A withdrawal form may be obtained by the parent from the principal's office. On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and to the Manor Excel Academy Registrar for textbook clearance; to the clinic for health records; to the counselor for the last report card and course clearance; and finally, to the principal. A copy of the withdrawal form will be given to the student and a copy placed in the student's permanent record. A student who is 18 or older, who is married, or who has been declared by a court to be an emancipated minor, may withdraw without parental signature.

A student declaring to be emancipated must provide court documents to the Principal and Registrar before the school will recognize the student's independence.

Involuntary Withdrawal School

Potential reasons for involuntary withdrawal to Discipline Alternative Education Program, JJAEP, or expulsion from MEA or Manor ISD include:

- Student Code of Conduct violations that require mandatory or discretionary removal to the DAEP.
- Violations of Chapter 37 of the Texas Education Code
- Violation of the Manor Excel Academy Code of Conduct
- Excessive absences, to be determined by administrative review. (Students must maintain a 90% attendance rate.)

Computer Resources

To prepare you for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Manor Excel Academy has classroom sets of iPad's in each class. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Be aware that electronic communications such as—e-mail—using District computers are not private and may be monitored by District staff. Students are expected to use the computer resources for study aides, research, and other approved uses under staff supervision. Any student participating in academic dishonesty will receive a failing course grade, lose technology privileges, and other disciplinary action, including possible involuntary removal from the campus.

CLASSES, GRADES, AND PROGRESS REPORTS

Classes

Students at Manor Excel Academy attend 7 classes a day. Each class is a 55 minute block of time. Each STAAR/EOC Intervention class is composed of 20 minutes of direct teach, focusing on specific TEKS, the remaining 35 minutes is spent in small groups, online curriculum, and individual tutorials. Each Edgenuity class is composed of online instruction. One unit must be completed per class per day.

STAAR/EOC Invention Classes Grading Policy:

<u>Quizzes/Tests</u>	25%
<u>Daily Work</u>	20%
<u>Projects</u>	25%
<u>Final</u>	20%
<u>Homework</u>	10%

Expectations

- An MEA Report Card will be sent home with Mavericks to parents once each six week period.
- Mavericks will adhere teacher cell phone policies in each class
- Mavericks will conference with their teachers each three and six weeks regarding their progress.
- Mavericks are expected to earn a minimum of 3 credits each six weeks.
- Mavericks must recover unexcused absences (see absence policy)
- Mavericks will not receive the credit earned until attendance for unexcused absences is made up.
- Mavericks are promoted to the next grade level when they have met core subject requirements as outlined on the chart below.
- §74.61. High School Graduation Requirements. (c) Except as provided in subsections (d) and (e) of this section, a student entering Grade 9 in the 2016-17 school year and thereafter shall enroll in the courses necessary to complete the curriculum requirements for the recommended high school program specified in §74.63 of this title (relating to Recommended High School Program) or the advanced program specified in §74.64 of this title (relating to Distinguished Achievement High School Program--Advanced High School Program) unless the student, the student's parent or other person standing in parental relation to the student, and a school counselor or school administrator agree in writing signed by each party that the student should be permitted to take courses under the minimum high school program specified in §74.62 of this title (relating to Minimum High School Program) and the student:
 - (1) At least 16 years of age
 - (2) Has completed two credits required for graduation in each subject of the foundation curriculum under the Texas Education Code, §28.002(a)(1); or
 - (3) Has failed to be promoted to Grade 10 one or more times as determined by the school district.

Students must also pass the required statewide exit-level examination (STAAR) to receive a high school diploma and participate in Graduation/Commencement Services.

Suggested Progression for Recommended Plan

Classification	TOTAL OF	Recommended Courses	OTHER REQUIREMENTS
Freshman	<6 credits	Algebra 1, IPC, World History, English 1	Electives
Sophomore	6 + credits	Geometry, Biology World Geography, English 2	Electives
Junior	12 + credits	Math Models, Chemistry U.S History, English 3	Electives
Senior	18 + credits	Algebra 2, Physics U. S. History, English 4	Electives

Electives: Art, PE, Journalism, and Spanish online.

Testing

To receive a high school diploma, students must successfully pass STAAR exit-level tests. We promote students taking college entrance exams as well. Most colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the counselor during their freshman and sophomore years to determine the appropriate exam to take; entrance exams are usually taken one year before anticipated graduation. Prior to enrollment in a Texas public college or university, students must take the Texas Success Initiative (TSI) test; THEA, COMPASS, TASP. ACT, SAT and TSI test registration forms will be found in the Counseling Office and the Jackson College and Career Center. Students are responsible for their registration and registration fees; unless they qualify for a fee waiver.

Schedule and Course Selections

Any issues a student may have with his/her schedule can be discussed with the teacher. Schedule changes are approved by the principal.

Credit by Examination-If You Have Taken the Course

A student who has received prior instruction in a non-EOC course or subject—but did not receive credit for it—may, in circumstances determined by the coordinator and approved by the principal, be permitted to earn credit by passing an examination on the essential knowledge and skills defined for the course or subject. To receive credit, a student must score at least 75 on the examination. The attendance review committee may offer a student with excessive absences an opportunity to receive credit for a course by passing an examination.

Acceleration by Examination—If You Have Not Taken the Course

A student can be permitted to take an examination to earn credit for an academic course for which the student has no prior instruction. The passing score required to earn credit on an examination for acceleration is 90%. This test will be created and administered by MEA in a secure testing environment. The District will honor a request by a parent to administer a test purchased by the parent from a State Board-approved university. The parent(s)/student must finance pay for the test and any additional cost.

Dual Credit Courses/College Coursework Dual Credit courses are courses that students take at a college which earn both college credit and satisfy high school graduation requirements. Dual Credit courses are offered through Austin Community College. Before enrolling in dual-credit courses, students must receive permission from a high school counselor and the Principal. Additionally, students need to be aware of the following conditions:

1. Students must attend Manor Excel Academy for at least 4 hours daily.
2. Students must take a course that has received prior approval by the Manor Excel Academy.
3. Although both high school and college credit may be earned, the course will receive no grade points toward the grade point average.
4. After the first three weeks of the semester, students will be unable to drop the college course and switch to the appropriate high school course.
5. Manor Excel Academy has no control over grades issued by the college.

Although MEA staff will be available to assist as needed, it is the student's responsibility to gather all information about the college course, i.e. application information, registration approval, and the ability to transfer the credits from one college to another.

Graduation Requirements for a Diploma

To receive a high school diploma from the District, you must successfully complete the required number of credits and pass STAAR. All students should plan to graduate on the Recommended Plan. Students should take rigorous coursework in order to be prepared for their next endeavor. Upon the recommendation of the admission, review, and dismissal committee, a student with disabilities may be permitted to graduate under the provisions of his or her individual education plan (PGP). Students and parents may choose to select the Minimum Plan for graduation, after consulting with the Counselor and Principal.

Preparing for graduation can be expensive. You and your child will incur expenses in order to participate in the traditions of graduation, such as the purchase of invitations, senior ring, cap and gown, and senior picture; therefore, you and your child should monitor his or her progress toward completion of all requirements for graduation. These expenses will be incurred the second semester of the senior year. It is possible the company from which you bought these items will not refund your money if your child does not graduate.

Transcripts

Transcripts may be requested through the registrar. A request form must be submitted, and a parent signature is necessary for students under 18 years of age. Transcripts may be picked up 3 school days after the request is made.

Grade Classification

Students are classified according to the number of credits they have earned and their years in high school. Required classification credits are listed below:

Class of 2017, 2018

Freshman Promotion from 8th grade
Sophomore 5 to 10.5 credits
Junior 11 to 16.5 credits
Senior 17+ credits

COUNSELING - Currently MEA operates without a Counselor. Staff will help with the items below

Counseling Referrals: In most cases, the Counseling Office does not meet with students without a referral from a teacher. This ensures that the student's attendance record is correct. Teachers will be provided with referral slips. Referral slips should be filled out by the teacher and delivered to the Counseling Office by the teacher. Students will then be called out of class by the Counseling Office. Of course, if there is an emergency, the student can see the counselor, administrator, or any other available staff immediately.

Academic Counseling: You and your parents are encouraged to talk to the counselor to learn about course offerings, graduation requirements of various programs, and early graduation procedures. Students may schedule a conference with the counselor by asking a teacher for a counseling referral. Parents may schedule a conference with the counselor through the school secretary. Twice a year the counselor will hold conferences with the students to discuss their graduation plans. Parents will be notified of this meeting and will be encouraged to attend.

Other Counseling Services: The counselor is available to assist students with a wide range of personal concerns like college and career prep, bullying, peer mediation, and building positive relationships. The counselor can also provide information about entrance examinations and deadlines for application, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships. The counselor may also make available information about community resources to address concerns; with parent consent as the State and Federal law requires.

ATTENDANCE/TARDIES

The state compulsory attendance law requires that:

A student between the ages of 6 and 18 must attend school and District-required tutorial sessions unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day. The student's presence on school property is then unauthorized and may be considered trespassing. School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission from any class, from required special programs, such as basic skills for ninth graders, or from required tutorials will be considered truant and subject to disciplinary action. Truancy may also result in assessment of a penalty by a criminal/civil court of law against the student and his or her parents.

All Manor Excel Academy students must adhere to the state and local attendance policies. A student may lose credit if excessive absences result in attendance for less than 90% of the days the class is offered.

- The daily schedule begins at 9:15 a.m. and ends at 4:35 p.m. Students are required to be present the entire day, unless they are enrolled in the Work-Based Learning, Dual Credit, or Voluntary Internship program.
- Leaving campus during any part of the day without permission is strictly prohibited. Any student who leaves campus will be required to recover that day and may be ticketed by Manor P.D.
- Parents/Guardians are asked to call 278-4851 if the student is to be absent or tardy. When students are absent and the parents do not call, a staff person will attempt to contact the parent by phone. In some cases, a home visit may be made.
- If a student is absent, he/she must submit a letter of explanation from the parent excusing the absence, unless the student is 18 years old. If the student is 18 years old, a letter of explanation must be submitted from him/her. The absence will remain unexcused until the note is submitted.
- Because class time is important, doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time.

Tardy Policy

Students must be in class on time to avoid missing significant instruction. If a portion of class is missed, the activity will have to be made up. If late for class, the student's chance of meeting goals and completing class work is at risk. Classes begin at 9:00 am and end at 4:00 pm. Teachers will be at the door to usher students into class.

Tardy/Absence Facts:

- Students who arrive late to Manor Excel Academy must sign in at the MEA front office and obtain a pass to enter class.
- Students are responsible for arriving on time to eat breakfast prior to entering class.
- Students with excessive absences or illnesses will be asked to provide a doctor's note to verify the necessity of missing school.

Repetitive tardies/absences can lead to:

- Warning from Staff
- Lunch Detention
- Individual Teacher/Student contract will be written
- Loss of incentive Field Trip Privilege
- 3 Tardies = 1 absence
- 3 absences = 1st Warning Letter
- 5 absences = 2nd Warning Letter and report to Leave Team
- 10 Absences = Court Filing, loss of course credit, and possible involuntary removal from MEA.

After 5 unexcused absences, the student will be placed on an attendance contract. Completion of the contract will restore course credit, and prevent court filing. Failure to complete the contracted intervention program will result in the school filing truancy to the Travis County Judicial System. Last, students who exhibit continuous truancy patterns may be recommended during Truancy Court proceedings for permanent removal from the MEA diploma program, to a GED program separate from Manor ISD.

Leaving Campus

Manor Excel Academy is a closed campus. Students may **NOT** leave for lunch. Students will be able to access the Cafeteria during breakfast. MEA students are not allowed on any Manor ISD campus without permission or school staff supervision. Any student violating this rule will be subject to receiving a ticket for trespassing.

Release of Students from School

A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the campus sign-out procedures. Unless the principal has granted approval because of extenuating circumstances, a student will not be released before the end of the instructional day.

A student who will need to leave school during the day must bring a note from his or her parent that morning. A student who becomes ill during the school day must get the teacher's permission to report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

TRANSPORTATION

At registration, parents/guardians must communicate the primary means of transportation for student arrival and departure. Please note that all names of eligible drivers for the student must be submitted in writing to the school prior to transporting the student. Students will not be able to ride home with other students, friends, relatives, or anyone else without written approval from the parent/guardian of each student.

Transportation options include:

- Walking
- Driving
- Parental/Guardian drop off/pick up
- Manor ISD school bus

All bus rules must be followed while on the bus in order to continue to receive bus privileges. If a student usually rides a bus and will not be riding, please notify the office in writing. The student is responsible for meeting the bus at the arranged time and place. It is recommended that the student arrive at the designated bus stop at least 10 minutes prior to the time assigned.

VEHICLES ON CAMPUS

- Students must park in the front of the building in student parking.
- **Students must possess a valid Texas license.**
- **Students must have valid insurance. Student's name must be on insurance documentation.**
- Students must purchase parking permit from the MEA office for \$10.
- Students are to exit their vehicle upon arriving at school and are not to return to any vehicle once school has started.
- Parking on campus is a privilege and may be revoked if students violate reasonable driving and parking expectations. Students are expected to park on campus in the appropriate student parking lot and in the appropriate manner.

Vehicles parked on school property are under the jurisdiction of the school. The school may search any vehicle any time there is reasonable suspicion to do so, with or without the presence of the student. A student has full responsibility for the security of his or her vehicle and should make certain that it is locked and that the keys are not given to others.

Vehicles parked illegally (including failure to display a valid parking permit) or in an inappropriate location may be towed at the owner's expense.

SCHOOL LUNCH

School lunches will be delivered to the Manor Excel Academy Cafeteria and are available for to all students. There will be one hot and one cold lunch option each day. **Commercially prepared foods delivered at lunch time are not allowed, unless prior approval is obtained.**

MEDICATION AND MEDICAL EMERGENCIES

Manor ISD Specified Employees (campus nurses) may administer medication provided:

1. The district has received a written request to administer the medication from the parent, legal guardian, or other person having legal control of the student.
2. The prescription medication must be brought in the original container and be properly labeled. All medication, prescription and over the counter will be provided by and delivered to school by the parent. Medication should never be in the possession of the student.
3. All medication will be secured in the nurse's office and given only with written parental permission.

DISCIPLINE/BEHAVIOR

Manor Excel Academy is a Non-In School Suspension (ISS) campus. Manor Excel Academy students chose to be members of a select group. Manor Excel Academy has an expectation for young men and women to behave in an exemplary manner. As such, Manor Excel Academy students are members of a unique family. As a family, we support one another every day. Problems will be resolved without hostility. Respect for one another is of the utmost importance.

- In addition to the rules and regulations in this handbook, students are subject to the Manor ISD Student Code of Conduct and its consequences.

In the event that a Manor Excel Academy student is habitually noncompliant, the student will be involuntarily withdrawn from Manor Excel Academy.

ZERO TOLERANCE

Manor Excel Academy operates under a ZERO TOLERANCE atmosphere regarding bullying, fighting, hazing, harassment, sexual harassment or abuse of students/staff, or violence of ANY type on this campus. Measures used to prevent such occurrences are stay-away agreements, home suspension, removal to MAP, and possible expulsion to JJAEP or out of Manor ISD. Criminal charges will be applied through local law enforcement.

BULLYING

For MEA staff to be able to prevent physical or emotional altercations, we need to be made aware of bullying or harassment, in writing, immediately. Statement forms can be collected in the front office and returned to any MEA staff personnel. We strongly encourage victims or witnesses to report any kind of confrontation to the administrative or teaching staff.

SEARCHES AND CONTRABAND

Searches of the student's outer clothing and pockets and shoes may be conducted any time during the school day if reasonable suspicion exists to conduct a search. Any contraband found will be confiscated. Finding illegal contraband will result in criminal charges being filed with the Manor Police Department or Travis County Sheriff's Department. Drug dog searches may be conducted at any time. Parents will be notified as soon as possible if their student is involved in a search.

Harassment

Hazing, harassing or abusing other students/staff is unacceptable and guilty students will be disciplined accordingly. Harassment means threatening to cause harm or bodily injury to another student, engaging in sexually intimidating conduct, causing physical damage to the property of another, subjecting another student to physical confinement or restraint, or maliciously taking any action that substantially harms another student's physical or emotional health or safety. This includes cyber harassment on internet media forms including, but not limited to, FACEBOOK, MYSPACE, TWITTER, etc. Discipline will include, but is not limited to, Home suspension, placement in MAP, and/or possible expulsion. Law enforcement will be contacted to conduct an investigation and file charges when appropriate.

Sexual Harassment / Sexual Abuse

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop. The District will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor, and will notify parents of any incident of sexual harassment or sexual abuse by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation. A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal and/or Manor ISD designee.

DRESS CODE

Manor Excel Academy students must follow the Manor ISD dress code and the following campus specific additions. If you are attending any Manor ISD sponsored activities, you must adhere to the dress code policy. This rule will be strictly enforced. Any Manor Excel Academy student who violates the dress code policy is in jeopardy of receiving disciplinary actions up to possible removal to MAP. Parents will be notified of any such action.

The District's dress code is established to teach grooming and hygiene; it instills discipline, prevents disruption, helps to avoid safety hazards, and teaches respect for authority. Students shall be dressed and groomed in a manner which is clean and neat and that will not be a health or safety hazard to themselves or others. The word "student" refers to both male and female students.

The District prohibits any clothing or grooming which, in the principal, coordinator, or staff's judgment, may reasonably be expected to cause disruption of, or interference with, normal school operations.

The student and parent may determine the student's personal dress and grooming standards, provided they comply with district guidelines and prohibitions.

If the principal or coordinator determines that a student's grooming violates the dress code, the student shall be given an opportunity to correct the problem at school.

Repeated dress code violations will result in more serious disciplinary action. Appropriate discipline procedures shall be followed in all cases. In addition, students who miss school hours due to dress code violations shall be required to make up work missed.

The principal and/or coordinator, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity. Students who violate these standards may be removed or excluded from the activity for a period determined by the principal/coordinator or sponsor and may be subject to other disciplinary actions.

Students represent Manor Excel Academy when on field trips or outings sponsored by and Manor ISD program or campus. Male students are expected to wear jeans or long slacks, a shirt, and close toed shoes. Female students are expected to wear jeans or long slacks, or skirts that extend beyond the fingertips and an appropriate shirt or blouse with sleeves (must cover female chest - female appointed staff will determine appropriateness), and close toed shoes. Flip-flops/Shower shoes will not be allowed on Manor Excel Academy sponsored trips. You are now a member of the Manor Excel Academy family; therefore, when in public, you are expected to serve as a school ambassador.

Skirts and Dresses

- Must not be overly tight or revealing
- Must extend beyond the fingertips when arms are extended at one's side
- Strapless and backless dresses are not permitted

Shirts

- Must not be overly tight, oversized, or revealing
- Must have sleeves
- No tank tops or jerseys allowed without an appropriate shirt underneath
- All shirt openings must be hemmed
- Appropriate t-shirts must be worn under buttoned shirts that are left open
- No halter or cropped tops
- Nothing draped over the shoulder or neck
- Must not have pictures, emblems, or writings that are lewd, offensive, vulgar, obscene or violent
- Must not advertise or depict tobacco products, alcoholic beverages, drugs or any other substance prohibited under FNCF (LEGAL)

Shorts and Pants

- Must not be overly large or baggy
- Must be worn at the waist
- Must not be tight or revealing
- Must extend beyond the fingertips when arms are extended at one's side
- Must not be worn in a way that shows gang affiliation
- Must not have items hanging from pockets or belt loops. Chains are prohibited.
- Pants are designed to be worn at the waist and will be worn at the waist. "Sagging" pants are not appropriate.

Undergarments

- Must not be worn as outerwear and must not be visible
- Pajamas must not be worn as outerwear
- Boxers (underwear) must not be seen at any time or worn as outerwear
- Proper undergarments must be worn and must not be visible.

There may be additional dress requirements added by the Principal.

INFORMATION FOR PARENT(S)/GUARDIAN(S)

YOUR INVOLVEMENT AS A PARENT

Our students' education succeeds best when there is a strong partnership between home and school, a partnership that thrives on transparency and effective communication.

We strongly encourage our parents to:

- Encourage your child to set 1-2 hours a day organizing school materials, studying notes, reading, or completing assignments
- Meet with your student's principal and teachers – call 512-278-4851 for an appointment
- Monitor Student's: (1) attendance records, (2) test scores, (3) grades, and (4) disciplinary records
- Volunteer: Front office, Jackson College/Career Center, Cafeteria, Gym, Community Service Projects, and/or Field trips
- Attend Parent Night programs
- Become a mentor

PARENT/VISITOR/GUEST POLICY

Registration of visitors is of the utmost importance to school security. Any individual on the premises without a guest badge will be asked to leave the building. Upon entering the Manor Excel Academy, please check in with the secretary in the main building and use your driver's license or state ID card to register and receive a visitor badge. Visits by parents to individual classrooms during instructional time are permitted only with approval of the principal and teacher, and so long as the duration or frequency of visits does not interfere with the delivery of instruction or disrupt the normal school environment. Since visitors may serve as role models to students, all visitors must adhere to the highest standards of courtesy and conduct.

Please be prepared to submit a driver's license or state photo I.D. to receive a Visitor's Badge.

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

School Materials

Publications prepared by and for the school may be posted or distributed, with prior approval by the principal. Such items may include school posters, brochures, murals, etc. All school publications are under the supervision of a teacher/sponsor, and the principal.

Nonschool Materials

Unless a student (or a nonstudent) obtains specific prior approval from the principal, written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus. If the material is not approved within two school days of the time it was submitted to the principal, it should be considered disapproved.

Disapprovals may be appealed by submitting the disapproved material to the Superintendent; materials not approved by the Superintendent within three days are considered disapproved. This disapproval may be appealed to the Board in accordance with policy FMA (LOCAL). Any student who posts material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without this approval will be removed.

ELECTRONIC DEVICES

- **Cell phone use is not permitted unless approved by teacher.** Cell phones are to be turned off during the class and should not be seen. If any staff hears or sees a cell phone, it will be confiscated, properly labeled, and held at the Manor Excel Academy front office. Students resisting the teacher in collecting the device will be subject to disciplinary action.
- 1ST Violation - Teacher picks it up and returns it to the student at the end of class.
- 2nd Violation - Principal/teacher picks it up and returns it at the end of the day.
- 3rd Violation – Principal/teacher picks it up and it will be returned to parent after a \$15 fine is paid.
- 4th Violation – Principal will keep phone until end of semester or withdrawal from school.
- **The retrieval fee for any confiscated electronic device is \$15.00.** Students may not retrieve a confiscated electronics during the instructional day. Parents will need to pick up the device. Repeat offenders will not be able to pick up their device until the end of the semester.

HOW TO BE SUCCESSFUL ACADEMICALLY AND SOCIALLY AT MANOR EXCEL ACADEMY

- Maintain good attendance
- Remain on task during class
- Complete all teacher assignments and all Edgenuity assignments
- Complete projects
- Use Academic Integrity – (cite sources & do your own work)
- Ignore distractions
- Study – 1 to 2 hours a day at home during the weekday
- Ask questions when unsure
- Keep copies of course syllabi to review
- Treat staff, other students, computers and other property with respect at all times
- No fighting under any circumstances
- Greet staff by name. When visitors come in the classroom, stand and greet the visitor
- Keep all books, folders, papers, and school property free of profanity, gang paraphernalia
- Follow instructions of all staff members
- Keep hands and feet away from other students
- No profanity, verbally abuse, or offensive language
- During transition, walk swiftly and quietly to class
- Follow the dress code

FAILURE TO COMPLY MAY RESULT IN OSS OR DAEP REMOVAL

- 1ST Violation - Teacher picks it up and returns it to the student at the end of class.
- 2nd Violation - Principal/teacher picks it up and returns it at the end of the day.
- 3rd Violation – Principal/teacher picks it up and it will be returned to parent after a \$15 fine is paid.
- 4th Violation – Principal will keep phone until end of semester or withdrawal from school.

**MANOR ISD HEALTH SERVICES
PERMISSION TO ADMINISTER MEDICATION AT SCHOOL**

Student _____

D.O.B. _____ Campus _____ Grade _____

Parents Name _____

Address _____

Emergency Contact Numbers _____

TO BE COMPLETED BY PARENTS FOR OVER-THE-COUNTER AND PRESCRIBED MEDICATIONS

Name of Medication _____

Form of Medication/Treatment _____

Schedule, Dose and Method of Administration _____

Allergic reaction to any medicine(s)? yes / no

If yes, what medicine(s)? _____

Describe Reaction(s) _____

Date of Request _____ Date of Termination _____

Family Physician _____

Phone Number _____ Fax Number _____

Address _____

I (We) the undersigned, the parents or guardians of _____
_____ request that the above medication be administered to our child.

Parent's Signature: _____ Date: _____

**MANOR EXCEL ACADEMY
STUDENT HANDBOOK ACKNOWLEDGEMENT FORM**

Student Name _____

I understand that I am responsible for abiding by the policies of the *Manor Excel Academy Student Handbook*. I have read and understand the contents of the handbook.

Student Signature

Date

Parent Name

Signature

Date