

## Bishop McManus Academy

<b>Founded:</b>	1975; New Orleans, La.
<b>Curriculum:</b>	College Preparatory
<b>Grades:</b>	PreK2 – 12
<b>Accreditation/ Affiliation:</b>	SACS CASI Accreditation; Louisiana Department of Education; Alpha Omega Publications, Inc.; Bob Jones University Press; Association of Christian Schools International, College Entrance Examination Board; Louisiana High School Athletic Association
<b>Motto:</b>	“Because of Calvary”
<b>Mascot:</b>	Kings
<b>Colors:</b>	Maroon & Gray
<b>Flower:</b>	Rose
<b>Challenge:</b>	“Work hard so you can present yourself to God and receive his approval. Be a good worker, one who does not need to be ashamed and who correctly explains the word of truth.” II Timothy 2:15
<b>Scripture:</b>	“Live clean, innocent lives as children of God, shining like bright lights in a world full of crooked and perverse people.” Philippians 2:15
<b>Mission Statement:</b>	“Equipped to Excel through Christ; changing our generation.”



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## **A. Bishop McManus Academy History**

Bishop McManus Academy of New Orleans, La. was founded in 1975 by Owen and Alberta McManus. The Academy was originally established as Lake Forest Christian School, and was the result of a burden in the heart of its founders for students trying to survive in a public school system that was quickly deteriorating.

Lake Forest Christian School opened with 75 students, and grew to over 130 students in its second year. By this time new facilities had been built boasting of modern classrooms, a gymnasium, an Olympic-sized swimming pool, and students with a real desire to learn.

In 1979 the facilities relocated to 8801 Chef Menteur Hwy. as both the school and church congregation thrived. The school name was changed to Life Academy to further identify with the ministry behind the work: New Life Christian Centre. The Academy became much more than a learning institution. It became a life-changing force for hundreds of young people and their families.

Today, the Academy is honored to bear the name of Bishop McManus Academy. Our Governing Board chose to once again change the school name in commemoration of its founder, Bishop Owen McManus, who has dedicated over 50 years of service to this community and its people. We are proud to pay tribute to his years of service in this way.

In 2009 Bishop McManus Academy relocated to its current location, 13123 I-10 Service Rd. due to phenomenal growth in both the school and the ministry. We are looking forward to having the opportunity to provide education with a spirit of excellence to this community for many years to come.

## **B. Philosophy and Mission Statement**

Bishop McManus Academy is a Christian academic community consisting of grades PK2 – 12. As such, Bishop McManus Academy continues the philosophy of education which first gave rise to the Academy, summarized in the following propositions.

God, the infinite source of all things, has shown us truth through scripture, nature, history, and above all, in Christ.

Persons are spiritual, rational, moral, social and physical, created in the image of God. They are, therefore, to know and value themselves and other persons, the universe and God.

Education, as the process of teaching and learning, involves the whole person, developing the knowledge, values and skills which enable the individual to change freely. Thus it

occurs most effectively when both instructor and student are properly related to God and each other through Christ.

Our mission is to produce Christ-centered students with the values, knowledge, and skills required to impact tomorrow's world. Our objective in operating a private Christian school is to obey the imperatives of Deuteronomy 6:5-7: "And thou shall love the Lord thy God with all thine heart, and with all thy soul and with all thy might. And these words, which I command thee this day, shall be in thine heart: And thou shalt teach them diligently unto thy children." Going forward our mission cry is "*Equipped to excel through Christ... changing our generation.*"

Proverbs 22:6 admonishes us to train up a child in the way he should go. Training for life must also include training for eternity. The mission is to provide a Christian school as an extension of the home in training young people for time and eternity. The founder and chief executive officers are dedicated to upholding the Academy's founding purpose.

The mission is carried out for students through a rigorous academic and structured environment.

### **C. Declaration of Faith**

Bishop McManus Academy is an integral and inseparable ministry of the church. In keeping with this, our goal at Bishop McManus Academy is to bring each student to a personal knowledge of Jesus Christ and develop the character of Christ from within. Because of the utmost importance of this goal, we will do everything we can to achieve this end. The following is the statement of the beliefs to which we hold:

1. We believe the Bible is supreme revelation from God. We further believe that the Bible should be rightly divided, with the New Testament as our infallible rule of faith and practice.
2. We believe in one God eternally existing in three persons: the Father, the Son, and the Holy Spirit. We acknowledge the Lordship of Jesus Christ over all things in heaven, in earth and under the earth.
3. We believe that repentance toward God and faith toward our Lord Jesus Christ produces the work of justification in the believer. We believe that man is a three-part being. He is a spirit, he has a soul and he lives in a body. When one confesses with his mouth that Jesus is Lord and believes in his heart that God raised Him from the dead, he becomes a new creation. It is in the spirit of man that the new birth takes place.
4. We believe that water baptism by total immersion is essential, and is to be performed on repentant believers in the name of the Father, the Son and the Holy Spirit.
5. We believe in the restitution of all things where possible.

6. We believe that speaking in tongues as the Spirit gives utterance is the initial physical sign of the Holy Spirit baptism and that all believers may receive this new spirit.
7. We believe in the doctrine of the laying on of hands for the confirmation and ordination of ministers, the impartation of spiritual gifts, the impartation of the gifts of the Holy Spirit, the ministry of healing to the sick, and the blessing and dedication of children.
8. We believe in the five-fold ministry given to the church at the ascension of Jesus Christ.
9. We believe that tithing and giving is God's financial plan for the church.
10. We believe in the imminent personal return of our Lord Jesus Christ.
11. We believe that the fearful, unbelieving, abominable, whoremongers, sorcerers, idolaters and liars shall have their part in the lake which burns with fire and brimstone which is the second death.
12. We believe that there shall be a new heaven and a new earth wherein dwells righteousness.

#### **D. Christian Americanism**

We unashamedly teach the Biblical doctrines of self-discipline, respect for those in authority, obedience to law, and the love for flag and country.

#### **PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG**

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

#### **PLEDGE OF ALLEGIANCE TO THE CHRISTIAN FLAG**

I pledge allegiance to the Christian flag, and to the Savior for whose Kingdom it stands; One Savior, crucified, risen and coming again with life and liberty for all who believe.

#### **PLEDGE OF ALLEGIANCE TO THE BIBLE**

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path and I will hide its Word in my heart that I might not sin against God.

#### **STUDENT'S PRAYER**

God, the all wise, and the Creator of the human intellect

Guide our search for truth and knowledge; all our paths and ways direct.

Help us build the towers of learning; that would make us wise, astute,

On the rock of Holy Scripture: Truth revealed and absolute.

O, how vast the shores of learning, There are still uncharted seas,

And they call to bold and adventure, those who turn from sloth and ease.

But we need Thy hand to guide us in the studies we pursue,

And the presence of Thy Spirit to illumine all we do.

May the things we do, so meager, never lift our hearts in pride,

Till in foolish self-reliance we would wander from Thy side,

Let them only bind us closer, Lord, to Thee in whom we find

The very fountainhead of wisdom, light and life of all mankind.

## **E. Administration, Leadership and Faculty**

Bishop McManus Academy seeks to maintain a dynamic administration, leadership and faculty that will make a serious commitment to the students' academic and spiritual growth and to the ministry. This commitment is a vital part of the learning and growth process, and allows for the exchange of information in a healthy environment.

The **Executive Director** is responsible for the effective operation of Bishop McManus Academy as a private Christian school and oversees the spiritual tone and formation of the faculty, students and parents of Bishop McManus Academy. The Executive Director oversees the daily operation of the Academy and office staff, ensuring that the operations' process is handled with a spirit of excellence from start to finish. Together with the principal and advisory board, the Executive Director endeavors to create a staff of professionals that is balanced in terms of age, experience, training and spiritual maturity.

The **Principal** is the educational leader of the school community and works with the Executive Director to manage curriculum and instruction, all of which, working together, promote the growth and development of the Academy.

The **School Advisory Board** is a group of people whose sole purpose is to assist the Executive Director and Principal regarding policies and planning. The Board is advisory in nature and has no authority in and of itself.

The **Faculty** is selected on the basis of their character, academic background, teaching experience and capacity to relate to students as individuals. The faculty maintains its vitality by pursuing additional studies, as well as attending regional and national educational conferences.

The **Admission's Board** reviews applications and files on all new applicants. Decisions on admittance are based on a variety of factors, including, but not limited to, previous academic information, incoming assessment test results, disciplinary reports from previous schools, and the initial parent/student interview.

## **F. Admissions**

Bishop McManus Academy admits students of any race, color, creed and ethnic origin. We do not discriminate on the basis of national or ethnic origin in the administration of educational policies, admissions policies, athletics or other school-administered programs. All students are admitted on a probationary basis for the student's first 9 weeks of attendance.

### **1. Requisites**

Students applying for PK2 must be 2 years old by the last day of September.  
Those applying for PK3 must be 3 years old by the last day of September.

Students applying for PK4 must be 4 years old by the last day of September.  
Students applying for K5 must be 5 years old by the last day of September of the current school year.

Students must be in good academic and behavioral standing with their present school if they are transferring into Bishop McManus Academy. Students who have failed core subjects in the previous year may make application. However, acceptance will be dependent on the results of the Entrance Assessment and Achievement Testing, and determined only after Entrance Assessment are completed and evaluated. Student's grade placement will be determined by the student's prior year's report card.

**For students applying who have documentation verifying any exceptionality, all documentation must be provided at the time of registration.**

As a private school, Bishop McManus reserves the right to determine if certain student exceptionailities can be addressed in the confines of our academic setting. Applications are assessed on an individual case-by-case basis. If the Admissions' Board of the Academy determines that we cannot adequately service your child's needs, we reserve the right to deny admission.

## **2. Required Records**

The following records and documents must be submitted at the time of registration. If any of these are missing, your child's registration IS NOT complete and may hinder his/her admittance to the Academy:

- ✓ Registration fee (**NON REFUNDABLE**)
- ✓ Completed, signed application form
- ✓ Signed, financial contract
- ✓ Principal's Recommendation Form (sent directly from previous school)
- ✓ Minister's Recommendation Form (for grades 9 - 12 sent directly from church)
- ✓ Student's most recent report card
- ✓ Student's standardized test scores (most recent)
- ✓ Student Evaluation Form
- ✓ Medical History Form
- ✓ Notarized Parent's Contract
- ✓ Notarized Drug Consent form (12 years old and up)
- ✓ Phone Roster Form
- ✓ Record Release Form – signed
- ✓ Copy of Birth Certificate
- ✓ Copy of Social Security Card
- ✓ Immunization form and copy of shot record
- ✓ Valid identification for parent or guardian registering the student in the form of a State License or Government-issued legal identification

- ✓ Family Survey Form (Café & Title I)
- ✓ PII Release (Personally Identifiable Information) Form
- ✓ Transcript (for grades 9 - 12) Note: May be unofficial
- ✓ Evaluation Report for students with exceptionalities

**Legal parental and/or guardianship documents must be submitted with the required registration paperwork in all cases where an individual other than the child(ren)'s biological parent is applying at BMA. In all matters of your child's education, the BMA staff and administration will only share information with the parent on record. Students are not accepted until all required forms are completed and turned in to the school office.**

### **3. Application Process**

#### **a. Application**

Please understand that Bishop McManus Academy takes each individual's application very seriously and will thoroughly analyze each application. If a student has had problems of any kind (discipline, learning disabilities, criminal offenses, etc.) prior to applying at the Academy, it is the parents'/guardians' responsibility to provide the Academy with the details. This will help the Admissions' Department determine whether Bishop McManus Academy can meet your child's particular needs. **If past disciplinary problems are revealed after acceptance in the Academy, the Administration reserves the right to immediately expel the student.**

#### **b. Tuition Commitment & Financing**

Each application requires a **non-refundable** registration fee. Upon registration, parents are required to sign a Financial Contract and a notarized Parent Contract acknowledging their understanding of, and agreement to, school regulations and financial responsibilities. Tuition financing may be obtained through First Bank & Trust, and paid in monthly installments. Students are admitted on a yearly basis, and the parent assumes obligation under the terms of the contract for the annual tuition and fees regardless of the circumstances surrounding the child's attendance (e.g. if the student is withdrawn or expelled before the school year ends). For additional details on Tuition and Finances, please see Section P.

#### **c. New Student Testing**

All applicants in grades K5 – 12 are administered Entrance Assessment as the initial phase of the registration process. Results of testing will be used in determining whether the applicant will be accepted. All tests will be reviewed with the parents when results are final. An initial testing fee of \$75 will be assessed for all new applicants. If the student is accepted into the Academy, the \$75 will be applied to the registration fee. All first-time applicants in grades K5

- 3 are also administered national standardized tests at the beginning of the school year.

**d. Acceptance**

An interview with both parents and the student will be required to determine if the student is accepted. After the interview the school office will contact the parents by a written letter acknowledging whether the student's application has been accepted or declined.

**Upon acceptance into the Academy, parents will be notified of the date of Parent Orientation. This event is highly beneficial and informative. Attendance is strongly encouraged.**

Any additional questions regarding admittance should be referred to the administrative office. Such inquiries are welcomed and further admissions information is available through the Bishop McManus Academy Admissions Office.

**4. Special Needs Consideration**

Bishop McManus Academy does make every reasonable effort to meet the needs of all of our students. While we are not equipped to address the needs of students with severe exceptionalities, we do consider each application on an individual basis to determine if Bishop McManus Academy can effectively help the student. The Administration reserves the right to require additional testing to further identify the needs of each student. In order to receive modifications on a regular basis, a licensed professional must identify a student's needs. Testing to identify exceptionalities must be obtained and paid for by the parent. All modifications must be noted on a student's progress report and permanent record. Please note that BMA is not currently equipped to handle cases of severe exceptionalities. Students of BMA are eligible for Speech Intervention services only. **By registering your child, you agree to waive your child's rights to special education and related services.**

**5. Transfer Policy**

After all required records have been obtained by the Academy, the administration reserves the right to contact the previous school to inquire about the student applicant. Even if the student's grades are well above average, the school reserves the right to deny admission due to behavioral concerns.

**6. Withdrawal Procedure**

If a parent chooses to withdraw a student from the Academy, a written letter of intent must be submitted to the Administrator by the parent on record. The letter must include the child's full name, reason for the withdrawal, and the child's last day of attendance in the Academy. Parent(s) on record must complete a

Withdrawal Form, which gives the school the right to release the student's records to the new school.

**Please understand that until your child is OFFICIALLY WITHDRAWN IN WRITING through the BMA Admissions' Office, your child will continue to be marked absent and receive a grade of "0" (zero) in any and all work due.**

Parents must clear any outstanding financial obligations with the school office prior to BMA's releasing any records to the transferring school, keeping in mind that the entire year's tuition is still due if you choose to withdraw your child during the course of the school year. All school property (e.g. library books, reference books, locks, etc.) must be returned to the school in good condition.

## **G. School Hours**

### **1. Daily Schedule**

- |           |  |
|-----------|--|
| 7:00 a.m. | Early Care opens. Students whose parents need to be at work may utilize this option. Charges will apply.   |
| 7:30 a.m. | Breakfast line opens.  |
| 7:45 a.m. | Students may arrive on grounds. Faculty members will report to yard duty. Students arriving prior to 7:45 a.m. must be either in Early Care or eating breakfast in the Cafeteria under staff supervision.                              |
| 7:50 a.m. | Breakfast line is closed.  |
| 7:55 a.m. | Classes begin promptly.  |
| 8:00 a.m. | Students not in class must sign in at the office.  |
| 3:00 p.m. | Classes are dismissed.   |
| 3:15 p.m. | Students remaining on the grounds will be escorted to Late Pick-up and parents will be charged an additional fee. Students ages 12 and younger, who are pre-registered in after-care service, will be escorted to the after-care area. |

### **2. Early Care/Late Pick-Up**

Bishop McManus Academy does provide before- and after- care services – additional fees apply. Early Care opens at 7:00 a.m. and Late Pick-Up closes at 5:30 p.m. Information on these services may be obtained by calling the school office. Pre-registration is required and before- and after-care service is only open to students 12 years of age and younger.

## **H. Transportation Procedures**

### **1. Student Arrival**

Students are permitted to come onto school grounds for Early Care beginning at 7:00 a.m. Parents/guardian are **required** to sign in their child with the Early Care attendants prior to leaving the grounds. **At no time may a child enter Early Care without being signed in by a parent/guardian.**

Students who are not registered in Early Care may arrive at 7:30 a.m. if they choose to eat breakfast in the Cafeteria. These students must proceed immediately to the Cafeteria and remain with the teacher on duty until the faculty is on yard duty at 7:45 a.m. Parents of students in grades PK4 – K5 must sign their child into the cafeteria with the faculty member on duty. At 7:45 a.m. all students are welcome on the school grounds.

Parents are requested to drive with extreme caution while entering and departing the school grounds. **School grounds' speed limit is 5 MPH.** Parents are asked to follow all faculty and/or safety patrol directions while dropping off or picking up children. Children in grades PK2/3 – K5 **must** be signed in by a parent or guardian. Parents should park **ONLY IN THE DESIGNATED AREA** while signing students in these grades in or out.

Students will remain in vehicles with the parent/guardian until the 7:30 am breakfast bell. Students on campus before 7:30 am who are unattended by parent/guardian will be escorted to before-care and charges will apply.

Students in grades 1 – 12 should exit automobiles on the passenger side only and go immediately to the designated supervised area. **At no time may students be dropped off on the I-10 Service Rd, Gannon Rd. or unauthorized areas of the parking lot.**

Parents, friends, family or guardians dropping off students before school must immediately exit the school grounds. No loitering will be allowed by anyone on school grounds at any time before, during and/or after school.

Only individuals designated by the parent/guardian and documented on the Phone Roster will be allowed to check out or drop off/pick up students. In the event of an emergency or special circumstances, the office will make a one-time courtesy call to the parent of the child in an effort to secure authorization.

### **2. Student Dismissal**

Parents picking up students in grades PK2 – K5 must park and go into the classroom to sign students out. Parents picking up students in grades 1 – 12 are asked to park in the designated parking areas. Parents are asked to remain in their automobiles while waiting for students to be dismissed.

Students, parents and anyone picking up students must be off campus by 3:15 p.m. Bishop McManus Academy cannot and does not assume responsibility for students remaining on the grounds after 3:15 p.m. If, for any reason other than detention or

supervised after-school activities, a child 13 years and older is still on campus after 3:15 p.m., he/she will automatically be escorted to Late Pick-Up and you will be charged for the service. Children ages 12 and under will be escorted to after-care and fees will apply.

Students who have written permission on file to ride the public service transportation must go directly to the bus stop at dismissal and board the first bus to the destination. Any students loitering at the bus stop will be escorted to after-care and charges will apply.

Please understand that your child's safety is our first priority. BMA staff leaves at 4:00 p.m., and students may not remain here unsupervised. The following fees will apply for students who are NOT pre-registered in Before- and/or After- care, or who are over 12 years of age:

3:15 – 4:00 p.m.	\$15
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Please be advised that unless the BMA office is notified of a dire emergency prior to closing at 4:00 p.m., your child will be considered abandoned and the proper authorities will be notified.

### **3. Parking**

Anyone visiting the school grounds during school hours must park in the front parking lot only. Once arriving on school grounds, all visitors (including parents and faculty relatives or guests) must report to the school administrative offices for a visitor pass before proceeding to the classrooms. All visitors and/or guests will provide a valid driver's license or state photo ID in exchange for a visitor's pass.

### **4. Transportation Regulations**

**The speed limit on campus is 5 M.P.H. Parents who do not cooperate with procedures and speed limit regulations will no longer be permitted on school property.**

**No cars may be parked in front of the office doors or any main exit doors at any time.** Cars and bikes must be locked at all times. All students must stay out of and off of vehicles from arrival time until dismissal.

Bishop McManus Academy has a **closed-campus policy.**

**ONCE STUDENTS ARRIVE ON CAMPUS, THEY CANNOT LEAVE THE SCHOOL CAMPUS WITHOUT PERMISSION FROM THE OFFICE.**

Students will only be permitted to leave school if their parent comes to the office and signs them out. High school students who drive to school must have written permission

from their parents in their school file. The office staff will then verify the note before the student will be allowed to leave.

## **5. Transportation Services**

While the Academy does not currently offer transportation services, we do allow outside transportation services to drop students off as long as the service follows the arrival and dismissal procedures outlined above.

## **6. Walkers, Bike Riders and Public Transportation**

Any student whose parents allow them to walk to and from school, ride a bike or ride the public transportation bus must first present a written note from the parents giving the school permission to allow their child to leave the grounds at dismissal. Students walking home, riding a bike or riding the public transportation bus will not be permitted to loiter on the grounds after school, but must depart school grounds immediately upon dismissal. Once the student departs the school grounds, the school is no longer responsible for the student.

Bikes must be locked in the designated area upon the student's arrival on school grounds. The school is not responsible for any damages or theft of bikes while they are on school property.

Students should remember that they represent the Academy and should conduct themselves properly while walking to and from school, riding public transportation bus, or riding their bike to or from school. Parents should remind their child about safety precautions as they walk or ride their bikes to and from school.

## **7. Student Drivers**

Students with a valid driver's license, valid insurance and written parental permission may drive their automobile to the Academy. Students who drive must observe all campus regulations regarding vehicles, and park only in the designated areas.

## **8. Early Dismissal and Check Out Procedures**

If parents wish to check their child out of school early for any reason, they must first proceed directly to the school office. Parents will sign the check-out form in the school office, and school office personnel will call the child to the office in order to be dismissed. Students are responsible for any missed work due to early check-out by their parents. The latest a student can be checked out prior to the normal 3:00 p.m. dismissal time is 2:30 p.m. unless there is a valid, documented emergency situation.

## **9. Emergency School Cancellation or Dismissal**

In the event of an emergency school cancellation or the need to dismiss before the regular dismissal due to an unforeseeable emergency, the Academy will make every

effort to contact parents and/or guardians. Parents are advised go to our school website, [bishopmcmanus.com](http://bishopmcmanus.com), or Bishop McManus Academy on Facebook for information on school closings. We will additionally send an email through our online system, and attempt to advise the local radio and/or television stations during periods of inclement weather or other school closings. **It is an absolute necessity that parents keep the school office advised of current contact information for emergency purposes.**

## **10. Inclement Weather Arrival and Dismissal**

If it is raining when students arrive at school, students will proceed immediately to their classroom or other designated area. When dismissing on a rainy day, students will be dismissed to a designated area to wait for their ride to arrive.

### **I. Attendance**

#### **1. Absences**

The attendance requirement under law is that a student be present 160 days per year or 80 days per semester. When a student does not meet this requirement, a passing grade **will not** be issued. In the case of prospective high school graduates, excessive absences will endanger their eligibility to graduate.

A STUDENT **CANNOT** BE PROMOTED IF HE/SHE EXCEEDS THE MAXIMUM NUMBER OF ALLOWABLE ABSENCES.

Excused absences are counted as part of the maximum number of absences allowed in the above regulations. An excuse does not exempt a student from this rule. Students with excessive attendance issues will be referred to the Truancy Officer in accordance with Louisiana state law. There are 2 types of absences: **Excused absences** are absences for which students are allowed to make up work and are granted only with a doctor's note or proper documentation of a death in the immediate family. **Unexcused absences** are absences for which students may not make up work. **(A doctor's note will only be accepted within five (5) days of the absence).**

A written excuse signed by the parent or guardian must be presented to the teacher when a student returns to school after an absence. **Parents are expected to call the school office no later than 9:00 a.m. on the day of the child's absence.** If the absence is foreseeable, a note should be sent in advance. If a note is sent in advance, the school office will not have to contact the parents on the day of the child's absence.

#### **2. Tardy Procedures**

A student is considered tardy if he/she is not in class by 7:55 a.m. Students arriving on campus after 8:00 a.m. must **report to the school office to be signed in by their parent or guardian.** A tardy pass will be issued to the student allowing them to go to class. The tardy pass must be presented to the classroom teacher for the student to be admitted.

Students will be allowed four (4) grace tardy days per quarter of the school year. Students arriving tardy more than four (4) times per quarter will be issued a no-admit letter stating that the student will not be allowed in class tardy for the remainder of that quarter.

**Punctuality is extremely important!** When a student is late, it not only disrupts his/her learning, but that of the entire class.

### **3. Illness and Doctor Appointments**

We ask that you make every effort to schedule doctor appointments on days or times when school is not in session. If a child needs to be dismissed to go to the doctor during the school day, please send a note in advance to the teacher advising him/her of the appointment.

If a child becomes ill during the school day, we ask that parents come to school to check the child out as soon as possible. **For an absence of more than three days, a doctor's note (originals only) is required for admittance back to class.**

**Parents must inform the school if their child has any communicable illnesses or diseases such as, but not limited to, pink eye, lice, ring worm, scabies, and poison ivy or oak.**

Because germs spread quickly, we ask that you not send your child to school if he/she exhibits any of the following symptoms: temperature higher than 100°F, loss of appetite, nausea or vomiting, red/pink/crusted eyes, earache, diarrhea, rash or skin infection, severe headache, or sore throat.

## **J. Curriculum and Curriculum Policies**

The primary goal of the curriculum at Bishop McManus Academy is to provide learning experiences most conducive to instilling students with virtue, knowledge, understanding and skills necessary for their spiritual, intellectual, social, cultural and physical development in keeping with the philosophy of the Academy.

The distinctive purpose of the Academy is to proclaim the Gospel message, to build our community, and to educate young minds. Within the Academy community, the administration, faculty, parents, and students experience together what it means to live a life of dedication, prayer, community, personal responsibility and freedom all striving to reflect the character values of charity, unity, respect and freedom taught in God's Word.

### **1. Accreditation and Approval**

Bishop McManus Academy is accredited by SACS, a nationally recognized academic accrediting agency. The Academy also enjoys recognition from the Louisiana Department of Education and is a member of the Association of Christian Schools International. Currently, Bishop McManus Academy qualifies as an accredited nonpublic school with the La. Department of Education.

## 2. Christian Leadership Training

The most vital element in the Christian school is its spiritual program. No single feature constitutes the spiritual program. It is composed of many parts, some of which are:

- Bible-centered curriculum
- Daily Bible reading and prayer
- Bible story time for elementary students
- Weekly chapel services
- Personal counseling
- Wholesome Christian atmosphere

**Chapel** - Weekly sessions are held during which the student identifies his education with the ministry of the church. Church and school staff and IBI interns teach the Word of God with a non-denominational intent.

**Daily Devotions** – Devotions consist of pledges, praise and worship, Bible readings, prayer and announcements. The Academy places emphasis upon the greatness of America's heritage and the sacrifices of its heroes. America is a republic which guarantees liberties to educate and preserve freedom.

**Sunday Services** – We believe and teach that church fellowship and attendance are foundational truths of God's Word. Without attending church regularly, no Christian can succeed. We stress regular church attendance to our students. We encourage each one to visit our local worship services at some point during the year, and invite each to become a part of our fellowship if they are in need of a church home.

## 3. Curriculum Content

Bishop McManus Academy's approach to Christian education keeps learning academically challenging, lively, interesting, and memorable. Our materials reflect sensible theory that is firmly anchored to practicality. The foundational program provides our little ones with a firm, yet exciting, foundation. From there, the building process continues with academically thought-provoking, creative, motivating lessons that keep student's minds intrigued and challenged.

### Elementary Division

#### a. Pathways for Preschool by BJU Press (Grades PK2 – PK3)

*Pathways for Preschool* is a dynamic character building curricula designed to give your PK child basic foundational principles in motor skill development, language, Bible and phonics, all built with current state standards in mind. This innovative Christian curriculum will keep them excited about learning!

Bishop McManus Academy offers a dynamic, structured preschool program. Students will experience a learning environment that is safe, educational, loving and fun. With the fun, young students are introduced to Bible themes which are woven into social studies, language arts, math, phonics, and science lessons. To add variety and depth, hands-on lessons also interweave arts and crafts, music, and physical education.

b. **Teaching Strategies/Creative Curriculum (Grade PK4)**

**PK4** - The **PK4** program is a center-based learning experience designed to help young students master each letter of the alphabet by recognition, sound and writing. Daily lessons not only include instruction and activities with full-color workbooks, but also teach an array of social skills, motor skills, the wonders of God's world and the reality of God's love through hands-on activity centers.

c. **BJU Press (Grades K5 – 8)**

**K5** - The Academy's **K5** program features a complete scope and sequence of concepts and skills needed to prepare K5 children to read. The curriculum is a multi-sensory, phonetic, learning-to-read program designed to give a child a solid foundation for his/her future in individualized curriculum.

*BJU Press* offers a comprehensive, academically challenging curriculum used for grades K5 – 8. Utilizing engaging workbooks and hands-on lessons, students are motivated to learn in the core subjects of Math, Phonics/Reading, Language Arts, Spelling, History and Science. The BJU curricula uses spiral learning – quick concept introduction, guided practice, tiered learning and data-driven assessment -- to ensure that your child is achieving success, and is firmly aligned with all current Louisiana state standards.

### **High School Division**

Our high school curriculum utilizes the most innovative and unique Christian curricula available today, and continues to be strategically aligned to current, rigorous Louisiana state standards. Additionally, BMA offers its high school students the latest advancements in technology-infused learning. By incorporating computerized curricula from *Alpha Omega Publications Ignitia* and *BJU Press*, students are academically challenged and prepared for the rigorous learning experiences of college/career.

***Ignitia*** is a technology-based, computerized curriculum created for the 21<sup>st</sup> century student and teacher. This dynamic, one-of-a-kind curriculum uses the computer's convenience and flexibility for both teaching and student learning. Unlike traditional textbooks, ***Ignitia*** also uses multimedia to provide a vibrant mix of lessons, assignments, and question formats. Technologically-advanced, ***Ignitia*** allows for virtual classrooms and distance learning capabilities through the internet.

*BJU Press* offers an academically challenging curriculum through engaging workbooks and hands-on activities. The BJU curricula is firmly aligned with all current Louisiana state standards.

Curriculum for High School students is based on current required state standards. Each student's transcript is individually assessed, and curriculum is assigned which will move the student along the path to successful graduation.

**Please Note:** Students prescribed in the *Ignitia* curriculum are required to maintain access to the Internet at home in order to access their curriculum. *Ignitia* is an Internet-based curriculum and can be accessed globally.

#### **4. Graduation Requirements**

A minimum of 24 units of credit and 7 semesters of attendance are required for high school graduation. Units of credit required for graduation will vary with each student and their corresponding program of study. A conference with parents and student will determine the track of study a student will follow.

Students shall complete a minimum of 24 units of credit which will include 21 required units and 3 elective units. The 21 required units shall consist of English (four units), Mathematics (four units), Science (four units), Social Studies (four units), Health & Physical Education (two units), Foreign Language (two units), and Arts (one unit). The three elective units will include Religion and Computer Science units.

To be considered a high school senior, students must have earned 18 units of credit prior to the beginning of the school year in which they are applying for graduation. Students transferring to the Academy as senior graduates must complete and pass a minimum of 6 units of credit at Bishop McManus Academy.

A Valedictorian is selected on the basis of having achieved the highest four-year cumulative GPA (minimum of 3.0) in the Honors/College Prep course of study and A.C.T composite. A Salutatorian is the graduate that has the second to highest listed qualifications. The minimum A.C.T. scores required to qualify for Valedictorian/Salutatorian honors is a Composite of 21 (twenty-one), an English score of 18 and a Math score of 19.

**College Counseling** – A primary aim at the Academy is to guide each student in the selection of a college suited to the individual's needs, abilities, and aspirations. Our academic program is designed so that students are afforded every viable opportunity to meet the entrance requirements of the most demanding colleges in the United States.

College placement is the shared responsibility of the student, the parents, and the school. Students and parents together begin considering potential college choices early in the high school years, and an application is sent in the fall of the senior year. The guidance program assists each student through the high school years in clarifying personal and career goals in preparation for making decisions about prospective

colleges. Seniors are offered the opportunities to take college planning courses, attend conferences, visit college campuses, and consult recent graduates to keep informed about changing programs and admissions requirements.

## **5. Dual Enrollment**

Juniors (during the summer prior to their senior graduation year) and seniors (eligible for graduation) who maintain a GPA of 3.0 will be eligible to participate in Dual Enrollment courses. Dual Enrollment courses can currently be taken through Xavier University, Nunez Community College and Alpha Omega Academy. Students will only be granted permission for Dual Enrollment by agreement of the BMA high school guidance counselor, principal, executive director and the student's parents.

Additional requirements include:

- Requesting and completing an application for Dual Enrollment through the BMA Admissions Office with the Principal of Academics.
- Submitting a completed counselor and/or teacher recommendation form.
- Maintaining a GPA of 3.0 and continue passing all assigned high school courses with a grade of B or higher.
- Meeting all requirements for entrance at Dual Enrollment college choice.
- Submitting parental permission documentation.
- Completing required application process for college of Dual Enrollment.
- Meeting all financial obligations with both BMA and college of Dual Enrollment. All fees, books, transportation and any additional costs are the responsibility of the student and his/her family.
- Submitting final grade report for college of Dual Enrollment at classes' end.

Bishop McManus Academy reserves the right to deny/withdraw permission for Dual Enrollment to any student who is in violation of BMA policies at any time.

## **6. Elective Courses**

**Health & Physical Education** – The Physical Education programs are designed to meet the needs of all age groups. Students are introduced to a variety of team sports, basic first aid, and a series on health and safety.

It is the policy of Bishop McManus Academy that no student be excused from the required Physical Education course without a doctor's written consent. All students are required to dress out for Physical Education, including those who are excused by doctor's consent. Students not fully dressed out for each P.E. class will lose points toward their final grade for the term. Uniforms include official BMA shorts, BMA T-shirt, socks and tennis shoes. Winter uniform is the BMA navy sweat suit with socks and tennis shoes.

**Elementary Art** – The art program is designed to allow each child to develop individuality. Children are encouraged to experiment and enjoy art without the fear of ridicule or failure. Techniques and skills grow, but the process, rather than the product, is emphasized.

**Elementary Foreign Language** – Basic Spanish and/or French may be offered as an elective to elementary students beginning in K5. High school students will take foreign language courses as part of their path towards graduation.

**Basic Typing** – Typing skills are developed and reinforced by this exciting course which may be offered for students who need to learn basic key strokes. Creative and innovative, this computerized course brings students right into the 21<sup>st</sup> century!

## **7. Grading and Grading Scale**

Learning at Bishop McManus is innovative and cutting-edge. The grading system is designed to give parents a true indication of the student's progress, and takes into account the total picture of a child's overall effort and achievement.

The academic year is divided into four grading periods of approximately nine weeks each. At the end of each quarter, a Parent/Teacher Conference is held, and a formal report card is issued. Attendance at these conferences is strongly encouraged. The Parent/Teacher Conference offers parents time to discuss their child's accomplishments or deficiencies.

If the Report Card is not picked up by the parent, it will be held by the teacher until arrangements are made with the parent to discuss the child's progress. Duplicate Reports Cards are available at \$5.00 per copy through the school office. Mid-quarter Status Reports are issued during the fifth week of each quarter. This interim report provides parents with up-to-date information on their child's progress.

The final unit grade in any subject on any level will be comprised of an average of the quizzes taken, projects completed, classwork/homework, notebooks/journals and final test grade earned. Each of these facets is weighted proportionately with the final grading scale as follows:

100 – 92	A
91 - 83	B
82 - 74	C
73 - 65	D
64 - 0	F

## **8. Homework policies and procedures**

Homework is an important extension of the classroom learning process. While we encourage students to complete their assigned work during the course of the school

day, responsibility for daily assignments rests with the student. In order to be successful in completing a year's work, a student **MUST** complete daily schoolwork. Failure to complete all or part of daily assignments will ultimately affect the child's overall progress, and lead to an incomplete year's work, failure for the year and/or attendance in summer school.

Parents are expected to support students in their homework and are responsible to make sure it is completed. We strongly recommend that you have a regular time and place set aside for the child to do homework. The amount of time necessary to complete homework will vary from grade to grade.

## **9. Incomplete Work and Academic Probation**

A student will be placed on academic probation if he/she is in danger of failing one or more core subjects, is in violation of repeated daily incomplete work, or fails to maintain Internet access. If a student is on academic probation, he/she will not be permitted to participate in any school-sponsored teams or activities. Both the student and parents must adhere to any conditions set by the school's administration until the student's grades have been brought up-to-date and passing.

It is the student's responsibility to seek, prepare and schedule any and all make up work for an excused absence. Please understand that students with unexcused absences will receive a grade of "0" for any work, quiz and/or test missed. (**A doctor's note is required within five (5) days of the absence.**)

**The following procedures will be followed when a student repeatedly fails to complete work, is in danger of failing, and/or fails two or more subjects on any Quarterly Report Card:**

**Detentions:** Students may be issued after-school detention time in an attempt to provide the student with extra time in a class environment. If the situation does not change within a reasonable amount of time, (as set by the administration), parents will be called in for a conference.

**Parent Conference:** Parents will be called in for a conference with the teacher (and administration, if necessary) in an effort to identify the problem. If the situation does not change, the student will be officially placed on Academic Probation. Parents' failure to comply with teacher/administration's request for a conference regarding academic concerns will result in the student not being allowed in class until the conference is held.

**Academic Probation:** Students on academic probation who fail to make the necessary changes as agreed upon in the Parent Conference within the time set by the administration will be considered eligible for **suspension and/or expulsion**. New students, on probation for the first nine weeks of school, can be asked to withdraw if academic probationary goals are not met.

**Suspension/Expulsion:** After every effort has been made to bring a student into academic achievement, Bishop McManus Academy reserves the right to suspend and/or expel the student for failure to comply with the rules that govern BMA standards.

## **10. Use of the Internet**

With increased use of technology in the classroom, many lesson objectives require students' use of the Internet. The *Ignitia* curriculum platform is additionally integrated with the Internet. As a result, Bishop McManus Academy has established guidelines for acceptable use of the Internet by its students and faculty.

All hardware and software belong to the Academy. Students are given the privilege of using these computers and all associated items, and do not maintain a right to use it whenever they want or for whatever purpose they choose. Students will be held liable for any damages done to the computers on which they are working.

Students are only permitted to use the technology under the supervision and with the permission of their designated classroom teacher, the administration or those specifically appointed with authority in this area.

The use of technology is to enhance learning and may only be used for purposes that are acceptable in a Christ-centered learning environment. **Students may not use the computer for their personal use.** Students may not use email or open personal web pages or blogs of themselves or others on school technology, on their personal laptops or other personal devices while under school supervision. Additionally, students are not allowed to adjust computer settings including, but not limited to, screen savers, hiding/removing or adding icons or adjusting/hiding task bars.

The following uses of the Academy's technology is strictly prohibited: plagiarizing copyrighted materials, viewing threatening or obscene materials, unauthorized websites (all social media, MySpace, Face Book, Twitter, SNAPchat, etc.), any sites not directly related to their prescribed academic instruction and/or educational research, vandalism or destruction of someone else's work, stalking, harassment, discriminatory remarks or photos, theft, violations of privacy, violations of state or federal law, and any additional uses which do not comply with the vision, purpose and mission of the Academy and City Church.

Passwords are used to protect student's work and MUST be kept strictly confidential. Sharing of, or using, another student's password is strictly prohibited. Violation of student password privacy is a violation of the Academy's honor code and will be dealt with severely.

Bishop McManus Academy reserves the right to prohibit and deny any person from using the school's technological equipment, software or electronic services at any time. Any mention of the school or associated members of the Academy on the Internet without the written consent of said party is prohibited and will have severe consequences.

Parents are highly encouraged to stay on top of their child's use of technology and the internet while the child is not on school premises. Parents are liable for their children's actions on the computer, so it is not an invasion of privacy to monitor their computer usage.

Students found in violation of any misuse of BMA's technological resources can be subject to immediate suspension, or expulsion according to the decision of Administration.

## **11. Assessment Testing and Standardized Testing**

Assessment tests are used to determine new student acceptance and academic ability. Results of the testing will be reviewed with the parents/guardian to ensure that the home and school work together in the student's best interest.

National standardized testing is taken annually by all students in grades KG – 12. New students in grades KG – 3 will be tested at the beginning of their first year at BMA. New applicants in grades 4 – 12 must provide standardized test results/LEAP test results with their application documents. All students in grades KG – 12 will take standardized tests at the close of each year. These tests are one means of assessment by which the school and home will gain a more accurate educational picture of the student's performance abilities.

## **12. Report Cards**

Reports Cards are issued quarterly and distributed at the Parent/Teacher Conference. Reports are computer-generated and will reflect an overall picture of your child's academic performance. Quarter grades are calculated from a weighted percentage compilation of lessons, homework and class assignments, quizzes, projects, and test grades. Parents are encouraged to take this opportunity to review the student's progress with the teacher. Dates for the Parent/Teacher Conferences can be found on your school calendar.

Students who achieve an overall average grade of A (92 – 100%) or B (83 – 91%) including conduct and do not have a D or an F in any subject are awarded Honor Roll for the quarterly report card period. Honor Roll status **cannot** be awarded to any student whose quarterly report card contains a D or an F in any subject including conduct, or if a student has been in multiple violations of school disciplinary policy during the quarter for which honor roll is being awarded.

## **13. Assessment**

Teachers use a variety of assessments and educational testing tools when determining the potential or academic average of students. The Academy reserves the right to request further assessment by various outside professionals in order to obtain information which will further meet the needs of its students. Professional assessment and testing can include, but not be limited to, requesting examinations by pediatricians,

vision/hearing specialists, speech therapists, psychologists, educational disabilities specialists or reading specialists. Any additional outside assessment will be at the parents' expense. Failure to cooperate in seeking and obtaining special assessment as recommended by the school administrative staff could result in your child's needs no longer being able to be met by the Academy.

#### **14. Study Skills**

While the school faculty will make every reasonable effort to help your child achieve success, parents are encouraged to do their part in the academic process. We encourage parents to facilitate their child's study habits in the following ways:

- Set aside a regular distraction-free space and time for homework
- Set up a checklist of things your child should accomplish
- Encourage your child to read regularly and study daily
- Assist your child in keeping track of assignments and materials
- Break down large tasks into smaller tasks
- Maintain proper exercise and good eating habits—breakfast is a necessity!
- Help your child study ahead for tests and quizzes
- Orally quiz your child on vocabulary and lessons
- Allow your child to read to you
- Be involved in your child's school by attending conferences and special events
- Know what your child is studying
- Do not allow your child to give excuses for avoiding challenging work
- Do not permit your child to study while watching television or listening to the radio

#### **15. Academic Records**

The school administrative office maintains the student's cumulative record. Parents may request copies of their child's current Report Card at a charge of \$5.00 per copy. Student transcripts can only be released to a requesting school or college to which the student is transferring, and only after the school office receives a written request signed by the parent. Please understand that student records will not be released until all financial obligations are cleared with the accounting office and any library books are returned in good condition. At no time are official student transcripts released directly to students or parents. Official transcripts will be sent at the written request of the receiving school. Parents may request an unofficial transcript in the office. A \$5.00 fee will be charged for this service.

#### **K. Communications**

Good communication between parents and school is essential to the success of any student. It takes parents and school personnel making constant efforts to facilitate and foster good communication.

## **1. Communication Folder**

This pocket folder comes home daily with your child and contains any notes from the teacher as well as assignments or review work for the evening. Anything being signed or sent to the school or teacher should be placed in this folder.

## **2. Meeting with your child's teacher**

It is important that you, the parent, keep in touch with your child's teacher. Because teachers work with the students all day, we ask that you leave a message in the teacher's voice mail asking to schedule an appointment with them. Teachers check and return calls daily, and you will be able to get an appointment very quickly. We also require that parents not interrupt a classroom unannounced as teachers are attending to the academic needs of students. Additionally, teachers are not available for conference when they are on yard duty during arrival or dismissal. Parents/guardians are not allowed to observe classes while teachers are conducting them.

## **3. Parent/Teacher Conference**

Mandatory Parent/Teacher Conferences are held each quarter so that parents can review their child's progress with the teacher and be given a copy of their child's Report Card. Please see your yearly calendar for exact dates.

## **4. Meeting with the Principal, Administrator or Disciplinarian**

While we make every effort to meet with parents as quickly as possible, please understand that our administrative staff works by appointment. If a parent needs to set an appointment with the Principal, Administrator or Disciplinarian, please contact the school office to make arrangements. A parent should **first** consult with the child's teacher regarding a child's progress before requesting to see the Principal, Administrator, and/or Disciplinarian about such matters.

## **5. Monthly Calendars**

While the year's events are planned in advance, changes often occur throughout the course of the year. Calendars, updates and newsletters are emailed to keep parents informed of important dates and upcoming events.

## **6. Emergency Information Form**

Prior to the opening day of school, an emergency information form is required for each child. This form is kept in the school office. It is **essential** that we have a way to contact parents or family in the event of an emergency. In the event that a parent is unreachable, Bishop McManus Academy reserves the right to take any steps necessary to ensure emergency measures are taken for the child's well-being.

## 7. Medications

If a child is in need of medications during school hours, **the medicine must be retained in the school office and administered by school personnel. NO STAFF MEMBER WILL BE ALLOWED TO ADMINISTER MEDICINE OF ANY KIND WITHOUT WRITTEN PERMISSION FROM THE STUDENT'S PARENTS OR LEGAL GUARDIAN. THE CHILD'S NAME, TYPE OF MEDICATION, DOSAGE AMOUNT AND TIME OF DOSAGE MUST BE CLEARLY WRITTEN OUT AND SENT WITH THE STUDENT TO THE OFFICE.** No student may be in possession of any medication or dispense medication at any time during school hours. Asthma inhalers and insulin --with a doctor's note -- will be the only exceptions to this policy. All medications must be properly labeled by the authorizing physician clearly indicating the child's name and directions for administering.

### ***Diabetes Treatment Plans***

In accordance with Bulletin 741 for Nonpublic Schools, the following plan is required for all students with Diabetes.

1. Any elementary or secondary school student who seeks care for his diabetes while at school or participating in a school related activity shall submit a diabetes management and treatment plan on an annual basis.
2. Such plan shall be developed by a physician licensed in Louisiana or adjacent state, or other authorized health care prescriber licensed in Louisiana who is selected by the parent or guardian to be responsible for such student's diabetes treatment.
3. The diabetes management plan shall be kept on file in the school in which the child is enrolled and shall include:
  - a. an evaluation of the student's level of understanding of his condition and his ability to manage his diabetes;
  - b. the diabetes-related healthcare services the student may receive or self-administer at school or during a school-related activity;
  - c. a timetable, including dosage instructions, of any diabetes medications to be administered to the student or self-administered by the student; and
  - d. the signature of the student (if age appropriate), the student's parent or legal guardian, and the physician or other authorized health care prescriber responsible for the student's diabetes treatment.
4. The plan shall be submitted annually to the principal or appropriately designated school personnel:
  - a. prior to or within five school days after the beginning of each school year;
  - b. upon enrollment, if the student enrolls in the school after the beginning of the school year;
  - c. as soon as practicable following the student's receipt of a diagnosis of diabetes; or
  - d. as warranted by changes in the student's medical condition.

## **8. Injury or Illness at school**

For the well-being of all students, please do not allow your child to come to school with a fever or other signs of any contagious disease. Students should be free from a fever for at least 24 hours prior to returning to school.

Inspections for head lice will be made regularly, and students found to be carriers will be sent home immediately. They will not be readmitted to class without a second inspection by school personnel.

When a child complains of illness while in school, we will contact the parent or other family member on the emergency contact form to report the child's illness. If the injury or illness is minor, we often leave the decision with the parent as to whether or not the child will remain in school. If we request that a child be picked up from school, parents should make every effort to come to get their child. Students should not be sent to school if they are sick.

While students are at school, every effort will be made to supervise them. However, even with proper supervision, accidents or illnesses happen. If your child is injured at school, we will make every effort to contact the parents or other family members provided on the emergency contact form. An accident report will be completed and kept on file in the school office, and any necessary emergency services will be provided for the student.

**We reserve the right to take any and all emergency measures in the event that a parent or guardian cannot be reached.**

## **9. Use of School Phone**

The school office telephone is reserved for business use and emergencies only. Students are not permitted to use the telephone for anything other than an extreme emergency. In the event of an emergency, school office personnel will assist your child in making the call.

## **10. Cell Phones and Electronic Equipment**

Students are not permitted to have cell phones and/or other electronic devices not directly related to their academic prescription visible during school hours (7:45 a.m. – 3:00 p.m.) unless authorized in writing by the school administration. Students are not permitted to make or receive phone calls, text messages, or emails during those hours. **If any of these items are brought to school, they must remain turned off and in the student's school bag in the student locker until school dismissal.**

Any student violating these policies must relinquish the device to the teacher or school personnel. All devices will be turned over to the school disciplinary office. To redeem the device from the disciplinary office, parents must pay a \$20 fine for each offense. If the device is confiscated a second time, the fine must be paid and the student will be suspended for one

day. A third violation could result in the student's expulsion. Cell phones or other electronic devices which are confiscated from students will be held in the school office until the end of the school year. Any devices/cell phones still being retained by the end of the school year will be disposed of on July 1. Under no circumstances will BMA be responsible for said device after that date.

Calculators containing any of the above devices on them will not be permitted. Permission for students involved in the media department may be approved for special occasions and only by assignment.

## **11. Visitors**

All visitors **MUST** obtain a pass from the school office before proceeding to the school grounds. Visitor's I.D. must be worn and plainly visible to all while the visitor is on the campus. Visitor passes must be returned to the school office prior to leaving the campus.

Students from other schools will not be permitted to visit Academy students during the school day or for lunch.

Any visitor to the school must abide by the school rules and regulations.

## **12. Change of Address or Phone Information**

It is imperative that parents keep the school informed of any changes in address or phone numbers. Please contact the school office for a Change of Address Update form.

## **13. Change in Marital or Custodial Information**

It is the responsibility of the custodial parent to keep the school up-to-date on any information pertaining to the safety of our students. In the instance of separation or divorce, both parents on record will have access to the child's academic records unless the BMA Registrar's Office is provided with written court documentation indicating otherwise.

Although we respect a person's right to privacy, it is helpful for the school to be made aware when a family is going through a separation or divorce. Traumatic family situations such as separation, divorce and death often have a tremendous impact on a student's behavior and academic performance. The Academy's policy is not to take sides, but to give support and guidance where necessary.

## **L. Promotion and Retention Policies**

### **1. Requirements for Promotion**

It is our goal that students will be successful in their endeavors to complete all five core subjects in any given year. Students are promoted to the next grade level by completing all required work in each of the five core subjects (Reading/Literature, Mathematics, Language Arts, History & Geography, and Science) with a minimum overall grade of no less than 65%.

### **2. Failure for the Year**

If a student's year-end average in any subject falls below the minimum grade of 65%, the student will be required to attend summer school at BMA for the failed subject(s) **and** pass the failed subject(s) in order to be promoted to the next grade level. While we realize that students sometimes struggle with challenging concepts, we expect home and school to work together to see that the students overcome academic challenges. To this end, the following policies will be in effect:

- 1) If a student fails one or two subjects for the year, the failed subject(s) MUST be taken and passed immediately in summer school at BMA. This is required for the student to return to BMA the following year.
- 2) Any student who fails three or more subjects for the year may be admitted to summer school at BMA at the discretion of the Administration. The student will be placed on Academic Probation and must pass all three subjects to be readmitted to BMA the following year.
- 3) Students who fail for the year for two consecutive years will not be readmitted to the Academy.
- 4) High school students who earn an "F" in any subject in either the first or second semester will be required to make up the credit.
- 5) The school administration will communicate with the parents orally or in writing concerning all matters of failure, academic probation and required summer school attendance.
- 6) If the parent chooses not to send the student to summer school to complete the work, the student will be retained in his/her current grade level. Should the parent choose to transfer the student to another school the following year, the Academy will be unable to promote the student to the next grade level. Student transfer records will reflect that the student has failed his current grade level and needs to be retained.

### **3. Other Promotion Considerations**

Although academic grades are a major factor in deciding whether a student is promoted or retained, other considerations may play an important role. Students with excessive absenteeism (those not present in school for 160 school days) may be retained even though that student has successfully completed all core subjects.

## **M. Respect, Authority and Student Behavior Expectations**

Bishop McManus Academy expects its students to reflect the character of Christ in all places and at all times. The Academy is not a corrective institution. Consequently, we ask that you do not enroll your child with the idea that we will reform him/her. We are here to work with the home, but not to take the place of parents who may have experienced difficulty in fulfilling their role.

We are dedicated to the training of children in a program of study, activity, and living that is Christ-centered. We believe that “All things should be done decently and in order” (I Corinthians 14:40). Thus a discipline is maintained which is firm, consistent, fair and tempered with love. Our faculty maintains standards of behavior in the classroom through kindness, love, and genuine regard for the student.

God created each individual with the unique freedom to choose good and avoid evil. True freedom is the ability to do what we should do and not simply do what we want to do. Rules, regulations, procedures and guidelines exist at the Academy for the sole purpose of following our Biblical mandate to “Train up a child in the way he should go...” (Proverbs 22:6). With this premise in mind, discipline at the Academy is what is done **for** a student, not **to** him. It is a preventive action. Training a student for leadership requires consistency in love and discipline.

### **1. Parental Expectations**

If your child should come home complaining, please follow this procedure:

- a. Give the Academy the benefit of the doubt.
- b. Realize that his reporting is emotionally biased without all the information
- c. Realize that we have reasons for all rules and that they are enforced without favor.
- d. Support the administration and call us for all the facts.

Parents, guardians and/or visitors are expected to maintain respectful behavior at all times while at BMA or any school related function. A student will be subject to dismissal from BMA if his/her parent(s), guardian(s) and/or visitor(s) uses profanity, becomes belligerent, confrontational, uses threatening or inappropriate language, or otherwise disrupts the ordinary function and operation of the school or school events. Parents, guardians and visitors are expected to follow the established protocol for making appointments with teachers and/or administrators as specified in this Handbook.

## **2. Student Expectations**

**Student standards are expected to be upheld both on and off campus.**

- All students are expected to treat others with respect and love, showing these character traits through their speech and actions.
- All students are expected to accept responsibility for their learning, seeking help from teachers when necessary.
- All students are expected to strive to be honest, trustworthy, respectful, responsible, caring, fair, and friendly.
- All students are expected to strive towards unquestionable character in dress, conduct and attitude.
- All students are expected to show respect to those in authority on campus by answering adults with “Yes, ma’am”, “No, ma’am”, “Yes, sir”, and “No, sir” when appropriate.
- All students are expected to abide by the Academy’s dress code.
- All students are expected to abide by the Academy’s academic honor code which prohibits cheating, plagiarism, lying, forgery, stealing or sharing another student’s work, and disrespect of other’s property.
- All students are expected to refrain from vulgarity of any sort including swearing, cursing, profanity and gossip.
- All students are expected to refrain from any activity in their classroom not directly related to their learning experience.
- All students are expected to ask personal questions, use the restroom and get a drink of water ONLY during break time.
- All students are expected to maintain their respect for the property of others by not invading lockers or personal items.
- All students are expected to refrain from being in “off-limits” areas: other student’s desks/lockers, teacher’s desk or files, the school office without permission, locker rooms except during your P.E. time, and church/campus equipment except where authorized.
- All students are expected to refrain from disagreeing with classroom rules and procedures.
- All students are expected to refrain from chewing gum on campus.
- All students are expected to refrain from drinking, gambling, smoking and illegal drugs.
- All students are expected to refrain from premarital sexual activity.
- All students are expected to refrain from being a bully, a victim or a bystander. This includes, but is not limited to, making unwanted sexual advances to individuals of the same or opposite sex, visible, verbal or physical conduct of a sexual nature, and inappropriate touching. The proper civil authorities will be notified of such instances.
- All students are expected to refrain from cruelty to others, harassment, or violence in their speech or actions.

### 3. Disciplinary Procedures

#### a. Positive Behavior Motivation

Positive reinforcement for classroom behavior means that an individual is rewarded when making a good choice. With the focus of character development as our goal, teachers strive for student engagement and positive reinforcement in dealing with student behavior issues on the classroom level. Teachers utilize a system of positive behavior reinforcement to mold student character and guide behaviors. Such positive behavior reinforcements can include daily incentive charts, surprise treat days, special privilege days, progressive rewards, stickers, coupons and more.

#### b. Merits

A merit system is used in classrooms in an effort to motivate positive behaviors. Students who violate classroom procedures will be corrected and assessed an appropriate penalty as soon as possible. Students who violate classroom and/or school rules will be issued demerit(s) in accordance to current policy. If a student acquires three or more demerits in a given day, (five demerits for grades KG – 2), detention may be issued as follows:

Number of offenses	Length of detention
1	0
2	0
3	20 minutes
4	30 minutes
5	45 minutes
6	60 minutes

Merits can be lost for the following reasons:

- ✓ Talking without permission
- ✓ Out of seat without permission
- ✓ Dress code or uniform violations (first offense)
- ✓ Disturbances in class or any school function
- ✓ Not following proper classroom procedures
- ✓ Additional reasons which can be specified at the time of offense

#### c. Detentions

Students who receive three or more demerits in a given day (five demerits for KG – 2<sup>nd</sup> grade) will be issued a Corrective Action Notice (detention). The student is instructed to bring the Corrective Action Notice home to be signed by his parent and returned the next school day. **Failure to return the slip signed by the parent will result in an immediate doubling of the detention time.** When a student has accumulated two (2) hours or more of detention time

in a week, he is automatically placed on probation and, if necessary, suspended. Corrective Action Notices can also be given for infractions involving school uniforms, excessive tardiness, and incomplete daily work.

#### **4. Results of Misconduct**

If in the estimation of the administration, the student has continually broken school rules, it may be necessary to take further disciplinary actions. Such actions include, but are not limited to, probation, suspension and/or expulsion.

When a student's attitude and/or behavior are not in accord with school policies and principles, he will be placed on probation. Both parents will be called for a conference with the Disciplinarian. If the administration feels that the situation has not changed within two (2) weeks, parents may be asked to withdraw the student.

Students are not accepted who have smoked habitually over a period of time, run away from home, been arrested and convicted, sold or used drugs and/or narcotics, or who are married, are currently pregnant, or have had a child.

If a student permanently removes himself/herself from living with his/her parents(s) or legal guardian(s), BMA reserves the right to review the contract to decide if the student may continue attending BMA.

The Academy reserves the right to address a student's misconduct outside of the school. Serious immoral or illegal behavior on or off campus will result in suspension or expulsion of the student.

Students and parents are expected to use the Internet as an avenue for educational advancement and assistance, not as a means to propagate lies or slander about the Academy, its administration, or faculty. The same regulations and policies governing a student while on campus will apply to a student's use of the Internet. If there is evidence that a student has spoken in a negative manner on the Internet about any facet of the school, the ministry, or its employees, the student's behavior will be investigated and parents can be held liable in the child's defamation of another's character. Participation in such activity may be grounds for dismissal of the student. These same regulations hold true if a student posts questionable, immoral or vulgar material on the Internet in any way.

#### **5. Suspension, Expulsion and Grounds for Dismissal**

Bishop McManus Academy reserves the right to dismiss and deny readmission to students for reasons the administration deems fit. At-home suspensions may be given to a student for serious infractions. Some examples of serious infractions may fall under the categories listed below. These categories are examples of serious infractions, but in no way does this list limit the Academy's right to suspend/expel a student because an offense is not included in this list. The Disciplinary Board reserves the right to judge

the seriousness of the behavior and determine the ultimate consequences. The specific offense will be specified for the student and parent in writing when parents are notified of the suspension/expulsion.

- Attitude incompatibility
- Uncooperative spirit
- Rebellion toward discipline and authority
- Chronic complaining
- Sowing discord
- Vulgarity, foul language
- Chronic, unexcused absences and/or tardiness
- Being in possession of a gun, knife, matches, lighter, drugs, or any article or substance that the administration deems threatening to the safety and well-being of the faculty, students or property at BMA
- Threatening, playfully or not, another student or faculty member (Civil authorities may need to be involved in these cases.)
- Spreading false rumors about the Academy, its faculty, students or families (BMA reserves the right to involve legal expertise if necessary at the expense of the parent.)
- Nonconformity to Standards of Conduct in uniform and grooming standards
- Duplicating or having possession of any Curriculum, and/or accessing another student's work without the authorization of the Academy
- Drug/Alcohol/Tobacco use/distribution on or off campus
- Fighting on or off campus
- Leaving campus without permission
- Lack of parental cooperation
- Stealing, forgery, plagiarism and cheating
- Violations of Internet integrity
- Bullying other students, which additionally involves instances of sexual harassment, inappropriate touching, and unwanted sexual advances whether verbal, visual or physical

Regarding students on suspension, any quizzes or tests occurring on a student calendar during an at-home suspension may only be made up at the discretion of the administration.

**Bishop McManus Academy reserves the right to search a student and/or his personal belongings in the event the administration and/or faculty suspects that the student is in possession of an unauthorized item. This may be conducted without the student's or parent's permission. Registration of the student constitutes parental consent to such a search. BMA reserves the right to search a student's automobile, backpack, purse, pockets, gym bag, desk, locker, person or laptop, always taking extreme care to protect a student's Christian modesty.**

**Please be advised that students, parents, faculty and staff are liable for severe consequences if they threaten another person with harm in any way.**

**Harassment in any form is not supported by the school administration and WILL NOT be tolerated.**

**Griping WILL NOT be tolerated.** Violation of this principle will be dealt with severely.

**Defacing school property WILL NOT be tolerated.** Repairs will be made at the parent's expense.

**The following items ARE NOT permitted on campus at any time:** Guns, matches, lighters, knives, weapons of any kind, pornographic materials, drugs, nicotine products, radios, cameras, two-way wireless communication devices, personal tapes/CD's/DVD's, and gum. Cell phone, iPads and any other electronic devices are only allowed to be used on campus with the expressed written permission from the Administrative offices.

## **6. Harassment/Bullying**

Bishop McManus Academy will not tolerate any harassment of any person relating to the person's sex, race, color, age, or handicap. The term harassment includes but is not limited to slurs, jokes, comments, verbal, graphic or physical conduct relating to individual sex, race, color, age, or handicap. Requests for sexual favors or physical contact of a sexual nature of a male or female constitutes sexual harassment since such conduct creates an intimidating, hostile or offensive school environment and has no place in a Christian setting. Individuals who believe that they are a victim of harassment or bullying should report any incident immediately to the faculty member in charge at the time and/or the principal. Violators will be subject to immediate suspension or expulsion.

## **7. Alcohol and Drugs**

Bishop McManus Academy is a drug-free school. Students are not allowed to smoke, chew tobacco, drink alcoholic beverages or possess any of these items in or out of school. None of these items will be permitted at school functions or activities where students are in attendance.

Any students found using, passing, selling, purchasing or possessing drugs, alcohol or tobacco at any time will be expelled from the Academy.

The Academy reserves the right to drug test any student that the administration has reason to believe may be involved in alcohol and/or drug related activities.

## **8. Weapons**

No student, parent or person on campus with a student will be allowed to carry any firearms or weapons of any kind onto school grounds or into school buildings. Additionally, any student who uses or threatens to use any object as a weapon will be subject to immediate expulsion.

## **9. Chain of Authority**

In every organization there is a chain of authority to follow and Bishop McManus Academy is no different. All questions and concerns regarding your child's academic work should be first addressed with your child's teacher. The Academy and the home must work together for a child to truly succeed, so building a good relationship with your child's teacher is the first step.

If your child's academic needs become more serious, the situation may be referred to the Academic Director. A meeting will be scheduled with the parent, teacher and Academic Director to discuss the situation and develop a plan of action.

If your child is involved in a serious disturbance, or has continuous behavior problems, you may be referred to the disciplinarian. Minor behavioral issues are dealt with in the classroom by the child's teacher.

Should you have financial questions, you should contact the school's Finance Department.

If for any reason you feel that you need to schedule an appointment with the headmaster and/or administrator, we ask that you to follow the above chain of authority first.

## **10. Regulations Concerning Morning Devotions and Religious Functions**

As an extension of the ministry of City Church, Bishop McManus Academy is privileged to involve our students in learning the truth about the God that we serve. Our goal at the Academy is to bring each student to a personal knowledge of Jesus Christ. Participation in morning devotions, chapel services and other religious functions means joining in the vocal pledges, prayers, praise, worship and Scripture readings. It also means giving complete and undivided attention to the speakers. While students are not required to attend City Church nor believe the truths we teach, they will be required to be respectful and participate fully in all religious activities without reservation.

## **11. Guidelines for Field Trips**

Field trips are a privilege for students who have performed well academically and behaviorally. Students can be held back from field trips if their behavior has been unacceptable. Students must be respectful while on field trips, giving attention to any speakers or exhibits. Students must remain with the supervising adult and respect the rules of the place they are visiting. While on a school-sponsored field trip, students must observe the same rules and regulations as they do on campus. On special occasions, cameras may be permitted. **Any photos taken on school-sponsored field trips or on school campus may not be published on student blogs, web pages or any Internet medium without the express written consent of the school administration and the students in the pictures.**

## **12. Relationships**

In keeping with the Christian virtues of modesty and purity of the heart, students at the Academy are expected to refrain from public displays of affection that are normally reserved for serious, mature relationships. The Academy operates on the “six-inch rule” in all matters of public displays of affection between individuals whether the individuals be boys/girls, boys/boys or girls/girls. Students are encouraged to keep their friendships general. Suggestive or sexually explicit talk is prohibited, as are comments which can lead to exclusion and rejection. BMA’s goal is to provide an environment that is free from conduct that is considered harassing, coercive, or disruptive including sexual harassment. Sexual harassment includes, but is not limited to, unwanted sexual advances, visual, verbal or physical conduct of a sexual nature (playful or not), and inappropriate touching. These behaviors will not be tolerated and will be dealt with through probation, withdrawal, suspension and/or expulsion.

## **N. Student Enrichment and Motivation**

The Student Enrichment activities program is an integral part of the Academy’s education promoted by the school to foster the growth and development of all students, not merely those already proficient in a particular activity. Opportunities for group participation, unselfish service to the school and the community, tolerance, and the principles of democracy are fostered in every activity.

### **Student government, Committees, Clubs**

Students of the Academy elect a president, vice-president, secretary, treasurer and class representatives who are responsible for organizing and supervising class activities, parties, fund-raising ventures, special events and more.

A teacher is assigned to direct and monitor the club’s activities and plans. Parents do not have the right to form clubs or hold meetings without the Executive Director’s written consent. Parents do not have the right to sponsor or host any club or activity in the school’s name. The Executive Director appoints and dismisses any club organization, host or sponsor.

Students can be removed from any office, club or activity due to academic or behavioral problems. Should any student’s behavior become distracting to the club’s unity and purpose, the student will be removed from the club. Students must be supervised both on and off campus by a school-appointed supervisor when they are attending a school-sponsored event. The school-appointed supervisor has the responsibility for ensuring that parents pick up all students.

### **Athletics, Sports, and Cheerleading**

Bishop McManus Academy is a member of the Louisiana High School Athletic Association, and Metro Middle School League and sponsors interscholastic team competition at both the upper and middle school grade levels for both boys and girls. Opportunities are open as well for elementary boys and girls. For more information on sports options, please contact the Athletic Department of the school office.

Cheerleading is also offered in all levels for both boys and girls. Scheduled practices are held after school hours with a supervisor and/or coach. Training is held annually at major college camps across the country.

It is a privilege to represent Bishop McManus Academy by participating in our athletics. Students are expected to obey the rules and maintain respect for those in authority. Teamwork is a must. Failure to follow the rules could result in dismissal from the team. When at a game, team members and all adults/coaches/supervisors/parents that are connected to the Academy are expected to maintain an attitude of respect towards others. At no time should anyone representing the Academy exhibit behavior that can be construed as rude or disrespectful. Any misbehavior while at a team-sponsored event could result in immediate dismissal from the team and possible serious consequences determined by the school administration. Students can be dismissed from the team due to academic concerns as well.

### **Field Trips**

Motivational incentives are offered periodically throughout the year to students who complete the required work and maintain a passing grade. Students who qualify are rewarded by having the privilege of participating in a fun-filled planned day either on or off of the school grounds. Quarterly, off-campus field trips are a reward for a student's diligent efforts and will be awarded to those students making honor roll.

Field trips are held throughout the year to fun-filled and educational areas in and around New Orleans. Students may be required to earn the privilege to attend these school-sponsored events by achievements in academics or behavior.

Parents will be notified with a printed flyer if their child has earned these privileges. Parents will need to give their written consent for the child to participate. Permission over the phone is not acceptable.

Parents may be invited to attend and chaperone school-sponsored field trips. Parents attending field trips may not bring their younger children or any outside visitors as this will distract from their responsibility to assist the teacher(s).

### **O. Early Care & Late Pick-Up/Before- & After-Care and Late Policy**

Bishop McManus Academy does offer before- and after- care services. The Academy offers a safe, caring environment where students can play, socialize, complete homework

and enjoy other enriching activities. Students are expected to conduct themselves according to all the school rules. Any student not being picked up by their parents by 3:15 p.m. will be escorted to the Late Pick-Up area where their parents will come to sign them out. **Charges for this service will apply.** Please contact the school office for information on charges for this service. Students are not permitted to wait on the school grounds after 3:15 p.m. without being signed into Late Pick-Up.

Before- & After-care service is available for students ages 12 and younger on a weekly, pre-registered basis. Please contact the school office for registration information. The Before-care program opens at 7:00 a.m. Students must be signed into before-care by their parent/guardian. Students may not be dropped off on school grounds prior to 7:45 a.m.

The After-care program closes at 5:30 p.m. It is very important that parents make arrangements to have their child picked up by that time. Parents will be billed extra for every minute they are late in picking up their child. Repeated offenses could result in the privilege of after-care being withdrawn for that family.

## P. School Finances

### 1. Tuition Payments

Bishop McManus Academy is an independent institution with an annual budget dependent upon the tuition of the students and gifts of friends for operating expenses.

Registration for all students <b>NON-REFUNDABLE</b>	\$ 300.00
Late registration penalty After the last day of current school year	\$ 50.00
Tuition for all students	\$ 4,850.00
Curriculum & technology fee for all students	\$ 400.00
Testing fee for new students <b>NON-REFUNDABLE</b>	\$ 75.00
Facility Fee	\$ 383.00

### 2. Additional Fees (as applicable)

Senior Graduation Fees	\$350.00
Eighth Grade Graduation Fees	\$150.00
Kindergarten Graduation Fees	\$125.00

Athletic Fees	TBA
Breakfast/Lunch	Varies
Fund Raiser (one mandatory per year)	\$120.00**

\*\*All fees are subject to change due to outside cost increases.

- Curriculum/technology fee includes one year's curriculum.
- If a child fails any course for the year, summer school fees will be charged.
- All books are the property of Bishop McManus Academy. In the event that a student loses, misplaces or destroys any book in their possession, a replacement fee will be charged to the parent(s).

Bishop McManus Academy offers the following discounts to parents:

- A \$100.00 discount may be applied for each additional child in the same family.
- A 10% discount may be offered, on the tuition-only portion of the year's tuition/fees, to parents having a contributor's record of at least one quarter's consistent tithing and offerings to City Church.
- A 5% discount may be applied to the tuition-only portion of the year's tuition/fees, if the entire year's tuition and fees are paid at the time of student's acceptance.

Bishop McManus Academy offers a Family Needs Scholarship (FNS) to parents who qualify. Parents may fill out a Family Needs Scholarship Application and submit it with their child's application. Family Needs Scholarships are awarded at the discretion of the Board. This FNS, if awarded to a family, cannot be combined with any other discount or scholarship awards.

Tuition can be paid in two ways: in full prior to August 1, or through monthly financing at First Bank & Trust. The deadline for setting up bank financing is June 1. For your convenience, the Academy offers tuition financing, which can be paid in 10 monthly installments to First Bank & Trust. If you register after the financing deadline, payment for the month(s) missed will be paid to the BMA registrar's office along with the registration fee, and the remaining tuition balance may be financed. All families of Bishop McManus Academy can be approved for financing; however, **if the account is reported as delinquent, the student will not be allowed in class until the account is paid.** There will be NO EXCEPTIONS to this policy. In the event of a delinquent student account, the student's seat could be made available to new, incoming students, thereby jeopardizing your child's place on the student roster.

**TUITION IS CHARGED ON A YEARLY BASIS. ONCE YOUR CHILD IS ENROLLED AT BISHOP MCMANUS ACADEMY, YOU BECOME**

**RESPONSIBLE FOR THE ENTIRE YEAR'S TUITION AND FEES. TUITION/FEES ARE NOT REFUNDABLE FOR ANY REASON. IF YOUR CHILD IS WITHDRAWN OR EXPELLED, YOU WILL BE HELD RESPONSIBLE FOR THE ENTIRE YEAR'S TUITION, BOOK FEES, UNIFORM FEES AND ANY OTHER FEES THAT HAVE BEEN CHARGED TO YOUR ACCOUNT. ADDITIONALLY, YOUR CHILD'S TRANSCRIPTS/RECORDS WILL NOT BE RELEASED UNTIL THE ACCOUNT IS PAID IN FULL. IF LEGAL SERVICES ARE REQUIRED TO COLLECT ANY MONIES DUE TO BISHOP MCMANUS ACADEMY, PARENTS WILL BE HELD RESPONSIBLE FOR ANY AND ALL FEES INCLUDING ATTORNEY'S AND/OR COURT FEES.**

### **3. Fees**

The registration fee must accompany the student's application. This fee reserves the student's place while their application is being processed. Once the registration fee has been paid, **it is non-refundable**. For new applicants a NON-REFUNDABLE test fee of \$75 will be due at the time application is made. If the student is accepted, the \$75 will be applied towards the registration fee. The registration fee will be due in full before the student can be accepted.

**Insurance** will be carried on all students. The cost of the insurance is included as a part of the registration fee. The school itself is not liable to parents in the event of an injury to a student while on campus or during any school-sponsored activity. All claims are forwarded to the insurance agency which acts as a secondary insurance to the student's primary insurance. The administrator must be notified immediately if it is necessary to file a claim.

**Returned Checks** will be assessed a \$25.00 fee.

### **4. Financial Aid**

Bishop McManus Academy does not currently offer financial aid.

### **5. Food service and snacks**

The Academy offers both breakfast and lunch programs to its students. Breakfast food will be sold from 7:30 a.m. till 7:55 a.m. A breakfast and lunch price list will be sent home with the student at the beginning of school.

Students are welcome to bring lunch from home or purchase lunch from the school cafeteria. A breakfast and lunch menu will be sent home with the monthly newsletter. Microwaves are available for students who purchase lunch from the cafeteria. All lunches brought by students from home MUST be brought "ready-to-eat". Staff and faculty DO NOT prepare or warm lunches brought from home.

Currently, BMA offers the CNP free/reduced lunch to qualifying students. While this program is currently offered, BMA reserves the right to discontinue this program if it is deemed necessary by school officials.

*"In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer."*

Students who purchase lunch must purchase it **by the week only**, and it must be paid for in full in advance in the cafeteria on Friday mornings.

Eating in class is not permitted. Healthy snacks may be consumed during break time only. Students are not permitted to leave campus to purchase snacks or lunch during school time. Occasionally, parents may need to bring lunch to their child due to unforeseen circumstances. We ask that parents not make this a regular habit, but plan in advance for their child's lunch.

Students are expected to keep all areas of the school and grounds neat and clean at all times. All paper, waste and drink cans should be thrown in the trash cans provided around campus. The following procedures will apply in the lunchroom:

- Prayer will be offered for the food as each class is seated.
- Students will remain in the cafeteria, and seated, until the teacher gives permission for the entire class to leave in an orderly manner.
- Before leaving the cafeteria, all tables must be cleaned and wiped.
- Cafeteria area must be swept before the class leaves.
- Cafeteria and restrooms will be inspected by the teacher before the class leaves.

## 6. Fund Raising

During the year fund raisers may be held to subsidize the school's income and afford our children with the extras such as P.E. equipment, computers, and more. Participation in these fund raisers is mandatory for all students because all students benefit from the proceeds. Parents will be held responsible for all items issued to students when a sale is held. The same policy that applies to tuition payments will apply to fund raising events.

**One mandatory fund raiser is held yearly, usually at the beginning of the school year. Each student is required to sell the full value amount of the item that is distributed to them.**

## **Q. Uniforms, Dress Code and Supplies**

Uniforms are a requirement of Bishop McManus Academy and full details are provided by the registrar's office. Parents are responsible for the cost of uniforms. Students are required to be in FULL uniform daily. Violations will be dealt with according to policy.

School ID badges are required at all times for students in grades 3 – 12. ID badges are optional for grades PK2 – 2.

**Uniforms must be purchased from the following vendors:**

**Inka's**  
1617 Hickory Ave.  
Harahan, La. 70123  
Phone: (504) 739-9866

**Ponsetti Shoes**  
4460 Veterans Memorial Blvd.  
Metairie, La. 70006  
(504) 885-0028

### **Special Uniform Considerations (All grades)**

- Students in all grades have the option of choosing to wear the maroon cardigan, the navy fleece pullover or the maroon BMA sweatshirt (purchased through the school office) under the regulation school blazer.
- **The required school blazer MUST be worn on daily.**

### **Boys and Girls**

<b>T-Shirts*</b>	Solid white or BMA P.E. T-shirts – no logos or writing permitted.
<b>Jewelry*</b>	A simple watch is permitted.  One ring may be worn on each hand.
<b>Hair*</b>	Must be neat and clean at all times.  Faddish hairstyles including, but not limited to, Mohawks, shaved heads, afros, high tops, uneven cuts, bald fades, dread locks, twists, corn-rows, plaits, pony tails and lines and/or designs in the hair are not permitted. Hairlines must be distinguishable and hair length must be neat, trim and cut off the ears and at the hairline. Sideburns must be

	<p>trimmed at mid-ear. Decisions on hairstyles/haircuts will be left to the discretion of the administration.</p> <p>Boys must be clean-shaven – no beards, moustaches, and/or gashed-eyebrows. Students who cannot razor-shave will be expected to use an alternative method of hair removal. Doctor's notes will not exempt students from this policy.</p> <p>No unnatural hair colors or dyes are permitted including temporary paints.</p>
<b>Piercings &amp; tattoos*</b>	<p>Girls may have pierced ears but only one stud earring per ear allowed and only in the earlobe. Dangling earrings will not be permitted.</p> <p>No other body piercings or tattoos will be allowed for boys or girls.</p>
<b>Cosmetics/hygiene*</b>	<p>Cosmetics should not alter the student's natural appearance.</p> <p>Gold teeth and/or cosmetic dental work will not be allowed.</p> <p>Students are expected to arrive at school neat and clean, with ironed, well-kept uniforms.</p> <p>Brushing of hair and applying of lotion should be done in the restrooms.</p>
<b>Hats*</b>	Should not be worn inside of the school, cafeteria, or church facilities.
<b>Shoes*</b>	<p>Must be polished at all times.</p> <p>Only tennis shoes will be allowed for P.E.</p>
<b>Nails*</b>	<p>Nails should be neat and trim. Longer nails for girls are allowed, but only single-color (excluding black, faddish colors or ornamentation), or French manicures are accepted. Length will be limited to <math>\frac{1}{2}</math> inch or less.</p> <p>Under no circumstances will nails be accepted having designs, names, faces, multiple colors or unnatural styles</p>

**\*The school administration has the final approval or disapproval on the appropriateness of uniforms, hair, jewelry, dress-down day attire and outerwear clothing.**

## **1. Grooming Standards**

Proper grooming is taught along with other rules of manners and morals at the Academy. Appropriate clothing encourages responsible behavior. One's personal appearance is a manifestation of self-esteem, and each reinforces the other. We make no apology for the fact that we seek to use every means at our disposal, including clothing regulations, to encourage students to think and act like young ladies and gentlemen.

If a student comes to school without the proper uniform, or lacking any part of their uniform, (e.g. blazer, belt, tie, socks) a uniform infraction notice will be issued for the first offense. The student will be penalized with detention time for the second offense. Students incurring repeated infractions for the same offense will be referred to the disciplinary office to be sent home until the problem is corrected.

Students are expected to arrive at school in full dress uniform. They are also required to leave school in the afternoons fully dressed in uniform. "In full dress uniform" includes the blazer! Please note: Students in all grades have the option of choosing to wear the maroon cardigan, the navy fleece pullover or the maroon BMA sweatshirt (purchased through the school office) during the months of October through March only. The required school blazer MUST be worn on all special days (certain field trips, school picture days, and special days) as directed by the school staff/administration.

Under no circumstance may a student bring a change of clothes to school for the end of the day. Clothes changing allowances are made for certain field trips and special occasion days only. Students will be notified of such days as they occur.

Details on uniform and grooming regulations are outlined for students and parents on the first day of classes and reviewed periodically throughout the year. These regulations will be strictly enforced at the Academy. Uniform/grooming standards will be upheld for all school/church sponsored events.

As part of a student's overall appearance and demeanor, it is expected that a student's personal grooming and dress will exhibit modesty and the Christian standards taught here at BMA. Students may not wear clothing, jewelry, or any other personal wardrobe items (wallets, purses, etc.) that depict symbols contrary to these standards. These pictures include, but are not limited to, symbols of death, skulls, violence, symbols of a sexual nature, peace signs, or symbols of non-Christian religions or witchcraft. The school retains the right to determine what may or may not fall within the spirit of these guidelines, and to amend the list of inappropriate items as it sees fit; and students and their families agree that such items will not be worn in school or at any school-sponsored event.

## **2. Cold Weather Regulations**

While blazers are required throughout the year, the regulation sweater, fleece pullover, or sweatshirt with the proper school insignia may be worn under the blazer. The optional all-weather navy school jacket may be worn as an overcoat over the blazer, on cold days. **If an overcoat is worn on an extremely cold day, it must be worn over the all-weather jacket.** Overcoats must be plain and without advertising of any sort. Under no circumstances will students be permitted to wear starter jackets, or any type of overcoat bearing the name of other schools, teams, colleges, etc. Heavy duty, oversized shirts will not serve as an overcoat. The only exception to the above ruling is that the BMA letterman jackets are allowed over the school blazer.

Please note that while we understand that blazers must be dry-cleaned periodically, we suggest that parents have this cleaning done during school holidays.

## **3. Girl's Skirt Length**

Girls' uniform length must be **below-the-knee** all the way around the skirt. Hems large enough to be let out as the child grows are recommended.

## **4. Dress Down Days**

Dress-down days are periodically allowed as incentives and for field trips. Dress-down day attire consists of the navy blue polo shirt and khaki slacks unless otherwise noted.

On special occasion days and Honor Roll Celebration days, students who have earned the privilege may be allowed to wear dress clothes to school. Written notification will be sent to the parents and general uniform guidelines will apply.

# **R. Safety and Supervision**

## **1. Use of equipment**

Students and faculty members must be careful when using school/church equipment either on or off campus. Students should only handle equipment with proper authorization and in the presence of a teacher. Any needed repairs must be immediately brought to the attention of the school office.

## **2. Destruction of property**

All who are associated with the school in any way should be concerned about taking care of school and church property. Any damages to school or church property should be reported immediately to the school office. Anyone damaging or destroying school or church property will suffer serious consequences (which could include expulsion), and be required to make restitution for any and all damages.

The school is not responsible for personal items that students bring to school. Students are admonished not to bring valuable or fragile items to school.

### **3. Leaving school grounds**

Bishop McManus Academy has a closed-campus policy. Leaving school grounds for any reason during school hours without the express written consent of the headmaster/principal is strictly prohibited. If students leave the school grounds for a field trip, the teacher must first have a written consent form from the parents. Students will only be allowed to leave the grounds for a field trip under the supervision of school-appointed guardians. If a student leaves school property without permission, police may be called and asked to retrieve the student and return them to school. Leaving school grounds without permission is grounds for expulsion.

### **4. Abuse and Neglect of Minors**

By law, the principal and teachers of the Academy are mandated reporters—under obligation to report any incidence of suspected child abuse or neglect to the proper authorities. The principal and faculty have a responsibility to ensure the safety and well-being of all students entrusted to our care.

Because the Academy does not tolerate the abuse of minor children physically, sexually, or emotionally, the administration and faculty are given thorough training yearly to recognize signs of child abuse. All such suspected cases will be documented and reported immediately.

## **S. Parental Involvement**

We encourage parental involvement and believe that parents are an integral and vital part of student success. In addition to parents working directly with the faculty on academic success, we encourage parents to get involved in school activities through our Parent Volunteer Program, VIP (Very Important Parent). Parents may obtain information about the VIP from the school office or the program coordinator. Volunteers are welcome in a variety of areas of the school both during the school day and after hours.

Additionally, parents can get involved in the Athletic Booster Club. Meeting monthly, this vital volunteer group has been instrumental in raising funds for the BMA Athletic Program as well as raising awareness of the importance of athletics in a student's school career.

## **T. Video Surveillance**

Schools have the responsibility to provide safe facilities for all students and staff. Additionally, schools are expected to provide adequately for the care, control and management of school property as well as provide general supervision for school property, students, visitors and employees. In keeping with these goals, Bishop McManus Academy has determined that video surveillance of the property and grounds is essential, therefore requiring the adoption of effective policies regarding the use of video surveillance. The

purpose of these policies is to regulate the use of surveillance cameras so that legal and privacy interests of individuals and property at BMA are protected. The function of the surveillance is solely to protect the safety and property of the BMA community. Video surveillance will record images for identification of individuals in violation of legal or discipline policy. Presently, no sound will be recorded.

The following will apply:

- Video surveillance is installed and currently in use in places on school premises where there is no reasonable expectation of individual or group privacy. These common areas include hallways, classrooms, cafeteria, playgrounds, parking lots, athletic areas and the library.
- All buildings that utilize video surveillance will have signs posted advising that cameras are in use.
- Video cameras and installations will be authorized by the Governing Board.
- Only individuals authorized by the Governing Board shall have access to and/or be able to view video recordings or monitor cameras.
- All recordings will be maintained for a period of 30 days.
- Video tapes will be stored in a locked area to which students, unauthorized staff and the public do not have access.
- Video recordings that become part of a student's disciplinary and or academic record will be digitally separated for appropriate confidentiality and access.
- Video surveillance equipment will not be monitored at all times.
- Students or other individuals found to be in violation of school policies, rules or the law are subject to discipline in accordance with established BMA policies. The student's parent of record will be allowed to view videos of incidents involving their child only with an authorized member or members of the BMA administration.
- The BMA Governing Board reserves the right to provide copies of video recordings to law enforcement agencies as it deems appropriate. All releases of video recordings must be approved by the BMA Governing Board and release requested through the BMA office.
- Video recordings shall not be made available for general viewing by the public, the media or any unauthorized individuals.

#### **U. Right to Amend Handbook & Disclaimer**

Bishop McManus Academy retains the right to amend, change and make additions to this handbook at any time during the school year. Changes will be made public through written notification to the parents as well as on our website.

Any manuscript or typographical errors in this document shall in no way alter any of the requirements written therein.

*Revised 12/1/2016*