



## WELCOME TO MANUAL HIGH SCHOOL

As a member of the student body of duPont Manual High School, you are experiencing an unlimited opportunity for personal and intellectual growth. It is up to you, the student, to take hold of this opportunity and make the most of it. Your best high school experience will result from the activities and academics the school has to offer. We are committed to providing an atmosphere where you can fulfill our expectations as well as your own.

Students at duPont Manual High School have traditionally demonstrated high standards of performance in academics, activities, and behavior. The faculty and staff are here to assist you in continuing that tradition.

duPont Manual Faculty

### HISTORICAL BACKGROUND

duPont Manual High School first opened its doors in October 1892 through the generous support of Victor duPont of the duPont Chemical Company. At that time it was a “training” school for young men in manual skills such as engineering, drafting, etc., and the school was located at the corner of Brook and Oak Streets. In 1950, the school merged with Louisville Girls High School which was housed in Halleck Hall, duPont Manual’s current location. In 1984, Manual became a magnet high school, expanding its attendance area to include all of Jefferson County. A selective admissions process became the requirement for student placement in the five magnet programs.

Today, duPont Manual Magnet High School is a nationally recognized school for student academic success. Recognized as a U.S. School of Excellence in 1991, Manual students continue to top district, state, and national statistics in test scores, number of scholarship recipients, and number of National Merit Scholars.

duPont Manual – The Magnet High School offers motivated students the opportunity to combine strong academics with specialized instruction in one of five component areas; High School University; Visual Arts; Journalism and Communications; Youth Performing Arts School; and Mathematics, Science, and Technology. The Advance Program also is available for eligible students. Through a working relationship with the University of Louisville, qualified students in all programs may take college courses for credit while attending duPont Manual.

|                |                   |
|----------------|-------------------|
| School Colors: | Crimson and White |
| Mascot:        | Ram               |
| Letter:        | M                 |

CREED OF duPONT MANUAL HIGH SCHOOL

I believe in duPont Manual as a school  
of high standards of scholarship,  
sportsmanship, and service, where all  
work for the common good.  
I, therefore, pledge myself to obey  
established authority, accept responsibility  
for my own conduct, and so  
honor our colors that the Crimson and  
White will ever be the symbol of a  
school of lofty purpose and democratic ideals.

STAND UP AND CHEER

Stand up and cheer!  
Stand up and cheer for dear old Manual!  
For today we raise  
The Crimson high above the rest;  
Our boys are fighting,  
And they are sure to win the fray;  
We've got the team, Rah! Rah!  
We've got the steam, Rah! Rah!  
And this is dear old Manual's day  
Rah! Rah! Rah!  
(Repeat without yells)

VICTORY SONG

We'll sing hurrah for the Red and White,  
A big hurrah for the Red and White,  
For the flag we love on to victory!  
And when the foe is down  
We will raise a mighty shout,  
And sing hurrah for the Red and White!  
We're all your sons and daughters true;  
Now with all your might,  
Give them fight, fight, fight,  
For the grand old Red and White!

ALMA MATER

Dear Manual, to thee we raise  
Our hymn of praises due,  
A guiding star through all our days,  
Friend and mentor true,  
Manual; Manual!  
Hail, all hail, to thee;  
All our lives to thee we pledge  
In love and loyalty.

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## **DUPONT MANUAL HIGH SCHOOL/YOUTH PERFORMING ARTS**

**PRINCIPAL** - Jerry Mayes – [gerald.mayes@jefferson.kyschools.us](mailto:gerald.mayes@jefferson.kyschools.us)

### **ASSISTANT PRINCIPALS**

|                  |                      |
|------------------|----------------------|
| Craig Klingenfus | 12 (A-G) Grade 10    |
| Vicki Lete       | 12 (H-O) Grade 11    |
| Greg Kuhn        | 12 (P -Z) Grade 9    |
| Bryan Crady      | YPAS Magnet Students |

### **COUNSELORS - Students are assigned to a specific counselor.**

#### **Counselor/Teacher preferences cannot be honored.**

|                 |                          |
|-----------------|--------------------------|
| Marti Johnston  | Jr / Sr. Non-YPAS        |
| Michelle Leslie | Fresh / Soph. Non-YPAS   |
| Amy Medley      | Jr / Sr. Non-YPAS        |
| Amy Meeron      | Fresh / Soph. Non-YPAS   |
| Kevin Fowler    | All YPAS Magnet Students |

Manual's home on the web, [www.dupontmanual.com](http://www.dupontmanual.com) features a variety of resources for students, parents, and teachers. Information regarding our magnet programs, admission requirements, and contact forms can be found at this site.

PTSA <http://dupontmanual.com/manualpts>

PTSA email [manualpts@gmail.com](mailto:manualpts@gmail.com)

### **OFFICE HOURS**

|                   |                    |
|-------------------|--------------------|
| Main Office       | 6:30 am to 4:00 pm |
| Attendance Office | 7:00 am to 3:20 pm |
| Guidance Office   | 7:00 am to 3:40 pm |

### **2016-2017 BELL SCHEDULE**

7:25 a.m. Teacher's bell

7:25 a.m. Students permitted on upper floors to report to 1st period.

7:35 a.m. Warning bell for students to be in 1st period (homeroom if scheduled).

|                    |   |
|--------------------|---|
| 7:40 - 9:10 a.m.   | Periods Red 1 <sup>st</sup> & White 1 <sup>st</sup> |
| 9:15 - 10:45 a.m.  | Periods Red 2 <sup>nd</sup> & White 2 <sup>nd</sup> |
| 10:50 - 12:45 p.m. | Periods Red 3 <sup>rd</sup> & White 3 <sup>rd</sup> |

First Lunch 10:50 - 11:10 a.m.

Second Lunch 11:14 - 11:34 a.m.

Third Lunch 11:38 - 11:58 a.m.

Fourth Lunch 12:02 - 12:22 p.m.

Fifth Lunch 12:26 - 12:46 p.m.

12:46 - All 5<sup>th</sup> Lunch students go directly to 4<sup>th</sup> block

12:50 - 2:20 p.m. Periods Red 4<sup>th</sup> & White 4<sup>th</sup>

2:20 - Dismissal for Students

2:25 - Dismissal for Teacher

## **ATTENDANCE**

Much of the success of DuPont Manual High School comes from the emphasis on daily attendance. Attendance is perhaps the most critical factor in the student achievement in school. The following attendance policies are designed to encourage students to be in school every day they are able and emphasize the importance of parent or guardian communication with the school concerning student absences.

Regular attendance and punctuality are essential for college and career readiness. To preserve a safe environment, a legal guardian (or person (s) listed on student information form) is required to sign out a student. Picture identification is required for the person signing out the student. Students may not sign themselves out (all grades 9-12). Students **will not** be released by phone or fax as they are too difficult to authenticate.

## **ABSENCE**

If a student is absent, the following is required

- Parent/Guardian **MUST** call the school before 9:00 a.m. on the day of the absence. **This phone call will not excuse the absence.** Please call **502-485-8241** to report the absence.
- Written notification must be received in order for the absence to be excused. Absence notes are to be turned in to the attendance office *immediately* upon your students return to school. Failure to present an acceptable note warrants an unexcused absence. The student has **three (3) consecutive** school days to produce a valid absence note.
- After ten (10) parent notes of absenteeism and for each occurrence thereafter, a medical statement is required.
- Students who are absent will be excused for the following with valid documentation:
  1. Illness
  2. Death in the family
  3. Medical or dental appointments
  4. Personal legal matters
  5. Religious events
  6. Educational Enrichment
  7. Other exceptional reasons as pre-approved by the principal, provided a written request is made at least five (5) school days in advance
- Students absent for any reason other than those reasons listed as excused absences will be considered as unexcused. Unexcused absences also include the following: Absences prior to and following vacation, and holidays and official school professional-development days, for reasons other than illness or death in the family.

#### **Excessive absence/tardy behavior**

- Upon accumulating ten (10) unexcused tardies or five (5) unexcused /undocumented absences during a semester, the student will **be placed on** probationary status at the magnet school
- The student may be withdrawn from Manual High School at the end of the school year because of excessive attendance problems

#### **Missed Class work and Instruction**

- For excused absences and tardies, it is the students' responsibility to request all work that can be made up. Students will have the number of calendar days absent plus one (1) day to make up any work missed
- For unexcused absences and tardies, missed work cannot be made up. Students are still responsible for the content covered during the absence

#### **TARDY TO AND FROM SCHOOL**

- Early dismissals are considered tardies.

If a student is tardy to school, we require the following:

- The student must report to the attendance office to sign in immediately upon arrival. Student who fail to sign in will be subject to disciplinary action
- Students that sign in more than **10 minutes late (7:50)** to school will be subject to disciplinary action.. This action will not be taken with official documentation (doctor, dental, License/permit or court notice, or the student's administrator of record). Parents accompanying their child to sign in will not receive disciplinary action. However, the tardy will not be excused. *A parent note will not serve as an excuse for this disciplinary offense*
- Students can accumulate up to three (3) unexcused tardies (this includes unexcused early release) during the course of a semester before disciplinary action is taken
- Using the excuses "car trouble", "*traffic*", or "*no parking*" constitutes an unexcused tardy, since students have elected to provide their own transportation. Using the excuse "*overslept*" also constitutes an unexcused tardy.

#### **EARLY DISMISSAL**

- To be released early from school the student should report to the attendance office before first period and present a note from their parent/guardian with the student's name and grade, release time reason for leaving school, parent's/guardian's signature, and phone number where parent/guardian may be reached to verify the request.

- Failing to sign-out properly before leaving school grounds will result in disciplinary action.
- No student may be dismissed early without prior direct contact between the parent and school official (administrator or attendance office). If the note cannot be verified, the student will not be dismissed early.
- A student who becomes sick at school should go directly to the attendance office. Students are not to call from the classroom or an alternate office. The attendance office must talk with the parent that the student resides with in order to be released. In the event that a parent is unable to be contacted, we will contact the emergency number listed. The emergency contact must then sign the student out in the attendance office. Identity must be verified in the front office. If the attendance office staff cannot contact anyone, the student must return to class. A student may not be driven home by another student.
- If you sign out for medical appointments, driver's license tests, death in the family, school – related activities, court appearance, or hygienic emergencies, you may return to school (you must sign back in at the attendance office) to take part in class and extra school functions. **If you sign out for illness or any reason other than the above, you will not be allowed to sign back in to school that day.**
- Students must be in school a minimum three hours to participate that day in extracurricular activities, sports and performances.

#### **COLLEGE VISITATION FOR JUNIORS AND SENIORS**

- Students are encouraged to make college visits on days when school is not in session.
- Seniors are permitted three (3) excused college visits. Juniors are permitted two (2) college visits. Students must provide verification on college letterhead of attendance.

#### **PERFECT ATTENDANCE**

- Students will be permitted to accumulate ninety (90) minutes total in tardies/early dismissals and still be considered for perfect attendance

#### **STUDENTS INVOLVED IN PROFESSIONAL AND COMMUNITY PRODUCTIONS**

- Manual students may have a maximum of five (5) excused absences from classes to perform in professional or community productions per semester. Educational Enhancement can be used as long as the student meets the requirements.

- The students involved must maintain a 3.0 average or better in all classes and have zero (0) unexcused absences. The sponsoring organization of the production must provide to the Manual administration a written request to excuse the student at least two weeks prior to such event. A written request from the parent must be received by the school administration as well (to insure parent involvement and knowledge that their child will be missing classes at school).

#### **Educational Enrichment**

- May grant students an excused leave and attendance marked as present in school (similar to a field trip).
- This form and the criteria can be found in the **main office for the current year.**
- **This completed form must be turned in to the attendance office five (5) school days prior to the scheduled event.**
- Student must have a GPA of 3.0 or higher and zero unexcused absences.

#### **MAKE-UP WORK**

*The JCPS Uniform Code of Acceptable Behavior defines valid reasons for excusing an absence as student illness, visits to a physician, religious holidays, or other reasons approved by the school administrator. Only assignments made during the class meeting(s) of a valid excused absence, excused tardy, or excused early release as defined above are to be treated as make-up work.*

1. If a student has an excused absence, excused tardy, or excused early release from school, he or she has the right to request the make-up work and/or assignments from each class missed. The make-up work will include daily work, tests, and projects. Alternative assignments may be used when original assignments cannot be duplicated.

2. For each class missed due to an excused absence, excused tardy, or excused early release, students will have the number of class meetings missed in which to complete and turn in all make-up work. Students are expected to obtain their make-up work on the first class meeting of each given class upon their return, consequently, these class meetings will NOT be counted for make-up purposes. (For example, a student who misses Monday will obtain make-up assignments on Wednesday, and these assignments will be due on Friday.)

3. All work assigned prior to an excused absence, excused tardy, or excused early release which is due during the day(s) of class absence is to be turned in to the teacher immediately upon return to the class. All work assigned prior to an excused absence which is due after the day(s) of class absence is to be turned in to the teacher on the assigned due date.

4. A student who has an unexcused absence, unexcused tardy, or unexcused early release has no right to make up any work.

5. When an absence from class is anticipated due to an acceptable activity including field trips, performances, competitions, or meetings, or when



students accompany parents or guardians on trips or other family activities arrangements for the completions of the required work must be made in advance with the teacher. Teachers are encouraged to provide work in advance for students who know they will be absent from class. Assignments provided to absent students prior to their return to class are to be turned in to the teacher immediately upon return to each given class. If assignments have not been provided to students prior to their return to class, these students should receive makeup work on the first day they return to class, at a time convenient to the teacher. If such an absence from class is for two or more consecutive class meetings, assignments made during the class absence are, upon return, to be completed and turned in by the second class meeting.

6. For final assessments, at the end of each semester, a student may make up the assessments only in the case of a personal illness verified by a doctor's certificate, a death in the family, a family emergency, or a pre-arrangement between a teacher and the parent/guardian of the student. The time for making up the assessments must be arranged with the individual teachers. An absence for any other reason will result in zeros on the assessments.

7. This policy defines the rights of students to receive makeup work. Expanded or special arrangements for individual classes may only be made with teacher permission.

#### STUDENTS UNABLE TO PERFORM IN YPAS CLASS

A student who is able to attend school, but unable to perform in their YPAS class due to physical injury, ailments, sickness, etc. shall be expected to attend that class. This student will be given alternative assignments for the duration of time not able to perform.

#### DRESS EXPECTATIONS

Because duPont Manual High School values both diversity and academic excellence, we seek to affirm students' rights to self-expression while still maintaining a serious learning environment. In order to meet these goals, we have implemented the following SBDM-approved dress expectations:

- Clothing must deliberately and completely cover intimate undergarments.
- Shorts, skirts, and dresses must extend to approximately 1/3 of thigh length (**bottom of hip / top of inner thigh to knee**).
- Tight and/or form-fitting bottoms must be accompanied by a top that covers the front and back of the hips.
- Clothing must be opaque (dark enough to not be transparent, translucent, or see-through).
- Shirts with deep necklines, backs, midriffs and or exposed sides must not be worn.
- Strapless shirts and shirts with spaghetti straps must not be worn. Sleeveless shirts must have straps of approximately two inches or more in width.
- Clothing must be free of vulgarity, references or connections to gangs, and/or advertisements of products illegal to minors.
- Shoes must be worn at all times.

- Except for religious coverings, heads must not be covered.
- Masks and face paint must not be worn.
- Any item (jewelry, chains, spikes, etc.) that could be perceived and/or used as a weapon should not be worn.

Administrators may use their discretion in implementing and enforcing these dress expectations, including making reasonable accommodations on the basis of a student's religious beliefs or medical conditions. **Students will be given a change of clothes from the main office (t-shirt and sweat pants) to be worn until a change of clothing is brought to school or until the end of the day in which they will change back into their clothing.**

**MANUAL/YPAS BEHAVIOR CONSEQUENCES**

**DuPont Manual High School/Youth Performing Arts School supports the fundamental principles and components of the Uniform Code of Student Conduct and the Student Bill of Rights as adopted by the Jefferson County Public School District. In conformance with district policies and procedures, the following disciplinary actions will be utilized for common offenses. A comprehensive list of behavior violations can be found in the Uniform Code of Student Conduct. Students repeating inappropriate behaviors will be disciplined in a progressive manner.**

| <b>Rule Violation</b> | <b>Offense</b> | <b>Consequences</b>   |
|-----------------------|----------------|---|
| Tardiness to School   | 4th            | 1 Detention & Return of Referral Form with a Parent/Guardian Signature  |
|                       | 6th            | 2 Detentions & Return of Referral Form with a Parent/Guardian Signature |
|                       | 12th           | Saturday School & Parent Notification                                   |
|                       | 15th           | Saturday School, Parent Notification, & Placed on Enrollment Probation  |
| Tardiness to Class    | 4th            | 1 Detention & Return of Referral Form with a Parent Signature           |
|                       | 6th            | 2 Detentions & Return of Referral Form with a Parent Signature          |
|                       | 12th           | Saturday School & Parent Notification                                   |
|                       | 15th           | Saturday School, Parent Notification, & Placed on Enrollment Probation  |
| Truancy (All-Day)     | 1st            | Saturday School, 6 Detentions, & Parent Notification                    |
|                       | 2nd &          | Saturday School, 6 Detentions,  |

|  |              |   |
|--|--------------|---|
|  | Beyond       | Parent Conference, & Placed on Enrollment Probation   |
| Class Cut                                    | 1st          | 2 Detentions & Return of Referral Form with a Parent Signature  |
|  | 2nd          | 2 Detentions & Parent Notification  |
|  | 3rd & Beyond | Saturday School or Suspension, Parent Conference, & Placed on Enrollment Probation  |
| Unauthorized Use of Telecommunication Device | 1st          | Device Confiscated, 3 Detentions, Device Returned to Student Afterward  |
|  | 2nd          | Device Confiscated, 6 Detentions, Device Returned to Student Afterward  |
|  | 3rd          | Device Confiscated, Device Returned to Parent, Saturday School,   |
|  | 4th          | Device Confiscated, Device Returned to Parent, Suspension   |
| Failure to Wear ID                           | 1st          | Warning   |
|  | 2nd          | 1 Detention   |
|  | 3rd          | 2 Detentions, Parent Notification   |
|  | 4th          | 3 Detentions, Parent Notification   |
|  | 5th          | Saturday School   |
| Dress Code Violation                         | 1st          | Acceptable Clothing Brought to School, School provide Change, 1 Detention   |
|  | 2nd          | Acceptable Clothing Brought to School, School provide Change, 1 Detention, Parent Conference  |
|  | 3rd          | Acceptable Clothing Brought to School, School provide Change, 1 Detention, Saturday School  |
| Academic Integrity Violation                 | 1st          | Possible Zero, Assignment Completed (Possibly Not for Credit, Saturday School, Parent Conference, Placed on Enrollment Probation                            |
|  | 2nd & Beyond | Possible Zero, Assignment Completed (Possibly Not for Credit, Saturday School, Parent Conference, Placed on Enrollment Probation, Possible Exit from Manual |
| Leaving School Grounds                       | 1st          | Saturday School, 5 Detentions   |

|                                    |              |  |
|------------------------------------|--------------|--|
|                                    | 2nd & Beyond | Suspension & Placed on Enrollment Probation                                    |
| Presence in Unauthorized Area      | 1st          | 3 Detentions & Parent Notification   |
|                                    | 2nd & Beyond | Saturday School & Placed on Enrollment Probation                               |
| Inappropriate/Disruptive Behavior  | 1st          | Detention, Saturday School, and/or Suspension with Parent Conference           |
|                                    | 2nd & Beyond | Detention, Saturday School, and/or Suspension & Placed on Enrollment Probation |
| Fighting                           | 1st          | Suspension & Placed on Enrollment Probation                                    |
|                                    | 2nd          | Suspension and Possible Exit from Manual                                       |
| Refusal to Identify Oneself        | 1st          | Saturday School or Suspension  |
|                                    | 2nd          | Saturday School or Suspension & Placed on Enrollment Probation                 |
| Bullying/Intimidation/Harassment   | 1st          | Saturday School or Suspension  |
|                                    | 2nd & Beyond | Saturday School or Suspension & Placed on Enrollment Probation                 |
| Use/Possession of Alcohol/Drugs    | 1st          | Suspension (per JCPS Zero Tolerance Policy) & Placed on Enrollment Probation   |
|                                    | 2nd          | Suspension (per JCPS Zero Tolerance Policy) and Possible Alternative Placement |
| Sale/Distribution of Alcohol/Drugs | 1st          | Suspension (per JCPS Zero Tolerance Policy) & Placed on Enrollment Probation   |
|                                    | 2nd          | Suspension (per JCPS Zero Tolerance Policy) and Possible Alternative Placement |
| Use/Possession of Tobacco Products | 1st          | Written Warning & Parent Conference  |
|                                    | 2nd          | Saturday School  |
|                                    | 3rd          | Saturday School  |
|                                    | 4th          | Suspension & Placed on Enrollment Probation                                    |
|                                    | 5th          | Suspension, Placed on Enrollment Probation, & Possible Alternative Placement   |

### MEDICATION

In order for school personnel to administer any type of medication (prescription or over the counter) to a student, the office staff must have on file a signed, notarized, affidavit giving your permission to do so. The medicine must be sent to school with complete instructions and in its original container which must have the prescription label attached if applicable. Please be sure to complete all information that is listed on the form. You may pick up a form at the school office and your signature can be notarized at school. In order to have your signature notarized at school, you must sign in person. This authorization will be honored through the end of the current school year only.

### STUDENT DISCIPLINE

Students of duPont Manual High School are provided an equal opportunity for an education. Each student is responsible to make good use of his/her education opportunities through regular school attendance, daily preparation for academic work, wise course selection, participation and support of school activities, and mutual respect for the individual rights and responsibilities of the school community members. Students are expected to exercise self-discipline and to obey lawful instructions of the Jefferson County School personnel (administrators and teachers). Conduct by actions or involvement which interferes with the educational process and/or violates standards of good discipline is NOT ACCEPTABLE and will result in disciplinary action. This includes violations of any local, state, or federal statutes. Students will abide by the adopted Uniform Code of Student Conduct. Every student will receive a copy of the JCPS Uniform Code of Conduct and Student Bill of Rights. Not all punishable infractions are listed in this handbook. Students must be aware that school personnel will challenge any student or any action that is felt to not be in the best interest of Manual High School, or is disruptive to the educational process. Disciplinary action may be administered in such situations based upon judgment of the principals.

Special Note to Seniors: All Manual High School rules and regulations apply until the end of the official school year. This includes all pre-graduation, graduation, and post-graduation activities.

It is the responsibility of each student to conduct himself or herself in an appropriate and acceptable manner. Some suggestions concerning behaviors are as follows:

- Be aware of current discipline code by reading it and complying.
- Be respectful and obey all instructions of the JCPS personnel.
- Be at school regularly and on time. Do not leave school grounds without permission during school hours.

- Be your own person in self-discipline. Do not be in association with others who commit acts of misconduct.
- Be prompt to class; come prepared with books, paper, pen, pencil.
- Be courteous to your teachers and fellow students. Disrespect, abusive language, threats, profanity, or willful disobedience, disturbances/disruptions will not be tolerated.
- Be serious about your school work. Do all assignments, regardless of difficulty. A good effort is very important. Be a good student, do your own work.
- Be in compliance with JCPS Zero Tolerance. Just Say No!
- Do not ask to be excused during class unless it is a genuine emergency. If excused, you must have a hall pass.
- Be a "good citizen". Be respectful of personal and public property.

**SBDM Electronic Device Policy:**

**Guidelines:**

- The use of personal electronic devices in the classroom is COMPLETELY at the choice and approval of the teacher. Charging of personal electronic devices will also be at the teacher's discretion.
- Placing or receiving voice or video phone calls is prohibited.
- duPont Manual High School, faculty and staff, will not be held responsible for any physical damage, loss, or theft of the personally owned device. (JCPS Code of Conduct and Student Bill of Rights).
- The use of camera and video functions are forbidden at any time unless clearly defined within an instructional activity and with the permission of the teacher.
- Students will not be allowed to use devices in **DETENTION** or **SATURDAY SCHOOL**.
- Students will respect the teachers/adults requests if there are concerns about usage at inappropriate times. If a student is not being respectful of the instructional setting, or not following an adults directives, a referral will be written and the student will meet with an administrator (**Failure to follow Teacher Directive**).
- Students may not access, submit, post, publish, forward, download, scan, or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying, and/or illegal materials or messages on any electronic device.

**Etiquette:**

- Personal electronic devices may be used during class changes in the common hallways and in the cafeteria. Use of external speakers on electronic devices is prohibited in these areas.
- Students using personal electronic devices in any manner that disrupts the educational environment or violates the rights of others will be subject to disciplinary action.

## ACADEMIC INTEGRITY POLICY - SBDM Approved 08-09

### Policy Goals:

The success of any school relies on the combined efforts of all members of its community: teachers, students, administrators, and parents. Nowhere is this combined effort more important than in ensuring the integrity and fairness of the school's academic program.

Academic Integrity is the pursuit of learning conducted in a fair and ethical manner.

All community members share responsibility for creating an environment in which academic integrity is expected. Each constituency shares responsibilities with others and has its unique role to play.

The goal of this policy is a school community in which every member is assured that integrity and fairness are the norm, that violations of this norm are not tolerated, and that actions that undermine this expectation are handled firmly and consistently. In the end, the purpose of this policy is to create a school where each student can proudly state of each assignment:

***This work is my own. I have neither used, received, nor given unauthorized aid in its completion.***

### Integrity Education

In keeping with the school's role as a center for all types of learning, including the building of character for life after high school, duPont Manual resolves to teach all students the meaning and relevance of integrity in their academic and professional careers.

### Teachers

- The administration shall provide professional development opportunities for all teachers focusing on their role in addressing academic integrity issues, understanding the underlying dynamics of academic dishonesty, and their role in enforcing this policy.
- All English teachers will be responsible for educating their students about plagiarism and methods to avoid plagiarism in their written work.

### Students

- The administration shall provide at the beginning of each school year a lesson for all students on academic integrity, stressing the damage that dishonesty does to the school and other students, the importance of maintaining integrity in future pursuits, methods to avoid compromising one's academic integrity, and

the consequences of academic dishonesty

Parents

- The administration shall collaborate with the PTSA to provide information and support to parents as they carry out their responsibilities under this policy.

Responsibilities

Teachers, Students, Administrators, and Parents have the responsibility to:

- recognize that the purpose of education is the development of knowledge, skills, and habits, not the accumulation of points.
- work together to ensure academic integrity, supporting others in their attempts to carry out their responsibilities.

Teachers have the responsibility to:

- hold themselves to the same standards of integrity that they expect of their students.
- provide expectations regarding student work in the course syllabus, including what is permissible in terms of collaboration.
- give rigorous, relevant, and equitable assignments and assessments.
- respond sensitively and in a timely manner to student and parent inquiries regarding course content and expectations.
- refer students to resources or provide help when asked or when it is apparent that students are struggling in the course.
- keep accurate records of student performance.
- use plagiarism detection software when appropriate
- enforce the Academic Integrity Policy by reporting every incident that they believe, based on evidence, represents a violation of the policy.
- require students to include the integrity statement on all graded work.

Students have the responsibility to:

- read and understand the Academic Integrity Policy, including their own teachers' expectations as set forth in those teachers' syllabi.
- sign a statement indicating their understanding of these policies and their commitment to uphold them.
- clarify with the appropriate teacher any ambiguities they perceive about whether a particular action is acceptable before taking the action.
- take an active role in their own education--to choose classes at appropriate levels, to seek help when they need it, and to avoid placing themselves in situations that make unacceptable behavior tempting.
- include the integrity statement on all graded work.

Administrators have the responsibility to:

- assist teachers in providing authentic assignments and assessments.
- make the Academic Integrity Policy available to all students, teachers, and parents.
- design and institute the integrity education programs included herein.
- keep accurate up-to-date records on Academic Integrity Policy violations for the duration of each student's high school tenure.



- enforce the Academic Integrity Policy and apply consequences consistently and in a timely manner.

Parents have the responsibility to:

- familiarize themselves with and sign a copy of the Academic Integrity Policy and discuss the policy with their child.
- familiarize themselves with individual teacher policies/expectations and discuss them with their child.
- be actively involved and engaged in what their child is learning, but avoid providing assistance that would be in conflict with the Academic Integrity Policy.
- support school consequences for Academic Integrity Policy violations.
- be sensitive to the pressures students face and adjust expectations accordingly.

Policy Violations

Academic dishonesty is any attempt to gain academic credit or recognition to which one is not entitled or to assist others to do so. Academic dishonesty includes, but is not limited to:

- copying, or allowing the copying of, graded work
- gaining unauthorized prior knowledge of assessments or providing such knowledge to others
- transmitting or receiving information related to the content of graded work, whether through text, voice, images, or another medium
- misrepresenting situations for academic gain, including as a ploy to receive additional time to complete graded work
- falsifying data or sources in graded work
- altering a grade, whether on an individual assignment or in student records
- collaborating with others beyond what a teacher allows
- violating the rules of school-sponsored academic competitions or assessments
- plagiarism--the stealing or using of others' words, original ideas, or work without crediting the original source. Examples of plagiarism include, but are not limited to:
  - using others' words, ideas, phrases, or work without giving accurate documentation
  - downloading information from the Internet in part or in whole and inserting it into one's work without giving proper credit to sources
  - copying the structure and organizational pattern created by another writer.

### Student Rights

Students have the right to:

- confidentiality (beyond the notifications outlined)
- due process, including the right to appeal
- a learning environment where all students' grades are an accurate reflection of their own work
- any additional rights as outlined in the JCPS Student Bill of Rights

### Consequences of Violations

When a teacher determines that a student has committed an act of academic dishonesty, the teacher shall submit to the assistant principal a referral detailing the nature of the offense. Students have the right to due process as outlined in the JCPS Code of Conduct. The assistant principal shall then document the offense and apply the consequences as outlined in the behavior consequence section listed on page 12.

Violations accrue over a student's entire academic career at duPont Manual and consequences must take effect within ten school days of the assistant principal's determination of the offense.

### ANTI-PLAGIARISM POLICY - SBDM Approved 03-04

Definition: Plagiarism is stealing or using others' words, original ideas, or work without crediting the original source. All students will receive instruction in English classes and reinforcement in other content areas on what constitutes plagiarism. Students will sign an anti-plagiarism agreement in their English classes. Parents will be asked to sign the agreement as an indication that they understand Manual's anti-plagiarism policy. If a student's work is deemed plagiarized by the teacher, this infraction will be treated as a disciplinary and academic issue resulting in a disciplinary referral and a zero for the plagiarized assignment.

- This policy affects all student work in all classes.
- The teacher may confer with the assistant principal on disciplinary action.
- Assistant principals will report acts of plagiarism to honorary clubs for disciplinary action according to club policy.
- Repeat offenders will be subject to JCPS disciplinary action which may result in suspension.

### Anti-Plagiarism Agreement

I (student's printed name) have been informed of the meaning and consequences of plagiarism and hereby do agree not to commit plagiarism in any of my school work.

- I have received instruction in my English class on note taking, paraphrasing, and documenting as research strategies designed to prevent plagiarism.

- As a result, I am aware that using others' words, ideas, phrases, or work without giving accurate documentation is a serious offense that amounts to cheating and theft.
- I am aware that downloading information from the internet in part or in whole and inserting it into my work without giving proper credit to sources also amounts to plagiarism.
- I am aware that plagiarism even includes copying the structure and organizational pattern created by another writer.
- I am aware that my teachers may require that my writings be submitted to Turnitin.com (a computer software instructional program to identify plagiarism in student work available through Manual High School)
- I have been informed that my senior portfolio will be scored incomplete if I commit plagiarism. A complete portfolio is required for high school graduation. Any appeal related to this issue would go to the school principal. [According to the Kentucky Department of Education a portfolio is scored incomplete due to plagiarism only if "the writer uses the exact words, unique ideas or intellectual property of another writer and represents it as his or her own original work; and the source of the plagiarism is located" (KY Writing Development Teacher's Handbook, 27)] Adapted from JCPS English Core Content Guide

#### duPONT MANUAL MAGNET PROGRAM REQUIREMENTS

duPont Manual students must have no failing grades in order to stay active in the magnet programs. Any courses failed will result in the student being placed on probation. During the probation period, courses previously failed by the student must be made up in order to keep the individual on grade level for graduation. Failing to make-up such credits during the following school term will be considered grounds for exiting the student from Manual.

In addition, student attendance and behavioral problems will be grounds for probation. During the probation period, student expectations developed by the assistant principal will be met. Failure to meet these will be considered grounds for exiting the student from Manual.

#### REQUESTS TO CHANGE MAGNETS

**Manual and YPAS students who want to change magnets must apply during the JCPS open enrollment period like any other student at any other school. Students must apply and submit all application materials before the district deadline.**

#### GRADING PROCEDURES - Components of the Academic Grades

The academic grade reflects what the student knows and is able to do. The academic grade is based on Performance Standards.

Portfolios  
 Homework  
 Performance Assessment/Projects  
 Quizzes  
 Tests  
 Discussion/Problem Solving

Percentage Grades/Rubrics  
Group Work  
Class Assignments  
Teacher Observation  
Extended School Programs  
Participation  
Student Self-Evaluation

No one component may count more than 40 percent of the total academic grade. Participation points are not attendance points, and academic grades will not be reduced as punishment for misconduct. Documentation is required. A copy of the teacher's grading procedure must be supplied to the students and the principal. Efforts will be made to supply the procedure to parents/guardians via the student, Open House, and a parent/guardian-teacher conference.

Explanation of Grades:

|   |            |  |
|---|------------|--|
| A | 90-100%    | Above Standards  |
| B | 80- 89%    | Meets Standards  |
| C | 70-79%     | Approaching Standards  |
| D | 60-69%     | Below Standards  |
| U | Below 60%  | Substantially Below Standards  |
| I | Incomplete | Incomplete work due to absence must be completed at the end of the grade recorded. If work is not completed, the grade is recorded as U. |

AP Grades: Since AP and IB courses are nationally recognized and monitored, grades will be weighted on a sliding 5.0 scale as follows:

|            |         |             |        |
|------------|---------|-------------|--------|
| A-5pts     | 90-100% | B-3.75 pts. | 80-89% |
| C-2.5 pts. | 70-79%  | D-1.25 pts. | 60-69% |
| U-0 pts.   | 60%     |             |        |

Both the weighted and unweighted GPA's will appear on the official transcript.

STUDENT SCHEDULING POLICY

The following policy statements shall serve as guidelines for students, parents, and staff in developing appropriate schedule of courses in fulfilling the magnet program student 4-year educational plan.

General Requirements/Procedures

All magnet program students are required to enroll for a full schedule -all instructional blocks (adjustments to this schedule will be made by the counseling staff for accommodating University of Louisville Education Park classes, student aide requests, or off campus school to career opportunities [co-op]).

All magnet program students must complete a pre-college curriculum. This curriculum is defined as the minimum pre-requisites for admission to a state supported university in the Commonwealth of Kentucky. Students may not enroll in correspondence and on-line courses to fulfill the pre-college curriculum unless they have failed, or dropped, the same courses and need to make up credits. Students may not use correspondence and on-line courses in order to access more elective classes beyond those opportunities afforded them in the four-year graduation plan. (Exceptions to this provision can only be made if the guidance counselor of record determines that such alternate course options are needed in order for a student to meet special magnet program requirements.)

All magnet program students must complete the minimum course requirements of the respective magnet in addition to general graduation requirements.

Students assigned to the school's PD-OHI Exceptional Child Education program will pursue a schedule of courses determined by the individual child's IEP (Individual Education Plan).

Directions for requesting courses will be fully explained to the student in scheduling orientations and conferences provided at periodic times during the school year. It is then the responsibility of the student and parents to provide the school staff with a schedule designed to meet graduation and magnet program requirements. If such a schedule is not provided to the counseling staff, a general schedule will be made for the student with no guarantees of choice selection.

Parents must approve of a student's course requests for a given schedule. This is done in writing by signing the official course request form (completed by the student).

Make-Up Classes- It is the student's responsibility to make up any course requirements that were not met because of class failures. This will be done with the advice and consultation of the guidance counselor, but final responsibility lies with the student.

A given course will not be offered in the master schedule if:

1. an insufficient number of students request the course
2. offering such course will work to the detriment of the school's master schedule
3. a faculty member with appropriate certification credentials is not on staff
4. the course would work to the detriment of other course offerings in the academic department and would work against the goals of the department.

## **MANUAL HIGH SCHOOL / YOUTH PERFORMING ARTS SCHOOL PROBATION AND EXIT POLICY**

Student grades, absences, tardies, and conduct are monitored throughout the school year by the administration. Deficiencies in attendance, academics, and/or behavior may result in student being exited from Manual/YPAS

1. At the conclusion of the first 12 weeks (2 grading periods), all 9<sup>th</sup> and 10<sup>th</sup> grade students with a Grade Point Average (GPA) of 2.0 or lower will be sent a letter of concern by their counselor or assistant principal. The same process will be applied to those students receiving a "U" in any course, or those earning a grade of "C" or lower in the Youth Performing Arts School (YPAS) major area of study.
2. At the conclusion of the first semester, all 9<sup>th</sup> and 10<sup>th</sup>, and 11<sup>th</sup> grade students with a GPA of 2.0 or lower will be mailed a letter informing them of being placed on probationary status.
3. At the conclusion of 24 weeks (4<sup>th</sup> grading period of the year), each probationary student will be sent a status update, with a warning that the Exit Committee will be reviewing their enrollment at Manual/YPAS if improvement has not occurred. At this point, the administration begins compiling all pertinent information regarding probationary students in the event they are to be exited from the magnet program. This would include records of grades, attendance/absences, tardies, and behavior. (The Exit Committee consists of the principal, assistant principal, and counselor, and the Assistant to the Principal at YPAS). The Exit Committee will review the documentation on each probationary student. Those with a GPA below a 2.0 will be recommended for withdrawal from the magnet program. Students with grades of "C" or lower in the Youth Performing Arts School magnet will also be recommended for withdrawal.
4. At the conclusion of the school year, students who have not shown significant improvement will be sent an official withdrawal letter. The students and parents are informed through a registered letter before the end of the school term. Parents and students are given an opportunity to appeal the committee's decision at a formal appeal meeting. The date of the meeting is provided to the parent and student as well as directions for appealing the committee decision.
5. If the appeal is denied, the student is formally exited and the assistant principal contacts the student's home school to provide proper notification. *Parents of the exited student may contact the Office of Optional, Magnet, and Advance Programs if they wish to appeal this decision with the Director of Optional Programs. (485-3323).*

### **Addendum**

If a student has performed in a satisfactory manner during the first semester, but fails to meet program standards during the second semester, he/she will be placed on probation at the conclusion of the 24th week of school (4<sup>th</sup> grading period). These students will then be evaluated in the same manner as all other probationary students.

#### **Graduation Requirements**

Graduation Requirements for Comprehensive/Honors/Magnet Program

|  |           |
|--|-----------|
| English  | 4 credits |
| Math   | 3 credits |
| Science  | 3 credits |
| Social Studies                                     | 3 credits |
| (World Civilization and U.S. History are required) |           |
| Health and Physical Education                      | 1 credit  |
| Advanced Humanities (Students must have)           | 1 credit  |
| Electives  | 7 credits |
| <b>Total</b>                                       | <b>22</b> |

#### **Graduation Requirements for the Advance Program**

For those students who qualify through the JCPS, the Advance Program offers an opportunity to follow a stimulating curriculum designed for the academically gifted. A minimum of 12 credits must be earned in the Advance Program classed in at least three of the following areas: English, Mathematics, Science, Social Studies, and Foreign Language. The Advanced Placement Program course also satisfies the Advance Program requirements. All Advance Program classes have a "9" in the next to the last digit, or are labeled Advanced Placement. The Humanities U200 course may not be substituted for Humanities U409 course in order to receive the Advance Program Seal.

Students are required to enroll in a minimum of three Advance Program classes each semester. A cumulative GPA of 3.0 / B is required to remain in the Advanced Program. Students are also required to complete 3 years of the same Foreign Language to graduate with Advance Program status.

|  |           |
|--|-----------|
| English  | 4 credits |
| Math   | 3 credits |
| Science  | 3 credits |
| Social Studies                                     | 3 credits |
| (World Civilization and U.S. History are required) |           |
| Health and Physical Education                      | 1 credit  |
| Humanities   | 1 credit  |
| Electives  | 7 credits |
| <b>Total</b>                                       | <b>22</b> |

**Diploma Requirements (Commonwealth of Kentucky and JCPS)**

- Students must meet the minimum requirements of the KDE program of studies (22 credits).
- Students must complete a writing portfolio.
- ILP – Yearly Completion of ILP.

*Commencement Exercises:* As stated in SBDM policy, though meeting graduation requirements, those students who are deemed to be a potential threat to proper school decorum, or the safety of others, can be denied the privilege of participating in commencement exercises at the conclusion of their senior year.

**The Pre-College Curriculum**

The Kentucky Council of Higher Education has adopted the minimum requirements listed below for unconditional admission to the public universities. The required course are as follows:

|                  |  |
|------------------|--|
| English          | 4 credits  |
| Mathematics      | 3 credits (Algebra I, Algebra II, Geometry- or Advanced level mathematics)                                       |
| Science          | 3 credits (Integrated Science, Biology, and either Chemistry or Physics)   |
| Social Studies   | 3 credits (World Civilization, US History, one of Government, Geography, Economics, or Survey of Social Studies) |
| Humanities       | 1 credit (History and Appreciation of the Visual and Performing Arts)  |
| Foreign Language | 2 credits or demonstrated competency   |

Electives- In addition, college-bound students are encouraged to take, as part of her elective course selections, additional course work in math, science, foreign language, arts, and computer literacy.

**Commonwealth Diploma**

The Commonwealth Diploma is unique to the Commonwealth of Kentucky. It is recognition of those student possessing both superior academic talents, and superior drive to accomplish consistent, outstanding, academic production. The following is a summary of the requirements as adopted by the Kentucky Board of Education, and implemented by duPont Manual High School.

Successful completion of at least 22 approved credits, including all the minimum course requirements for high school graduation.

Successful completion of a least 4 course as described in the Advanced Placement Program Course Description booklets of the College Entrance Examination Board:

|   |          |
|---|----------|
| English                                   | 1 course |
| Science or Math                           | 1 course |
| Foreign Language (French, Latin, Spanish) | 1 course |
| One Additional course                     | 1 course |



Successful completion of 3 AP Exams in the subject area of completed AP courses.

#### KEES SCHOLARSHIP AND CURRICULUM REQUIREMENTS

For detailed information, visit [www.kheaa.com](http://www.kheaa.com).

#### **Recovery: Reading and Math**

Students who fail to score Apprentice or higher on the state reading/math tests must complete a set of district-designed “competency modules” through which each school will re-teach the content in smaller segments until the student reaches competency. These modules could be a part of coursework, ESS, pullout sessions, online work, or summer work. 10<sup>th</sup> grade students would have 2 years to complete the competency modules in reading and 11<sup>th</sup> grade students would have 1 year to complete the modules in math.

#### **Recovery: Writing**

At the end of the junior year, teachers will evaluate each student’s performance level on pieces in his/her 11<sup>th</sup> grade writing folder. Within their senior English classes, students lacking skills and missing pieces of writing will receive more specific instruction, assistance, and conferencing.

#### **Accommodations:**

Special student populations who already use established, documented accommodations will continue to use them to demonstrate “competency” for reading, math, and writing standards.

#### **Out of District Enrollments:**

Students who miss the state reading and math assessments must meet the standard(s) through the competency modules. All students are accountable for the writing portfolio standard with one exception: seniors who have been in a Kentucky public school less than 100 days will be required to have a complete portfolio for graduation, but its score does not have to be apprentice or higher.

#### UNIVERSITY OF LOUISVILLE DUAL CREDIT

Requirements: 20 ACT or 50 PSAT, 3.0 GPA, Counselor and teacher recommendation.

Courses: Adv Eng 4, Creative Writing, Adv Pre-Cal - tuition is determined by U of L.

#### UNIVERSITY OF LOUISVILLE ON CAMPUS

Requirements: ACT, GPA, Counselor recommendation.

Courses: Any course in the College of Arts and Sciences numbered 100 or 200- Tuition is determined by U of L.

#### **EDUCATIONAL PARK POLICY**

The following policy applies to those students attending classes on the University of Louisville Belknap Campus.

The Educational Park program is a cooperative venture between duPont Manual and the University of Louisville. It provides qualified students the opportunity to take U of L classes during the school day at the Belknap Campus. Upon qualification, the participating student must agree to follow specific guidelines and policies set forth by Manual High School and the University of Louisville. Specific guidelines regarding student movement on campus are as stated below:

- All Manual/U of L students are to carry their U of L I.D. at all times, and will display them for faculty/staff upon request.
- Students shall have an updated copy of their U of L class schedule on file with the appropriate counselor.
- Manual has an open campus policy for the students attending U of L or the YPAS buildings. This policy enables students to move freely from respective schools, using First Street as a safe corridor for travel. At no time are students allowed to leave the “open” campus area without authorization of the administrative staff of Manual High School. Students are considered off campus if they cross any street other than Lee Street or Cardinal Blvd., or if they enter a campus on which they are not enrolled in a class.
- Students may elect to eat lunch at the U of L Student Activities Center if their U of L class causes them to miss lunch at Manual. All other restaurants are considered off campus and will result in disciplinary actions.
- Students attending U of L will have days when their classes are not meeting. Considering the student may have no classes at Manual during this hour(s), they may elect to attend campus on a daily basis to study at the U of L Library, or work as an aide under counselor/teacher supervision. To remain at U of L, a notarized parental permission slip is required with the understanding that the student will not leave campus until after 2:20 pm. Leaving campus before the end of the school day may jeopardize a student’s enrollment in the U of L Educational park Program and at duPont Manual.
- Students are not permitted to drive to their U of L classes from Manual.

#### ACT/SAT/PSAT

For ACT visit website [www.act.org](http://www.act.org)

For PSAT & SAT visit website [www.collegeboard.com](http://www.collegeboard.com)

#### ACADEMIC AWARD CRITERIA

DuPont Manual-The Magnet High School will present academic awards for scholastic achievement. The following criteria will be used for determining recipients of the awards:

- All academic grades must be A's and B's.
- Any student suspended during the year becomes ineligible for the award during that year.
- The recipient of the awards will be determined by using the final semester grades. Letters, stripes, and awards will be presented at an awards program in the spring before the end of the school year.

**Important Deadlines**

- Approved schedule changes must be made the first 10 days of the semester.
- To be a valedictorian, you must maintain your 4.0 GPA all four years.
- Any student taking an eSchool course must complete the course within 3 months of the e-school application date. If not, the student will be removed and coursework voided.
- If a senior is taking a required course for graduation by eSchool or independent study, this course must be completed by the Friday before spring break.
- Any college applications, recommendations, transcript requests, etc. must be submitted to the student's counselor a 10 working days in advance.
- Class Assessments for each grade are due by Friday before spring break.

**duPont Manual Student Aide Policy**

1. Teachers, administrators, and office personnel may have only **one** aide per block.
2. Seniors may not aide if they have had more than two discipline referrals in their junior year.
3. Seniors may not aide if they have been suspended during their junior year.
4. Seniors must have a minimum 2.8 cumulative GPA in order to be a student aide.
5. Only seniors may be student aides.
6. Adults accepting student aides are responsible for keeping the aide's attendance and for keeping him/her in their rooms/office. Student aides may be in the halls only when running errands and with the permission of their supervising adult.
7. Students who do not adhere to this policy will be subject to disciplinary measures.
8. Teacher, administrators, and office personnel are responsible for their aides and must make a school year commitment to them when signing this form.
9. The student is responsible for having the student aid application form (available in the guidance office) completed and returned to his/her counselor in order to become a student aide.

**ACADEMIC STANDARDS** - Athletic Eligibility Policy - SBDM 2015

### **SEMESTER ELIGIBILITY**

1. Student must be in the proper grade level.
2. Student must pass all JCPS Board of Education Graduation Requirement courses taken the previous semester. These are identified in the JCPS SPP&G as English, Mathematics, Science, Social Studies, Health Education, Physical Education and History/Appreciation of Fine/Visual Arts.
3. Student must have a GPA of 2.0 for the previous semester grades.

If the student is above KHSSA Academic Eligibility Requirements (passing 2/3 of all classes) for the previous semester, the student will be allowed to practice with his/her team, but will be ineligible for competition until all eligibility requirements are satisfied.

A student-athlete has the opportunity to regain eligibility through one of the following:

- The student successfully completes an e-school, summer-school, or correspondence course which resolves the academic issue from the previous semester.
- The student is at or above Manual's 6-Week Progress Report Eligibility Requirements at the end of the current semester's first grading period.

### **6-Week Progress Report Eligibility:**

A student-athlete not passing all JCPS Board of Education Graduation Requirement Courses or having below a 2.0 GPA for the current semester must attend Athletic Extended School Services for 15 consecutive school days from 2:30-3:30 pm daily.

- During the first Athletic ESS 15-day period, the student-athlete may continue to practice and play. Failure to attend Athletic ESS will cause the student-athlete to be ineligible for that day.
- Student-Athletes are expected to use Athletic ESS to work on their academic issue(s) and should bring study material with them daily. Students failing to use the time effectively will result in the immediate revocation of Athletic Eligibility until a conference has taken place with the Athletic Director to address the issue.
- If the student-athlete resolves the academic issue during the Athletic ESS period, the athletic director has the discretion to waive the required to attend the remainder of the Athletic ESS period.

At the end of the first 15-day Athletic ESS, any student-athlete still below academic requirements will be assigned to a second Athletic ESS for 15 consecutive school days from 2:30-3:30 pm daily.

- During the second Athletic ESS 15-day period, the student-athlete may continue to practice, but is ineligible for competition until the student is at or above academic requirements.
- If the student-athlete resolves the academic issue during the Athletic ESS period, the athletic director has the discretion to waive the

required to attend the remainder of that Athletic ESS period.

**ACTIVITIES – ATHLETICS - CLUBS**

Manual has a variety of extracurricular activities for the students. All students are encouraged to participate in activities of their interest. All athletics and/or activity participants must be present at school on days of activity, practice, or game in order to participate, unless approved by the principal. (Outlined in the High School Activities/Athletics Eligibility Standards)

**2017/2018 ATHLETIC STAFF**

|                                     |                |
|-------------------------------------|----------------|
| Athletic Director                   | David Zuberer  |
| Assistant Athletic Director         | Bill Jackson   |
| Assistant Athletic Director         | Mick Motley    |
| Athletic Trainer                    | Taylor Zuberer |
| Band Director                       | Jason Gregory  |
| Baseball Coach                      | Matt Timbario  |
| Basketball Coach, Boy's             | Jimmy Just     |
| Basketball Coach, Girl's            | Jeff Sparks    |
| Bowling, Boy's                      | Ken Rowan      |
| Bowling, Girl's                     | Tom Shulak     |
| Cheerleader Sponsor                 | TBA            |
| Cross Country Coach, Boy's & Girl's | Tim Holman     |
| Dazzlers Sponsor                    | Kirstie Berte  |
| Field Hockey Coach                  | Brittany Tolan |
| Football Coach                      | Scott Carmony  |
| Golf Coach, Boy's                   | Todd Eastridge |
| Golf Coach, Girl's                  | Eric Purvis    |
| Lacrosse, Boy's                     | Nathan Moore   |
| Lacrosse, Girl's                    | Dean Walker    |
| Soccer Coach, Boy's                 | Bob Ramsey     |
| Soccer Coach, Girl's                | Sheri Kiser    |
| Softball Coach                      | Andrew Hundley |
| Swimming Coach, Boy's & Girl's      | J.C. Barnett   |
| Tennis Coach, Boys & Girls          | Tim Smith      |
| Track Coach, Boys & Girls           | Mike Kuntz     |
| Volleyball Coach                    | Tim O'Connell  |
| Wrestling Coach                     | Dwayne Payne   |

**2017-2018 EXTRA CURRICULAR ACTIVITIES**

**ORGANIZATIONS SPONSORS**

|                                  |                            |
|----------------------------------|----------------------------|
| Academic Competition Coordinator | C. Sanders                 |
| Amnesty International            | M. Crain                   |
| Best Buddies                     | M. Robinson/ L. Strohmayer |
| Beta Club                        | T. Dix                     |
| Black Student Union              | J. Miller                  |
| Campus Life                      | T. Morris                  |

|  |                                   |
|--|-----------------------------------|
| Chess Club   | M. Crain                          |
| Crimson Needle   | L. Spiegelhalter                  |
| Delta Epsilon Phi German Honorary Society                        | P. Stevenson                      |
| Debate   | E. Cooper                         |
| Drama Club   | N. Finley                         |
| Executive Council  | L. Spiegelhalter/A. Morris        |
| Family Career Community Leaders of America                       | L. Spiegelhalter / R. Raley       |
| FCA  | J. Just/S. Kederis                |
| French Honor Society ( <i>La Soci'ete Honoraire de Franoi</i> ) | A. Villon                         |
| French Scrabble  | D. Walsh                          |
| Gay Straight Transgender Alliance                                | M. Brennan                        |
| Girl Up  | J. Bickel                         |
| HSU Mentor   | Hunt/Stottman                     |
| International Thespians Society                                  | G. Kleier/A Berry                 |
| Key Club   | E. Moss/G. Diaz                   |
| Latin Club/ Latin Honor Society                                  | C. Shiroma                        |
| Math Team  | K. Tatro                          |
| Mock Trial Team  | P. Stevenson                      |
| Mu Alpha Theta (Math Honor Society)                              | T. Salkeld                        |
| Muslim Youth Louisville  | P. Stevenson                      |
| National Art Honor Society                                       | C. Young                          |
| National Dance Honor Society                                     | L. Ruttan                         |
| National English Honor Society                                   | A. Williams                       |
| National Honor Society   | M. Mattingly                      |
| National Honor Society for Dance Arts                            | K. Herndon                        |
| On the Record  | L. Palmer                         |
| One Blue Wall  | K. Abplanalp                      |
| Quick Recall   | C. Shiroma (V) / M. Brennan (J.V) |
| Quill & Scroll   | M. Mattingly                      |
| Science NHS  | E. Moss                           |
| Science Olympiad   | B. Hafell/C. Jensen               |
| SNAC   | L. Buehner                        |
| Spanish Club   | M. Gutierrez                      |
| Spanish Honor Society (Sociedad Honoraria Hispanica)             | TBD                               |
| Student Senate   | R. Krause                         |
| Technology Student Association                                   | N. Eltzroth/L. Moore              |
| Tri M Music Society  | M. Kagan                          |
| WiSE   | K. Fries                          |
| Y-Club   | C. Causey/B. Jackson              |

**Class Sponsors:**

|                            |                                      |
|----------------------------|--------------------------------------|
| Freshmen (Class of 2021)   | Becky Raley/Amy Ritchie/ Laura Moore |
| Sophomores (Class of 2020) | M. Mattingly/J. Bickel/B. Slagle     |
| Juniors (Class of 2019)    | Chris Applegate/Helena McDowell      |
| Seniors (Class of 2018)    | Cyndi Young/Denee Walsh              |

## **GENERAL INFORMATION**

### **ASSESSMENTS – Fee Waiver cannot be used for assessment.**

Each class, (18, 19, etc.) needs to have some working capital with which to purchase pep rally decorations and to reserve locations for both the Junior and Senior Proms. The class will also need to pay for the expenses of graduation, including cap and gown, location, Project Graduation, class picnic, and the Senior Class field trip. Therefore, class sponsors will collect a total of \$120 from each graduating senior. The money may be paid in installments: \$30.00 freshman year, \$30.00 sophomore year, \$30.00 junior year, \$30.00 senior year. The assessments will cover the following: Graduation Facility Rental, Graduation Expenses, Cap, Gown, & Tassel (red/white tassel only), venue for Project Graduation, Senior Honors Day. Funds collected for these assessments will be reserved solely for graduation expenses although it may be used throughout the four years the class is at Manual to cover deposits and supplies. All borrowed money must be repaid through fund raising or donations. The \$120 per student may be changed to reflect the unexpected expenses in graduation expenses. Students entering Manual after the freshman year must pay all four years assessments. Students leaving the school after enrolling will not receive a refund.

\*All diploma bound sophomores and juniors at Manual must take the PSAT. All sophomores and juniors must pay \$16 per year for a total assessment of \$32 to cover the costs of administering the tests.

### **ALCOHOL AND DRUGS**

A zero tolerance policy has been adopted within the Jefferson County Public Schools District regarding the consumption, possession, and/or distribution of all controlled/illegal chemicals and alcohol on school property by all students. Any student in possession of, distributing, or under the influence of illicit substances will be placed on a long-term suspension. In addition, a parent conference is required where assessment and treatment alternatives are explored. Students should refer to the Zero Tolerance Policy outlined in the Uniform Code of Student Conduct for a detailed explanation of this policy.

#### **BOOKSTORE** - Room 103 (Freshman Cafeteria)

The bookstore is located in the Freshman Cafeteria and will be open certain days during lunch as well as special events at the school. Please check with school office to get hours of operation.

#### **CAFETERIA**

Each student is expected to follow the general rules of good manners. Some simple rules of courteous behavior include: Observing good dining room standards, leaving the tables and area clean and orderly, replacing the chairs and putting trash in proper containers. JCPS Nutrition Services will mail breakfast/lunch prices to students' homes at the beginning of the school year.

#### **"Fast Food Policy" Adopted by SBDM 5/04**

Fast food may not be brought into the school for student consumption. Faculty/staff may order fast foods for student consumption after 1:00 pm. This policy does not apply to **students who may bring in items of fast food contained in packed lunches to be consumed during the lunch period.**

#### **SCHOOL COMPUTERS**

Violations of the computer equipment usage policies will be grounds for disciplinary actions and/or assessment for loss, damages, or repairs as outlined in the JCPS-Net Use Procedure/User Agreement and Parent Permission Form.

#### **Computer Lab Usage Policy**

The following policy is in effect for computer lab usage at duPont Manual High School. All labs except room 211 are classrooms and may be used by others only with prior approval of the assigned computer lab teacher and/or the School Technology Coordinator. This includes before, during, and after school hours as well as non-school days. Room 211 is available for use by classes with the following guidelines:

1. Classes must be scheduled in advance by signing up with the STC. Teachers will accompany their classes to the lab and supervise their students.
2. Teachers wishing students to print their work in 211 must bring paper with them for use in the printers.
3. Teachers in all other labs may choose to accept or reject drop-in traffic on an individual basis. Remember: The other labs are classrooms and the first responsibility in those labs is to the students with scheduled classes. Teachers assigned to a lab as a classroom have full authority over that lab.

#### **DETENTION**

Detention will be 3 days a week from 2:30-3:30 (1 hour per session) after school. Students are to report on time to detention with the necessary materials and attitude to work constructively. No food, drink, cell phones or other electronic devices are permitted. Any student failing to serve their assigned detentions within the assigned time frame will be subject to additional disciplinary measures.



### DANCE ETIQUETTE

*Dance appropriately*                      *Dress appropriately*                      *Act appropriately*

1. Student dance attire:
  - No full/partial nudity
  - No visible undergarments
  - Staff may decide what is appropriate according to dance/school policy. This includes entry and the duration of the dance.
  - Administrators make final decisions as to student dance admissions.
2. Student behavior/decorum
  - No sexual acts (real or simulated)
  - Appropriate attire
  - Student is responsible for his/her guest to adhere to Manual Dance Policy.
  - JCPS Student Code of Conduct applies to all dances.
  - No guest 21 years old or older will be admitted to the dance.
3. Dance Environment
  - Decorative lighting will be facilitated by the dance committee/ sponsor in charge. There must be enough lighting for safety concerns.
  - In order to maintain a safe, alcohol, and drug free environment, breathalyzers may be used when administrators determine probable cause.
4. Ticket policy
  - Manual students must present an ID to purchase a ticket and to gain admission to dances.
  - Students who purchase "guest tickets" must sign a sheet (provided by dance sponsors) providing the name of the guest. That guest **MUST** present proper identification at the entrance in order to be admitted to the dance.
  - Manual students are permitted to bring one guest.
  - Tickets will be sold first come first served.

#### ***Consequences for failure to adhere to dance expectations:***

**First Offense:** Student surrenders school ID to administrator/faculty member. Parent notification on next school day. ID returned.

**Second Offense:** Parent notified immediately. Student exited from dance. Student assigned three (3) days detention.

### ELECTRONIC EQUIPMENT

While under the authority of Jefferson County Public Schools, students will use computers and other electronic equipment in compliance with applicable rules and state law. Students are prohibited from using electronic equipment (including, but not limited to, computers, audio and video players/records, faxes/telephones, and duplicating machines) to send, receive, access, or duplicate material which is pornographic, threatening, harassing, or otherwise

violates classroom, local school, or District rules. Violations may result in suspension and/or alternative placement.

#### EMERGENCY PROCEDURES

Emergency, fire drill, and earthquake procedures are posted in every room and discussed with the teacher. Emergency procedures are very important and serious exercises. Students are expected to maintain self-discipline, refrain from talking, and immediately follow directions of staff members. Emergency procedures and drills are necessary for the safety of the students and staff.

#### EXTRACURRICULAR PROGRAMS

Extracurricular programs shall be selected based upon the following criteria:

- The program compliments the academic achievement of students.
- The program encourages students to develop self-confidence, self-esteem, and leadership skills.
- The program provides opportunities for students to participate in activities that encourage physical fitness, cooperation, and team building with adults and peers.
- The program provides the opportunity for students to interact socially in a positive manner with students within our school, other schools, and other districts.
- The program participation follows the guidelines as specified by Jefferson County Public Schools Academics/ Activities/ Athletics rules and regulations, as stated in the JCPS Athletic Directors Operational Manual.
- The program participation must adhere to Manual's SBDM Council's eligibility requirements.

When a new program is formed the program sponsor(s) will provide the SBDM Council with information on how their program(s) meets one or more of the above criteria and information on expected student participation.

#### HALL PASS

All students must have the HALL PASS located in this student planner, dated, signed out/in, destination, and initialed by their teacher to be excused from class for any reason. Students in halls without faculty/staff documented note are subject to disciplinary action.

#### LIBRARY/MEDIA CENTER

The library is open from 7:10 a.m. to 3:00 p.m. You are invited to come in to read, study, or do research. During class time, a proper library pass from your teacher is required.

#### LOCKERS

Each student should have a locker. A student must use the locker assigned. Ownership and control of all lockers shall be retained by the school. School

officials reserve the right to search lockers as provided for in the Uniform Code of Student Conduct.

LOST/FOUND – Located in the main office. Unclaimed items will be donated to local charities.

#### PEP RALLY INFORMATION

Each class is assigned to a section during pep rallies. The Freshman section is located on the second level on the left as you come through the hall leading to the new gym. It would be a good idea to sit in a large group in the middle of the section in order to have more volume and to present a unified class to the judge of the Spirit Stick.

The Spirit Stick is an award given to the class displaying the most spirit through the duration of the pep assemblies. Staff members will be observing class behavior during and before the pep rally. It is earned by obeying the rules, displaying good sportsmanship (no booing please), wearing the most red/white, and having class volume participation. The award is very prestigious, and competition is fierce. Do your best to win it for your class.

#### SATURDAY SCHOOL

Saturday School will be held 2 times per semester / 4 times per year. Student will be notified when they are to report to Saturday School. Saturday School begins promptly at 7:30am until 11:30am. No late arrivals or early dismissals. No food or drink permitted. No cellphones or other electronic devices permitted during detention or Saturday School.

#### SEXUAL HARRASSMENT

No student or staff member of Manual High School shall be subjected to sexual harassment. The school is committed to the creation and maintenance of a learning and work environment in which all persons who participate in school programs and activities can do so in an atmosphere free from all forms of sexual harassment.

Manual High School will take appropriate action to prevent and correct behavior that violates this rule. If necessary, appropriate disciplinary action shall be taken against students and employees. A substantiated charge against a student shall subject that student to disciplinary action, which may include suspension or expulsion, consistent with the JCPS Code of Acceptable Behavior and Discipline. A substantiated charge against an employee shall subject that employee to disciplinary action in accordance with Jefferson County Public Schools policies.

Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws, board policy, and local school rules governing sexual harassment within Manual High School. The school prohibits retaliation against a person who reports and incident or cooperates with an investigation of a reported incident.

Confidentiality will be maintained in all phases of the complaint process in accordance with the school's obligation to investigate and address complaints.

#### What is Sexual Harassment?

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic advancement or participation in school programs or activities; or
2. submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
3. such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, hostile, or offensive learning environment.

#### Prohibited Conduct

Prohibited conduct may include, but is not limited to, unwelcome behavior with sexual overtones that is intimidating or offensive to the recipient or observer of the behavior. For example:

- Grabbing, touching, or patting
- Sexual propositions
- Sexually offensive pictures, magazines, notes, calendars, cartoons, jokes
- Unwanted flirtations or advances
- Verbal abuse
- Repeated pressure or requests for sexual activities
- Rewards for granting sexual favors or the withholding of rewards for refusing to grant sexual favors
- Graphic comments about an individual's body or dress
- Sexually degrading names

In determining whether prohibited conduct constitutes sexual harassment, consideration will be given to the totality of the circumstances, including the context in which the conduct occurred.

#### Actions for Students

If you believe that you are the subject of sexual harassment or the focus of inappropriate behavior, you should report such incidents to your parents and school authorities. You can report the information verbally or in writing to the principal, a counselor, a teacher, or a designated staff person.

When reporting an incident, it is helpful to provide as much information as possible. Such information includes: (1) a description of the event or events, (2) the number of occurrences with dates and places, (3) the names of any witnesses, and (4) if appropriate, documents, papers and/or other exhibits.

#### STUDENT ID'S

All students are required to have a student ID made at registration or during the first week of school during lunch. This ID is to be visible at all times while on campus. If the student forgets or loses their ID, they must report to the main office before school a temporary ID. If a student comes to main office between 7:25 to 7:40 on their own will they will have 10 chances before receiving a detention. If sent to office for missing ID, they can accumulate 3 before detention. Replacement ID's are made during lunch and cost \$5.00. A new lanyard is \$2.00

#### STUDENT PARKING

Students are allowed to park only in designated lots. Students are not to loiter in cars or go to cars during school hours without proper approval. Parking on campus is permitted only with a valid parking permit. The school reserves the right to impose restrictions regarding student eligibility (attendance, behavior, academic standing, etc.) (Price will be determined at opening of school.) Only one permit will be issued per student. Students who have repeated parking violations, who have excessive tardies or absences (10 or more) or who have left campus without permission will have parking privileges revoked. Students violating parking guidelines (area) will have their cars ticketed and/or towed at owner expense. School officials do have the right to search student automobiles in certain circumstances as explained in the Uniform Code of Student Conduct. Students may park on campus after 2:30 p.m. without a permit.

#### TELECOMMUNICATIONS DEVICES

Students in the Jefferson County Public School District may not/use/activate and/or display a telecommunication device on school property during the course of the instructional day unless he/she is acting in the capacity of a volunteer fire fighter or Emergency Medical Service worker.

Telecommunications devices include pagers, cellular phones, and other telecommunications devices as defined by KRS 158.165. This offense will be treated as "refusal to follow directives" under the Code of Acceptable Behavior and Discipline. In addition, the telecommunications device will be confiscated by an administrator, and may only be returned to the parent/guardian. The use of iPods and other personal music devices is also prohibited during the instructional day. Students are responsible for keeping up with devices they bring to school. Manual/YPAS administration/faculty and staff will not be responsible for theft of student cell phones, iPods, and other electronic devices brought to school. Due to time constraints, Manual/YPAS personnel will not investigate allegations of theft; funds are not available to hire investigative personnel. Students may report these incidences to the police. The District shall not be responsible for loss, theft, or destruction of devices brought onto school property. This prohibition pertains to the entire school grounds, including any area outside or between Manual or YPAS.

#### TEXTBOOK/MATERIALS

The JCPS/Kentucky textbook program provides textbooks for student use. You will be assigned the textbooks you need and you are responsible for their care

and return. Some course may require use of materials consumed by students for which a charge may be made to students.

#### TRANSPORTATION

JCPS rules and regulations of school bus transportation will be enforced.

TOBACCO PRODUCTS ON SCHOOL GROUNDS OR AT SCHOOL SPONSORED ACTIVITIES- JCPS prohibits the use of all tobacco products by students in buildings, in vehicles carrying students, and on field trips. Tobacco products may not be used by students on any JCPS property at any time, including athletic events and other school events. Violation consequences can be found on page 12 of this agenda.

**Senior Visual Art Gallery Schedule can be found at**  
**[www.dupontmanual.com](http://www.dupontmanual.com)**

### **THE YOUTH PERFORMING ARTS MAGNET**

**Notice to Students:** In order to establish a consistent application of school policies, students are advised that school regulations in the duPont Manual Planner/Handbook apply to YPAS students as well. The only exceptions are those that differ in this section.

#### Signing Out

Any time a student leaves school (campus), he/she must sign out in the attendance office at Manual. If student is in a class a YPAS the parent may pick them up at YPAS **once signed out in the attendance at Manual**. No student may be dismissed early without contact between the custodial parent and a school official prior to the student leaving school grounds.

#### Absences for Approved YPAS Activities

YPAS students may be excused from classes for participation in approved YPAS performances or activities. Teachers must have prior notification of the upcoming event in writing and the student is responsible for making up work.

#### Parking & Personal Transportation

Once a student parks his/her car in the morning before school, he/she is not allowed to go to that car until he/she plans to leave for the day. One cannot drive between YPAS and Manual or go to a car unless one has permission from the administrative staff. Students are required to have a parking sticker. Parking stickers are obtained from the Assistant Principal at YPAS at the cost to be determined. Parking is on a first-come/first-serve basis. Automobiles parked in unauthorized areas will be towed.

#### School Equipment

No student is allowed to operate school equipment (including pianos) without direct supervision from an YPAS staff member. If you discover broken

equipment or missing equipment, report it immediately to the Assistant Principal or the Security Personnel.

#### Pep Rallies

On those occasions when pep rallies are scheduled at Manual High School, YPAS students MUST attend the pep rally or report to a designated area. Under NO circumstances are students to come to YPAS unless a note giving permission is signed by a member of the administration or a YPAS teacher accepts responsibility.

#### Access to Noe Middle School

YPAS students will not be allowed access through Noe Middle School.

#### Parental Custody

In some cases there may be a legal custody document indicating the status of parental custody of a student. In these cases, a copy of the legal document indicating parental custody decisions must be on file in the YPAS and Manual offices.

#### Lunch

YPAS students with the 3<sup>rd</sup> block class scheduled at Manual High School are encouraged to eat lunch in the Manual cafeteria. Otherwise, students may eat lunch in the Canteen of YPAS or Meyers Hall located in the basements if they bring their own lunch from home. Students must be in the Canteen area five minutes after the lunch period begins and may not leave until the lunch period ends without permission from the Canteen monitor. The monitor will assume the responsibility of enforcing the aforementioned rule. In warm weather YPAS students may elect to eat lunch in the courtyard (between Noe Middle School and YPAS). Use of the courtyard is granted as a privilege only so long as students do not litter the grounds. No food may be carried to classroom areas. At no time can junk foods or soft drinks be taken to Manual High School. No lunch trays may be taken from Manual High School to YPAS. Students are not allowed to purchase lunches or eat lunch at Noe Middle School.

#### Student Insurance

All students are strongly encouraged to purchase insurance through Manual High School. Because of the nature of the curriculum and the instructional program at the Youth Performing Arts School, it becomes imperative that those students in Dance, Drama, and especially Design & Production purchase the student insurance. Accidents are unavoidable and do occur even under the strictest supervision. Insurance may be secured through the homeroom teacher at Manual. Safety rules and regulates in the Dance, Drama, and D&P departments must be distributed in writing to each student.

#### Off Limits

The areas at the Youth Performing Arts School listed below are “off limits” to students without a supervision faculty member:

|             |                          |                            |
|-------------|--------------------------|----------------------------|
| Upper Lobby | Restrooms in Front Lobby | All Offices                |
|             |                          | Carpeted Hallways to Lobby |

|                     |  |                                 |
|---------------------|--|---------------------------------|
| Third Floor<br>Cave | Balcony & Balcony Restrooms<br>Canteen (during lunch only) | Conference Room<br>Make-up Room |
|---------------------|--|---------------------------------|

#### Scheduling and Student Records

All YPAS student records are housed and maintained in the counselor's office at YPAS. Academic, as well as performing arts scheduling is handled by the performing arts counselor, Mr. Robinson. As the liaison between Manual High School and the Performing Arts School, Mr. Robinson will arrange parent/student conferences with teachers as the need arises.

#### Touring Group Performances

YPAS students cannot drive to Touring Group performances or be transported by another student, staff member, or parent (unless it is their own). Approved transportation will be provided. All Touring Group members must have a "blanket field trip" permit on file with the school. These can be obtained through the Touring Group sponsor. Also, all students who wish to be involved in special activities during the school day, which might take them off campus, should have a field trip permission slip on file in the main office.

#### **YPAS PROGRAM REQUIREMENTS**

Students should maintain a B average (3.0 GPA) in their performing arts major. Students whose arts major grade falls below a B average may be recommended by their major arts teacher to exit the program. If a student shows no artistic or academic improvement during the next semester, he/she may be counseled to withdraw from the Youth Performing Arts School and enroll in a different program.

Students are expected to maintain an overall GPA of 2.0 (C average). Those failing to maintain a 2.0 GPA and a B average in their YPAS major subject area will be placed on probation. At the conclusion of the semester, those students failing to meet minimum program standards may be asked to withdraw from the YPAS program and enroll in a program that more accurately meets their educational interests.

Any student exiting the Youth Performing Arts School/duPont Manual is required to complete the Optional/Magnet Schools Program process for consideration to re-enter the schools. Students are not allowed to transfer programs between YPAS and Manual without completing the appropriate application process.

The YPAS program is performance-based and skill oriented. Students may be required by their major teacher to repeat a level if the artistic skills are not at mastery level at the end of a school year. Students will be apprised of their skills development periodically during the year by their arts teacher.

Any student who receives a D or U for a semester grade in his/her major class may be advised to withdraw from the YPAS program. Departmental rules including grading policies and standards must be communicated to the students in writing at the beginning of the year.



### **ACADEMIC ELIGIBILITY POLICY – SCHOOL PRODUCTIONS**

The following academic eligibility standards apply to all students wishing to participate in school-wide productions/performances that involve after school rehearsal and matinee performances. Department generated activities that are an extension of the class experience generally do not fall under this policy.

Students must meet the following academic eligibility standards to audition for a production. Additionally, they must meet the standards while involved in the production:

- Must have passed all classes in the most recent progress report (or semester report) with a minimum grade point average of 2.0.
- Must have no more than 1 (one) failing grade on the most recent progress report and a minimum grade point average of 2.5.  
Upon being cast for a production, the following eligibility standards will be in effect:
- Academic eligibility progress sheets will be circulated each Friday for every student.
- Records indicating academic eligibility throughout the production will be kept by an YPAS staff member as designated by the principal.
- Students must maintain the same as utilized for the audition process (see above).

If a student fails to maintain the eligibility standards after being cast, he/she will:

1. Be placed on a three-week probationary period where they can rehearse/perform, but must attend after school study skills class daily.
2. Be restored to full participation or removed from the production at the end of the three week probationary period.
3. No cast change will be mandated within three weeks of the first public performance in order to preserve the educational/artistic quality of the experience for all cast members. Students who fail to meet academic standards within three weeks of the first performance may remain in the production but forfeit eligibility in any production the next semester.

The school administration is responsible for assuring that all staff members implement and enforce the academic eligibility policy.

## **YOUTH PERFORMING ARTS SCHOOL 2017-2018 PERFORMANCES**

Visit our website and click on the link for the school Calendar at:

<http://schools.jefferson.kyschools.us/Special/YPAS/index.html>

OR at [www.ypas.org](http://www.ypas.org)

***A Raisin in the Sun***, by Lorraine Hansberry

The Youngers are a poor African American family living in the South Side of Chicago in the 1950s. Lena Younger, the matriarch of the family, receives a \$10,000 insurance check when her husband dies. She wants to use the money to buy a house, but her family has other ideas.

- School Performances: September 20, 21, 27, 28 10:00 a.m. (Tickets \$6)
- Public Performances: September 22, 23, 29, 30 7:00 p.m. (\$10-\$12 tickets)

***Sophisticated Ladies*** by Don McKayle

This musical celebrates the legacy of Duke Ellington. It is a high-stepping salute inspired by the glamorous nightlife and sensuous highlife of The Duke.

- School Performances: November 20, 21 10:00 a.m. (Tickets \$6)
- Public Performances: November 16, 17, 18, 7:00 p.m., November 19 at 2:00 p.m. (\$10-\$15 tickets)

***This Random World***, written by Steven Dietz Asks the serious question of how often we travel parallel paths through the world without noticing. This funny, intimate, and heartbreaking play explore the loves that me be happening just out of reach of our own.

- School Performances: April 18, 19, 25, 26 at 10 a.m. (Tickets \$6)
- Public Performances: April 19, 20, 26, 28 at 7:00 p.m. (Tickets \$10-\$12)

YPAS also has **Dance Concert** and **New Works** that are scheduled in February and March as well as free Band, Choir, Guitar, Piano and Orchestra concerts throughout the year. Please use the above link to access the calendar for dates and ticket prices.

**ACKNOWLEDGEMENT**

I HAVE READ THE MANUAL HIGH SCHOOL STUDENT HANDBOOK AND UNDERSTAND ITS CONTENTS. MY SIGNATURE ACKNOWLEDGES THAT I HAVE READ AND UNDERSTAND ITS CONTENTS AND THE CONSEQUENCES.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

**Directory Information Opt-Out Form** (This form will prohibit any directory information to be released to colleges, vendors, etc.) & the **Military Recruiter Opt-Out Form** will be included in the *Code of Acceptable Behavior and Student Bill of Rights* booklet. Both parent and student should sign if the student is under 18.

**Disclaimer –Should a clerical error be identified in this agenda, duPont Manual reserves the right to correct the mistake.**

Equal Opportunity/Affirmative Action Employer  
Offering Equal Educational Opportunities

The Jefferson County Public School District does not discriminate on the basis of age, religion, color, creed, disability, marital or parental status, national origin, race, sex, veteran status, or political opinion or affiliation in its employment practices, educational programs, services, or activities; and shall promote equal opportunities through a vigorous affirmative action program as an integral part of personnel policy and practice in the employment,

development, advancement, and treatment of employees of Jefferson County Public Schools. The District's contact for obtaining additional information is the Compliance Coordinator, Office of Compliance, Van Hoose Education Center, 2<sup>nd</sup> floor, 3332 Newburg Road, Louisville, KY. 40218. Telephone (502)-485-3341.

# AUGUST

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--------|---------|-----------|----------|--------|
|        | 1       | 2         | 3        | 4      |
| 7      | 8       | 9         | 10       | 11     |
| 14     | 15      | 16R       | 17W      | 18R    |
| 21W    | 22R     | 23W       | 24R      | 25W    |
| 28R    | 29W     | 30R       | 31W      |        |

# SEPTEMBER

| Monday                | Tuesday | Wednesday | Thursday | Friday |
|-----------------------|---------|-----------|----------|--------|
|                       |         |           |          | 1R     |
| <b>4NO<br/>SCHOOL</b> | 5W      | 6R        | 7W       | 8R     |
| 11W                   | 12R     | 13W       | 14R      | 15W    |
| 18R                   | 19W     | 20R       | 21W      | 22R    |
| 25W                   | 26R     | 27W       | 28R      | 29W    |

## OCTOBER

| Monday             | Tuesday           | Wednesday | Thursday | Friday             |
|--------------------|-------------------|-----------|----------|--------------------|
| 2R                 | 3W                | 4R        | 5W       | 6 <b>NO SCHOOL</b> |
| 9 <b>NO SCHOOL</b> | 10 P/T CONFERENCE | 11R       | 12W      | 13R                |
| 16W                | 17R               | 18W       | 19R      | 20W                |
| 23R                | 24W               | 25R       | 26W      | 27R                |
| 30W                | 31R               |           |          |                    |

## NOVEMBER

| Monday | Tuesday | Wednesday                 | Thursday | Friday |
|--------|---------|---------------------------|----------|--------|
|        |         | 1W                        | 2R       | 3W     |
| 6R     | 7W      | 8R                        | 9W       | 10R    |
| 13W    | 14R     | 15W                       | 16R      | 17W    |
| 20R    | 21W     | 22                        | 23       | 24     |
|        |         | <i>Thanksgiving Break</i> |          |        |
| 27R    | 28W     | 29R                       | 30W      |        |

## DECEMBER

| Monday | Tuesday             | Wednesday | Thursday            | Friday |
|--------|---------------------|-----------|---------------------|--------|
|        |                     |           |                     | 1R     |
| 4W     | 5R                  | 6W        | 7R                  | 8W     |
| 11R    | 12W                 | 13R       | 14W                 | 15R    |
| 18W    | 19R                 | 20        | <b>WINTER BREAK</b> |        |
| 25     | <b>WINTER BREAK</b> |           |                     |        |

## JANUARY

| Monday              | Tuesday            | Wednesday | Thursday | Friday |
|---------------------|--------------------|-----------|----------|--------|
| 1 <b>NO SCHOOL</b>  | 2 <b>NO SCHOOL</b> | 3W        | 4R       | 5W     |
| 8R                  | 9W                 | 10R       | 11W      | 12R    |
| 15 <b>NO SCHOOL</b> | 16W                | 17R       | 18W      | 19R    |
| 22W                 | 23R                | 24W       | 25R      | 26W    |
| 29R                 | 30W                | 31R       |          |        |

## FEBRUARY

| Monday               | Tuesday | Wednesday | Thursday | Friday |
|----------------------|---------|-----------|----------|--------|
|                      |         |           | 1W       | 2R     |
| 5W                   | 6R      | 7W        | 8R       | 9W     |
| 12R                  | 13W     | 14R       | 15W      | 16R    |
| 19W                  | 20R     | 21W       | 22R      | 23W    |
| 26 P/T<br>CONFERENCE | 27R     | 28W       |          |        |

## MARCH

| Monday                  | Tuesday | Wednesday | Thursday | Friday |
|-------------------------|---------|-----------|----------|--------|
|                         |         |           | 1R       | 2W     |
| 5R                      | 6W      | 7R        | 8W       | 9R     |
| 12 <b>NO<br/>SCHOOL</b> | 13W     | 14R       | 15W      | 16R    |
| 19W                     | 20R     | 21W       | 22R      | 23W    |
| 26R                     | 27W     | 28R       | 29W      | 30R    |



# APRIL

| Monday | Tuesday             | Wednesday | Thursday | Friday |
|--------|---------------------|-----------|----------|--------|
| 2      | <b>SPRING BREAK</b> |           |          |        |
| 9W     | 10R                 | 11W       | 12R      | 13W    |
| 16R    | 17W                 | 18R       | 19W      | 20R    |
| 23W    | 24R                 | 25W       | 26R      | 27W    |
| 30R    |                     |           |          |        |

# MAY

| Monday            | Tuesday                          | Wednesday | Thursday                        | Friday             |
|-------------------|----------------------------------|-----------|---------------------------------|--------------------|
|                   | 1W                               | 2R        | 3W                              | 4 <b>NO SCHOOL</b> |
| 7R                | 8W                               | 9R        | 10W                             | 11R                |
| 14W               | 15R                              | 16W       | 17R                             | 18W                |
| 21R               | 22 <b>NO SCHOOL ELECTION DAY</b> | 23W       | 24R<br><i>*LAST STUDENT DAY</i> | 25                 |
| 28 <b>HOLIDAY</b> | 29                               | 30        | 31                              |                    |

# JUNE

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--------|---------|-----------|----------|--------|
|        |         |           |          | 1      |
| 4      | 5       | 6         | 7        | 8      |
| 11     | 12      | 13        | 14       | 15     |
| 18     | 19      | 20        | 21       | 22     |
| 25     | 26      | 27        | 28       | 29     |

HALLPASS

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