



WELCOME TO MANUAL HIGH SCHOOL

Vision:

duPont Manual provides a dynamic, interdisciplinary, diverse learning community that focuses on rigorous academic, technical, and artistic college-preparatory magnet programs. At duPont Manual, we are proud of our continuing excellence, diversity, and tradition.

Mission:

duPont Manual, in a cooperative effort among faculty, staff, parents, students and the greater community will:

- Nurture and sustain academic excellence for all students
- Provide diversified instruction to meet the needs of all learning styles
- Recognize multiple-giftedness
- Educate beyond the classroom walls through foreign/ domestic travel, project-driven research activities, community leadership, career pathways, performance and service.

duPont Manual High School is proud to support our Black students, families, teachers, administrators, and staff. We believe that Black (BIPOC) lives matter, and as such, we pledge to challenge inequities and improve outcomes for Black students in our school, city, state, and country; we prioritize safety and well-being of BIPOC.

Dear Crimson Student:

Students at duPont Manual High School have traditionally demonstrated high standards of performance in academics, activities, and behavior. As a member of the student body of duPont Manual High School, you will experience unlimited opportunities for personal and intellectual growth. It is up to you, the student, to 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. 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:	Crimsons (Ram – adopted)
Letter:	M
School Motto:	Excellence Diversity Tradition
Expectations:	R - Respectful A – Act Responsibly M – Make a Difference S – Strive for Academic Success

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 teams 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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Manual's home on the web, www.dupontmanual.com features a variety of resources for students, parents, and teachers. Information regarding our magnet programs, admission requirements, and contact forms are found on this site. For events and information specific to our YPAS program, please visit www.ypas.org.

OFFICE HOURS

Main Office 7:00 am to 4:00 pm
Attendance Office 7:00 am to 3:20 pm
Counseling Office 7:00 am to 3:30 pm

2022-23 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 & White 1
9:15 - 10:45 a.m. Periods Red 2 & White 2
10:50 - 12:45 p.m. Periods Red 3 & White 3
First Lunch 10:49 - 11:09 a.m.
Second Lunch 11:13 - 11:33 a.m.
Third Lunch 11:37 - 11:57 a.m.
Fourth Lunch 12:01 - 12:21 p.m.
Fifth Lunch 12:25 - 12:45 p.m.
12:45 - All 5th Lunch students go directly to 4th block
12:50 - 2:20 p.m. Periods Red 4 & White 4
2:20 - Dismissal for Students

Crimson Hour Bell Schedule

7:40-8:50	First Block
8:55-10:00	Crimson Hour
10:05-11:15	Second Block
11:20-1:00	Third Block
1:05-2:20	Fourth Block

duPONT MANUAL HIGH SCHOOL POLICIES

This handbook details many regularly used student Policies adopted by our Site Based Decision Making (SBDM) Counsel. However, all policies can be found on our school website (www.dupontmanual.com) under the LINKS tab.

ATTENDANCE POLICY

Much of the success of duPont Manual High School comes from the emphasis on daily attendance. Attendance is perhaps the most critical factor in student achievement in school. Regular attendance and punctuality are essential for college and career readiness. 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.

ABSENCE FROM SCHOOL

If a student is absent from school, the following is required

1. 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. **Attendance email address: attendance@dupontmanual.com**
2. Written or emailed 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.
3. Any student who has not reached his or her eighteenth birthday, who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is a truant.
4. After ten (10) parent notes of absenteeism and for each occurrence thereafter, a medical statement is required to excuse an absence.
5. Students who are absent will be excused for the following with valid documentation:
 1. General Illness (Parent Note)
 2. Mental Health Day (Parent Note)
 3. Religious events (Parent Note or Service Notice)
 4. Medical or dental appointments (Medical Office Note)
 5. Death in the family (Funeral Home Notice)
 6. Personal legal matters (Court/Legal Documentation)
 7. Educational Enrichment (See page 9)

6. Students absent for any reason other than those reasons listed as excused absences will be considered as unexcused.

TARDY TO SCHOOL / EARLY DISMISSALS

- Late Arrivals and Early Dismissals are accumulated into whole day absences based on attendance events over time.

Tardy to School

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. Late students can only sign in at YPAS until 8:00 a.m.
- 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.

Early Dismissals

- To be released early from school by note, 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.
- **For unexpected early dismissals, students may not sign themselves out (all grades 9-12). A parent may submit the unexpected request from their email address listed in IC to attendance@dupontmanual.com. Please note, students will not be released by phone or fax as they are too difficult to authenticate.** If a parent is unable to email their request, 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.
- Failure to sign-out properly before leaving school grounds will result in disciplinary action. **All students must be signed out at Manual, regardless of where their current class is located.**
- A student who becomes sick at school should go directly to the attendance office to see duPont Manual’s school nurse. Our nurse is here to assist our students with a variety of services such as:
 - Provide direct care to students (including medicine administration)
 - Provide care for injuries and acute illness for all students
 - Assessment students for various illnesses
 - Report communicable diseases, COVID, Flu, Influenza etc., as required by law
 - Monitor the school’s emotional environment (e.g., the social and emotional well-being of students)

- Monitor immunizations records
- Keep open communication with students, teachers, and parents.

In the event you have a sick student, our nurse can assess the student's health status, identify health problems that may create a barrier to educational progress, develop a health care plan for management of the problems, and/or ensure the student can return safely to class for the remainder of the day.

- In the event a student is unable to continue throughout the day, 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 numbers on record. The sick student will be signed out through the attendance office. If the attendance office staff cannot contact anyone, the student must return to class if the nurse determines appropriate.
- **If you sign out for illness, you will not be allowed to sign back into school that day nor participate in extracurricular activities, sports and performances.**
- Students must be in school a minimum of 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.

EDUCATIONAL ENHANCEMENT OPPORTUNITIES (EHO)

An Educational Enhancement Opportunity (EHO) allows students to have an excused absence to participate in an educational activity outside of the school but be counted present in attendance. A student may be approved for up to ten (10) days. Please review the following as it relates to Educational Enhancement Opportunities:

- If approved, it will 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 on our website, in the main office or attendance 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.

Students Requesting an EHO for Professional and Community Productions:

- Manual students may have a maximum of five (5) excused absences from classes to perform in professional productions (i.e. Actors Theatre, Derby Dinner Playhouse, Stage One etc.) per semester. Educational Enhancement may be used as long as the student meets the requirements. Additional requests must be approved by school administration, and cannot conflict with other school events.
- 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).

MAKE-UP WORK POLICY

Policy Statement:

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 is absent, tardy, or has an early release from school, they shall request the make-up work and/or assignments from each class missed. Alternative assignments may be used when original assignments cannot be duplicated.
2. For each class missed due to an absence, tardy, or early release, students will have the number of class meetings missed plus one in which to complete and turn in all make-up work. Students shall request 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 Tuesday.)
3. All work assigned prior to an absence, tardy, or early release which is due during the day(s) of the absence is to be turned in to the teacher immediately upon return to the class. In the event new learning was presented during the absence that is required for completion of an assignment, the student shall have the number of days plus one to complete the assignment that was due.
4. For absences in which a Mastery assessment (including tests) was scheduled before the absence, the mastery assessment must be made up within the timeframe of the number of days absent plus one. For Mastery assessments given on the day of return from an absence, students will also be afforded the number of days absent plus one to take the exam.

5. When a student is unable to take a final assessment due to an absence, the student must meet with their assistant principal to determine an appropriate timeframe for completing the assessment upon return. In the event the absence is planned in advance, please notify the assistant principal as early as possible.
6. Students who have extenuating circumstances beyond the intent of this policy, may work with their teacher, counselor, or administrator to help assist with make-up work expectations.

DRESS CODE POLICY

It is the policy of duPont Manual that the student and their parent/guardian hold the primary responsibility in determining the student's personal attire, hairstyle, jewelry, and personal items (e.g. backpacks, book bags). Schools are responsible for assuring that student attire; hairstyle, jewelry, and personal items do not interfere with the health or safety of any student and do not contribute to a hostile or intimidating environment for any student.

Core Values

In relation to student dress, the school's core values are the following:

- Students have the right to be treated equitably. Dress code enforcement will not create disparities, reinforce or increase marginalization of any group, nor will it be more strictly enforced against students because of racial identity, ethnicity, gender identity, gender expression, gender nonconformity, sexual orientation, cultural or religious identity, household income, body size/type, or body maturity, or any other issue prohibited by law;
- Students and staff are responsible for managing their personal distractions;
- Students will not face unnecessary barriers to instructional time and attendance;
- Students will be able to dress and style themselves for school in a manner that expresses their individuality without fear of unnecessary discipline or body shaming; and
- Teachers will focus on teaching without the additional and often uncomfortable burden of dress code enforcement.

Universal Dress Code

Students must wear:

- Their current Manual-issued school ID and it must be visible and free of any obstruction/defacement
- Top or equivalent that approaches the waistband of the bottom or equivalent in a normal standing position (shirt, blouse, sweater, sweatshirt, tank, etc.);
- Bottom (pants, shorts, skirt, dress, etc.),
- Their hoods down except when they are outside and traveling between the buildings; and
- Footwear.

To ensure safety, this policy permits additional student attire requirements and reasonable variations when necessary while in certain academic settings, (e.g. physical activity, theater, dance, science or other courses).

Students may not wear clothing, jewelry, or personal items that:

- Are pornographic, contain threats, or that promote illegal or violent conduct such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia;
- Demonstrate hate group association/affiliation and/or use hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or other protected groups;
- Intentionally show genitalia or buttocks or visible undergarments beyond the otherwise permissible waistbands and straps {NOTE: Clothing must be opaque (not able to be seen through) material}; or
- Demonstrate gang association/affiliation.

**Attire worn in observance of a student's religion are not subject to this policy.*

Enforcement

The principal is required to ensure all staff are aware of and understand the guidelines of this policy.

Staff will use reasonable efforts to avoid dress-coding students in front of other students.

No student will be referred to as “a distraction” due to their appearance or attire. If the student can correct the violation immediately, they will not be disciplined or removed from class as a consequence. If the student cannot correct the violation immediately, they will be referred to the administration. Violations will adhere to Student Support Behavior Handbook.

Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school. “Shaming” includes, but is not limited to:

- kneeling or bending over to check attire fit;
- measuring items of clothing;
- asking students to account for their attire in the classroom or in hallways in front of others;
- calling out students in front of others in spaces, in hallways, in classrooms, or a school-sponsored events; and
- accusing students of “distracting” other students with their clothing.

These dress code guidelines shall apply to regular school days and summer school days.

ACADEMIC INTEGRITY:

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.

Our goal is to create 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 expectation 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 these expectations.

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, including Artificial Intelligence (AI) detection, when appropriate
- enforce the Academic Integrity Policy by reporting every incident that they believe, based on evidence, and represents a violation of the policy.

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, when requested by the teacher

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 of this handbook.

Violations accrue over a student's entire academic career at duPont Manual.

ANTI-PLAGIARISM POLICY:

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 through a computer software instructional program to identify plagiarism in student work available through Manual High School

TELECOMMUNICATION & ELECTRONIC MEDIA DEVICES

Policy Statement

A student at duPont Manual High School may activate and display a personal telecommunication and electronic media device on school property. The device should be on silent at all times. The goal is to maintain an academic focus in the classroom and other study areas while respecting the needs of our students to have reasonable access to their cell phones. To ensure an appropriate academic environment inside and outside the classroom setting it is essential to adhere to the guideline below. This policy is necessary to ensure respectful and non-disruptive use of personal electronic devices at duPont Manual High School.

Guidelines:

- The use of personal electronic and/pr accessories 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.
- 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)
- Students will not be allowed to use devices in detention or other disciplinary areas for any purpose.
- Students will respect the teacher's/adult's 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 adult's directives, a referral will be written and the student will meet with an administrator. (Failure to respond to questions or requests).
- 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 education environment or violates the rights of others will be subject to disciplinary action.

Assessment:

- The use of personal electronic devices during ALL assessment times is prohibited, *even if the student has finished his/her assessment.*

Devices may be confiscated by an administrator if the situation involves suspicions of violence, harassment, danger to a student, or any other zero tolerance issue. If the problem is recurring, privileges may be discontinued for a period of time or permanently. If students make poor choices in how they handle their interactions with a teacher, other adult, or administrator, in regard to any personal electronic device, they will be subject to further discipline.

BEHAVIOR EXPECTATIONS

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). Students will abide by the adopted Student Support and Behavior Intervention Handbook. Every student will receive a copy of the Student Support and Behavior Intervention Handbook and Student Bill of Rights. Not all punishable infractions are listed in this handbook. Students must be aware that school personnel must address any student or any action that is a violation of the Student Support and Behavior Intervention Handbook. Disciplinary action may be administered in such situations based upon judgment of the principals. Students who receive multiple referrals may also be removed from extra-curricular activities.

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 themselves 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.
- 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, and 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.

Behavior Consequences

DuPont Manual High School supports the fundamental principles and components of the Student Support and Behavior Intervention Handbook 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 Student Support and Behavior Intervention Handbook. Students repeating inappropriate behaviors will be disciplined in a progressive manner. **All Behavior Referrals will include Notification to Parents.**

Rule Violation	Offense	Consequences
Dress Code Violation	1st	Verbal Warning & Acceptable Clothing Brought to School or School Provide Change
	2nd	1 Detention & Acceptable Clothing Brought to School or School Provide Change
	3rd & Beyond	2 Detentions & Acceptable Clothing Brought to School or School Provide Change (progressive discipline for additional offenses)
Failure to Wear ID		Warning & Temporary ID Provided
	5	1 Detention & Temp ID Provided
	10	2 Detentions & Temp ID Provided
	15	3 Detentions & Temp ID Provided

Unexcused Tardy to School	3rd	1 Detention
	6th	2 Detentions
	9th	1 Saturday School
	12th	2 Saturday Schools
Unexcused Tardy to Class	3rd	1 Detention
	6th	2 Detentions
	9th	1 Saturday School
	12th	2 Saturday Schools
Class Cut	1st	2 Detentions
	2nd	4 Detentions, Parent Phone Call
	3rd & Beyond	Saturday School & (progressive discipline for additional offenses)
Unauthorized Leaving School Grounds	1st	Saturday School
	2nd & Beyond	Suspension
Academic Integrity Violation	1st	2 Detentions & Zero on Assignment
	2nd	3 Detentions & Zero on Assignment
	3rd & Beyond	Saturday School & Zero on Assignment (progressive discipline for additional offenses)
Classroom Disruption	1 st	1 Detentions (administrative discretion based on type infraction)
	2nd	3 Detentions (administrative discretion based on type infraction)
	3rd & Beyond	Saturday School & (progressive discipline for additional offenses)
Profanity/Vulgarity	1st	Verbal Warning (administrative discretion based on type infraction)
	2nd	2 Detentions (administrative discretion based on type infraction)
	3rd	4 Detentions (administrative discretion based on type infraction)
	4th & Beyond	Saturday School & (progressive discipline for additional offenses)
Harassment/Racial Insensitively	1st	Restorative Practice & Detention/ Saturday School (administrative discretion based on type infraction)
	2nd & Beyond	Restorative Practice & Saturday School or Suspension (administrative discretion based on type infraction)
Harassment/Bullying/ Intimidation	1st	Detention/Saturday School (administrative discretion based on type infraction)
	2nd & Beyond	Saturday School or Suspension (administrative discretion based on type infraction)

Unauthorized Use of Telecommunication Device	1st	1 Detention, Device confiscated and returned to student at end of the day
	2nd	2 Detentions, Device confiscated and returned to student at end of the day
	3rd & Beyond	Saturday School, Device Confiscated, Device Returned to Parent (progressive discipline for additional offenses)
Fighting	1st	Restorative Practice & 3 Day School Suspension (administrative discretion based on type infraction)
	2nd & Beyond	Restorative Practice & 6 Day School Suspension w/Assessment at Student Relations (administrative discretion based on type infraction & progressive discipline for additional offenses)
Tobacco/Alternative Nicotine/Vape Product Use/Distribution	1st	2 Detentions
	2nd	1 Saturday School
	3rd	2 Saturday Schools
	4th & Beyond	Suspension
Use/Possession of Alcohol/Drugs	1st	3 Day School Suspension (administrative discretion based on type infraction)
	2nd & Beyond	6 Day School Suspension w/Assessment at Student Relations (administrative discretion based on type infraction & progressive discipline for additional offenses)
Sale/Distribution of Alcohol/Drugs	1st	6 Day School Suspension w/Assessment at Student Relations for Alternative Placement (administrative discretion based on type infraction) Police Notification
	2nd & Beyond	10 Day School Suspension w/Assessment at Student Relations for Alternative Placement (administrative discretion based on type infraction & progressive discipline for additional offenses) Police Notification
Destruction of School Property/Vandalism and/or Theft	All	School Suspension (administrative discretion based on type infraction & progressive discipline for additional offenses)

DUPONT MANUAL MAGNET PROGRAM REQUIREMENTS

The following 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 college campus dual credit 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. When duPont Manual's master schedule is unable to meet a student's educational goals beyond their approved Magnet Pathway, students will be informed and given the opportunity to take AP and/or Dual Credit courses available through the Pathfinder School of Innovation, University of Louisville, Jefferson Community & Technical College (JCTC), or other postsecondary partners. Students may not enroll in eSchool, un-approved courses/un-accredited programs to fulfill the pre-college curriculum. Students are unable to use on-line or self-enrolled courses/programs 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 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 additional 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 completed by the student and indicated on the DROP/ADD form. All DROP/ADD requests must be submitted by due dates published each semester.

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.

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 requirements outlined in the JCPS Assessing Learning and Grading Framework. Teachers will use a balanced approach when grading by using two grading categories (Progression and Mastery). Examples include, but are not limited to, the following:

- Student Progression:
Homework
Quizzes
Class Assignments
Discussion/Problem Solving
Group Work
Teacher Observation
Student Self-Evaluation
- Student Mastery:
Tests
Performance Assessment
Projects
Presentations
Defenses

Student **Progression** shall count for between 10% and 30% of the total academic grade
Student **Mastery** shall count for between 70% and 90% of the total academic grade

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 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.

GRADUATION REQUIREMENTS

Graduation Requirements for Comprehensive/Honors/Magnet Program

English	4 credits
Math	4 credits
Science	3 credits
Social Studies	3 credits
(World History and U.S. History are required)	
Health and Physical Education	1 credit
Humanities (Students must have)	1 credit
Electives	6 credits
Total	22

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 classes in at least three of the following areas: English, Mathematics, Science, Social Studies, and Foreign Language. The Advanced Placement courses also satisfy the Advance Program requirements. All Advance Program classes have a "9" in the next to the last digit, or are labeled Advanced Placement. The HNRS/COMP, or eSchool, Humanities course will not count for the required 12 credits 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.

Diploma Requirements (Commonwealth of Kentucky and JCPS)

- Meet the minimum requirements of the KDE program of studies (22 credits)
- Annual Completion of Individual Learning Plan (ILP).
- Completion of a Financial Literacy Course

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	4 credits (Algebra I, Algebra II, Geometry- or Advanced level mathematics)
Science	3 credits (Biology, Chemistry, or Physics)
Social Studies	3 credits (World History, US History, one of Government, Geography, or Economics)
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.

CRIMSON SCHOLARS / LOUISVILLE ACADEMY

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

The Crimson Scholars and Louisville Academy programs are a cooperative venture between duPont Manual and the University of Louisville. They provide 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 will carry their U of L I.D. at all times, and 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 will be assigned 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 Program and at duPont Manual.
- **Students may not drive to their U of L classes from Manual.**

EXTENDED SCHOOL SERVICES (ESS)

ESS is offered from September through May after school for students.

KEES SCHOLARSHIP AND CURRICULUM REQUIREMENTS

For detailed information, visit www.kheaa.com.

ACCOMMODATIONS

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

SENIOR DEFENSES

All students are required to produce and select work to be included in their Senior Year JCPS Backpack Defense. Senior Defenses will be scheduled during their senior year and presented to a panel of school staff and/or community members.

DUAL CREDIT COURSEWORK

Students may request placement into dual credit courses offered by partnering colleges and universities as outlined by JCPS Memorandums of Agreements. In order to be eligible for dual credit coursework, students must meet minimum prerequisite coursework as required for courses. Additional items for consideration will include proficiency assessments, ACT/PSAT scores, GPA, and counselor and teacher recommendation.

UNIVERSITY OF LOUISVILLE ON CAMPUS

Requirements: ACT, GPA, Counselor and teacher recommendation.

Courses: Approved courses as outlined by annual JCPS Memorandums of Agreements

Tuition is determined by U of L.

ACT/SAT/PSAT

For ACT visit website www.act.org

For PSAT & SAT visit website 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.

DUPONT MANUAL STUDENT AIDE REQUIREMENTS

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, available in the guidance office completed and returned to his/her counselor in order to become a student aide.

IMPORTANT DEADLINES

- Approved schedule changes must be made the first 10 days of the semester.
- To be a valedictorian, students must maintain a 4.0 or above 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 deadlines outlines from your counselor.
- Any college applications, recommendations, transcript requests, etc. must be submitted to the student's counselor a 10 working days in advance.

ATHLETIC ELIGIBILITY POLICY - ACADEMIC STANDARDS

Semester Eligibility

1. Student must be in the proper grade level.
2. Student must be on schedule to graduate as determined by the school's counseling office.
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 able to practice with his/her team, but will be ineligible for competition until all SBDM eligibility requirements are satisfied.

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

- The student successfully completes an e-school, summer school, or correspondence course that 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)

2023-2024 ATHLETIC STAFF

Athletic Director	David Zuberer
Asst. AD	D. Case / A. Hundley / J. Palmer
Athletic Trainer	Drew Miller / Maggie Gregg
Archery	Dan Wetzel
Baseball Coach	Ryan Blackwell
Basketball Coach, Boy's	Miquel Coleman
Basketball Coach, Girl's	Ashley Franklin
Bowling, Boy's	Tom Shulak
Bowling, Girl's	Ken Rowan
Cheerleading	Sarah Mertz
Cross Country Coach, Boy's & Girl's	Tim Holman
Dazzlers	Kirstie Adanick
E Sports	Jacob Jury
Field Hockey Coach	Brittany Vencill
Football Coach	Donnie Stoner
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	Mike Hayes
Soccer Coach, Girl's	Diego Romero
Softball Coach	Andrew Hundley
Swimming Coach, Boy's & Girl's	J.C. Barnett
Tennis Coach, Boys	Ken Stovall
Tennis Coach, Girl's	Brittany Buckner
Track Coach, Boys & Girls	Zacharie Brooks
Unified Bowling	David Wallace
Volleyball Coach	Richard Weaver
Wrestling Coach	Dwayne Payne

2023-2024 EXTRA CURRICULAR ACTIVITIES

ORGANIZATIONS SPONSORS

Academic Competition Coordinator	H. Upadhyay
Best Buddies	A. DeWeese
Beta Club	A. Tackett
BSU	J. Palmer / R. Vinson
Campus Life	T. Morris
Chess Club	M. Crain
Debate & Speech	A. Ritchie

Environmental Club-----A. Page
 Executive Council -----L. Spiegelhalter/A. Morris
 Family Career Community Leaders of America-----L. Spiegelhalter / R. Raley
 FCA-----N. Weeks
 French Honor Society (*LaSoci'et'e Honoraire de Françoi*)/---- Villon / Johnson
 French Club----- A. Villon / A. Johnson
 Girl Up-----J. Bickel
 HOSA -----O'Brien, A / Fries, K
 Justice Now-----H. Upadhyay/L. Palmer
 Key Club-----E. Moss
 Ladies in Leadership-----N. Finley
 LAHSO -----A. Castro
 Latin Club/ Latin Honor Society----- C. Shiroma
 Men of Quality-----R. Vinson / J. Palmer
 Mu Alpha Theta (Math Honor Society) ----- T. Salkeld
 Muslim Youth Association-----V. Conti
 National Art Honor Society -----J. Clinkingbeard
 National Dance Honor Society----- L. Ruttan
 National Honor Society ----- M. Mattingly/B. Slagle
 National Honor Society for Dance Arts ----- L. Ruttan
 NTHS-----L. Moore
 On the Record-----L. Palmer
 One Blue Wall----- K. Abplanalp
 Outdoor Adventure Club-----J. Bickel
 Quick Recall -----Robin Krause (V) / A. Rich (J.V)
 Quill & Scroll -----M. Mattingly
 Science Bowl-----M. Starling / D. Kuo
 Science Olympiad -----C. Applegate / R. Redies
 Spanish Club -----L. Foster
 Spanish Honor Society (Sociedad Honoraria Hispanica) ----- K. Lenihan
 Student Senate-----J. English
 TSA / Robotics/Engineering----- L. Moore/N. Eltzroth
 Tri M Music Society -----Taylor-Schroeder, A
 Young Democrats-----L. Spiegelhalter
 Young Earth Activists-----J. English
 WiSE ----- V. Conti
 Y-Club----- C. Causey

Class Sponsors:

Freshman (Class of 2027)-----TBD
 Sophomore (Class of 2026) -----J. Evans/B. Evans/R. Richards
 Junior (Class of 2025) -----T. Martin/D. Richards
 Senior (Class of 2024) -----D. Roy / N. White

GENERAL INFORMATION

Alcohol and Drugs

Jefferson County Public Schools District has a zero tolerance policy 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 Student Support and Behavior Intervention Handbook 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 to follow the general rules of good manners. Some simple rules of courteous behavior: 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.

Class Dues– Fee Waiver cannot be used for class dues

Each year students will pay class dues to cover their grade level specific activities. The remaining balance each year will accumulate to pay for Senior Class/Senior Year expenses. The money will be paid in installments: \$40.00 freshman year, \$40.00 sophomore year, \$40.00 junior year, \$40.00 senior year. **No refunds will be given.**

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 are classrooms and may be used by students only with prior approval of the assigned lab teacher and/or the School Technology Coordinator. This includes before, during, and after school hours as well as non-school days.

Detention

Detention will be 4 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***

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.

Student behavior/decorum

- No sexual acts (real or simulated)
- Student is responsible for his/her guest to adhere to Manual Dance Policy.
- JCPS Student Support and Behavior Intervention Handbook applies to all dances.
- No guest 21 years old or older will be admitted to the dance.

Dance Environment

- Decorative lighting will be facilitated by the dance committee/ sponsor in charge. There must be enough lighting for safety concerns.

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.

Fast Food Policy

Fast food may not be brought into the school for student consumption. This does not apply to students who may bring in items of fast food contained in packed lunches during their lunch period.

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

A student may request a locker and use only the one 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.

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 brought to school by parent/guardian 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.

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. The sophomores are located on the upper right section. The juniors are located on the lower left, and the seniors on the lower right sections. It is encouraged 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.

*Students with sensory issues, and/or other medically conditions, will be provided an alternate location for the duration of the pep rally. When space is available, additional students may request to also report to the alternate location by completing a request form and receiving administrative approval.

PSAT

All diploma bound sophomores and juniors at Manual must take the PSAT. All sophomores and juniors must pay \$20 per year for a total assessment of \$40 to cover the costs of administering the tests.

Restrooms

Gender Neutral restrooms are located in the attendance office, on each floor of the main YPAS building next to the elevators, and by exit 7 on the first floor of the Annex.

Saturday School

Student will be notified when they are to report to Saturday School. Saturday School date, time and location will be determined by an administrator. No late arrivals or early dismissals. No food or drink permitted. No cellphones or other electronic devices permitted during detention or Saturday School.

Senior Visual Art Gallery

Schedule can be found at www.dupontmanual.com

Sexual Harassment

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 Student Support and Behavior Intervention handbook. 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.

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. ID's must be worn in accordance of the Dress Code Policy. Students must wear their current Manual-issues school ID at all times and it must be visible and free of any obstruction/defacement. Therefore, students must wear it around their neck, or it must be attached to their person and visible and free of obstruction. Students cannot leave it attached to their backpack, hold it in their hand, or have it under a layer of clothes. If a student forgets or loses their ID, they must request a temporary ID from the main office or security staff. Students will be given 5 chances before receiving a detention. Replacement ID's are made during lunch and cost \$3.00. A new lanyard is \$2.00

Student Parking

Due to limited parking, seniors are assigned parking through a lottery based system. There is a \$20 fee to receive the permit. Students are only allowed to park in their assigned lot/spot. School officials have the right to search student automobiles as explained in the Uniform Code of Student Conduct. 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. Only one permit will be issued per student. School officials will tow vehicles without parking permits in order to ensure designated spaces are for registered

students. If a student has switched vehicles, or accidentally forgot their permit, they must notify the front office before reporting to class. Students are not allowed to share tags with other students.

The school reserves the right to impose restrictions regarding student eligibility for parking permits (attendance, behavior, academic standing, etc) 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 may park in campus lots after 2:30 p.m. without a permit.

Telecommunications Devices

The Telecommunication and Electronic Device Policy governs expectations for use. 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. Manual/YPAS personnel will not investigate allegations of theft. We will assist families in reporting the theft to the appropriate authorities. 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 and 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.

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 at 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.

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.

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 an YPAS teacher accepts responsibility.

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 only has 1st lunch. Students are not allowed at YPAS during other lunches unless they have prior written permission from an YPAS teacher for that day. YPAS students with the 3rd 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. 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.

Off Limits

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

		All Offices
Upper Lobby	Restrooms in Front Lobby	Carpeted Hallways to Lobby
Third Floor	Balcony & Balcony Restrooms	Conference Room
Cave	Canteen (during lunch only)	Make-up Room

No student is permitted to walk down 2nd Street for class change or pep rallies.

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. As the liaison between Manual High School and the Performing Arts School, the counselor 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 will meet with their counselor to help develop a plan for future success.

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. 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 PERFORMANCES

Visit www.ypas.org and click on the link for the school Calendar

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, 2nd floor, 3332 Newburg Road, Louisville, KY. 40218. Telephone (502)-485-3341.

AUGUST

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

SEPTEMBER

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

OCTOBER

Monday	Tuesday	Wednesday	Thursday	Friday
2P/T Conf.	3NO SCHOOL	5NO SCHOOL	6NO SCHOOL	7NO SCHOOL
9W	10R	11W	12R	13W
16R	17W	18R	19W	20R
23W	24R	25W	26R	27W
30R	31W			

NOVEMBER

Monday	Tuesday	Wednesday	Thursday	Friday
		1R	2W	3R
6NO SCHOOL	7NO SCHOOL	8W	9R	10W
13R	14W	15R	16W	17R
20W	21R	22	23	24
		<i>Thanksgiving Break</i>		
27W	28R	29W	30R	

DECEMBER

Monday	Tuesday	Wednesday	Thursday	Friday
				1W
4R	5W	6R	7W	8R
11W	12R	13W	14R	15W
18R	19W	20R	21W	22R
25	26	27	28	29
<i>WINTER BREAK</i>				

JANUARY

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
<i>WINTER BREAK</i>				
8NO SCHOOL	9W	10R	11W	12R
15NO SCHOOL	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
19P/T CONF	20NO SCHOOL	21W	22R	23W
26R	27W	28R	29W	

MARCH

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

APRIL

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
SPRING BREAK				
8NO SCHOOL	9W	10R	11W	12R
15W	16R	17W	18R	19W
22R	23W	24R	25W	26R
29W	30R			

MAY

Monday	Tuesday	Wednesday	Thursday	Friday
		1W	2R	3No School
6W	7R	8W	9R	10W
13R	14W	15R	16W	17R
20W	21NO SCHOOL	22R	23W	24R
27 HOLIDAY	28	29	30	31

JUNE

Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5	6	7
10	11	12 HOLIDAY	13	14
17	18	19	20	21
24	25	26	27	28