Macon Area Career and Technical Education Center (MACTEC)

Student/Parent Handbook 2025-2026

If you wish to view our school board policies in their entirety, they may be viewed on our school website at (www.macon.k12.mo.us) or in the superintendent's office.

FORWARD

The MACTEC handbook is provided for your information. Although it does not include all of the issues that will arise through the course of a school year, it will serve as an overall guide for students to follow.

We ask you to keep in mind that rules and regulations are designed to serve the student body as a whole and that this school is strongly dedicated to defending your right to an undisturbed, safe environment for your career and technical education. To access policies adopted by the Macon R-I School District Board of Education, please visit the Board Policy Manual online at the district website.

SECTION I – OUR SCHOOL

District Mission, Vision, and Beliefs

MACON COUNTY R-1

Home of the Tigers

MISSION

The mission of the Macon R-1 School District is to create an educational standard of excellence for our community while impacting our future-**one student at a time.**

VISION

Macon County R-1 will be the model of excellence by preparing and empowering students to meaningfully contribute to our future.

BELIEFS

We believe in the intellectual, personal, social, and emotional development of all students. We believe in upholding strong moral principles and community/school values. We believe in fostering a growth mindset in our students and learning community through a well-rounded educational experience. We believe in fostering a culture of collaboration and community through consistent engagement, full transparency, and shared goals for a successful district. We believe innovation in education is vital to meet the needs of all students and to improve our community. We believe in the power of our district to impact the lives of all students, staff, and community.

STUDENT-FOCUSED - INTEGRITY - GROWTH MINDSET - COLLABORATION & COMMUNITY - INNOVATION - IMPACT

Welcome Letter

Macon Area Career and Technical Education Center
2025-2026

Welcome to Macon Area Career and Technical Education Center (MACTEC)! We are so excited that you have chosen MACTEC as a place to advance your knowledge and skills. We feel certain that you will find MACTEC to be a safe and supportive environment in which to grow and learn. We pride ourselves in providing technically advanced laboratories, challenging, up to date curriculum, and highly skilled staff dedicated to helping you gain the skills necessary to be successful in the future.

Our success is measured through your accomplishments. We want your experience to be rewarding! MACTEC's primary goal is to prepare you for a fulfilling career, where you can be a contributing member of the community. In order to achieve this success, we commit to holding you to high standards, helping you develop your reading and literacy skills, and prepare you to earn an industry recognized credential within your technical program area.

We wish you the very best and look forward to partnering with you to help you achieve your goals!

MACTEC Calendar

MACTEC adheres to the calendar of Macon R-1 School District. There will be days when MACTEC is in session while sending schools are not, as well as occurrences when sending schools are in session while MACTEC is closed. Students are to consult with their home schools on how to handle such situations.

MACON R-1 PUBLIC SCHOOLS CALENDAR
2025-2026

August

S	M	T	W	T	F	S
					1	
	4	5	6	7	8	
	11	12	13	14	15	
	18	19	**20**	21	22	
	25	26	27	28	29	

September

S	M	T	W	T	F	S
	1	2	3	4	5	
	8	9	10	11	12	
	15	16	17	18	19	
	22	23	24	25	26	
	29	30				

October

S	M	T	W	T	F	S
			1	2	3	
	6	7	8	9	10	
	13	14	15	16	17	
	20	21	22	23	24	
	27	28	29	30	31	

November

S	M	T	W	T	F	S
	3	4	5	6	7	
	10	11	12	13	14	
	17	18	19	20	21	
	24	25	26	27	28	

December

S	M	T	W	T	F	S
	1	2	3	4	5	
	8	9	10	11	12	
	15	16	17	18	19	
	22	23	24	25	26	
	29	30	31			

Weather Makeup Days

May 8
May 11
May 12
May 13
May 14
May 15
May 18
May 19
May 20
May 21
May 22

Day after last day will be Full WD

v1.2 BOE Approved 05.21.25

AUGUST
- 11 New Teacher Orientation
- 13-19 Back to School Staff WD/PD
- 20 First Day of Classes/School

SEPTEMBER
- 1 Labor Day - No School
- 15 Full WD/PD Day

OCTOBER
- 6 Full WD/PD Day
- 10 End of 1st Quarter/Early Out - Homecoming
- 16 No School (8-12 WD) (P/T Conf 12-8pm)
- 17 No School
- 27 Full WD/PD Day

NOVEMBER
- 10 Full WD/PD Day
- 11 Veterans Day
- 24-28 Thanksgiving Break

DECEMBER
- 19 End of 2nd Quarter/Semester 1
- 22 Christmas Break Begins

JANUARY
- 5 Full WD/PD Day
- 19 MLK Day - No School

FEBRUARY
- 2 Full WD/PD Day
- 16 President's Day - No School

MARCH
- 6 End of 3rd Quarter
- 9-13 Spring Break
- 30 No School

APRIL
- 3 Good Friday - No School
- 6 No School
- 20 Full WD/PD Day

MAY
- 7 End of 4th Quarter/Semester 2
- 7 Last Day of Classes/School
- 8 Full WD Day
- 8 Graduation

"GO TIGERS"

January

S	M	T	W	T	F	S
				1	2	
	5	6	7	8	9	
	12	13	14	15	16	
	19	20	21	22	23	
	26	27	28	29	30	

February

S	M	T	W	T	F	S
	2	3	4	5	6	
	9	10	11	12	13	
	16	17	18	19	20	
	23	24	25	26	27	

March

S	M	T	W	T	F	S
	2	3	4	5	6	
	9	10	11	12	13	
	16	17	18	19	20	
	23	24	25	26	27	
	30	31				

April

S	M	T	W	T	F	S
			1	2	3	
	6	7	8	9	10	
	13	14	15	16	17	
	20	21	22	23	24	
	27	28	29	30		

May

S	M	T	W	T	F	S
					1	
	4	5	6	**7**	8	
	11	12	13	14	15	
	18	19	20	21	22	
	25	26	27	28	29	

	Student Days	Teacher Days
1st	34.5	42.0
2nd	41.0	45.0
	75.5	**87.0**
3rd	41.0	43.0
4th	35.0	37.0
	76.0	**80.0**
Tot.	151.5	167.0

- = School not in session; not counted as contract day
- = P/T Conf's
- = Staff PD/Workday No Classes
- = Early Release

Daily Class Hourly Schedule

Doors will be unlocked	7:30
Warning Bell	8:00
First Period	8:05 - 9:00
Second Period	9:04 - 10:00
Third Period	10:04 - 11:00
Fourth Period	11:04 - 12:25
Fifth Period	12:29 - 1:25
Sixth Period	1:29 - 2:25
Seventh Period	2:29 - 3:25
Teacher Contracted Time	7:45 - 3:30

Daily Class 3-Hour Block Schedule

Doors will be unlocked	7:30
Warning Bell	8:00
Morning Block	8:05 - 11:00
Lunch	11:00 - 11:25
Afternoon Block	11:25 - 2:25
Teacher Contracted Time	7:45 - 3:30

Corridor Passes

In order for students to be in the halls at any time other than the normal passing period, a hall pass will be required. Hall passes will be handled through the electronic hall pass system. Students need to obtain permission from the teacher and successfully obtain a pass through the electronic hall pass system prior to leaving the classroom. Handwritten passes will not be permitted.

Visitors

Only students of the school and employees doing school business are permitted in the building during the school day. Others, having business in the building, must check into the Career Center office. School age visitors, toddlers, or infants are not permitted on campus unless accompanying a parent or guardian who has checked in through the office.

After Hours Building Use

Students are not to be in the buildings after 4:00 p.m. unless certified staff supervises them. The door will be locked at 4:00 p.m. so the building can be cleaned.

Personal Technology

Students are encouraged to be very cautious when bringing any personal technology (laptops, iPads, etc.) to school. The school is not responsible for lost, damaged or stolen items.

SECTION II – SCHOOL OPERATIONS

Attendance Regulations - Career Center

Daily attendance will be taken in all classes. The sending schools will receive a daily attendance report. Students are not allowed to leave school at any time without permission. Students enrolled in the Career Center are expected to be in attendance at a 90% rate; students that exceed 10% during a semester may require special permission from the teacher, Career Center director, and the home high school principal to enroll in the next semester of training at the Career Center. Absences because of school-sponsored activities or other school connected absences will carry no penalty, provided the area school official notifies the Macon Area Career Center. Doctor excused absences will count against the attendance policy. However, if a student exceeds the 10% allowed, doctor excuses will be considered.

Career Center School Transportation

Students from sending schools are not allowed to drive privately owned vehicles to the Career Center. Students are expected to ride the bus unless they have permission from their school principal. Permission will be granted only through the use of vehicle permits, which are available at the Career Center Office or the Principal's office of the sending school.

Students who drive to school are to park in the student parking lot. Once a student has parked a vehicle, the student should lock the vehicle and come into the school building. You are not allowed to leave campus without permission once you arrive at school. The speed limit while on school property is ten (10) miles per hour. Students shall not park on the circle drive without administrative approval, the first row immediately north of the high school building or behind the east side of the school building. Students are expected to park in the parking spaces provided and not to block, or park in passageways or drives. This will allow students who leave early to exit the parking lot with the least amount of difficulty. Students who park their cars in an illegal parking area or fail to park properly in the designated parking area will not be allowed to park their cars on school property. Failure to obey these parking regulations may result in the vehicle being towed away at the owner's expense. The privilege of parking on school property may be revoked or suspended if a problem continues. There is NO LEFT TURN Monday-Friday between 3:25-3:50 p.m. onto Maffry from the student parking lot or off Shady Lane onto Maffry.

Admit To School Pass

Sending school students who arrive at school late must get a school pass from the MACTEC office. The pass will admit the student to school for the day. Macon High School students need to sign in and get an admit pass from the high school office.

Career Center School Student Insurance

Students in Agriculture, Health Occupations, Culinary Arts, Industrial Welding, Automotive Technology, Building Trades, and Graphic Arts will be required to complete a proof of accident insurance or parental waiver form.

Macon County R-I Dress Code

The Macon County R-I School District encourages all students to dress in a manner reflecting good taste and an appropriate style for school attendance. It is expected that student dress will not disrupt the educational process nor constitute a health or safety hazard or violate district policy.
Recognizing that some students may abuse dress privileges, the following limitations are examples of dress restrictions that will be enforced. When - in the judgment of the building administrator or their designee - a student's appearance or mode of dress does not comply with the following criteria, the student may be required to make modifications or change to clothing that meets the student dress code. Students will be subject to the discipline code for any and all violations. Exceptions to the grooming and dress code for health or religious reasons will be considered on a case-by-case basis.

- Hats, head coverings, hoods, and sunglasses are not allowed.
- Backless, strapless, or halter tops are not allowed.
- Tops must have straps at least three-fingers in width.
- Tops that hang excessively low below the neck or underarms are not appropriate.
- Bare midriffs are not allowed - the midsection must always be covered..
- Undergarments must not be visible; they should be completely covered at all times by appropriate tops and pants.
- Appropriate dresses, skirts, and shorts may be worn. The length of any shorts will be no shorter than the width of the palm of the hand measuring down from the top of the inseam.
- Jeans or pants should not have holes or sheer sections above the defined short level.
- All students must wear shoes, boots, or other types of appropriate footwear.
- Clothing, lanyards, jewelry, or wristbands with inappropriate or suggestive language, pictures with dual meanings, or innuendos are not allowed. These items may not promote tobacco, alcohol, illegal drugs, drug paraphernalia, or death/destruction of life.
- Blankets, pillows, quilts, comforters, bedding, etc. are not allowed in the building.
- Additional dress guidelines may be imposed upon students participating in certain extracurricular activities.

Career Center Dress Code Modifications

Students in Career Center classes will follow the above listed student dress code with the following exception. Hats are allowed in shop classes, with the instructor's permission, however, hats are not to be worn in classrooms or in hallways of the Career Center or high school building.
*If a student does not dress in accordance with the expectation of their career center program, they will lose points for the day and/or be sent to ISS for the duration of their class period.

Technology Devices → Smart Watches, Cell Phones, Earbuds, Etc.

Macon R-I is committed to moving students and staff forward in a 21st century learning environment. Students are expected to comply with all rules set in the Macon R-I Acceptable Use of Internet/Electronic Communications Policy

Students are not allowed to use their devices (phones, smartwatches, earbuds, etc.) at any point during the school day. Students are expected to have their devices turned **OFF and put away at all other times during the school day**. Phones/devices should not be on their person and instead be stored away in a backpack, or a locked locker.

Use of technology devices in bathrooms and in locker rooms is prohibited at all times. Parents/guardians should call the MACTEC office if they need to get in touch with their child. Students are required to turn off cell phones during the regularly scheduled school day. Students are not called out of class for telephone calls except in cases of emergency. If cell phones/technology devices are being used in during the regularly scheduled school day they will be confiscated. Students who use their cell phone during class time and knowingly violate the rule, the technology device/cell phone will be confiscated and turned into the office.

If sending school students violate the technology rule, the phone/technology device will be confiscated and kept in the MACTEC office safe for the remainder of the block. The phone/technology device will then be released to the student at the end of the block before returning to the student's home district. The sending school administration will be notified of the violation and appropriate action will be taken per the sending school's handbook.

Macon R-I students who violate the technology rule will be subject to disciplinary action as stated below and in the MHS Student Handbook.

- First Offense: The phone/technology device will be confiscated and kept in the office safe for the rest of the school day. The phone/technology device will be released to the student at the end of the school day. The student will receive a formal warning.
- Second Offense: The phone/technology device will be confiscated and kept in the office safe for the rest of the school day. The phone/technology device will then be released to the parent. The student will be assigned a Saturday detention.
- Third Offense: The phone/technology device will be confiscated and kept in the office safe for the rest of the school day. The phone/technology device will then be released to the parent. The student will be assigned 2 Saturday detentions.
- Fourth Offense: The phone/technology device will be confiscated and kept in the office safe for the rest of the school day. The phone/technology device will then be released to the parent. The student will be assigned 3 Saturday detentions

Each offense after the third would result in one more additional Saturday detention.
If students are assigned a Saturday detention for violating the cell phone/technology device guidelines and don't serve the assigned detention, they could be placed in ISS until the Saturday detention is served.

Other options for violations could possibly include each level of violation: phone check-in/out with the office, after-school detentions, or ISS.
This policy will start at the beginning of each school year and accumulate for the entire school year.

Emergency Procedures

The first tenet of any emergency procedure is that each student familiarizes him/herself with the proper procedures for each drill. The next important step and one that is equally important is that each person remains calm and listens for any supplemental instructions which may be issued.

Evacuation Procedure

The signal for Evacuation real or practice is the fire alarms and strobe lights activating. Directions are posted in each classroom area and will be issued by the classroom teacher. Once students have exited the building they are not to leave their designated outside assembly area and are not to re-enter the building for any reason until the all clear signal has been given over the intercom or by building administration.

- In the event of emergency evacuation teachers and students should report to their assigned location outside the building. If possible everyone should take purses, coats, keys and other necessary belongings with them.
- After arriving at the designated location teachers will take roll to ensure all students are accounted for and wait for instructions.
- It is extremely important that teachers continue to supervise students that are in their class in the event of an emergency evacuation. (It is more feasible to supervise students in smaller groups as opposed to a large group.)
- High school students who are in the elementary building during an evacuation should stay with the teacher in the elementary building and follow their evacuation procedure.

Disaster Procedure

The signal for a disaster drill, real or practice, will be an announcement over the intercom system by a school official “Tornado Warning, evacuate to your assigned location.” Wait for further instructions over the intercom or from the building administrator. Directions are posted in each classroom area and will be issued by the classroom teacher. Once the students have arrived at the designated area they are to sit on the floor, place their head on their knees, cover their head with their hands, remain quiet and listen for any additional instructions. At all times they should keep their faces turned away from any glass. At no time should any student leave the designated assembly area for any reason until the all clear signal has been given over the intercom or by building administration.

Earthquake Procedure

Follow the earthquake disaster preparedness plan for the welfare and safety of students and staff prepared by the school district. The students should follow the instructions given to them by their classroom instructor. For more information on how to prepare for an earthquake go to www.sema.dps.mo.gov

Intruder Procedure

Follow the Plan of Action developed to provide safety to teachers, students and staff.

A Note to Parents and Guardians Regarding Emergency Procedures

We want you to be aware that this school has made many preparations to deal effectively with emergency situations that could occur in or around the school, both during the school day and during after hours activities. While we hope that a natural disaster or other serious incident never occurs, our goal is to be prepared for any potential emergency. At all times, our first priority is to protect all students, staff, and guests from harm.

In order for our emergency response plans to be effective, we depend on the cooperation and assistance of many people, such as the police and the fire department. We also depend on you, as parents, to support our disaster-response efforts. Your cooperation is vital to helping us protect the safety and welfare of all children and school employees.

Therefore, we ask parents/guardians to observe the following procedures:

- Do not telephone the school. We understand and respect your concern, but it is essential that the telephone system is available for emergency communications.
- Make sure that we have emergency contact information for each of your children at all times. We must be able to contact you or your designated representative in an emergency.
- Subscribe to the school's textcaster information system (instructions are on the school website) for emergency announcements and status reports. You also will receive instructions on where you should and how/when you may be able to pick up your children. Our school emergency plan includes evacuation procedures with several alternative destinations. When appropriate and safe, students may be released to their parents/guardians from these shelter locations. Under those circumstances, we will be prepared to implement procedures for confirming the identity of individuals who arrive to pick-up each child. When arriving to pick up your children, please make sure that you have with you your driver's license or government issued picture identification.
- Do not come to the school until instructed to do so. It may be necessary to keep the streets and parking lot clear for emergency vehicles. If evacuation is required, students may be transported to a location away from school. You will be notified of this through the media bulletins.
- Talk to your children and emphasize how important it is for them to follow instructions from their teachers and school officials during any emergency.
- Parents and other adults must stay calm and focused in an emergency, mindful that their actions and comments will be the example that, to a great extent, determines the children's response.
- Carefully read all information you receive from the school. You may receive updates about our safety procedures from time to time.
- When your child is at home following an emergency, try to keep your child away from news being broadcast over the various media. Have an emergency plan at home. Decide on a telephone number to call outside our community or a place to rendezvous if separated. Keep a "disaster supplies kit" containing drinking water, nonperishable food, batteries, flashlight, radio, medication, toothbrushes, etc. (www.redcross.org).

We are proud that ours is a safe school, and we are doing everything possible to keep it that way. We appreciate your cooperation and support. If you have any questions about this information or other aspects of our safety procedures, please contact Macon Area Career and Technical Education Center at 660-385-2158.

SECTION III – STUDENT RESOURCES

Embedded Credit

Embedded Credit - Math

Macon Area Career and Technical Education Center (MACTEC) offers a math embedded credit for those students who successfully complete two years of coursework through a MACTEC block program.

One hour of elective math credit (Technical Mathematics) is awarded on a pass-fail basis if students meet the following requirements:

- Maintain a 70% average in their chosen program
- Complete the embedded math curriculum for that program
- Pass the WorkKeys Applied Mathematics subtest at a level three or higher

Students work through a self-paced curriculum guide using the WorkKeys lessons and quizzes in the fall of their junior year. Upon completion, students test on the WorkKeys Applied Mathematics assessment.

- Passing Score: Level 3 or Higher
- Students scoring below a level 3, will have one opportunity to retake the assessment at the cost of the MACTEC following additional remediation.
    - If the student does not pass after a second attempt, it is the home school's responsibility to either pay for the test to be retaken or for the student to get their math credit at their high school the following school year.

*If a student is unable to return to their career center program for a second year, one half embedded credit will be awarded at the discretion of the Career Center director, Career Center Resource Educator, and the home high school principal and counselor.

Embedded Credit - English

Macon Area Career and Technical Education Center (MACTEC) offers an English embedded credit for students who successfully complete two years of coursework through a MACTEC block program.

One hour of elective English credit (Graphic Literacy) is awarded on a pass-fail basis if a student meets the following requirements:

- Maintain a 70% average in their chosen program
- Complete the embedded Graphic Literacy curriculum for that program

● Pass the WorkKeys Graphic Literacy subtest at a level three or higher

Students work through a self-paced curriculum guide using the WorkKeys lessons and quizzes in the fall of their junior year. Upon completion, students will test on the WorkKeys Graphic Literacy assessment.

- Passing Score: Level 3 or higher
- Students scoring below a level 3, will have one opportunity to retake the assessment at the cost of the MACTEC following additional remediation.
    - If the student does not pass after a second attempt, it is the home school's responsibility to either pay for the test to be retaken or for the student to get their math credit at their high school the following school year.

*If a student is unable to return to their career center program for a second year, one half embedded credit will be awarded at the discretion of the Career Center director, Career Center Resource Educator, and the home high school principal and counselor.

Embedded Credit - English (Agriculture)

One elective English credit (Technical English) is awarded to students who complete the **agriculture** courses of **Agriculture Science I, Agriculture Communications, and any other Ag Class.** In order to qualify for the embedded credit, students must earn a grade of 70% or higher in all three agriculture courses for both semesters and complete a portfolio of student-developed work at the completion of the three-course sequence.

Embedded Credit - Science

Students who complete both years in the programs of Health Occupations or Culinary Arts will earn a credit of technical science. Some post-secondary institutions may not accept this waived credit as a college entrance requirement and additional coursework may be necessary. If a student is dismissed from the career center for any reason, the credit will not be awarded.

Science Waiver

Successful completion of three units of Agricultural Education will replace the requirement for one science waiver. If students plan to receive English embedded credit using the sequence outlined above and they wish to receive the science waiver, they must complete four agriculture courses altogether.

Ag Science SAE Day Absence

Macon High School students (Freshman, Sophomores, Juniors & Seniors) must complete a SAE day absence form at least 2 days prior to the date of the proposed SAE day. Students requesting an SAE day must currently be enrolled in an Ag Class and a member of the FFA to be eligible for an SAE day. Forms are available upon request from the Agricultural Education Instructor/s. The form must be completed and signed by the student's parent or guardian and the student's classroom teachers prior. The form must be completed in its entirety, within seven days of the SAE visit day. Failure to complete the

form will result in loss of future SAE Day approval. Each student enrolled in an Agricultural Education course will be allowed 2 days per semester. Forms may be obtained from the Agricultural Education Instructors.

Grading Scale

FOUR POINT GRADE SCALE

96 – 100%	A	4.00 pts.
90 – 95%	A-	3.67 pts.
87 – 89%	B+	3.33 pts.
83 – 86%	B	3.00 pts.
80 – 82%	B-	2.67 pts
77 – 79%	C+	2.33 pts.
73 – 76%	C	2.00 pts.
70 – 72%	C-	1.67 pts.
67 – 69%	D+	1.33 pts.
63 – 66%	D	1.00 pts.
60 – 62%	D-	0.67 pts.
0 – 59%	F	0.00 pts.

MACTEC Articulation Agreements with Post-Secondary Institutions

Articulation is a process whereby a post-secondary institution recognizes that high school graduates have already learned the material in selected entry-level courses. MACTEC has signed articulation agreements with several institutions, indicating that they will waive a specific course(s) because of the training the students have received at the Career Center. Students enrolled in MACTEC block classes will be informed of articulation agreements within their specific program area. Each institution has the right to place additional requirements on their articulated credit agreements—e.g., must meet institution's admission criteria, must pass an approved test, must have a specified high school GPA, etc.

It is always the student's responsibility to contact their post-secondary institution for the specific requirements of each agreement and to arrange for the credit to actually be put on their transcripts.

Continuing A Career Center School Program

Criteria for students re-entering a Career Center program for the second year are:

- If a student fails a Career Center class, that student will not be permitted to continue in the class without approval from the director and class instructor.
- Students must maintain a 70% average for each Career Center class. The only exception to this rule will be extenuating circumstances.
- Students must maintain at least 90% attendance rate for the duration of the program.
- Students must demonstrate the ability to work with others, show independent resourcefulness, have a positive attitude, maintain confidentiality per program guidelines, interest in acquiring placement in the occupational area in which they are enrolled and demonstrate appropriate behavior in the classroom and laboratory (shop).

- The following policy must be followed on dropping or entering Career Center classes:
    - Students who fail to complete a full semester of work will receive no credit.
    - Although it is discouraged, students may drop a Career Center class at semester and receive credit.
    - Students will not be approved to enter a full year Career Center course at semester.

Any exception to the above policies due to extenuating circumstances must have approval of the Career Center director, sending school principal, and Career Center Resource Educator/counselor.

Enrollment in Second Semester of Year Long Agriculture Class

Although it is not encouraged, it is possible for a student to enroll for the second semester of a year long class in the Agriculture Education Department. The criteria for acceptance are listed below.

- Students interested in these special circumstances need to understand that they may be required to learn portions of the curriculum that was initially taught in the first semester, in addition to learning all current and future curriculum of the second semester.
- Some agriculture education classes are only open for Junior and Senior students. All students must meet the appropriate grade level requirement.
- Transfer students will be evaluated on an individual basis.
- Students must show an "interest" in the agriculture industry, as evidenced by:
    - Records submitted showing proof of enrollment in previous agriculture education programs at the Macon Career Center, or other secondary educational institutions in which the student successfully met competency requirements.
    - Parental support that agriculture has been a part of the student's family history and culture. The parent may relate this support to the counselor's office, a representative of the agriculture education department, or the Director of the Macon Career Center, through personal conversation or in written form.
    - Personal interview with a representative from the Macon agriculture education department that results in a convincing display of the student's personal interest in the agriculture industry.
    - In the event that the student's interest in agriculture is questioned the Director of the Macon Career Center will investigate the matter and make the final decision of enrollment

Student Discipline Code

The discipline code is designed to foster self-discipline in the students of Macon High School, to protect the student body from dangerous and/or disruptive forces within the school, and to notify students and parents of behavioral expectations and the suggested interventions, which will be used in most cases of student misconduct.

The following interventions will be used to address student misconduct:

A. Teacher detention: Detention assigned by a teacher and served by the student in the instructional area assigned to the teacher.
B. After-school Detention: Is scheduled from 3:30 p.m. until 4:30 p.m. every week they are required. Students assigned are expected to bring homework or an appropriate book that will keep them on task and quiet. Students must arrive on

time. The detention will start on time.

C. Saturday School: Saturday School is scheduled to start at 8:00 a.m. and end at 11:00 am. It will be held as needed. Details regarding Saturday School are found in this previous section.
D. In-school Suspension: The student is suspended from the privilege of attending his/her regular classes and is isolated to the ISS room. The suspension time can be for partial/full day or a class period. Specific guidelines regarding ISS are below.
E. Out-of-school suspension: Suspension from school for a specified period of time. The student will not attend school-sponsored activities or be on school grounds during the term of the suspension. The student is expected to complete the class assignments for each class. School work completed during the suspension will earn 60% of the points available for the assignment. Parents could be required to conference with school personnel prior to the student being readmitted to school for all out-of-school suspensions.
F. Semester suspension: Suspension from school for the remainder of the present semester or up to ninety days as recommended by the principal and assigned by the superintendent. The student is not to attend school-sponsored activities or to be on school grounds during the term of the suspension.
G. Expulsion: An action of the Board of Education, which permanently removes a student from Macon R-I Schools.

Guidelines for In-School Suspension

Students assigned to ISS must display a cooperative attitude and follow the guidelines and procedures of the program. The purpose of the ISS program is to provide intervention strategies designed to prevent or minimize non-productive behavior in the school environment. The program is designed to help repetitive discipline problems with a positive plan. Students who are assigned to ISS will be in regular school attendance and in full cooperation with the ISS instructor. ISS gives students an opportunity to remain in school and complete homework assignments. The focus remains on learning, problem solving, and the value of education, rather than on misbehavior and disciplinary action.

Students in the In-School Suspension program must accept and abide by the following guidelines:

1. Students will get classroom assignments and books before the school day begins. Students may not interrupt classes to get their assignments during the school day.
2. Students must report to the ISS room 1st period or as assigned by the administrator. Students arriving after the tardy bell must have an admit slip.
3. Time Periods: Full day 8:05 a.m.-3:25 p.m.
4. One-half day periods 1, 2, 3, 4 or periods 4, 5, 6, 7
5. Students assigned to ISS must be out of the building and away from school grounds by 3:45 p.m. daily unless under teacher supervision.
6. Students are to be allowed to make up any classroom work they are given during their in-school suspension for credit. The work is due in class the following day.
7. If a student misses school on the day of ISS, they will meet ISS requirements upon their return.
8. Students will not be allowed out of ISS without permission from the principal and may not use the telephone. Teachers may request a student to attend class while in ISS with administrator approval.

9. Students are required to complete regular class homework assignments as well as assignments given by the ISS instructor. Students should be on task throughout their scheduled ISS time.
10. The ISS instructor will be available to help students who request assistance with their homework.
11. Materials brought into the ISS room are limited to school textbooks and study materials only. No food, drink, cards, electronic devices, etc.
12. Student handbook rules must be honored at all times. The ISS instructor will reserve the right to check any article that is carried into or out of the room.
13. Students will be allowed a restroom privilege in the a.m. session and p.m. session with permission of the supervisor. (Not during class breaks.)
14. Students may bring their lunch to school while serving ISS.
15. Students will not talk, get out of their seats, or move about while in detention; no contact with other students.
16. Students assigned to ISS will forfeit their opportunity to attend meetings/assemblies.
17. If rules are violated, a written report should be made out and sent to the office with the student.
18. Students who are removed from ISS for disciplinary reasons must complete their ISS requirements when returning to school.

Disciplinary Responses to Student Misconduct

Levels of Student Conduct

LEVEL I. Minor misbehavior on the part of the student, which disrupts orderly classroom procedures or interferes with the orderly operation of the school. These misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel.

EXAMPLES

Classroom disturbance
Classroom tardiness
Unnecessary roughness
Abusive language
Dishonesty/Plagiarism
Minor failure to comply with bus regulations
Bullying
Verbal & Non-verbal Obscenities
Violation of Shop Safety Rules
Defiant failure to complete assignments or carry out directions
Failure to comply with school rules and regulations

DISCIPLINARY RESPONSE PROCEDURES

This is immediate intervention by the staff member who is supervising the student or who observes the misbehavior. Repeated misbehavior may require a parent/teacher conference or conference with the counselor and/or administrator. A proper and accurate record of out of the ordinary offenses and disciplinary action is maintained by the staff member.

SCHOOL OPTIONS

Parent contact/conference
Non-academic tasks
Verbal reprimand
Behavioral contract
Counseling
Withdrawal of privileges
Strict supervised study
Classroom detention
Assigning seat ISS
Saturday Detention

LEVEL II. Misbehavior whose frequency or seriousness tend to disrupt the learning climate of the school. These infractions, which usually result from the continuation of LEVEL I misbehaviors, require the intervention of personnel on the administrative level because the execution of LEVEL I disciplinary options has failed to correct the situation.

Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others, but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

EXAMPLES: Repetition of **LEVEL I** misbehaviors plus the following:

Insubordination	School tardiness
Inappropriate physical behavior	Truancy or Cutting Class
Tobacco/E-cigarette use or possession	Fighting (minor)
Vandalism (minor)	Using forged notes or excuses
Disruptive school behavior	Bullying

Unauthorized possession of others' personal property

DISCIPLINARY RESPONSE PROCEDURES

The student is referred to the administrator for appropriate disciplinary action. The administrator meets with the student and/or teacher and affects the most appropriate response. The teacher is informed of the administrator's action.

A proper and accurate record of the offense and the disciplinary action is maintained by the administrator.

SCHOOL OPTIONS: All **LEVEL I** options plus the following:

Work Assignments	Out-of school suspension
Modified day	Financial and/or in-kind restitution
Behavior modification	Loss of released time
Pre-school detention	Peer counseling
Citizenship assignment	Suspension from participation
Detention	In-school suspension
Saturday detention	Temporary loss of transportation privilege
Bus conduct report mailed to parents	Referral to outside agency

Suspension from attendance at extracurricular activities

LEVEL III. <u>Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school</u>. These acts might be considered criminal, but most frequently can be handled by the disciplinary mechanism in the school. Corrective measures, which the school should undertake, however, depend on the extent of the school's resources for resolving the situation in the best interest of all students.

EXAMPLES

Fighting	Inappropriate or suggestive attire
Vandalism	Possession/use of stolen property
Stealing	Possession/use of unauthorized substances
Verbal and non-verbal obscenities	Serious threats to others
Dishonesty	Major disruptive school behavior
Unlawful trespassing	Failure to comply with bus regulations

Careless and imprudent operation of a motorized vehicle

Offensive action and/or language directed toward employees (including SRO)

DISCIPLINARY RESPONSE PROCEDURES

The administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences. The administrator meets with the student and confers with the parent about the student's misconduct and the resulting disciplinary action. A proper and accurate record of offenses and disciplinary

actions is maintained by the administrator.

SCHOOL OPTIONS

Temporary removal from class	Bus conduct report mailed to parents
Homebound instruction	Citizenship policy applies
In-school suspension	Temporary loss of transportation privileges
Out-of-school suspension	Contact law enforcement agency
Financial and/or in kind restitution	Work assignment

LEVEL IV. Acts which result in violence to a person or property or which pose a direct threat to the safety of others in the school. These acts are clearly criminal and are so serious that they always require administrative actions, which result in the immediate removal of the student from school, the intervention of law enforcement authorities and action by the administration and board of education.

EXAMPLES

Repetitive Level III behaviors	Vandalism
Extortion	Theft/possession/sale of stolen property
Arson	Possession/use/transfer of dangerous weapons
Bomb threat	Assault/battery

Furnishing/selling/possession of unauthorized substances

DISCIPLINARY RESPONSE PROCEDURES

The administrator verifies the offense, confers with the staff involved, and meets with the student. The student is immediately removed from the school environment. The parents are notified by the Student Behavior Disciplinary Action Report (suspension letter). School officials contact law enforcement agencies and assist in prosecuting offenders. A complete and accurate report is submitted to the superintendent for board action. The student is given a full due process hearing before the board.

SCHOOL OPTIONS: All **LEVEL III** options plus the following:

Permanent loss of transportation privileges
Alternative School placement
Expulsion
Other board action, which results in appropriate placement

Consequences to Student Misconduct

These additions are as a result of the Safe School Act, August 28, 1996.

A. **Academic Dishonesty** – Any type of cheating that occurs in relation to an academic exercise or assignment. It may include plagiarism, fabrication of informations or citations, cheating, falsification of work or excuses for work, disrupting or destroying another person's work, failure to contribute to a team project, or other misconduct related to academic work.

   First Offense: The student will receive a zero (F) on that particular work. The building principal will be notified and the assignment will be placed on file. The teacher will inform parents.

   Second Offense: On the second offense of cheating in any class, the maximum penalty will be failure in that particular class for the semester. The teacher will notify the parents and the student's work will be placed on file.

B. **Arson** – Starting a fire or causing an explosion.

   First Offense: 1-180 days out-of-school suspension or expulsion. Notification to law enforcement officials. Recorded in student's discipline record.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion. Notification to law enforcement officials. Recorded in the student's discipline record.

C. **Assault (3rd or 4th degree)**– Attempting to cause injury to another person placing them in danger of physical injury.
   First Offense: In-school suspension or 1-180 days out-of-school suspension or expulsion. Notification to law enforcement officials. Recorded in student's discipline record.
   Subsequent Offense: 1-180 days out-of-school suspension or expulsion. Notification to law enforcement. Recorded in student's discipline record.
D. **Assault (1st or 2nd degree)**– Attempting to kill or cause serious physical injury to another.
   First Offense: Expulsion. Notification of law enforcement. Recorded in student's discipline record.
E. **Bus Misconduct** – Treated as a school offense, bus-riding privileges may be suspended or revoked. In-school suspension or 1-180 days out-of-school suspension or expulsion.
F. **Disparaging or Demeaning Language** – Use of words or actions, verbal, written, or symbolic meant to harass or injure another person: i.e., threats of violence or defamation of a person's race, religion, gender or ethnic origin.
   First Offense: Principal/student conference, in-school suspension or 1-180 days out-of-school suspension.
   Subsequent Offense: In-school suspension or 1-180 days out-of-school suspension. Documentation in student's discipline record.
G. **Disrespectful Conduct or Speech** – Disrespectful verbal, written or symbolic language or gesture that is inappropriate to public settings directed at a staff member.
   First Offense: Principal/student conference, in-school suspension or 1-180 days out-of-school suspension.
   Subsequent Offense: In-school suspension or 1-180 days out-of-school suspension or expulsion. Documentation in student's discipline record.
H. **Disruptive Speech or Conduct** – Conduct or verbal, written or symbolic language, which disrupts classroom work, school activities or school functions.
   First Offense: Principal/student conference, in-school suspension or 1-180 days out-of-school suspension.
   Subsequent Offense: In-school suspension or 1-180 days out-of-school suspension or expulsion. Documentation in student's discipline record.
I. **Drug/Alcohol**
   a. Possession of or attendance under influence of unauthorized prescription drug, alcohol, narcotic, counterfeit drugs or paraphernalia (vape pens and e-cigarettes may be considered paraphernalia).
      First Offense: In-school suspension or 1-180 out-of-school suspension, notification to law enforcement officials and documentation in student's discipline record.
      Subsequent Offense: 1-180 days out-of-school suspension or expulsion, notification to law enforcement officials and documentation in student's discipline record.
   b. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, counterfeit drugs and/or drug-related paraphernalia.
      First Offense: In-school suspension or 1-180 days of out-of-school

suspension or expulsion, notification to law enforcement officials and documentation in the student's discipline record.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion, notification to law enforcement officials and documentation in student's discipline record.

J. **Extortion** – Threatening/intimidating a student for any purpose of obtaining money of value.

First Offense: Principal/student conference, in-school suspension or 1-180 days out-of-school suspension. Notification to law enforcement officials and documentation in student's discipline record.

Subsequent Offense: In-school suspension or 1-180 days out-of-school suspension or expulsion. Documentation in student's discipline record, notification to law enforcement officials.

K. **False Alarm** – Tampering with emergency equipment, setting off false alarms, making false reports.

First Offense: Principal/student conference, in-school suspension or 1-180 days out-of school suspension, or expulsion. Restitution if appropriate. Documentation in student's discipline record, notification to law enforcement officials.

Subsequent Offense: In-school suspension or 1-180 days out-of-school suspension or expulsion. Restitution if appropriate. Documentation in student's discipline record, notification to law enforcement officials.

L. **Fighting** - Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense: Principal/student conference, in-school suspension, or 1-180 days out-of-school suspension. Documentation in student's discipline record, notification to law enforcement officials.

Subsequent Offense: In-school suspension or 1-180 days out-of-school suspension or expulsion. Documentation in student's discipline record, notification to law enforcement officials.

M. **Public Display of Affection** – Physical contact that is inappropriate for the school setting.

First Offense: Principal/student conference, in-school suspension, or 1-180 days out-of-school suspension. Documentation in student's discipline record.

Subsequent Offense: In-school suspension or 1-180 days out-of-school suspension or expulsion. Documentation in student's discipline record.

N. **Sexual Harassment**

a. Use of verbal, written or symbolic language that is sexually harassing.

First Offense: Principal/student conference, in-school suspension or 1-180 days out-of-school suspension, or expulsion. Documentation in student's discipline record, notification to law enforcement officials.

Subsequent offense: In-school suspension, or 1-180 days out-of-school suspension, or expulsion. Documentation in student's discipline record, notification to law enforcement officials.

b. Physical contact that is sexually harassing.

First offense: In-school suspension, 1-180 days of out-of-school suspension or expulsion. Documentation to student's discipline record, notification to law enforcement officials.

Subsequent offense: In-school suspension, or 1-180 days out-of-school suspension. Documentation in student's discipline record, notification to

law enforcement officials.

O. **Technology Misconduct**

a. Attempting, regardless of success, to gain unauthorized access to, or use of a technology system or information from Macon R-I school.
First offense: Principal/student conference, loss of user privileges, in-school suspension, or1-180 day's out-of-school suspension.
Subsequent offense: Loss of user privileges, 1-180 days out-of-school suspension or expulsion.

b. Misuse of phones, personal laptops or any electronic communication or music devices during the regular school day.
First offense: The phone/technology device will be confiscated and kept in the office safe for the rest of the school day. The phone/technology device will then be released to the parent. The student will be assigned a Saturday detention.
Second offense: The phone/technology device may be confiscated and kept in the office safe for the rest of the school day. The phone/technology device will then be released to the parent. The student will be assigned 2 Saturday detentions.
Third offense: The phone/technology device will be confiscated and kept in the office safe for the rest of the day. The phone/technology device will then be released to the parent. The student will be assigned 3 Saturday detentions.
Subsequent offenses: Each offense after the third would result in one more additional Saturday detention.

If students are assigned a Saturday detention for violating the cell phone/technology device guidelines and don't serve the assigned detention they could be placed in ISS until the Saturday detention is served. If parents or students request it, cell phones/technology devices may be left in the office in lieu of serving a Saturday detention. Students must prove they have turned in a working phone if they choose to leave a phone in the office. Only weekdays will count towards the days a phone/technology device is kept in the office. (Weekends will not count.) Phones/technology devices will not be returned early.

First offense: Two week days in the office not including the day it was taken.
Second offense: Four week days in the office not including the day it was taken.
Subsequent offenses: Student will serve the assigned Saturday detention.

This policy will start at the beginning of each school year and accumulate for the entire school year.

c. Violation other than those listed in "a", "b", or of Board Policy EHB and procedure EHB-AP.
First offense: Restitution, principal/student conference, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent offense: Restitution, principal/student conference, in-school suspension, or 1-180 days out-of-school suspension.

P. **Theft** – Theft, attempted theft or willful possession of stolen property.

First Offense: Principal/student conference, return of or restitution for property, in-school suspension, or 1-180 days out-of-school suspension, notification to law enforcement officials. Documentation in student's discipline record.
Subsequent offense: Return of or restitution for property, 1-180 days out-of-school suspension or expulsion. Documentation in student's discipline record, notification to law enforcement officials.

Q. **Tobacco**

a. Possession of tobacco products on school grounds, buses or school activity.
First offense: Principal/student conference, in-school suspension.
Subsequent offense: In-school suspension, or 1-10 days out-of-school suspension.

b. Use of any tobacco products on school grounds, bus or at school activity.
First offense: In-school suspension, or 1-3 out-of-school suspension.
Subsequent offense: In-school suspension or 1-10 days out of school suspension.

R. **Truancy** – Absence from school without the knowledge and consent of parents/guardian and/or the school administration.
First offense: 1-3 days in-school suspension.
Subsequent offense: In-school suspension of 3-10 days.

S. **Vandalism** – Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students.
First offense: In-school suspension, or 1-180 days out-of-school suspension or expulsion. Notification to law enforcement officials and documentation in the student's discipline record.

T. **Weapons**

a. Possession or use of any instrument or device, which is customarily, used for attack or defense against another person, any instrument, or device used to inflict physical injury to another person.
First offense: In-school suspension, or 1-180 days out-of-school suspension, or expulsion. Documentation in student's discipline record, notification to law enforcement officials.
Subsequent offense: 1-180 days out-of-school suspension or expulsion. Documentation in student's discipline record, notification to law enforcement officials.

b. Possession or use of a firearm.
First offense: One calendar year suspension or expulsion. Notification to law enforcement officials and documentation in the student's discipline record.

The MHS Student Disciplinary Policy is designed as a guide and is by no means all-inclusive. The school shall be the judge if misconduct occurs that is not listed. The school will always involve the parent or guardian in the process of student discipline. Any offense, which constitutes a "serious violation of the district's discipline policy" as defined in Board Policy JGF, will be documented in the student's discipline record.

Corporal Punishment and Suspension

Corporal punishment will not be used in the high school. Any pupil who is guilty of violent or continued opposition to reasonable authority, repetition of an offense after

notice, habitual and determined neglect of duty, or whose general bad conduct and example tend to injure the school morale, may be suspended by the Principal for a period not to exceed 10 days. It is the intent of the school district to keep the parent/guardian informed regarding serious or persistent disciplinary matters pertaining to their children and to solicit their cooperation in bringing about improved pupil behavior. Parents/guardians shall be informed by means of a Student Behavior Disciplinary Action Report (suspension letter) brought home by the student involved as soon as possible in situations involving suspension from school. (Exceptions to the prior notice requirement may occur if a student's behavior creates a situation that cannot be tolerated or a situation that endangers other students.) The following specific procedures should be observed in any situation involving suspension.

1. Parents/guardians should be notified by means of a Student Behavior Disciplinary Action Report (suspension letter) brought home by the student involved before the suspension becomes effective.
2. Official notification of a pupil's suspension, for more than 3 days, should be made to the parent/guardian of the pupil in writing. The written notification should include a brief summary of the situation and reasons for the suspension.
3. Parents/guardians should be provided the opportunity for a personal conference regarding the reasons for the suspension and conditions under which the pupil may be permitted to re-enter school.
4. Parents/guardians or school personnel may wish to involve others in the conference if it is believed that they can contribute to a better understanding of the situation.
5. The decision of the Principal may be appealed through every level of administration of the school system.
6. If there are not enough school days remaining in a school year to complete a 10 day, 30 day, or a school board specified suspension from school, it will carry over to the following year. A senior who is on suspension from school at commencement time will not be allowed to participate in the graduation exercises. A record should be made of the reasons for the suspension, the results of the conference with the pupil's parent/guardian, and the conditions under which the pupil may be allowed to re-enter school. Any suspension shall be reported to the office of the Superintendent of Schools.

Searches and Seizures

Macon High School reserves the right to ensure that all students and staff have a safe environment. At times when there is a reasonable suspicion, there may be a need to make searches and seizures at MHS. While on school property, MHS administration may conduct appropriate searches of persons, book bags, cars, lockers, and other property. Drug dogs may be utilized to conduct random drug searches indoors and outdoors on school property. Computer files created and/or stored on the Macon Public School servers are considered property of the MPS and can also be searched. (Board Policy JFG)

Weapons Policy

The possession or use of a weapon by any person, except where authorized by law, shall be prohibited in all school buildings, on or about school grounds, and at all school activities. A weapon shall be defined as any instrument or device customarily used for

attack or defense against an opponent, adversary or victim, or any instrument or device used to inflict physical injury or harm to another person. Violators of this policy may be referred to the appropriate legal authorities. In addition, any student who violates this policy will be subject to suspension and/or expulsion from school. In accordance with federal law, any student who brings or possesses a firearm (as defined in 18 U.S.C. 921) on school property will be suspended from school for at least one calendar year. The suspension may be modified on a case-by-case basis upon recommendation by the Superintendent to the Board of Education. In addition, any person who has been determined by school officials to have brought a firearm to school will be referred immediately to local juvenile and/or law enforcement agencies. Legal Refs: Sections 571.010, .030, RSMo. 18 U.S.C. 921. Elementary and Secondary Education Act of 1965 as amended by the Gun-Free Schools Act of 1994 Adopted: May 22, 1995 (Board Policy JFCJ)

Alcohol and Illegal Drug Policy

It is the policy of Macon Public Schools that possession, use, and/or distribution of alcohol as defined in Chapters 311 and 312 RSMo and illegal drugs as defined in Chapter 195 RSMo are strictly prohibited in school buildings, on school buses, and at all school-sponsored activities, regardless of location. Professional personnel should carry on intensive continuing programs of education designed to fully inform students about the dangers of the use, misuse and abuse of drugs and alcohol.

To insure fair and equitable enforcement of the policy, the following guidelines are set forth:

1. It is recognized that the use of drugs and alcohol is illegal, severely impairs the educational process of the student using them, and disrupts the education of other students. In view of this, no distinction will be made in penalties for the abuse of either illegal drugs or alcohol.
2. All students involved in the possession, use, and/or distribution of drugs or alcohol in school buildings, on school grounds, on school buses, and at all school sponsored activities (regardless of location) will be subject to the Macon County R-I School District “Discipline Code”.
3. When appropriate, students may be required to seek counseling and treatment for drug and/or alcohol problems. The required counseling will be completed at the students’ or parents’ expense.
4. Drug searches using dogs are possible at random times during the school year. These searches may occur on any part of school property, including school parking lots.
5. The Board of Education recognizes that extracurricular activities as set forth by the Missouri State High School Activities Association are not required of students and therefore, participation is a privilege. Participation in extracurricular activities is suspended for the possession, use, and/or distribution of drugs or alcohol by any student. Suspension will follow the guidelines as set forth in the Citizenship policy guidelines found in the Activities handbook.

Student Drug Testing Program

Macon R-I Schools has implemented a student drug testing program. The purpose of

this program is to deter chemical abuse or misuse by our students. It is not the purpose or intent of the district's drug testing policy to identify students for punishment under the district discipline code for incidents resulting from student drug tests. However, the program does not affect other policies and practices of the school in dealing with drugs or alcohol use or possession where reasonable suspicion is obtained by means other than the mandatory and random sampling discussed here.

- The student drug testing program is mandatory for all students participating in activities recognized by MSHSAA or any clubs or organizations of Macon R-I Schools, including MACTEC, in grades 7-12 as well as those who park on school property or want to attend school-sponsored dances. All students involved in the covered activities will be included in the random pool for testing throughout the school year.
- MACTEC students - MACTEC will utilize the results from sending schools' random drug tests to determine eligibility in MACTEC organizations and activities. If a sending school does not offer random drug testing, MACTEC students will be included in the testing pool at Macon R-I.
- Once a student's name enters the testing pool, they will be in the pool the remainder of the school year and subject to random testing.
- If the student and the student's parents both consent, students who are not participating in any of the covered activities may become part of the random testing pool. Once they enter the program they are under the same guidelines as any other student participating in a covered activity.
- A student may refuse to be randomly tested, but if he or she chooses to do so, he or she will immediately be suspended from participating in covered activities for 365 calendar days.
- Any student who is enrolled in the A+ program and has a positive drug test will be removed from the program and is ineligible for all benefits from the A+ program. Any student who is enrolled in the student drug testing program and refuses to be tested when they are selected will be ineligible for all benefits from the A+ program.
- All new students enrolling after the school term begins along with their parents/guardians will meet with the Activities/Athletic Director to review the policy.
- Students should refer to the Board Policy JFCI-2 and Administrative Procedure JFCI-2-AP(1) for requirements to be reinstated after failing a student drug test.

To read the entire Macon R-I student drug testing policy go to www.macon.k12.mo.us and click on administration, then click on school board, then click on policies. Look at policy JFCI-2 and procedure JFCI-2-AP(1).

Tobacco Free Campus

Missouri state law prohibits smoking and use of all tobacco products in any classroom or facility, which houses students, and on any school bus. Use of tobacco products is banned in all school facilities, buildings, and buses and on all grounds at all times. Missouri law extends to all employees working in the school district, students, patrons and employees attending school-sponsored athletic events and meetings. The Board of Education issues this ban in a sincere appeal to all employees, students and patrons to cooperate in discouraging the use of tobacco products by youth and helping to create a healthy environment for all.

Health Services

If you have an accident in the school building or on the school grounds, it is necessary that a report be made immediately to the office of the principal so that a school nurse can be called. Only first aid treatment will be given and, if necessary, your family will be notified so that further treatment may be given by your family physician. A registered nurse is available at school. The school does not pay for treatment. If you become ill while at school, a teacher will give you a corridor pass to go directly to the nurse. Upon returning from the nurse, the student is to return to his class, being admitted by the same pass by which he was excused, if signed by the school nurse. If it is the nurse's decision for the student to go home, the parents or guardian must be notified before the student leaves. After the proper persons are notified the student is to sign out in the high school office.

Administering Medicines to Students

All medications must be stored in the school nurses' office. Medications will not be dispensed unless the following requirements are met:

1. **Prescription Medication**
    a. The student's physician shall provide the school with a written request that the student be given medication during school hours. The request shall state the name of the student, name of the drug, dosage, frequency of administration, and how the medication is to be given and the doctor's name. The prescription label will be considered an equivalent of the physician's orders for short-term medication. When possible, descriptions of any adverse effects and any applicable emergency instructions will be provided.
    b. The parent/guardian will provide a written request that the school district complies with the physician's request to give medication. The district will not administer the first dose of any medication.
    c. The parent/guardian will supply the medication in a properly labeled container from the pharmacy with only those doses to be given at school, and with instructions for any special need for storage, e.g. refrigeration. The medication will be delivered to the school by the parent/guardian or other responsible adult. Medication supplies should not exceed a 30-day supply. Do not send any medication in envelopes, plastic wrap, lunch boxes, etc. All medications must be in original containers. Your pharmacist will provide an extra properly marked container.
2. **Over-the-counter medication**
    Written permission must be obtained from a parent/guardian to administer over-the-counter medications from home or which have been prescribed. This permission must be renewed at least annually. Occasionally your child may unexpectedly need medication during a school day. For these occasions, the school nurse maintains a **LIMITED** supply of over-the-counter medications. If your child needs such medications for an extended time or for a chronic condition, you must supply the medication.
3. **Self-Administration of Medication under Safe Schools Act**
    a. A physician may recommend that an individual student with a chronic health condition, such as asthma or other potentially life-threatening respiratory illness, assume responsibility for his or her own medication as part of learning self-care. The Board may permit such a student to

self-administer medication by way of a metered-dose inhaler, provided that the following conditions have been met:

i. To self-administer this medication, children MUST have on file with the school: Written authorization by the parent/guardian
ii. Medical history of the student's asthma
iii. A written Asthma Action Plan to address emergencies and the care of asthma while in school
iv. In addition, written authorization must be provided from the prescribing physician that the child has asthma, has been trained in the use of the medication, and is capable of self-administering the medication. The school incurs no liability as a result of the self-medication of the student and permission for self-medication must be renewed every school year.

4. **Immunizations**
   A state law requires that a child must be totally immunized according to the state requirements before they can attend any school in the State of Missouri. Therefore, your child will not be able to start school until all their shots are complete and on file with the school nurse. If there is a question whether your child is adequately immunized please check with your doctor, the school nurse or the County Health Department.
5. **Contagious Illness Management**
   Children with contagious illness should not be brought to school. Students should not come to school if during the previous 24 hours they exhibit any of the following symptoms:

   A temperature of 100 degrees or greater
   Vomiting or diarrhea
   An unusual or unexplained rash, unrelenting and itchy
   Persistent cough
   Told by doctor they are still contagious
   Children with chickenpox are to remain at home a minimum of six (6) days after the first appearance of the rash. They may return to school when all lesions are crusted over.

SECTION IV – PUBLIC NOTICES OF POLICY

Asbestos Notice

The Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA), was enacted by Congress. AHERA was enacted to determine the extent of and develop solutions for any problems schools may have with asbestos.
We have had our facilities inspected by a certified asbestos inspector, as required by AHERA. The inspector located, sampled, and rated the condition and hazard potential of all material in our facilities suspected of containing asbestos. The inspection and laboratory analysis records were turned over to a professional, certified to develop asbestos management plans.
The engineer has developed an asbestos management plan for our facilities, which includes a notification letter, education and training of our employees, a set of plans and procedures designed to minimize the disturbance of the asbestos-containing materials, and plans for regular surveillance of the asbestos-containing materials.
A copy of the asbestos management plan is available for your inspection in our

administrative office during regular office hours. Mike Dameron, Director of Maintenance, is our Asbestos Program Manager. All inquiries regarding the plan should be directed to him at Macon County R-I School, 702 N Missouri St., Macon, MO 63552, and phone (660)385-2198.
We have begun implementing the asbestos management plan. We plan to take whatever steps are necessary to ensure your children and our employees have a healthy and safe environment, in which to learn and work.

Public Notice

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Macon County R-I School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and a young child with a developmental delay. The Macon County R-I School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.
The Macon County R-I School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and /or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).
The Macon County R-I School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at Macon County R-I School any time during the school day. Without the consent from parents or someone else with the legal authority to provide such consent, the district cannot provide special education services to any student under the guidelines of the Individuals with Disabilities Act (IDEA).
Local school districts in the State of Missouri are required to conduct a census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of the child; parent/legal guardian's name/address; birth date and age of the child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with

a disability who is not attending the public school, please contact the special education director at Macon County R-I School District.

Religious Content in Programs and Ceremonies (Board Policy IND)

The schools of the Macon Co. R-I School District, as well as all employees of the district as governmental officials, are required by law to remain neutral and refrain from endorsing any particular religious belief. However, this policy should not be interpreted to preclude the factual and objective teaching about religions, religious holidays, and religious differences.
In particular, music, art, literature and drama with religious themes and programs involving religious themes will be permitted if presented in an objective manner without sectarian indoctrination. Religious content included in any student performance or ceremony will be selected on the basis of independent educational merit.
To the extent required by law, school employees or school officials shall not lead attendees of a school-sponsored event in prayer or any other religious ritual, nor shall they direct, whether implicitly or explicitly, a student to lead attendees in a prayer or any other religious ritual. However, this policy shall not be used to deny any student, employee or school official any personal legal right of expression.

Sexual Harassment

The school district is committed to providing an environment free from intimidating, hostile or offensive behavior, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of communication constituting sexual harassment. Sexual harassment by an employee, student or other person in the district against any person is prohibited. Allegations of sexual harassment shall be investigated and if substantiated, corrective or disciplinary action will be taken based upon Board Policy AC.

Bullying (Board Policy JFCF)

Macon R-I is committed to maintain learning and working environments free of any form of bullying or intimidation by students toward Macon R-I personnel or students on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals.
Bullying occurs when a student:

- Communications with another by any means including telephone, writing or via electronic communications, intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose or,
- Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose.
- The following guidelines are established for the presentation of student complaints and grievances:
- A student should report incidents of sexual harassment or bullying to a teacher, other staff member or the building principal. A school employee should report incidents of harassment to the building principal or other school administrator.
- The principal shall schedule a conference with the student and any student or staff member involved to attempt to resolve the problem. Parents/Guardians may be involved in the conference or a later conference may be scheduled at the

discretion of the principal.

- If the problem is not resolved to the satisfaction of the student or parent/guardian, a request may be submitted for a conference with the Superintendent of Schools. The superintendent shall arrange a conference to consider the problem and to inform participants of the action to be taken.
- If the student or parent/guardian is not satisfied with the action of the superintendent, a written request to appear before the Board of Education may be submitted. Unless required by law, a hearing will be at the discretion of the Board. The decision of the Board shall be final.

Student Due Process Rights

All students will be afforded due process as guaranteed by constitutional provisions. The process will be in accordance with state law, as well as with the provisions outlined in board policies and regulations on student suspension and student expulsion.

Custodial and Non-custodial Parent Rights and Responsibilities

When parents of a student are separated, involved in divorce proceedings, or are divorced, the building principal will respect the rights of custodial and non-custodial parents equally except when a court order exists concerning special restrictions. It is the responsibility of the custodial parent to provide the school principal with a copy of such a court order if restricted access to student information is requested. Parent rights include access to student records and student mailings, attendance at parent/teacher conferences and Individual Educational Program (IEP) meetings, and authority to request that a student be released early or be absent from school for a legitimate reason. It is the responsibility of the non-custodial parent to inform the school office of his/her name, address, and phone number if they wish to be consulted regarding their child or wish to be placed on the school's mailing list. Visitation by non-custodial parents will be granted unless official documents prohibiting visitation are on file with the school.

Surveying, Analyzing, or Evaluating Students (Board Policy JHDA)

Inspection

Any parent may inspect, upon request, any instructional material used as part of the educational curriculum and all instructional materials, including teachers' manuals, films, tapes or other supplementary material, that will be used in connection with any survey, analysis or evaluation as part of any applicable program. Further, a parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student. The term "instructional material" does not include academic tests or academic assessments.

In general, the district will not collect, disclose or use personal student information for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose. In the rare case where the district may collect information from students for the purpose of marketing or selling that information, parents may inspect any instrument used before the instrument is administered or distributed to a student, upon request and in accordance with Board policy.

Consent Required

In accordance with law, no student, as part of any program wholly or partially funded by the U.S. Department of Education, shall be required to submit to a survey, analysis or evaluation (hereafter referred to as "protected information survey") that reveals any of the following information without written consent of a parent.

1. Political affiliations or beliefs of the student or the student's parents.
2. Mental or psychological problems of the student or the student's family.
3. Sex behavior or attitudes.
4. Illegal, antisocial, self-incriminating or demeaning behavior.
5. Critical appraisals of other individuals with whom respondents have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers.
7. Religious practices, affiliations or beliefs of the student or the student's parents.
8. Income other than those required bylaw to determine eligibility for participation in a program or for receiving financial assistance under such program.

Notice and Opportunity to Opt Out

In accordance with law, parents will receive prior notice and an opportunity to opt a student out of:

1. Any other protected information survey, as defined above, regardless of the funding source.
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of a student, or any physical exam or screening permitted or required under state law, except for hearing, vision or scoliosis screenings.
3. Activities involving the collection, disclosure or use of personal information obtained from students for marketing, selling or otherwise distributing information to others.

The district will directly notify parents at the beginning of the school year of the specific or approximate dates during the school year when the above-listed activities will occur or are expected to be scheduled.

Notification of Policy and Privacy

In accordance with law, parents will be directly notified of this policy at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy. The district will take measures to protect the identification and privacy of the students participating in a protected information survey, regardless of the source of funding. These measures may include limiting access to the completed surveys and the survey results as allowed by law. All student educational records will be protected in accordance with law and Board policy JO. The provisions of this policy applicable to parents will transfer to a student who is 18 years old or emancipated.

Grievance Procedure

The Board recognizes that situations of concern to parents/guardians or the public may arise in the operation of the district. Such concerns are best resolved by addressing them at the level where the concern originated through communication with the appropriate staff member (progressing from teacher, building level administrator, to superintendent). Any concern regarding federal programs administered by the Missouri Department of Elementary and Secondary Education (DESE) may also be appealed to DESE or the United States Department of Education as permitted or required by law.

Student Complaints and Grievances

Alleged acts of unfairness or any decision made by school personnel, except as otherwise provided for under student suspension and expulsion, which students and/or parents/guardians believe to be unjust or in violation of pertinent policies of the Board or individual school rules, may be appealed to the school principal or a designated representative.

The following guidelines are established for the presentation of student complaints and grievances:

- The principal shall schedule a conference with the student and any staff members involved to attempt to resolve the problem. Parents/Guardians may be involved in the conference, or a later conference for parents/guardians may be scheduled at the discretion of the principal.
- If the problem is not resolved to the satisfaction of the student and/or parents/guardians, a request may be submitted for a conference with the superintendent of schools. The superintendent shall arrange a conference to consider the problem, and to inform participants of the action that will be taken.
- If the student and/or parents/guardians are not satisfied with the action of the superintendent, they may submit a written request to appear before the Board of Education. Unless required by law, a hearing will be at the discretion of the Board. The decision of the Board shall be final. All persons are assured that they may utilize this procedure without reprisal.

Student Records

The Family Educational Rights and Privacy Act (FERPA) offers parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the principal or appropriate official, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health and medical staff and law enforcement unit personnel); a person serving on the

School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. (Optional) Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are Family Policy Compliance Office U.S. Department of Education, 400 Maryland Avenue, SW, Washington DC 20202-4605.
5. The district has determined that the following information regarding the district's students is not harmful or an invasion of privacy, and therefore will release this information without first obtaining parental consent. If a parent, guardian, or person acting as a student's parent in absence of a parent or guardian, or the student (if 18 or older), does not want the district to release the information listed below, they must notify the district in writing within ten (10) days of receiving this handbook of the information they do not want released.
6. Pursuant to federal law, military recruiters and institutions of higher education may request and receive names, addresses and telephone numbers of all high school students, unless their parents or guardians notify the school not to release this information. Please notify the district if you do not want this information released.
7. The following information may be released without obtaining parental consent: Student's name, parent's name, address, telephone number, date and place of birth, grade level, bus assignment, enrollment status (e.g., full-time or part time), participation in school-based activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, artwork or coursework displayed by the district, most recent previous school attended and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy. If a parent, guardian, person acting as a student's parent in absence of a parent or guardian, or the student, if 18 or older, does not want the district to release the information listed above, they must notify the district within ten (10) days of receiving this student handbook, and fill out the "Request to Withhold Student Directory Information Form". This form may be obtained in the high school principal's office, in the high school guidance office or online at www.macon.k12.mo.us.

Non-Discrimination Policy

The Macon County R-I School District has adopted policies which affirm its compliance with applicable statutes regarding nondiscrimination on the basis of race, color, national origin, ancestry, religion, socioeconomic status, marital status, sex, age or handicapping condition. The institution is therefore in compliance with Title IV of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Vocational Rehabilitation Act of 1973. Any person having inquiries concerning Macon County R-I School district's compliance with regulations implementing the acts listed are directed to

contact the Superintendent of Schools,702 N Missouri St., Macon, Missouri 63552-2062, phone (660) 385-5719, who has been designated to coordinate the institution's efforts to comply with these regulations. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education regarding compliance activities.

STUDENT RIGHTS AND RESPONSIBILITIES

The Board of Education believes that students have rights, which should be recognized and respected. It also believes that every right carries with it certain responsibilities. Among these student rights and responsibilities are the following:

1) The right to attend free public schools; the responsibility to attend school regularly and to observe school policies, rules, and regulations deemed essential for permitting others to learn at school.
2) The right to quality education; the responsibility to put forth the best efforts during the educational process.
3) Civil rights – including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.
4) The right to free inquiry and expression; the responsibility to observe reasonable rules and regulations regarding these rights.
5) The right to due process of law with respect to suspension, expulsion, and decisions, which the student believes, injure their rights.
6) The right to privacy, which includes privacy in respect to the student's school records.

It is the Board's belief that, as part of the educational process, students should be made aware of their legal rights and of the legal authority of the Board to make and delegate authority to its staff and to make rules and regulations regarding orderly operation of the district schools. If the policy guidelines adopted by the Board are to be successful, it must be understood that school officials and teachers have the authority to interpret and apply policy in a given situation. Students must obey any such interpretation subject to an appeal.

Schools must be a place where students are encouraged to learn. Standards of conduct are established by the Macon County R-I Board of Education to create an environment in which each student's right to learn is protected.

Students and their parents/guardians will be notified of their rights and responsibilities, including standards of conduct, through handbooks distributed annually. When the rights and responsibilities of individuals are clearly understood, the elements of respect and cooperation will result in the harmonious and constructive education of the student.