MACON ELEMENTARY

STUDENT HANDBOOK



2026 – 2027

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Macon R-1 Mission Statement

Through the expertise of a motivated staff, the Macon School District provides meaningful educational and technological opportunities in a safe, caring environment to prepare each student leader for a productive, successful, employable future in our ever-changing world.

Macon Elementary Vision

Building a brighter future for our children and our community.

POLICIES & PROCEDURES

ATTENDANCE

Age Requirements for School Attendance

State law requires that all children between the ages of seven (7) and sixteen (16) years of age attend some type of recognized formal schooling. State law also requires that in order for a child to be eligible to attend kindergarten, the child must turn five (5) years of age before August 1, of the year in which they attend. To be eligible for first grade, the child must turn six (6) years of age before August 1, of the year in which they attend.

Daily Attendance Expectation

Macon Elementary emphasizes "Bell to Bell attendance" since regular school attendance has a direct effect on the student's achievement. Students who arrive late, leave early, and/or miss school frequently are placed at a distinct disadvantage in the classroom. Please keep this in mind when scheduling appointments.

Absences

When students are absent, parents should notify the school by entering the absence reason and information in School Dismissal Manager. The office will check on all students who are absent daily.

5 Days—Upon a student's fifth absence during a semester, the parent(s) will receive a letter from the building administrator reminding them of the importance of regular school attendance.

8 Days—Upon a student's eighth absence during a semester, the parent(s) will receive a letter from the building administrator reminding them of the importance of regular school attendance. Additionally, if a student accumulates eight or more absences that have not been verified by a physician or medical doctor, the case will be forwarded to the Macon County Juvenile Officer.

Excessive Absences—If a student continues to accumulate absences after the previous steps, the case will be forwarded to the Macon County Juvenile Officer and/or the Macon County Children's Division.

Tardies

Tardiness causes a disruption in classroom procedure and hinders the orderly beginning of classroom activities. Students are considered tardy if they arrive after the 8:05 a.m. bell. Bus students are not counted tardy if the bus arrives late. Students arriving late or leaving early are to sign in and out of the Elementary Office. In addition, please add the late arrival or early departure to School Dismissal Manager. This gives the teacher and the office prior notice of the student's plans.

3 Tardies—Upon a student's third tardy during a semester, the parent(s) will receive a letter from the building administrator reminding them of the importance of arriving at school on time.

5 Tardies—Upon a student's fifth tardy during a semester, the parent(s) will receive a letter from the building administrator reminding them of the importance of arriving at school on time.

8 Tardies—Upon a student's eighth tardy during a semester, the parent(s) will receive a letter from the building administrator reminding them of the importance of arriving at school on time. Additionally, if a student accumulates eight or more tardies that have not been verified by a physician or medical doctor, the case will be forwarded to the Macon County Juvenile Officer.

Excessive Tardies—If a student continues to accumulate absences after the previous steps, the case will be forwarded to the Macon County Juvenile Officer and/or the Macon County Children's Division.

BICYCLES / SKATEBOARDS

No skateboards are allowed on campus. Only students 8 years old or older are permitted to ride bicycles to school. There is a bicycle rack located at school and students must park their bikes in these areas. Students are not to ride bikes on school grounds. (They should walk their bikes from the parking areas to the street corners.)

CARE OF SCHOOL PROPERTY

If a student loses/destroys books, materials and/or equipment belonging to or in use by the school district, parents may be asked to pay for fines, charges and/or replacement costs.

CELL PHONES / TECHNOLOGY DEVICES

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 locker.

Use of technology devices in bathrooms is prohibited at all times. Parents/guardians should call the elementary school 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 an inappropriate manner 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.

- 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 may be assigned an afterschool detention.
- 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 may be assigned 2 afterschool detentions.
- 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 may be assigned 3 afterschool detentions.

CLASS PARTIES & STUDENT CELEBRATIONS

The following classroom parties will be held in each classroom during the school year:

- Halloween party – This party is organized by the classroom teacher and/or parent volunteers. Each grade level will determine plans for costumes during the school day.

- Christmas party – Classroom teachers will be in charge of parties for Christmas.
- Valentine party – This party is organized by the classroom teachers and/or parent volunteers.

Party invitations for student birthdays may only be passed out at school if every child of the same gender in the classroom will receive one.

The Macon R-1 District will follow the adopted Wellness Policy for all birthdays and class parties. All food items brought to school need to be pre-packaged and should be on the list of approved snacks, which can be found at https://foodplanner.healthiergeneration.org/products/.

Student deliveries (i.e. balloons, flowers, etc.) for birthdays and holidays are discouraged. All deliveries must meet the following criteria:

- There should be no glass vases, containers, etc. as part of the delivery.
- A maximum of one balloon (regardless of student dismissal via the bus or parent pick-up).

All deliveries should be left in the Elementary Office and will not be delivered to the classrooms. Students will be called to pick up their delivery as they exit the building for the day. *Please note, florist deliveries will not be accepted for Valentine's Day.*

CLASSROOM PLACEMENT

No requests for specific classroom placements will be taken. If parents/guardians have any concerns regarding a particular classroom placement for the next school year, they should submit it to the elementary office in early April. If parents/guardians have any concerns regarding a particular classroom placement at the time of the student's enrollment, they should submit their concerns in writing to the elementary office immediately. Efforts will be made to consider specific concerns.

CROSSWALK

There is a crossing guard at the crosswalk at the corner of Highway 63 and Elm Street scheduled daily before and after school each day as a courtesy. Please review safety procedures with your child so that they can safely cross any street whether or not a crossing guard is available.

EARLY DISMISSAL/CANCELLATION

In the event of inclement weather that would cause school to be dismissed early or canceled, announcements are made through Textcaster and also on all area radio/TV stations. (Parents are signed up for Textcaster if their email is in Infinite Campus and they have clicked, "Private.")

FIDGETS/SENSORY TOOLS

Students should not bring fidgets or sensory tools to Macon Elementary unless they have been approved as a classroom support. While some students benefit from the use of these tools as part of their learning plan or self-regulation strategies, unapproved items can become distractions during the school day.

Students who need a fidget or sensory tool as a classroom support will be identified through the Student Success Team or counseling office. Any approved fidget or sensory tool will be communicated with the student's parent/guardian. The Student Success Team and counseling office will maintain a list of students with approved sensory tools.

Students who bring unapproved fidgets or sensory items to school will be expected to keep them secured in their backpack or designated storage area, similar to cell phones and other personal items. Items that become a

distraction in classrooms or hallways may be collected and held in the office until the end of the school day. Repeated issues may result in the item needing to be picked up by a parent/guardian.

FIELD TRIPS

Students may have the opportunity to participate in various field trips with their class throughout the year.

- Parents may be allowed to chaperone a field trip on an as-needed basis, to be determined by the grade level teachers.
- For supervision purposes, no siblings may attend the field trip with a parent, either traveling by bus or by private vehicle.
- All students should ride the bus to the field trip. Parents attending the field trip may sign their student out with the teacher when it is over if they would like to transport them home on their own. Please note that the student will be marked absent for the remainder of the day.

LOST AND FOUND

There will be a designated place at school for Lost and Found items. Unclaimed items will periodically be donated to local charities.

MAKE-UP WORK

It is the student's responsibility to make up all required work that is missed because of absence. Upon returning, the student should obtain necessary assignments from the teacher(s). If you would like to make arrangements to pick up your child's missed work, please notify the teacher or the elementary office by noon, and homework will be ready for pick-up after 3:00 that day.

MORNING DROP-OFF

- Student arrival begins at 7:30a.m. At that time, students may enter the building through the new multipurpose building doors, report directly to the gym and sit in their designated grade level areas.
- Students can be dropped off in front of school or via the Spruce Street entrance. (The back drive is reserved for bus traffic only.)

NUT FREE CAMPUS

At Macon Elementary, the safety and well-being of our students is our highest priority. To support the health needs of our students, the Macon Elementary campus (PreK–5th grade) is **a peanut and tree nut-free campus.** Parents/guardians who send a lunch from home must provide a meal that is free of peanuts and tree nuts and does not require heating or additional preparation. To help maintain a safe eating environment for all students, any food items found to contain peanuts, tree nuts, or possible traces of these allergens will be removed from the eating area and placed in a designated container for disposal outside of the cafeteria or classroom.

What does this mean for my child?

Your child's classroom and campus will remain a peanut and tree nut-free environment. Please do not send food items to school that contain:

- ***Peanuts or peanut butter***
- ***Tree nuts or nut butters***
- ***Products made with peanuts or tree nuts***

This includes, but is not limited to:

- Almonds
- Brazil nuts
- Cashews
- Filberts (hazelnuts)

- Macadamia nuts
- Pecans
- Pine nuts
- Pistachios
- Walnuts

Please read ingredient labels carefully before sending any food items to school. Manufacturers may change ingredients and processing procedures, so labels should be reviewed each time a product is purchased. Do not send items with labels that state:

- *"May contain traces of peanuts or tree nuts"*
- *"Processed in a facility that processes products containing peanuts or tree nuts"*

OUTDOOR RECESS POLICY

Students will go outside for recess everyday, weather permitting. Classes will stay inside when the temperature is below 20 degrees (including the wind chill factor). Please dress your child appropriately.

PARENT CONTACT INFORMATION

It is important that the office be notified immediately when a family changes their address or telephone number. This is particularly important in case your child should have an accident or become ill at school.

PARENT VOLUNTEERS

Please contact the elementary office if you are interested in helping or volunteering at school.

REPORTING TO PARENTS

Grades, attendance, and breakfast/lunch balances can all be monitored by parents on a daily basis using Parent Portal. Report cards are emailed home at the end of each quarter for all elementary students. Parent conferences are held at the end of the first quarter and again (by appointment) during the third quarter. We urge all parents/guardians to attend the conference when possible. We welcome any questions you have about your child's progress. If a conference is desired at a time other than those scheduled, feel free to call your child's teacher or the principal for an appointment.

RETENTION

Retention may be considered when, in the judgment of the professional staff, it is in the best educational interest of the student involved. Parents/Guardians will receive prior notification and explanation concerning retention. However, the final decision will rest with the school administration.

State law requires that all students who are reading below a third-grade reading level according to the district's fourth-grade reading assessment shall be retained if the student has not adequately improved through remediation or by the end of summer school. Furthermore, if a student fails to attend remediation assigned as a condition of promotion, the student will be retained.

SCHOOL HOURS

Elementary School hours are 8:05a.m. - 3:25p.m. Students should be dropped off in front of school or the new building entrance on Spruce Street. (The back drive is reserved for bus drop-off only.) Students arriving after the 8:05a.m. bell will be counted tardy. <u>All students arriving late must sign in at the office.</u> A student may not leave the school during school hours unless cleared by office personnel. <u>All students leaving early must be signed out by an adult in the office.</u>

SCHOOL VISITORS

We are pleased to have parents/guardians visit our school. All visitors MUST sign in at the elementary office.

- For school safety purposes, parents are asked to say goodbye to their children in front of the building when dropping them off at school.
- Any visitor during the school day will report to the office to sign in and receive a visitor sticker before proceeding through the building. Anyone in the building without a visitor sticker will be redirected to the elementary office.
- Parents/Guardians are welcome to eat lunch with their child during their regular lunch time. The elementary office must be notified by a parent/guardian granting permission for any other visitor to eat lunch with their student.
- Visitors from other schools and children under school age may not visit Macon Elementary unless accompanied by a parent.

Any restrictions on school visitors will be communicated to parents in a timely manner.

SODA / ENERGY DRINKS AT LUNCH

Students may not bring soda, energy drinks, etc. to consume with their lunch.

SOLICITING

Students may have the opportunity to sell fundraising items before school between 7:30 – 8:00 AM and after 3:25 at the end of the school day. (No sales are to occur during regular school hours.)

STUDENT DISMISSAL

All Macon R-1 students (K-12) will be dismissed at 3:25. Macon Elementary students will load buses a few minutes prior to middle school and high school dismissal. Parents are not permitted to stand in front of the elementary school to pick up their child during dismissal.

Student Sign-Out Procedures

Any parent/adult picking up a child during the school day should come to the office to sign that student out. After verifying that the adult may pick up the student, an office secretary will call the classroom and have the teacher send the student to the office to meet the adult. Students will not be called to wait in the office before a parent arrives. Please note the following information:

- Parents should use School Dismissal Manager to inform the school of any early leaves. This notifies the school and teacher, and it also gives parents the security of knowing only a parent/guardian can enter the request.
- Students will only be released to the parent, guardian or designee of the parent or guardian or to other individuals or agencies as permitted or required by law.
- The district will release a student to either parent unless the district has a valid court order directing otherwise or unless the parent requesting release is only entitled to supervised visitation. If district staff have concerns about releasing the student to a parent, the student may be held while additional precautions are taken, including, but not limited to, verifying custody orders, contacting the other parent, or contacting appropriate authorities.
- Any person requesting release of a student may be asked to present proper identification prior to the release of the student.
- Students signed out before 3:20 will be marked absent for the remainder of the day, so parents are asked to do this only when absolutely necessary.

School Dismissal Manager

All dismissal changes for elementary students will be made through the School Dismissal Manager (SDM) program. Parents can access this program using a desktop computer, smartphone browser or by downloading the app. Every parent/guardian receives an email with login instructions for School Dismissal Manager. Please use these to login to SDM at www.schooldismissalmanager.com.

- When you login for the first time, you will be required to change your password immediately.
- As you begin to use School Dismissal Manager, if you have questions, please check the Frequently Asked Questions (FAQs) link found in the Parent login area at the top of the SDM homepage. Here, you will find answers to the most commonly asked questions. If your question remains unanswered after checking here, please contact the school office and we will be happy to assist you further.
- Each school day, School Dismissal Manager will send a comprehensive dismissal report to the school immediately following the cut-off time, allowing administrators and staff to facilitate a smooth dismissal. The cut-off time for making exceptions in SDM is 2:20 p.m.

Additionally, each parent/guardian receives a separate email with a four-digit PIN number for Fastlane, which is the new car line system. The PIN numbers are assigned to individuals using their email address. The system will not recognize more than one parent per email address. The PIN numbers are entered in the event that the QR code scanner is not working at pick up time. When students are picked up in the car line the school receives a detailed report that is generated daily which includes the name of the person who picked up each child as well as a timestamp. Please note the following information regarding Fastlane:

- Each parent should download the School Dismissal Manager app on their smartphone and allow the app to access the camera. In doing so you will be able to scan the QR code at pick up which will alert the staff inside the school that they should send your child out to the carline.
- EACH household parent/guardian should check their email (possibly spam/junk folder) for their own PIN number. You may contact the elementary office to have it resent if necessary.
- If a person other than a parent/guardian picks up a student on a regular basis (i.e. grandparent, babysitter, etc.), they may be assigned an individual PIN number as well but will not be able to make dismissal changes in SDM. You can add additional pick up persons from your homepage when you login to SDM. You will click the button that says “Add View Only Parent”
- Parents/guardians are discouraged from giving their PIN numbers to others.

Students Walking or Riding Bikes

Students that walk or ride bikes will be dismissed at 3:20 along with other elementary students. Classroom teachers will assist students in determining the best school door exit that is appropriate for them to walk home in the safest manner.

Parent Pick-Up After School

All elementary students that are being picked up after school will be released at 3:20 to designated grade level areas in the new 3rd-4th-5th grade hallway. Macon Elementary will utilize the exit doors of the new addition for a drive-through student pick-up system.

- Cars should enter the new drive to the car line from Walnut Street. Cars should drive through the softball field parking lot toward the entrance of the new building.
- *QR codes will be stationed near the building entrance for parents to scan. This will notify* inside supervisors which children should move toward the exit doors to be picked up.
- A staff member will be stationed outside the new building to assist parents as needed.

- Cars should continue to drive forward until they arrive at the car lane. At no time should a car leave the car lane and drive around other cars.
- Students must enter vehicles on the passenger side if at all possible. Supervisors will assist students if they need help with their seat belt. Adults picking up students in the car lane should not exit their vehicle.
- If a student is not at the exit or is delayed for some reason when their vehicle is at the car lane, the car will be directed to pull forward into the designated waiting or parking space.
- If a dismissal supervisor has any concerns regarding who is picking up the child, he/she will direct them to the elementary office before releasing the child.
- When leaving the car lane, cars may turn left onto Jefferson Street or may drive to the end of Spruce Street for right turns only.
- Parents that need to pick up an elementary student as well as a middle school/high school student will need to utilize the car line to pick up their elementary student and then drive to the front of the school to pick up their middle school/high school student.
- Parents are not permitted to stand in front of the elementary school to pick up their child during dismissal.

STUDENT EMAIL ACCOUNTS

All elementary students will be provided a school email account after the technology agreement is signed by a parent. Please refer to the policy at the end of the handbook entitled "Acceptable Use of Internet / Electronic Communications" for further expectations, consequences for misuse, etc.

STUDENT FINES & FEES

All student fees and fines must be paid in order for students to attend special school events (i.e. Christmas movie, end-of-the-year field trips, etc.). Library books must be returned prior to these events or paid for, lunch accounts should have a positive balance, and any other miscellaneous fines/fees must be paid.

VALUABLE ITEMS

Students are not to bring valuable items to school. Macon R-1 School is not responsible for lost, stolen, or misplaced items. Students must not bring money to school unless it is to be used for a specific school purpose such as lunch money, field trips, etc. Money sent to school should be placed in an envelope with the name of the child, teacher, and room number on the outside.

WELLNESS POLICY

Macon R-1 is committed to the optimal development of every student. The District believes that for students to have the opportunity to achieve personal, academic, developmental, and social success, we need to create positive, safe, and health-promoting learning environments at every level, in every setting, throughout the school year.

The new U.S. Department of Agriculture regulations prompt changes in some practices at our school in order to establish compliance, including:

- Students will be allowed to bring and carry (approved) water bottles filled with only water with them throughout the day.
- All foods offered on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards. This applies to foods offered at school celebrations and parties as well.
- Students will be offered periodic opportunities to be active or to stretch throughout the day on all or most days during a typical school week.

For more information regarding our wellness policy - click on **Macon County R-1 Wellness Policy** or go to our school webpage at **http://www.macon.k12.mo.us/** then click on Useful links->Health Page -> wellness policy. Approved snacks can be found at https://foodplanner.healthiergeneration.org/products/.

WITHDRAWAL PROCEDURES

If it becomes necessary to withdraw your child from school, please notify the elementary office at least three days in advance. School records will be sent to the receiving school upon receiving a records request from the school. If a student is absent for ten consecutive days and no records request has been received, the school may initiate a report to the Children's Division.

WRITTEN COMMUNICATION

All written communication not generated by school staff members (i.e. flyers, brochures, etc.) shall be cleared by the elementary principal before being distributed to staff and/or students.

PROGRAMS & SERVICES

COUNSELOR SERVICES

Macon Elementary employs a full-time school counselor who provides services in four areas:

Responsive services: Individual/group counseling, consultation, and referrals to provide support for student's mental health and social/emotional well-being. Students facing issues that do not impact the school environment or facing significant issues above and beyond what can be addressed in the school setting are referred to outside providers for additional support.

Curriculum: Lessons are provided during the Specials rotation to help students learn about themselves and others and to assist students with the development of coping skills. Additionally, students develop skills to promote school and career success.

Individual student planning: One-on-one and group activities to provide assistance with academic success and help students set and evaluate academic and personal goals.

System support: Activities that provide support for the school counseling program as well as other school programs. These activities include program management, professional development, staff and community relations, consultation, community outreach, and evaluation.

NURSE INFORMATION

Macon Elementary has a full-time registered nurse for grades PreK through 5. If there are any questions regarding your child's health you may call 385-2118. It is advisable that you talk with the nurse about any special needs your child might have.

Vision screenings are done in alternate grades throughout the school year. Dental screenings are conducted in every grade throughout the school year.

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:

Prescription Medication

- The student's physician shall provide the school with a written request that the student must be given medication during school hours. The request shall state the name of the student, name of the drug, dosage, frequency of administration, how the medication is to be given and the doctor's name. The prescription label will be considered an equivalent of the physician's order for short-term medication. When possible, descriptions of adverse effects and any applicable emergency instructions will be provided.

- The parent/guardian will provide a written request that the school district comply with the physician's request to give medication. The district will not administer the first dose of any medication.

- 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. All medications must be in original containers. Do not send any medications in envelopes, plastic wrap, lunch boxes, etc. Your pharmacist will provide extra properly marked containers.

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. Please note that no Ibuprofen or Tylenol will be given the first or last hour of the school day.

Self-Administration of Medication under Safe Schools Act

- 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—to self-administer this medication, children MUST have on file with the school:
    - Written authorization
    - Medical history of the student's asthma
    - A written Asthma Action Plan to address emergencies and the care of asthma while in school
    - 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.

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.

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 a 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.
  - Students with COVID-19 symptoms should follow local Health Department recommendations.

PARENT PORTAL

Parent Portal (Infinite Campus) is a web-based system that allows parents to view their child's school attendance history, schedule, grades, and lunch account information. To create your parent portal account you must go to the Macon R-1 website and click on the New Family Registration Link under Family Resources. Parents will then need to call the Elementary office to get their activation code to complete the parent portal account. Parents will have access to registering their student(s) and can begin viewing their information.

PARENT-TEACHER ORGANIZATION

One important means of building and maintaining good public relations is through the Parent-Teacher Organization. The PTO in our district has made outstanding accomplishments in past years. Besides sponsoring fund raising projects throughout the school year, Macon PTO organizes different student and Teacher Appreciation activities.

PARENTS AS TEACHERS EARLY CHILDHOOD PROGRAM

The district offers, free of charge to its residents, a parent education program for parents of children ages birth to five years. Home visits and parent workshops are provided. All children ages birth to five are eligible for free developmental screenings. If interested, or for more information, contact the elementary office.

SCHOOL LUNCH PROGRAM

Breakfast and lunch fees are listed below. Outstanding account balances may be paid through Parent Portal or by sending a check/cash to the elementary office in a clearly labeled envelope with the student's first and last name.

- **Breakfast Program - Grades K through 5**
  - $1.65 full price
  - $.30 (if approved for reduced price meals)
  - Free (if approved for free meals)

- **Lunch Program - Grades K through 5**
  - $2.35 full price
  - $.40 (if approved for reduced price meals)
  - Free (if approved for free meals)

- **Extra Milk Policy - Grades K through 5**
  Extra milk costs $.45 each. Additional money may be put on your child's account to purchase extra milk at meal time. There is no free extra milk program; therefore, students who have been approved for free or reduced lunches still must pay for extra milk or milk used if lunches are brought from home.

- **Free and Reduced Lunches**
  Applications must be completely filled out and returned to school. If there are questions, call the Food Service office at 385-2197.

SPECIAL SERVICES PROGRAMS

It is our belief that every child can learn. However, all children do not learn in the same way or at the same rate. In order to be a successful student, a child may need an extra "boost" that requires help within or outside the regular classroom. We have developed many special programs to provide for the wide variety of needs for our children. The special services programs include Title I remedial reading and math programs, Special Education Services and Early Childhood Special Education. If you have any questions or would like to inquire into any of the programs, please contact the elementary office.

TESTING PROGRAM

In any program, it is essential to evaluate progress to determine strengths and weaknesses. At Macon Elementary, our formal evaluation program is planned and supervised by the elementary counselor, elementary principal, and the elementary assistant principal. Upon entry to kindergarten, all students are screened for the purpose of identifying any that need further evaluation and to plan an instructional program for all students. All students are assessed to identify those with potential reading and/or math difficulties to plan instruction accordingly.

Macon Elementary students participate in state assessments determined by DESE. Students take tests in the areas of Communication Arts, Math and/or Science. The tests have benefits other than assessing the success of school programs. These tests are also used in the placement of students and for use on reports sent to the state. The testing program is conducted in the spring.

TIGER CUBS PRESCHOOL - EARLY CHILDHOOD SPECIAL EDUCATION

Tiger Cubs Preschool, Early Childhood Special Education, is a preschool program available for qualifying 3, 4, and 5 year olds. Assistance is provided in the areas of pre-academics, speech and language, physical and occupational programs and itinerant services. This is a state-funded program with transportation provided.

SCHOOL RULES & DISCIPLINE

STUDENT DISCIPLINE CODE

The school environment is a community of individuals who live and interact based upon commonly shared expectations, rights and responsibilities, and common sense. Maintaining an effective learning environment requires the combined effort and partnership of students, parents, teachers, school administrators and others involved in the educational process. It is also recognized that as students progress in school and advance in age and maturity, they will assume greater responsibility for their actions.

Our goal is to maintain student behavior through positive reinforcement combined with tailored consequences appropriate for each grade level. Such consequences might include parent contact, an alternate learning

location, or loss of recess and privileges. In many cases, positive reinforcement, such as rewarding good behavior, will make the punitive measures needed less.

The discipline code at Macon Elementary School is intended to promote self-discipline among students while ensuring the safety and well-being of the entire student body. It serves to protect the students from any dangerous or disruptive behaviors within the school environment, and to notify student 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.

- Teacher detention: Detention assigned by a teacher and served by the student in the instructional area assigned to the teacher.
- Before-school detention: Shall be assigned from the principal's office. Students shall report on time and bring schoolwork to be worked on during detention time. Before-school detention will be held before school from 7:30 a.m. – 8:00 a. m.
- In-school suspension: The student is suspended from the privilege of attending his/her regular class. The suspension time can be for the full day or a class period.
- Out-of-school suspension: Suspension from school is for a specified period of time. The student will not attend school-sponsored activities and is not to be on school grounds during the term of suspension. The student is expected to complete the class assignments for each subject. Schoolwork completed during the suspension will be given full credit within the discretion of the teacher. Long-term suspension can be given as recommended by the principal and assigned by the superintendent.
- Expulsion: An action of the Board of Education, which permanently removes a student from school.

BEHAVIOR EXPECTATIONS

Macon Elementary teaches and follows the following behavior expectations throughout the building:

Macon Elementary Expectations			
	Respectful	Responsible	Safe
Classroom	• Raise your hand for help or to share ideas • Follow directed voice levels • Treat others and property the way you want to be treated • Use kind and appropriate words	• Accept and ask for help from others • Follow directions the first time given • Take responsibility for your actions • Complete work promptly	• Keep hands, feet, and objects to yourself • Use tools/supplies appropriately

Restroom	• Give others privacy • Use the restroom quickly and appropriately • Use kind and appropriate words	• Flush toilet • Wash hands with soap • Throw trash in the trash can	• Report messes/issues to an adult • Keep hands, feet, and objects to yourself
Hallway	• Voice level 0 • Keep hands, feet, and objects to self	• Walk on the block walk with hands at your side	• Stay in your place in line • Avoid gaps in the line • Walking feet only
Cafeteria	• Follow directed voice levels (Voice 2 - Table Talk) within your square • Only eat your food • Use kind and appropriate words	• Raise your hand when you need help • Stay in your designated seat • Use utensils properly • Clean up after yourself	• Walking feet only • Carry tray with 2 hands • Line up quietly • Keep hands, feet, and objects to yourself
Playground	• Take turns • Share equipment • Listen for the whistle and look for the teacher • Use kind and appropriate words	• Line up quickly and quietly • Collect and return all equipment • Be a problem solver	• Use equipment properly • Stay in the fenced-in area • Keep hands, feet, and objects to yourself
Technology	• Use headphones or keep the volume down • Use with a purpose	• Be Chromebook ready • Hug the device with 2 hands and the screen closed	• Stay on teacher-directed websites and apps • Always place Chromebook in a secure location
Assembly	• Use directed voice levels • Celebrate appropriately • Use kind and appropriate words	• Eyes on speaker • Ears actively listening	• Keep hands, feet, and objects to yourself • Remain seated at all times
Bus	• Follow directed voice levels • Listen to the driver at all times • Use kind and appropriate words	• Keep items in your backpack including food and drinks • Be ready to get on and off the bus	• Remain seated and face forward • Keep hands, feet, and objects to yourself • Get off the bus at your assigned bus stop

Morning Gym	• Visit quietly with neighbors • Follow directed voice levels • Keep hands, feet, and objects to self	• Breakfast first • Food or drink must be taken to the cafeteria (excluding water bottles) • Use the restroom if needed • Sit in your designated class line • Keep toys and other objects in your backpack	• Walking feet when entering and exiting the gym • Follow teacher instructions • Clean up or report any messes
Bus Dismissal	• Voice level 1	• Follow dismissal instructions from your teacher	• Keep hands, feet, and objects to yourself • Walking feet only on the block walk and sidewalk • Stay behind your teacher
Carline pickup	• Voice level 1 • Walk quietly on the block walk	• Follow dismissal instructions from teachers • Sit in your designated class line • Keep toys and other objects in your backpack	• Keep hands, feet, and objects to yourself • Listen for your name to be called • Stay behind the cones and wait for the car to stop

PLAYGROUND RULES

- Students should stay in full view of the teachers on duty at all times.
- Students should not climb on or over any fences in the playground area.
- Students should seek teacher permission before getting a ball from outside the playground area.
- Students should not leave the playground without teacher permission.
- Students are not to be in the parking area at any time.
- Students should play on the blacktop only when other areas are muddy.
- Students are not to play tackle football or hardball on the school grounds.
- Kick balls, soccer balls and footballs are the only pieces of equipment that may be kicked.
- The throwing of rocks, snowballs, sticks, etc., will not be permitted.
- Avoid roughness in play, such as tripping, kicking, fighting and tackling.
- Always refrain from petting/playing with dogs and cats that come to the playground.
- Avoid writing on school property, such as buildings, walks, and ground areas.
- Help keep the school grounds clean and attractive by picking up paper and litter.
- Be sure that play equipment brought from home is carefully marked with the student's name, and is brought at the child's own risk. Only playground equipment (i.e. balls, jump ropes, etc.) may be brought from home; no toys (i.e. Pokemon cards, toy cars, dolls, etc.) may be taken outside to recess.

- Students are not permitted to play on the playground after school is dismissed since the playground is not properly supervised at this time.
- Swearing and offensive language is forbidden. Set a good example for friends and younger children.
- In the interest of safety and good study habits, students should be discouraged from bringing toys and small pocket articles to school unless requested by teachers, or unless it contributes to the child's classes in some way.

SLIDES

- Students should sit down and face forward while using the slide.
- Only one person should go down the slide at one time.
- Once you have climbed the slide, you should go on down.
- Do not track mud onto the slide.

MONKEY BARS

- Do not crawl, stand or sit on top of the monkey bars.
- One way traffic only.

SWINGS

- Only one person in a swing.
- Do not stand in the swing.
- Do not swing sideways or twist the swing.
- Do not jump out of the swing.

SCHOOL BUS REGULATIONS

- The bus driver is in charge of the pupils and the bus. Any student who does not obey the driver promptly and in an orderly manner will be reported to the Director of Transportation with a signed statement and the parents will be notified of the misconduct. Pupils who continue to break the rules of proper bus conduct will lose the privilege of riding the bus.
- Students must be on time; the bus cannot wait beyond its regular schedule for those who are tardy.
- Students should never stand in the roadway while waiting for the bus.
- Unnecessary conversation with the driver is prohibited.
- The bus driver has the right to assign students to a particular seat and enforce proper conduct.
- Students must not extend arms, head or objects from bus windows at any time, nor is anything to be thrown out of the bus. Windows can only be lowered to the specified height as indicated by the driver.
- Students are to remain seated until the bus has come to a complete stop and the bus driver has opened the door to depart the bus.
- Any damage to the bus should be reported to the driver at once.
- Students who must cross the road to board or leave the bus must do so only by signal from the driver and then cross in front of the bus.
- Students will not be picked up or let off at places other than designated stops.
- If a bus rider does not ride for two consecutive days, the bus will no longer be stopping at their stop until the transportation office is notified.
- The use of profane language or tobacco will not be permitted.
- Students are permitted to depart buses only when reaching their destination.
- The eating of food and drinking beverages is not permitted on buses.
- Any plants must be enclosed in a paper or plastic bag.
- Horseplay of any kind shall not be permitted on the bus.
- No animals, weapons, glass, more than one balloon, or any object that could be harmful to students or drivers are allowed on the bus.

DISCIPLINARY RESPONSES TO STUDENT MISCONDUCT

LEVELS OF STUDENT MISCONDUCT

LEVEL I – A 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 personnel.

EXAMPLES:

Classroom disturbance	Failure to comply with school rules and regulations
Classroom tardiness	Unnecessary roughness
Abusive language	Dishonesty
Verbal and Nonverbal Obscenities	Minor failure to comply with bus regulations
Defiant failure to complete assignments or carry out assignments	Bullying

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. The staff member maintains a proper and accurate record of out of the ordinary offenses and disciplinary action.

SCHOOL DISCIPLINE OPTIONS

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

LEVEL II – A 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	Insubordination
School Tardiness/Truancy	Cutting Class
Inappropriate physical behavior	Tobacco/E-cigarette use or possession
Fighting (minor)	Vandalism
Using forged notes or excuses	Disruptive school behavior
Bullying	Unauthorized possession of others' 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 administrators' action. The staff member maintains a proper and accurate record of the offense and disciplinary action.

SCHOOL OPTIONS

All Level I options plus the following:

Work Assignments
Modified day
Behavior modification
Pre-school detention
Suspension from participation
Saturday detention
Out-of-School suspension
Financial and/or in-kind restitution
Loss of released time
Peer counseling
Citizenship assignment
In-school suspension
Temporary Loss of transportation privilege (2-3 days)
Referral to outside agency
Suspension from attendance at extracurricular activities

LEVEL III – are acts directed against persons or property but whose consequences do not seriously endanger the health of safety of others in the school. 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 the students.

EXAMPLES

Fighting
Vandalism
Stealing
Verbal/nonverbal obscenities
Dishonesty
Unlawful trespassing
Inappropriate or suggestive attire
Possession/use of stolen property
Possession/use of unauthorized substances
Serious threats to others
Major disruptive school behavior
Failure to comply with bus regulations
Careless and imprudent operation of a motorized vehicle
Failure to comply with bus regulations

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. The staff member maintains a proper and accurate record of the offense and disciplinary action.

SCHOOL OPTIONS

All Level II plus the following:

Temporary removal from class
Citizenship policy applies
Homebound instruction
Alternative program
Temporary loss of transportation privileges (2-30 days)
In-school suspension
Out-of-school suspension
Work assignment
Contact Law Enforcement Agency
Financial and/or in kind restitution

LEVEL IV – are 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 Board of Education.

EXAMPLES

Repetitive Level III behaviors
Vandalism

Extortion
Arson
Bomb threat
Theft/possession/sale of stolen property
Possession/use/transfer of dangerous weapons
Assault and/or 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 Student Behavior Disciplinary Action Report notifies the parents. School officials contact law enforcement and assist in prosecuting offender. 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:
Expulsion
Alternative Schools
Permanent loss of transportation privileges (30-180 days)
Other Board action, which results in appropriate placement

MACON R-1 SCHOOL DISTRICT
DISCIPLINE POLICY ADDITIONS
(Resulting from passage of the Safe Schools Act August 28, 1996)
Outline of the consequences of seventeen (17) offenses

1. **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
   All Other: 1-180 days out-of –school suspension or expulsion
   Notification of law enforcement officials
   Documentation in student's discipline record

2. **Assault** - Attempting to cause injury to another person.
   First Offense: In-school suspension
   1-180 days out-of-school suspension or expulsion
   Notification to law enforcement officials
   Documentation students discipline record
   Subsequent: 1-180 days out-of-school suspension or expulsion
   Notification of law enforcement officials
   Documentation in student's discipline record

3. **Bus Misconduct** - Punished the same as if committed at school. Bus riding privileges may be suspended or revoked.

4. **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
   1-10 days out-of-school suspension
   Subsequent: In-school suspension
   1-180 days out-of-school suspension
   Documentation in student's discipline record

5. **Disrespectful Conduct or Speech** - Disrespectful verbal, written or symbolic language or gesture which is inappropriate to public settings directed at a staff member.
   First Offense: Principal/Student conference
   In-school suspension
   1-10 days out-of-school suspension
   Subsequent: In-school suspension
   1-180 days out-of-school
   Expulsion
   Documentation in student's discipline record

6. **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
   1-10 days out-of-school suspension
   Subsequent: In-school suspension
   1-180 days out-of-school suspension
   Expulsion
   Documentation in student's discipline record

7. **Drugs/Alcohol**
   A. Possession of or attendance under influence of unauthorized prescription drug, alcohol, narcotic, counterfeit drugs or paraphernalia.
   First Offense: In-School Suspension
   1-180 days out-of-school suspension
   Notification to law enforcement officials
   Documentation in student's discipline record
   Subsequent: 1-180 days out-of-school suspension or expulsion
   Notification of law enforcement officials
   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
   1-180 days out-of-school suspension or expulsion
   Notification to law enforcement officials
   Documentation in student's discipline record
   Subsequent: 1-180 days out-of-school suspension or expulsion
   Notification of law enforcement officials

Documentation in student's discipline record

8. **Extortion** - Threatening or intimidating any student for any purpose of obtaining money or anything of value.
   First Offense: Principal/Student Conference
   In-school suspension
   1-10 days out-of-school suspension
   Notification to law enforcement officials
   Documentation in student's discipline record
   Subsequent: In-school suspension
   1-180 days out-of-school suspension or expulsion
   Documentation in student's discipline record
   Notification of law enforcement officials

9. **False Alarms** - Tampering with emergency equipment, setting off false reports.
   First Offense: Principal/Student conference
   In-school suspension
   1-180 days out-of-school suspension or expulsion
   Restitution if appropriate
   Documentation in student's discipline record
   Notification of law enforcement officials
   Subsequent: In-school suspension
   1-180 days out-of-school suspension or expulsion
   Documentation in student's discipline record
   Notification of law enforcement officials

10. **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
   1-180 days out-of-school suspension
   Documentation in student's discipline record
   Notification of law enforcement officials
   Subsequent: In-school suspension
   1-180 days out-of-school suspension or expulsion
   Documentation in student's discipline record
   Notification of law enforcement officials

11. **Public Display of Affection** - Physical contact which is inappropriate for the school setting.
   First Offense: Principal/Student conference
   In-school suspension
   1-180 days out-of-school suspension
   Documentation in student's discipline record
   Subsequent: In-school suspension
   1-180 days out-of-school suspension
   Expulsion
   Documentation in student's discipline record

12. **Sexual Harassment** - (See Board Policy JBA)
    A. Use of verbal, written or symbolic language that is sexually harassing.
        First Offense: Principal/Student conference
        In-school suspension
        1-180 days out-of-school suspension or expulsion
        Documentation in student's discipline record
        Notification of law enforcement officials
        Subsequent: In-school suspension
        1-180 days out-of-school suspension or expulsion
        Documentation in student's discipline record
        Notification of law enforcement officials

13. **Theft** - Theft, attempted theft or willful possession of stolen property.
    First Offense: Principal / Student conference
    Return of or restitution for property
    In-school suspension
    1-180 days out-of-school suspension
    Notification to law enforcement officials
    Documentation in student's discipline record
    Subsequent: Return of or restitution for property
    1-180 days out-of-school suspension or expulsion
    Notification to law enforcement officials
    Documentation in student's discipline record

14. **Tobacco**
    A. Possession of tobacco products including E-cigarettes on school grounds, bus or at any school activity
        First Offense: Principal / Student conference
        In-school suspension
        Subsequent: In-school suspension
        1-10 day's out-of-school suspension
    B. Use of any tobacco products on school grounds, bus or at any school activity.
        First Offense: In-school suspension
        1-3 days out-of-school suspension
        Subsequent: In-school suspension
        1-10 days out-of-school suspension

15. **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: 3-10 days in-school suspension

16. **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
    1-180 days out-of-school suspension
    Expulsion
    Notification of law enforcement officials
    Documentation in student's discipline record

17. **Weapons** - (see Board Policy JFCJ)
    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
    1-180 days out-of-school suspension or expulsion
    Documentation in student's discipline record
    Notification of law enforcement officials
    Subsequent: 1-180 days out-of-school suspension or expulsion
    Notification of law enforcement officials
    Documentation in student's discipline record
    B. Possession or use of a firearm
    First Offense: One calendar year suspension or expulsion
    Notification to law enforcement officials
    Documentation in student discipline record

Note: Any offense, which constitutes a "serious violation of the district's policy" as defined in Board Policy JGF, will be documented in the student's discipline record.

DISTRICT POLICIES & PROCEDURES

ASBESTOS CONTROL

Asbestos is an issue we have been dealing with for many years. 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 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 offices during regular office hours. Michael Dameron, Director of Maintenance, is our Asbestos Program Manager. All inquiries regarding the plan should be directed to him.

We have begun implementing the asbestos management plan. We plan on taking whatever steps are necessary to insure your children and our employees have a healthy and safe environment, in which to learn and work.

BULLYING & CYBERBULLYING

Macon R-1 is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward Macon R-1 personnel or students on school grounds, or school time, at a school-sponsored activity, or in a school-related context.

Bullying and Cyberbullying (see board policy JFCF) – Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for their physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to, physical actions, including violence, gestures, theft or property damage; oral, written or electronic communication, including name-calling, put-downs, extortion or threats; or threats of reprisal or retaliation for reporting such acts. Cyberbullying is a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager.
First Offense: Detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

The following guidelines are established for the presentation of student complaints and grievances regarding sexual harassment or bullying:

- 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 made to arrange 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.

Click here for a copy of the Bullying Incident Report form.

CUSTODIAL AND NON-CUSTODIAL PARENT RIGHTS AND RESPONSIBILITIES

- When parents of a student are separated, involved in divorce proceedings, or divorced, the building principal will respect the rights of the custodial and non-custodial parents equally except when a court order exists concerning special restrictions.
- It is the responsibility of the legal guardian/custodial parent to provide the school principal with a copy of such a court order if restricted access to a student's information is requested. Parent rights include access to student records and school 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.

DRESS CODE- PreK through Grade 12

The Macon County R-1 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, 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 unless approved.
- Additional dress guidelines may be imposed upon students participating in certain extracurricular activities

EMERGENCY INFORMATION

To Parents or Guardians of Students:

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:

1. Do not telephone the school. We understand and respect your concern, but it is essential that the telephone system is available for emergency communications.

2. 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.
3. Tune your radio to KRES (104.7 FM) 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.
4. 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.
5. Talk to your children and emphasize how important it is for them to follow instruction from their teachers and school officials during any emergency.
6. 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.
7. Carefully read all information you receive from the school. You may receive updates about our safety procedures from time to time.
8. 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, non-perishable 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 Elementary at 660-385-2118.

EVERY STUDENT SUCCEEDS ACT OF 2015 COMPLAINT PROCEDURES

This complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under the Every Student Succeeds Act of 2015. Please use this link for procedures: https://www.google.com/url?q=https://dese.mo.gov/media/pdf/essa-complaint-procedures&sa=D&source=docs&ust=1635193466988000&usg=AOvVaw2ER-eH2dgOWCpqvcTIRkXK.

EVERY STUDENT SUCCEEDS ACT PARENT LETTER

Our district is required to inform you of certain information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

Upon your request, our district is required to provide to you, in a timely manner, the following information:

- Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent:

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

FOOD SERVICE MANAGEMENT (Nondiscrimination in School Nutrition Programs)

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices and employees, and institutions participating in or administering USDA programs (including the district), are prohibited from discriminating based on race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact the USDA through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English.

To file a complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at https://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office, or write a letter addressed to the USDA and provide in the letter all the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to the USDA by:

Mail:	U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, DC 20250-9410
Fax:	202-690-7442; or
E-mail	program.intake@usda.gov

This institution is an equal opportunity provider.

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. (See related NCLB policy in this handbook.)

If a complaint has been made and appealed in accordance with administrative procedures, the parent/guardian or member of the public may appeal the issue to the Board by submitting a written request to the superintendent or the secretary of the Board. The Board will address the complaint in an appropriate and timely manner.

NONDISCRIMINATION POLICY

The Macon R-1 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 R-1 School District's compliance with regulations implementing the acts listed are directed to contact the Superintendent of Schools, 702 N. Missouri Street, Macon, MO 63552-2062, 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.

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 the need of special education even though they are advancing from grade to grade. The 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 young child with a developmental delay.

The 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's First Steps Program.

The 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 school district has developed a Local Compliance Plan for 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 the superintendent's offices of the agencies listed below.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) that reside in the district. This census is 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 each 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 your school district.

This notice will be provided in native languages as appropriate.

RELIGIOUS CONTENT IN PROGRAMS AND CEREMONIES (Board Policy IND)

The schools of the Macon 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.

SAFETY PROGRAM

The Board recognized the necessity for a planned safety program to ensure a safe environment for the students attending, and the professional and support staff employed by the Macon R-1 Schools. The maintenance of healthy and safe conditions throughout the school district is a responsibility shared by the Board, Superintendent and all professional and support staff.

Every attempt will be made to meet or exceed safety and health standards, established by state and federal laws and regulations. The Board encourages the cooperation of the school, home, and community in providing a safe and healthful environment.

SEARCHES AND SEIZURES

Macon R-1 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 school. While on school property, the administration may conduct appropriate searches of persons, book bags, cars, lockers, and other property. Computer files created and/or stored on the Macon Public School servers are considered property of the Macon Public School and can also be searched.

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. Allegation of sexual harassment shall be investigated and, if substantiated, corrective or disciplinary action will be taken based upon board policy.

STUDENT ALCOHOL/DRUG ABUSE POLICY

The use, sale, transfer, possession or being under the influence of alcoholic beverages or controlled substances is prohibited on any school property, on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities. Prohibition extends off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district. A controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act and in the Controlled Substances Act.

School administrators or teachers shall have the right to conduct searches, which are reasonable in scope, of persons reasonably suspected to be in violation of this policy during or after school hours on school property, or at any school event, whether at the school or at some alternate location.

Any student who, after presenting his or her version of the incident, is found to be in violation of this policy shall be subject to disciplinary action up to and including suspension, expulsion or other discipline as provided in the district's discipline policy, and referral for prosecution.

The district shall provide information about alcohol and drug counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy.

Extra curricular/co-curricular 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 such activities is suspended for the use, sale, transfer or possession of alcoholic beverages or controlled substances by any student. Suspension will follow the guidelines as set forth in the "Good Citizenship Policy".

STUDENT RECORDS

All parents will have the right to inspect their child's education records as allowed by law. As used in this policy, a "parent" includes a biological or adoptive parent, a guardian or an individual acting as a parent in the absence of a natural parent or guardian. The district will extend the same rights to either parent, regardless of divorce, custody or visitation rights, unless the district is provided with evidence that the parent's rights to inspect records have been legally revoked.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age 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 parent 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 or 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 education record in order to fulfill his or her professional responsibility. Upon requests, 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, does not want the district to release the information below, they must notify the district in writing within ten (10) days of receiving this handbook of the information they do not want released.

The following information may be released without obtaining parental consent:

Student's name; parent's name; 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; 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.

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 students rights and responsibilities are the following:

- 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
- The right to a quality education; the responsibility to put forth the best efforts during the educational process.
- Civil rights—including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.
- The right to free inquiry and expression; the responsibility to observe rules and regulations regarding these rights.
- The right to due process of law with respect to suspension, expulsion, and decisions which the student believes injure their rights.
- 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 R-1 Board of Education to create an environment in which each student's right to learn is protected. Students and their parent/guardian 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.

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 parent.
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 parent.
8. Income other than those required by law 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.

TECHNOLOGY USAGE – ACCEPTABLE USE OF INTERNET / ELECTRONIC COMMUNICATIONS

Purpose
The Macon School District (school district) provides employees, students, School Board members, and guests (users) with access to the school district's electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means. Any unauthorized third party usage of Macon School District's computers, network internet, electronic communications and information systems is prohibited.

Computers, network, Internet, electronic communications and information systems (collectively, CIS systems) provide vast, diverse and unique resources. The MIS Director will provide access to the school district's CIS systems and network for users in order to access information, research, and collaboration to facilitate learning and teaching to foster the educational purpose and mission of the school district.

Definitions

For the purposes of this policy and related regulations, procedures and forms, the following terms are defined:
1. User
Any person permitted by the district to utilize any portion of the district's technology resources, including but not limited to students, employees, School Board members and agents of the school district. All users must have an appropriately signed *User Agreement* on file with the district before they are allowed access to district technology resources. All users must agree to follow the district's policies, regulations and procedures.
2. Electronic communications
Any transfer of signals, writings, images, sounds, data or intelligence that is, created, sent, forwarded, replied to, transmitted, distributed, broadcast, stored, held, copied, downloaded, displayed, viewed, read, or printed by one or several electronic communications systems. For purposes of this Policy, an electronic file that has not been transmitted is not an electronic communication.
3. Internet
The Internet is an unregulated global communications environment in which information changes constantly. Some of this information may be inappropriate for users, based on age and/or development levels.
4. Network
The Macon School District network is a managed communications environment using wired and wireless connections linking together school electronic devices.
5. Electronic Devices
Electronic Devices are wireless and/or portable electronic handheld equipment that include, but are not limited to, laptop computers, existing and emerging Mobile Communication Systems and Smart Technologies (cell phones, smartphones, walkie-talkies, pagers, etc.), Portable Internet Devices (mobile managers, mobile

messengers, Blackberry TM handsets, etc.) PDAs (Palm organizers, pocket PCs, etc.), handheld entertainment systems (video games, CD players, compact DVD players, MP3 players, iPods, Walkmen, etc.) digital or film cameras, digital or analog audio recorders or video recorders (tape recorders, camcorders, etc.), and any other convergent communication technologies that do any number of the previously mentioned functions.

6. Incidental Personal Use

Use by an individual for occasional personal communications. Personal use must comply with this policy and all other policies, procedures and rules, and may not interfere with the employee's job duties and performance or with the student's educational responsibilities, with the system operations, or with other system users. Under no circumstances should the employee or the student believe that their use is private; the school district reserves the right to monitor access and use of its network.

Authority

The electronic information available to students and staff does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

The Board establishes that network use is a privilege, not a right; inappropriate, unauthorized and illegal use will result in cancellation of those privileges and appropriate disciplinary action.

Delegation of Responsibility

The IT Administrator will serve as the coordinator to oversee the district system and will work with other regional or state organizations as necessary.

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals. The building administrator shall have the authority to determine what inappropriate use is.

Prohibitions

The use of the District Technology for illegal, inappropriate, unacceptable, or unethical purposes by students or employees is prohibited. All users of the network are strictly prohibited from engaging in the activities listed below. The District reserves the right to determine if any activity not appearing in the list below constitutes an acceptable or unacceptable use of the network.

These prohibitions are in effect any time School District resources are accessed whether in school, directly from home, or indirectly through another Internet service provider.

General Prohibitions

It is prohibited to use the network to/for:

1. Nonwork or non-school related communications unless the employee's use comports with this policy's definition of incidental personal use.

2. Access indecent, obscene, pornographic, child pornographic or terroristic material.

3. Transmit material likely to be offensive or objectionable to recipients including, but not limited to, that which may be defamatory, inaccurate, obscene, lewd, vulgar, rude, inflammatory, threatening, profane, pornographic, offensive, terroristic and/or illegal.

4. Access or transmit gambling, pools for money, including but not limited to, basketball and football, or any other betting or games of chance.

5. Participate in discussion or news groups which cover inappropriate and/or objectionable topics or materials, including those which may be defamatory, inaccurate, obscene, profane, pornographic, offensive, terroristic and/or illegal.

6. Sending terroristic threats, hate mail, harassing communications, discriminatory remarks, and offensive or inflammatory communications.

7. Participate in unauthorized Internet Relay Chats, instant messaging communications and Internet voice communications (online; real-time conversations).

8. Facilitate any illegal activity.

9. Communicate through email for non-educational purposes or activities, unless it is for an employee's incidental personal use as defined in this policy.

10. Commercial, for-profit, or business purposes (except where such activities are otherwise permitted or authorized under applicable district policies), unauthorized fundraising or advertising on behalf of the district and non-school district organizations, reselling of district computer resources to non-school district individuals or organizations, or unauthorized use of the district's name. A commercial purpose is defined as offering or providing goods or services or purchasing goods or services for personal use. District acquisition policies will be followed for District purchase of goods or supplies through the District system.

11. Political lobbying. District employees and students may use the system to communicate with their elected representatives and to express their opinion on political issues.

12. Advertising of any kind, unauthorized fundraising or unauthorized use of the Macon School District's name will not be permitted on the Internet or email, or any other online service.

13. Anything that results in a copyright violation.

14. The illegal installation, distribution, reproduction or use of copyrighted software on District computers or student owned computers, or the copying of District software to unauthorized computer systems.

15. Intentionally infringing upon the intellectual property rights of others.

16. Use of the Network to commit plagiarism.

17. Making available material or information the possession or distribution of which is illegal.

18. Unauthorized access, interference, possession, or distribution of confidential or private information.

19. Intentionally compromising the privacy or security of electronic information.

20. Posting personal web pages without administrative approval.

Access and Security Prohibitions

Users must immediately notify the IT Administrator if they have identified a possible security problem. The following activities related to access to the District's computer network and the Internet are prohibited:

1. Misrepresentation (including forgery) of the identity of a sender or source of communication.

2. Acquiring or attempting to acquire passwords of others or giving your password to another.

3. Revealing a password or otherwise permitting the use of others (by intent or negligence) of personal accounts for computer and network access.

4. Using or attempting to use computer accounts of others. These actions are illegal, even if only for the purposes of "browsing".

5. Altering communication originally received from another person or computer with the intent to deceive.

6. Use of the District system to engage in any illegal act, which may threaten the health, safety or welfare of any person or persons, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, being involved in a terroristic threat against any person or property.

7. Disabling virus protection software or procedures.

Operational Prohibitions

1. Interference with or disruption of computer or network accounts, services or equipment of others, including, but not limited to, the propagation of computer "worms" and "viruses", the sending of electronic chain mail, and the inappropriate sending of "broadcast" messages to large numbers of individuals or hosts. In other words, the user may not hack the network or others computers, whether by spyware designed to steal information, or viruses and worms or other hardware or software designed to damage computers, the network, or any component of the network, or strip information, or completely take over a person's computer.

2. Altering or attempting to alter files, system security software or the systems without authorization.

3. Unauthorized scanning of the Network for security vulnerabilities.

4. Attempting to alter any District computing or networking components (including, but not limited to file servers, bridges, routers, or hubs) without authorization or beyond one's level of authorization.

5. Unauthorized wiring, including attempts to create unauthorized network connections, or any unauthorized extension or re-transmission of any computer or network services.

6. Connecting unauthorized hardware and devices to the network.

7. Loading, downloading, or use of unauthorized games, programs, files, or other electronic media.

8. Intentionally damaging or destroying the integrity of electronic information.

9. Intentional destruction of district computer hardware or software.

10. Intentionally disrupting the use of electronic networks or information systems.

11. Negligence leading to damage of district electronic information, computing, or networking equipment.

12. Failure to comply with requests from appropriate teachers or district administrators to discontinue activities that threaten the operation or integrity of computers, systems, or networks.

Content Guidelines

Information electronically published on the District's network, including, but not limited to the District's World Wide Web pages shall be subject to the following guidelines:

1. Published documents or video conferences may not include a child's phone number, street address, or box number, or names (other than first names) or of other family members.

2. Documents or video conferences may not contain objectionable material or point directly or indirectly to objectionable materials.

3. Documents must conform to District policies and guidelines, including the copyright policy.

4. Documents to be published on the World Wide Web must be edited and approved according to District procedures before publication.

Copyright

Federal laws, cases, and guidelines pertaining to copyright will govern the use of material accessed through the District system. Users will make a standard practice of requesting permission from the holder of the work and complying with license agreements. Teachers will instruct students to respect copyright, request permission when appropriate, and comply with license agreements.

Violations of copyright law include, but are not limited to, the making of unauthorized copies of any copyrighted material (such as commercial software, text, graphic images, audio and video recording), distributing copyrighted materials over computer networks, deep-linking and framing into the content of others' websites. Further, the illegal installation of copyrighted software or files for use on the District's computers is expressly prohibited. This includes all forms of licensed software - shrink-wrap, click wrap and electronic software downloaded from the Internet. District guidelines on plagiarism will govern use of material accessed through the District system. Users will not plagiarize works that they find on the Internet. Teachers will instruct students in appropriate research and citation practices.

Safety

1. To the extent possible, users of the network and Internet will be protected from harassment or unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall immediately bring them to the attention of a teacher or administrator.

2. Users will not post personal contact information about themselves or other people, in other words, the user may not steal another's identity in any way, may not use spyware, cookies, or use the network in any way to invade privacy. Additionally, the user may not disclose, use or disseminate personal information of other students or employees (examples include, but are not limited to, student grades, social security numbers, home addresses, telephone numbers, school addresses, work addresses, credit card numbers, health and financial information, evaluations, psychological reports, and educational records). Personal contact information includes address, telephone, school address, and work address.

3. Student users will agree not to meet with someone they have met online.

4. Documents or videotapes may not include information which indicates the physical location of a student at a given time other than attendance at a particular school or participation in school activities.

Internet Safety Policy

1. **Introduction**

It is the policy of the District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

2. **Access to Inappropriate Material**

To the extent practical, technology protection measures shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

3. **Internet Safety Training**

In compliance with the Children's Internet Protection Act, each year, all District students will receive internet safety training which will educate students about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and cyberbullying awareness and response.

4. **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

5. **Supervision and Monitoring**

It shall be the responsibility of all District employees to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet protection Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Technology Services.

Consequence

Employee inappropriate use of Internet/Electronic Communication shall be subject to loss of Internet privileges, and disciplinary action, up to and including termination of employment. Students who inappropriately use or misuse the district network, hardware/equipment or software may be subject to disciplinary action. The proceedings could result in a fine, payment of costs related to labor/parts to repair and/or replace equipment, or a hearing before the School Board. The Macon School District reserves the right to temporarily or permanently remove a user account on the network to prevent further unauthorized activity. Illegal use of the network; intentional deletion or damage to files of data belonging to others; Copyright violations; and theft of services will be reported to the appropriate legal authorities for possible prosecution.

Due Process and Search and Seizure

Due Process

The District will cooperate fully with the District's Internet Service Provider, local, state, and federal officials in an investigation concerning or relating to any illegal activities conducted through the District system. In the event there is an allegation that a student has violated the District's Acceptable Use Policy, the student will be provided with a written notice of the alleged violation and an opportunity to be heard in the manner set forth in the Student Disciplinary Code. Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. If the alleged violation also involves a violation of other provisions of the Student Disciplinary Code, the violation will be handled in accordance with the applicable provision of the Student Disciplinary Code. Employee violations of this policy will be handled in accord with District Policy.

The District may terminate the account privileges of a guest user by providing notice to the user. Guest accounts not active for more than 30 days may be removed, along with the user's files without notice to the user.

Search and Seizure

User violations of the District Acceptable Use Policy, the Student Disciplinary Code, District Policy or the law may be discovered by routine maintenance and monitoring of the District system, or any method stated in this policy, or pursuant to any legal means. The District retains the right to search any personal computing or storage devices. District employees should be aware that their personal files very well maybe discoverable and could be discoverable in the event of any form of litigation. Everything that District employees place in their personal files should be written as if a third party would review it.

The District reserves the right to monitor any electronic communications, including but not limited to Internet access, and emails. Students and employees should not have the expectation of privacy in electronic communications, even when used for personal reasons.

District Limitation of Liability

The District makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the district system will be error-free or without defect. The District will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

TOBACCO-FREE CAMPUS

State law prohibits smoking, or other use of tobacco products, in any classroom or student occupant elementary or secondary school building or facility or on any school bus used to transport students to or from school or to or from any place for educational purposes.

To promote the health and safety of all students and staff, and to promote the cleanliness of all facilities, the Macon R-1 School District prohibits all employees, students, and patrons from smoking or using tobacco or tobacco products in all school facilities, buildings school transportation, other district transportation and on all school grounds at all times, including athletic events and meetings. This prohibition extends to all facilities the district owns, contracts for or leases to provide educational services, routine health care, daycare or early childhood development services to children.

This prohibition extends to all employees, students and patrons attending school-sponsored athletic events and meetings. The Board of Education issues this prohibition in a sincere appeal to all employees, students and patrons to cooperate in helping to create within our facilities a truly healthy environment for all concerned.

WEAPONS IN SCHOOL POLICY

The Board recognized the importance of preserving a safe educational environment for students, employees and patrons of the district. In order to maintain the safety of the educational community, the district will strictly enforce the necessary disciplinary consequences resulting from the use of possession of weapons on school grounds, buses or at school activities.

A weapon is defined to mean one or more of the following:

1. A firearm as defined in 18 U.S.C. 921.
2. Any device defined in 571.101, RSMo, including a blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun or switchblade knife.
3. 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.

In accordance with federal law, any student who brings or possesses a firearm as defined in 18 U.S.C. 921 or a device as defined in Section 571.010, RSMo, on school property or at any school activity will be suspended from school for at least one calendar year or expelled and will be referred to the appropriate legal authorities. The superintendent to the Board of Education may modify the suspension or expulsion on a case-by-case basis upon recommendation. Students who use or possess other weapons defined in this policy will be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities.

This policy shall not be construed to prohibit the Board from allowing a Civil War re-enactor to carry a Civil War era weapon on school property for educational purposes so long as the firearm is unloaded. In addition, exception to this policy shall be allowed for the instruction of hunter education courses sponsored by the Missouri Department of Conservation and taught by licensed hunter education instructors, since firearm use and safety instruction is part of the Agricultural Science Conservation class curriculum, and since FFA members participate in shooting sports and/or trapshooting events sponsored by the local and area FFA organizations.

Guest speakers, hunter education instructors and agriculture instructors use firearms in classroom presentations. Firearms for this purpose are kept at school only as long as needed for the class, or they must be locked in the closet in the agricultural education office until the firearm is taken off of the school grounds.

This policy will be submitted annually to the State Department of Elementary and Secondary Education along with a report indicating any suspensions or expulsions resulting from the possession or use of a firearm as defined in 18 U.S.C.921. The report will include the name of the school in which the incidents occurred, the number of students suspended or expelled and the types of weapons involved.

District policies are available on the Macon R-1 School District Website www.macon.k12.mo.us or by clicking here.