Macon High School

Student Handbook

2026-2027 School Year

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

FORWARD

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

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

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SECTION I – OUR SCHOOL

District Mission, Vision, and Beliefs

MACON COUNTY R-1

Home of the Tigers

MISSION

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

VISION

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

BELIEFS

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

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

Academic Calendar

MACON R-1 PUBLIC SCHOOLS CALENDAR
2026 - 2027

August

S	M	T	W	T	F	S
	3	4	5	6	7	
	10	11	12	13	14	
	17	18	19	20	21	
	24	25	26	27	28	
	31					

September

S	M	T	W	T	F	S
		1	2	3	4	
	7	8	9	10	11	
	14	15	16	17	18	
	21	22	23	24	25	
	28	29	30			

October

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

November

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

December

S	M	T	W	T	F	S
		1	2	3	4	
	7	8	9	10	11	
	14	15	16	17	~~18~~	
	21	22	23	24	25	
	28	29	30	31		

Weather Makeup Days

May 13
May 14
May 17
May 18
May 19
May 20
May 21
May 24
May 25
May 26
May 27

Day after last day will be Full WD

v1.3 BOE Approved 04.15.26

AUGUST
- TBD New Teacher Orientation
- 12-13 Back to School Staff WD/PD
- 18-20 Back to School Staff WD/PD
- 24 First Day of Classes

SEPTEMBER
- 7 Labor Day - No Classes
- 21 Full WD/PD Day

OCTOBER
- 5 Full WD/PD Day
- 16 Early Release - End of Qtr 1 (Homecoming)
- 22 No Classes (8-12pm WD) (P/T Conf 12-8pm)
- 23 No Classes

NOVEMBER
- 9 Full WD/PD Day
- 11 Veteran's Day
- 23-27 Thanksgiving Break - No Classes

DECEMBER
- 18 Early Release - End of Qtr 2 / Semester 1
- 21-31 Winter Break - No Classes

JANUARY
- 1 Winter Break - No Classes
- 4 Full WD/PD Day
- 18 MLK Jr Day - No Classes

FEBRUARY
- 8 Full WD/PD Day
- 15 President's Day - No Classes

MARCH
- 5 End of Quarter 3
- 8 Full WD/PD Day
- 22-25 Spring Break - No Classes
- 26 Good Friday - No Classes
- 29-30 No Classes

APRIL
- 12 Full WD/PD Day

MAY
- 7 Graduation
- 12 Early Release - End of Qtr 4 / Semester 2
- 12 Last Day of Classes
- 13 Full WD Day

"GO TIGERS"

January

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

February

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

March

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

April

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

May

S	M	T	W	T	F	S
	3	4	5	6	7	
	10	11	~~12~~	13	14	
	17	18	19	20	21	
	24	25	26	27	28	
	31					

	Student Days	Teacher Days
1st	36.5	44.0
2nd	36.5	40.0
	73.0	**84.0**
3rd	41.0	43.0
4th	38.5	42.0
	79.5	**85.0**
Tot.	152.5	169.0

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

Daily Class Schedule

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

Corridor Passes

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

Visitors

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

Weekly Bulletin

A bulletin of announcements concerning the present school week is issued weekly from the high school office. The weekly bulletin is sent to all students, parents, and guardians via email and posted on the school webpage.

After Hours Building Use

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

Personal Items

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

Textbooks

Textbooks are furnished at no cost for students. Remember these books have value and it is the responsibility of the students to take care of them. If books are lost, destroyed or damaged beyond normal wear, then the student will be charged accordingly.

Guidance and Counseling

A full time counselor is available to serve all students. The objective of the guidance counselor is to help students with their educational, vocational and personal questions or problems. In the counseling situation, an attempt is made to help the student understand themselves and to make intelligent and realistic decisions. Some of the services the counselors are to provide include educational and vocational information, provide aid in securing scholarships, plan student course schedules, give and interpret tests. The guidance office is open to any student in grades nine through twelve. Students wishing to see the counselor should contact the guidance office to schedule an appointment at the earliest convenience. Students should not ask permission to leave class to schedule an appointment. The counselors will assist all students and may place “Supplemental Transcripts Notes” in student transcript files when assisting students with graduation requirements.

Library Media Center (LMC) Use

The library is open daily from 7:45 a.m. to 3:30 p.m. Students are encouraged to visit the library and check out the new book displays and participate in library activities and events. The purpose of the library is to provide a variety of materials for study, research, and for reading pleasure. The library is a comfortable place to destress and complete school work as needed. Students will be permitted to check out books for 21 days.

Macon High School Library Fine Policy

To encourage responsibility while maintaining access for all students, the MHS LMC library follows a delayed fine structure rather than daily overdue charges. Students are expected to return borrowed materials in a timely manner. Friendly reminders will be provided throughout the overdue period.

Fine Timeline

No daily fines are assessed. If an item remains unreturned after 4 weeks, it will be considered long overdue. At that time, a flat $5.00 fine per semester will be applied to the student’s account. Fines will not exceed one charge per item per semester.

Lost or Damaged Items

Materials that are lost or returned in poor condition may result in additional charges based on replacement cost. If a lost item is later returned in good condition, the fine will still remain in place.

Student Access

Students will continue to have access to library resources whenever possible. The goal of this policy is to promote responsibility—not to restrict student use of the library.

Communication

Students and families will be notified of overdue materials and any applied fines in person or via email. Questions or concerns can be directed to the school library staff.

Where do fines go?

Student fines are deposited into our school library “Student Activities” account. These funds are reinvested directly into the library—supporting student prizes, new books, Epsilon Beta (our student library organization), and other library-sponsored initiatives.

Library Chromebooks and Chargers

Library Chromebook and chargers are available for checkout. Check outs for these are for rare occasions that students forgot their assigned Chromebook or their Chromebook is in repair. Lost and/or damaged Chromebooks and chargers are subject to fines. Chromebooks and chargers should be returned at the end of each school day unless as agreed upon with the school librarian. Students should use their assigned Chromebook as much as possible and should not rely on library Chromebooks on a regular basis as there are not enough devices and chargers for everyone in which to loan. Please keep your Chromebook/charger in a safe, dry place and charge the device nightly. Also, please keep in mind that all activity on your Chromebook is visible to our tech department and should be school related and appropriate. Students do sign a usage agreement following these policies upon enrollment.

Computer Lab

A computer lab is available for classroom use (and occasional student use) during certain hours. Please contact the librarian for scheduling.

Assemblies

Several assemblies will be conducted during the school year. Students are expected to enter the designated assembly area in an orderly manner and be seated as quickly as possible. Orderly conduct will be expected of all students during the assemblies. At any time a student does not wish to attend an assembly they will report to a designated study hall. Skipping an assembly will be treated as skipping a scheduled class session. Students should sit with their current teacher and classmates during assemblies.

SECTION II – SCHOOL OPERATIONS

Student Attendance

All students are expected to attend school regularly and to be on time for classes. This is necessary for each student to obtain maximum benefits from the instructional programs and to develop habits of punctuality, self-discipline, and responsibility. There is a direct relationship between poor attendance and failure to achieve in school. The purpose of this attendance policy is to assist in assuring that each student at Macon High School receives the best educational experience possible.

- Students will not be permitted to leave school grounds once they arrive on campus without the consent of the principal or career center director. Under no circumstances will students be permitted to drive a car on an errand for a teacher without the express consent of an administrator. Students arriving late must sign-in the high school office, and students leaving school before the scheduled end of the school day must sign out of the office. Students who arrive late or who wish to leave early must have parental verification in the form of a written note or telephone call to the principal; otherwise, they will be considered truant for those hours during which they are absent.
- If a student is absent from school, he or she is not eligible to participate in or attend school activities, practices or games that day. To be in attendance, a student must be in school no less than 4 complete periods with the exceptions of doctor or dentist appointments, funerals, or other Principal pre-approved absences.
- If a student is absent on Friday, he or she will not participate on Saturday unless it was because of a doctor appointment, funeral, or other Principal pre-approved absence.
- Students may not be absent for more than 7 total days or 7 periods from any one class in a semester to earn credit for the class. Any absence except for school sponsored activities will count towards the 7 times a student can miss class and still earn credit.
- Doctor excused absences will count against the attendance policy. However, if a student exceeds the 7 days allowed, doctor excuses will be considered during the appeal process. The doctor's excuse should include the time of the doctor appointment. Going to the doctor does not automatically excuse you for the entire day. We expect students to return to school immediately after their appointment is over.
- The school day is divided into seven 56-minute periods. Students arriving to class at least 25 minutes late or leaving 25-minutes early will be considered absent for the entire period.
- Any student exceeding the 7 total days or 7 class periods in a semester will not earn credit for that class. If a student maintains a passing grade in the class, a mark of “NC” (no credit) will be placed on their official transcript. If a student receives an “F” for a grade in the class, an “F” will be placed on their official transcript.
- When a student exceeds 7 absences in a class(es) they may restore lost credit by attending Saturday School. A student may attend Saturday School and regain one day towards the attendance policy requirements for each Saturday School he or she attends. Students must be on time and must stay the entire time to

make up a missed day of attendance. If a student is one hour over in one class they may go to an after school detention. One after school detention (one hour) is equivalent to making up one hour of absence. If a student is over the attendance policy in two or more class periods, they will be required to attend a Saturday detention to restore credit for the hours exceeding the attendance policy.

- Students will need to make up all the work when they are absent. Students are given one day for each absence to make up their work. If a student misses one day of attendance, they should check with their teachers before school the next day to get their assignments. The counselor's office will collect homework for students who have missed more than one day of class if requested by the student or parent/guardian.
- Students absent from school due to a school-sponsored activity will not be penalized for that absence; however, they are expected to make up for all work missed.
- Parents are encouraged to stay informed of their child's attendance information through the Parent Portal on Infinite Campus.
- When a student has missed his/her 5th absence per semester, the school will notify the student via email or other means of communication that the student is in danger of failing to earn credit due to excessive absences.
- With a student's 8th absence in a semester, the parent or legal guardian will be informed via email of the "no credit." Any student who exceeds the 7 absences and receives a no credit may appeal within ten school days. Appeals should be turned in to the high school principal. Appeals will be considered only on the basis of medical records, emergencies, or special circumstances (for example: surgery during the semester). Loss of credit due to truancy is not a valid basis for appeal. The attendance committee has the power to re-establish credit or establish guidelines by which the student can receive credit. All further appeals must be made in writing to the Superintendent within ten school days. An appeal of the Superintendent's decision can be made to the Macon R-1 School Board in writing within ten school days.
- The attendance policy goes by the semester. A student can miss up to seven days each semester without losing credit.
- Students that exceed the attendance policy in the final two weeks of the semester that want to recover their credit must meet with the principal to set a schedule to make up the days missed in a timely manner. This schedule should be set and agreed on by the student and principal. If the student does not attend a scheduled Saturday agreed to by both student and principal, they will not be able to recover their credit. Unique circumstances that cause a student to miss will be considered in rescheduling an assigned Saturday School.
- In the case of pre-arranged extenuating circumstances, the high school principal may waive the 7 day attendance policy requirements.
- Parents or guardians need to call the high school office by 9:00 am in the event the student will be absent.
- Regardless of the reason for the absences, students will be dropped from the District's rolls after 10 consecutive days of absences if the parent/guardian fails to make contact during that period with the attendance secretary or an administrator.

Student Bereavement Policy

In the event of a death in the immediate family, the student will be excused with proper documentation. Documentation may be in the form of a funeral home or memorial service program. All bereavement days will be approved by the principal. Students will be excused based on the following:

- Parents, step parents, spouse, child, stepchild, brothers, sisters, stepbrother, or stepsister will be school excused for a total of up to 5 consecutive school days.
- Grandparents, step grandparents, aunts, and uncles will be school excused for a total of up to 2 consecutive school days.

Saturday School

Saturday School is available on designated Saturdays throughout the school year, or as offered by high school administration from 8:00 a.m. to 11:00 a.m. and at other times on an “as needed” basis for students. Students who have unavoidable Saturday conflicts must have their need for an alternative date approved by the building administration 24 hours prior to the Saturday detention.

1. One Saturday School is the equivalent of one regular school day.
2. Students have two Saturday detentions following an absence to make it up, after which the absence may not be made up without special consent from building administration.
3. Saturday School to make up days missed is not mandatory; rather, it is a voluntary program for students wishing to make up credit due to excessive absences.
4. Students must arrive on time at 8:00 a.m., or they are not guaranteed admittance.
5. The Technology Policy will be enforced during Saturday School.
6. Students are not allowed to sleep, cause problems, or distract others.
7. Chromebooks may only be used for school work.

Tardy Policy

Students should learn to be prompt. Promptness is a habit and should be learned by the student that it is their responsibility to be at an assigned place at an assigned time. In most cases, there is no excuse for tardiness. Students are given 4 minutes to get from one class to another. Each student will be allowed a total of 7 tardies per semester. If a student has an 8th tardy, that student will be assigned an after school detention held one afternoon a week, if needed.

The after school detention will start promptly at 3:30 and be over at 4:30. You must be on time. If you are tardy to this detention, you will not be allowed to attend. If a student doesn’t serve the assigned after school detention after 7 tardies, they will receive 1 day of Saturday School. Students will be given a choice of serving their after school detention this week or next. If a student misses an assigned after school detention, they automatically will receive 1 day of Saturday School unless exceptional circumstances apply. This will be evaluated individually by the building principal. The principal may opt

to reschedule the detention for the student. After 8 tardies – a student will serve another after school detention for every 5th tardy. (For example: at 8, 13, 18 etc. tardies). This policy will be in effect for all classes, including classes for no credit (example: Teacher Assistants). Tardies are disciplined per semester.

- Level one (8 tardies) – one after school detention
- Level two (13 tardies) – one after school detention and 1 day Saturday School
- Level three (18 tardies) – one after school detention, 1 day Saturday School, and 1 day of In School Suspension (ISS)
- Level four (23 tardies) – 2 days ISS and Juvenile Office referral
- Level five (28 tardies) – 3 days ISS for this and any more subsequent levels of violation for being tardy as well as a second Juvenile Office referral

If a student misses an assigned Saturday School: the first time they will receive 1 day of ISS. The second missed Saturday School will result in making up the missed Saturday School plus one day of ISS. If you miss the rescheduled Saturday School, you will be assigned a second day of ISS. If you miss a third or more Saturday School, it will result in 3 days of ISS.

Truancy

Truancy is when the student is absent from school without permission of the parents/guardians or school official. Truancy includes, but is not limited to, skipped classes, falsely informing the school about the reason(s) for the absence, or leaving school without permission. The District may assign disciplinary measures for truancy. Families are entitled to appeal assigned consequences to the Superintendent or designee.

Attendance Regulations – Career Center Block Programs

Daily attendance will be taken in all classes. The sending schools will receive a daily attendance report. Students are not allowed to leave school at any time without permission. Absences because of school-sponsored activities or other school connected absences will carry no penalty, provided the area school official notifies the Career Center.

Students enrolled in the Career Center are expected to be in attendance at a 90% rate; students that exceed 10 percent during a semester may require special permission from the teacher, Career Center director, and the home high school principal to enroll in the next semester of training at the Career Center. (95% attendance is required in order to receive a Career Center completion certificate.)

Teacher Assistant Procedure

A student can be a Teacher Assistant with advanced approval of the guidance office for ONE period per semester. TA's must have a 2.5 GPA, a 95% attendance rate, and must have completed their A+ tutoring hours to be eligible for the teacher assistant program. Students will be assigned by the A+ coordinator to their classroom. These students must follow all teacher rules, should arrive at their assigned classes on time, and should

not leave their class until the period has ended. Students that leave their classes early will need to report to the high school office.

No credit will be awarded for this participation.The teacher assistant is extended to junior and senior students who have more flexibility in their schedule. Any student who is a TA must remember they need (3) three credits to be eligible for MSHSAA activities. You are only taking (3) credits when you TA. If you fail any class you are taking while being a TA, you will be ineligible to participate in athletics or activities the following semester.

Macon County R-I Dress Code

The Macon County R-I School District encourages all students to dress in a manner reflecting good taste and an appropriate style for school attendance. It is expected that student dress will not disrupt the educational process nor constitute a health or safety hazard or violate district policy.
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.

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

Food Service Program

Unless meals are provided at no charge, the district expects students to pay for meals prior to or at the time of receipt. The ability to charge meals is a privilege and is subject to the limitations established in this procedure.

Students

1. A student may not accumulate a food service debt that exceeds -$20.
2. Students may not charge à la carte items.
3. A student with money in hand will not be denied a meal even if the student has past due charges.
4. Students will not be identified, singled out, shamed, or punished by the district for the failure of their parents/guardians to pay for or provide meals.

Alternative Meals

Students who choose to bring in outside breakfast and/or lunch to school must consume their food and drink in the High School cafeteria. Vending machines with soda and water will be available during lunch shifts. This food and/or drink will not be allowed to leave the cafeteria.

No delivery services (e.g., DoorDash, UberEats, etc.) for food items are permitted for student use. Students receiving food deliveries from parents or guardians will not be informed when a delivery has been made.

Students will be responsible for helping to keep the school clean by placing the trash in receptacles and returning their plates and utensils to the proper area.

Food and drink is allowed in the classroom at the discretion of the teacher.

Breakfast

Breakfast will be served between 7:35-7:55 a.m. each morning. Students may not purchase items in the cafeteria between 8:00 and 11:04 a.m.

Lunch

Two twenty-minute lunch shifts are scheduled during 4th period. The first lunch shift begins at 11:04 a.m. Students are not allowed to leave to eat lunch or run errands.

FIRST SHIFT – 11:04-11:24
Class Period: 11:28-12:25.
SECOND SHIFT – 11:34-11:54
Class Period: 11:04-11:33. LUNCH, then back to class from 11:58-12:25.

INSTRUCTIONS FOR LUNCH SHIFTS

1. Students entering the cafeteria are to enter through the far south doors.
2. Students may purchase a la carte beverages to have with lunch. All food and drink must be consumed in the cafeteria.

3. Students are to remain in the cafeteria until the dismissal bell. Students are encouraged to use the bathroom on the way to lunch or on the way back to class after lunch.
4. When students are finished eating, please take trays and dishes to the collection area and put eating utensils and paper materials in the proper containers.

Free and Reduced Lunch Application

Families may qualify for free or reduced price breakfast and lunch for the students in their family. The application is available on the Parent Portal of Infinite Campus and information is available on the Food Service page of the school website.

Families who fill out the Free and Reduced Lunch Application will have their child's technology insurance fee ($25) waived.

Snacks and Party Treats

The Macon R-I District will follow "packaged food only" guidelines for birthday parties, holiday parties, and other special occasions. All food items brought to school need to be either prepackaged or prepared professionally by the grocery store or other business that is licensed to prepare food. Items such as this will need to have a nutrition facts label. This will allow for a higher level of screening regarding food distribution to a growing number of students with food allergies and/or other conditions such as diabetes, etc. In coordination with the Macon R-I Health and Wellness Policy, parents are encouraged to send healthy snacks and beverages for party treats. Food prepared and brought to be sold at concession stands or for carry-in banquets will be exempt from this policy.

School Bus Regulations

1. 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 building level administration 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.
2. Pupils must be on time; the bus cannot wait beyond its regular schedule for those who are tardy.
3. Pupils should never stand in the roadway while waiting for the bus.
4. Unnecessary conversation with the driver is prohibited.
5. The bus driver has the right to assign pupils to a particular seat and enforce proper conduct.
6. Pupils must not extend arms, head, or objects from bus windows at any time, nor is anything to be thrown out of the bus. Window can only be lowered to the specified height as indicated by the driver.
7. Pupils 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.
8. Any damage to the bus should be reported to the driver at once.
9. Pupils 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.

10. Pupils will not be picked up or let off at places other than designated stops.
11. The use of profane language or tobacco will not be permitted.
12. Pupils are permitted to depart buses only when reaching their destination. Changing from one bus to another or departing at any abnormal destination requires written permission from a parent or guardian.
13. The eating of food and drinking of beverages is not permitted on buses.
14. Horseplay of any kind shall not be permitted on the bus.
15. No animals, weapons, glass, or objects that could be harmful to students or driver are allowed.

Student Operated Vehicles and Parking

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

Technology Devices (Smartwatches, Cell phones, Earbuds, etc.)

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

Students are not allowed to use their devices (phones, smartwatches, earbuds, etc.) at any point during the school day after 8:05 a.m. Students are expected to have their devices powered OFF and kept in backpacks or lockers during the school day.

Use of technology devices in bathrooms and in locker rooms is prohibited at all times. Parents/guardians should call the high school office if they need to get in touch with their child. 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. Devices used during the school day 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 be

released to the student at the end of the school day. The student will receive a formal warning.

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

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

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

Student Communications

All student speeches or student public announcements made at a school event, must be pre-approved by the building principal 48 hours prior to the event. If the script is not followed during the communication delivery, the student will receive a disciplinary consequence.

Fliers and announcements must be pre-approved in the high school office and may be displayed on the bulletin board outside the counselor's office and on the TVs in the hallway. For displays on the TVs, please provide a graphic to share.

Dances

Dances are open to all enrolled members of the high school and their registered guests. The following regulations apply to all school sponsored dances.

1. Students are required to be in good attendance standards in order to attend school sponsored dances. Any student who has exceeded seven times absent according to the attendance policy in one or more classes during the current semester will not be allowed to attend a school sponsored dance during that semester.
2. Any student with 5 or more office referrals in a semester may lose the privilege to attend school sponsored dances the following semester.
3. Students who fail 2 or more classes in a semester will not be allowed to attend school sponsored dances the following semester.
4. School Citizenship Policy will apply to school sponsored dance participation.

(See Citizenship Policy)

5. Students wishing to attend school dances must be part of the Student Drug Testing Program.
6. Students must earn 3 credits the prior semester in order to be eligible to attend dances the following semester.
7. All fines and lunch fees must be paid in full to be eligible to attend school dances.
8. Students who have received multiple days of ISS or OSS may not be allowed to attend school sponsored dances.
9. No outside food or drinks will be permitted at school dances.
10. Guests must be registered in the office prior to the day of the dance or they will not be allowed to attend.
11. Guests must be at least in the 9th grade and not older than 20 years old to attend dances. Guests must also be in "good standing" with the current school in which they are enrolled.
12. Once a student leaves a dance they may not return.
13. No drop-out of Macon High School may attend a dance of any kind until their cohort class has graduated from high school.
14. Students are required to be in "good standing" status with the school citizenship policy to be able to attend a school sponsored dance.

Withdrawals

If it becomes necessary for a student to withdraw from school, he/she should inform the Principal and each of his/her teachers as soon as possible telling them the date he/she will leave school. By advance planning, particularly near the end of a grading period or semester, a student may be able to complete the work necessary for a grade or credit.

Lockers

School lockers and desks are property of the school. Each student will be issued a locker. Students are discouraged from writing on lockers and placing stickers or posters that are difficult to remove. Cash or valuables should never be left in a locker. **Lockers should be locked at all times.** Private locks will not be used on student lockers. Combination locks are available for issue in the office. These locks are furnished at no cost, but must be turned in at the end of the school year. If the lock issued to you is not returned to the office, a replacement cost of six dollars ($6.00) will be charged to the user. The lockers should be neat at all times and the display of vulgar or unsightly pictures within the locker is not permitted. Students are held responsible for damage or marking to the locker assigned to them. No student should use a locker not assigned to him/her by the office. When things disappear from a locker it is usually due to (1) locker left unlocked, (2) someone else has your combination. The school assumes no responsibility for personal property or books stored in lockers. Students in P.E. will be issued a locker and a lock. **They should lock up their personal belongings in their assigned locker every day.**

Emergency Procedures

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

Evacuation Procedure

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

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

Disaster Procedure

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

Earthquake Procedure

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

Intruder Procedure

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

A Note to Parents and Guardians Regarding Emergency Procedures

We want you to be aware that this school has made many preparations to deal effectively with emergency situations that could occur in or around the school, both during the school day and during after hours activities. While we hope that a natural

disaster or other serious incident never occurs, our goal is to be prepared for any potential emergency. At all times, our first priority is to protect all students, staff, and guests from harm.

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

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

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

We are proud that ours is a safe school, and we are doing everything possible to keep it that way. We appreciate your cooperation and support. If you have any questions about this information or other aspects of our safety procedures, please contact Macon High School at 660-385-5748.

SECTION III – STUDENT RESOURCES

Graduation Requirements

The following requirements comply with the classification and accreditation standards for education in the State of Missouri and with requirements established by the Board of Education.

1. A minimum of twenty-four (24) units of credit is required for graduation.
    1) English 4 units
    2) Mathematics 3 units
    3) Science 3 units
    4) Social Studies 3 units
    5) Fine Arts 1 unit
    6) Practical Art 1 unit
    7) Physical Education 1 unit
    8) Personal Finance .5 unit
    9) Health .5 unit
    10) Electives 7 units
2. Each student is required to take English I in 9th grade, English II in 10th grade, English III in the 11th grade and a fourth year of English that may be acquired through various classes offered.
3. Each student is required to take World History in the 9th grade and American History in the 10th grade. During the 11th or 12th grade, a student must take a Government course.
4. All students between grades 7 and 12 must pass a test over the United States and Missouri State Constitutions.
5. All students, before graduation, must take all required end of course state tests. (currently algebra I, biology, English II, government)
6. Each student will be required to take a science course freshman and sophomore year, and another science class their junior or senior year that may be acquired through various science courses offered.
7. Students will be required to take a semester of personal finance and health.
8. Students are able to earn an embedded English and/or embedded math credit through the Career and Technical programs. They can also waive one science credit through the ag department. Students who complete both years in the programs of Health Occupations or Culinary Arts will earn a credit of technical science. Some post-secondary institutions may not accept this waived credit as a college entrance requirement and additional coursework may be necessary. If a student is dismissed from the career center for any reason, the credit will not be awarded.
9. A student is expected to be enrolled in seven hours of classes. Students requesting less than seven hours in their educational plan will be evaluated on an individual basis by the high school administration and counselors to see if this rule will be waived.
10. A senior from another Missouri high school, who enrolls at Macon High School for their final semester, will follow their previous high school's graduation

requirements.

11. A student who transfers in from another school that has weighted classes will only receive weighted grades credit on the weighted classes offered at Macon R-I for their graduating class. Other weighted classes they have taken will be transcripted using a 4.0 credit grading scale.
12. The actual granting of a diploma at commencement exercise is dependent upon the student meeting all requirements for graduation and attending commencement practice. Students who do not meet the requirements for graduation WILL NOT participate in commencement exercises. However, the Individualized Education Program team will determine when a student with disabilities who will not graduate with his or her class will participate in a graduation ceremony. Students that utilize this option will only be allowed to participate in one commencement ceremony during their high school career.

Graduate Honors System

Macon High School uses the Latin system to recognize honor graduates. Students attaining the honor graduate status will be recognized by designated cords as well as identification on their diploma.

Summa Cum Laude: With highest honor
Cumulative 8 semester GPA of 4.0+
Must meet A+ requirements for citizenship and attendance

Magna Cum Laude: With great honor
Cumulative 8 semester GPA of 3.87-3.99
Must meet A+ requirements for citizenship and attendance

Cum Laude: With honor
Cumulative 8 semester GPA of 3.75-3.86
Must meet A+ requirements for citizenship and attendance

Academic Letter Program

To receive an academic letter from Macon High School you must meet the following requirements:

1. Maintain at least a 3.8 G.P.A. for the past year and a cumulative G.P.A. of 3.8 or higher. (A year will be defined as running from January of one school year through December of the next school year.) Academic letters will be awarded to the students that qualify, in the spring semester following the completed year.
2. Maintain “good citizenship” as stated in the student handbook.
3. A student must be enrolled as a full time (7 hours) student to qualify for this program.
4. Students and their parents will be notified that they have qualified for this award.
5. Incoming freshmen will not be eligible for this program. This award will only be

given to sophomores, juniors, and seniors.

Progress Reports

Progress reports will be e-mailed to all parents or guardians at the midway point of each quarter.

Class Change Policy

A great deal of time and effort is given to a school's master schedule. Students are informed during registration to choose courses carefully, therefore, most changes are considered unnecessary. No student will be allowed to enroll in a course after five class days each semester. If a student has sufficient reason, he/she may drop a class the first ten (10) days of a semester without penalty. After the tenth day, a failing grade will be recorded on the permanent transcript for a dropped class. In an emergency situation (such as prolonged illness), a student may request in writing a waiver of the failing grade from the Principal who will make a decision based upon the recommendations of the teacher of the class and counselor. If you believe you have valid cause to change your schedule, please contact the guidance office.

College Day Absences

Macon High School juniors and seniors must complete a college day absence form prior to the date of the proposed college visit. Forms are available outside the high school office. The form, signed by the student's parent or guardian, must be presented at the high school office prior to the college visit. The bottom portion of the form must be signed by a college official verifying the college visit. This completed form must be returned to the high school office on the day the student returns to school. If the student fails to complete the forms and follow the outlined procedure, the student will be considered absent on that day of school. College Day Absence Forms may be obtained in the high school office or guidance office. Although the College Day Absence Form will waive a student's attendance, college visits will count against a student's attendance for the A+ program.

Job Shadowing

Macon High School juniors and seniors will be allowed one day per year to shadow a career of their choice. This must be approved ahead of time by the high school principal. Forms are available in the high school office.The form, signed by the student's parent or guardian, must be presented at the high school office prior to job shadowing and must be completed the day the student returns to school.

Dual Credit Courses

Dual credit courses offering credit for high school and college credit may be taken in many junior and senior level courses. The high school counselor will visit classes to inform students about enrolling in dual credit courses. There is a tuition fee paid directly to Central Methodist University for students enrolling for college credit. The full cost of tuition must be paid when the student enrolls in a dual credit course.

Embedded Credit

Embedded Credit – Math

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

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

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

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

Embedded Credit – English

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

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

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

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

Embedded Credit – English (Agriculture)

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

Embedded Credit – Science

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

Science Waiver

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

Grading Scales

FOUR POINT GRADE SCALE

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

WEIGHTED GRADE SCALE

96 – 100%	A	4.33 pts.
90 – 95%	A-	4.00 pts.
87 – 89%	B+	3.67 pts.
83 – 86%	B	3.33 pts.
80 – 82%	B-	3.00 pts.
77 – 79%	C+	2.67 pts.
73 – 76%	C	2.33 pts.
70 – 72%	C-	2.00 pts.
67 – 69%	D+	1.67 pts.
63 – 66%	D	1.33 pts.
60 – 62%	D-	1.00 pts.
0 – 59%	F	0.00 pts.

Weighted Grades Program

A weighted grades program was adopted by the Board of Education in the spring of 2010. The following is the implementation schedule and how the program will work.

- All classes graduating after 2013 will use the weighted grade system listed below.
- Weighted classes are any dual credit courses offered by Macon High School or the Macon Career Center plus Physics. A committee will meet annually to look at the classes that are offered by the high school and career center to evaluate if any classes should be added or removed from being a weighted class. This committee will be made up of two teachers, two counselors, two administrators and one school board member. There will be three members of the committee from the high school and three from the career center plus the one board member.
- The grade scale being used for weighted classes will add 0.33 to any letter grade received in a weighted class compared to a non-weighted class (see above). Anyone taking a weighted course (whether you take it for dual credit or not) will receive grade points based on the weighted grading scale.
- Academic honors are figured on the total number of credits taken. Students and parents need to understand that taking more or less credits, both weighted and non-weighted, will affect the final grade point average. If you have any questions, consult with the counselor's office.

Honor Roll

Students must attend school full time (7 hours) to be eligible for the honor roll. Each grading period the honor roll will be published for students meeting the following criteria:

A - Honor Roll: Students having an A average.
B - Honor Roll: Students having a B average.

Credit Recovery Program

Students may recover 1 credit during each semester and 1 credit during summer school. Check with the high school counselors to see if you meet the requirements for this program.
All credit recovery classes taken will be recorded as pass/fail grades on a student's permanent transcript records.

A+ School Program

Macon County R-I School District has been designated as an A+ School by the Missouri State Board of Education at the April 1999 meeting. There are three goals of the A+ School Program.

1. All students will graduate from high school.
2. All students will take a challenging selection of courses.
3. All students will go on to post-secondary education or a high wage job through this program.

A+ students will be eligible for reimbursement of the cost of tuition and fees to public community colleges or technical schools after high school graduation. Reimbursement could change if the state doesn't fully fund the program. To be eligible a student must:

1. Attend a designated A+ School for two years.
2. Graduate with an unweighted 2.50 or higher grade point average on a four point grade scale.
3. Have at least a ninety-five percent (95%) attendance record. Any day that you are absent from school for any reason will count against the 95% attendance rate required by this program except school activities and field trips.
4. Perform 50 hours of unpaid tutoring or mentoring for younger students.
5. Maintain a record of good citizenship and avoidance of the unlawful use of drugs and/or alcohol while in grades 9-12.
6. Have achieved a score of proficient or advanced on the Algebra I EOC exam or a higher level DESE approved end-of-course exam in the field of mathematics.
7. Make a good faith effort to first secure all available federal postsecondary student financial assistance funds that do not require repayment.
8. Register with the Selective Service.

Students that fail a random drug test through the random drug testing program initiated at Macon R-I High School will lose their A+ eligibility. Any student that has consented to be part of the student drug testing program, is randomly selected, and refuses to be tested at any time will lose their A+ eligibility. For more information on this topic read policy JFCI-AP and JFCI.

More information about the A+ Program is available in the guidance office.

Seventh Semester Graduation

Although we do not encourage seventh semester graduation, the Macon County R-I School does offer this alternative made possible by the State Department of Education. Seventh semester graduation is possible if the following requirements are met in advance.

1. The student in writing, stating the planned program for the eighth semester must request permission for seventh semester graduation. This request must be made by December 1 of the seventh semester.
2. A student must have completed all graduation requirements and have a total of twenty-four units of credit by the end of the seventh semester.
3. A student must have a score for the ASVAB, ACT Workkeys, Accuplacer, or ACT test on file with the counselor's office.
4. A student's eighth semester program must be in one of these areas: enrolled in college or a vocational trade school as a full time student, work, or enlist in the armed services.
5. Students will be permitted to participate in graduation ceremonies unless they request their diploma be received at the end of the 7th semester.
6. Students will not be eligible to participate in any school activity after the seventh semester. This includes academic, athletic, or social functions.
7. A student requesting seventh semester graduation will not be readmitted to the Macon Schools after 8 school days of the third quarter.
8. Before a final decision can be made, there must be a conference with parents, counselor, and principal for the purpose of explaining in detail this policy.
9. The high school principal and counselors will consider unique situations on an individual basis.

Citizenship Policy

We believe that extracurricular and co-curricular activities or student organizations supplement the secondary curricular program and are a vital part of a student's total educational experience. These experiences contribute to the development of each student's intellectual, emotional, and social abilities. They provide the student with the opportunity to maximize their overall educational experience.

Student participation in any of our activities or organizations is a privilege which carries with it responsibility to the school, to the activity, to the student body, to the community, and to the students themselves. Students who represent our school in one of our activities must be considered creditable citizens by the administration and the coach/sponsor. Those students, whose character or conduct is such as to reflect discredit upon themselves or their school, are not considered "creditable citizens." The student's conduct in and out of school shall be satisfactory in accord with the standards of good discipline.

Any behavior or action by a student that discredits themselves, their school, or their team/program will affect the student's status as a creditable citizen, and the student will face punitive action as determined by the administration or the coach/sponsor. Truancy,

tardiness, disrespect, or any other act that places a student in any form of suspension from school will automatically affect a student's eligibility to participate in our programs. Felony or misdemeanor charges or acts by the student may justify suspension or dismissal from the program. Violations of established training rules will also result in suspension or dismissal from the program.

This citizenship policy becomes effective immediately upon completion of 6th grade and ends upon high school graduation or the completion of the student's final season. It is in effect 365 days a year, so infractions committed during summer months will affect a student's eligibility status.

Good Citizenship or Good Standing

Good citizenship results when a student is in good standing with the school, community, and society. Any student whose conduct reflects discredit on the school, a team, or an organization would not be considered a creditable school citizen. Such misconduct could lead to suspension from school as well as a school activity and the individual may not represent the school by competing or performing during the suspension.

This conduct includes, but is not limited to:

- Breaking the law other than minor traffic offenses.
- The use, distribution, or promotion of illegal and/or illicit activities and behaviors. This includes, but is not limited to, personal websites, cell phones, and social networking sites (such as Facebook, Twitter, Instagram, and YouTube, etc.).
- Hazing, bullying, and other inappropriate initiation practices and language will not be tolerated as a member of any athletic team or organization.
- Tobacco, alcohol, and/or illlegal substance possession/consumption.

Students are responsible for following the guidelines of the citizenship policy year round.

Extra-Curricular Activity Policy

Extra-curricular activities are any school sponsored activity that takes place outside the regular class setting and time. Following is a list that should be observed by sponsors, students, and parents to improve communication and avoid possible misunderstandings.

1. Students are under the direction of the sponsor or coach.
2. Students are to be on time for scheduled practices, events, or performances.
3. When the activity is away from the home school, students are to ride school provided transportation to and from the activity, unless prior arrangements are made with the principal. The only exception is the parent must see the coach or sponsor in person to give an acceptable reason, and the student may ride home with the parent, but must ride school transportation to the event. If students do not ride school transportation to an event, they will not be allowed to participate or perform. Special circumstances will be evaluated on an individual basis by the coach and building administration.
4. The students are responsible for taking care of the equipment and uniforms that

are checked out to them. If lost or destroyed through carelessness of the student, the student will be charged the replacement cost.

5. Poor citizenship in school/out of school may result in being removed from an extracurricular activity. (See Citizenship Policy)
6. If a student is absent on the date of a contest/practice or school activity without being excused by the principal, he/she shall not be considered eligible to attend or participate in that contest/practice. Students must be at school least half a day to attend or participate in a contest (4 of 7 periods). If the activity occurs on a day when school is not in session, the student must have attended on the prior school day at least a half day. Extenuating circumstances will be considered on a case by case basis by administration.
7. High School Academic Standards – Every student must earn three (3) units of credit in the preceding semester and be enrolled in at least three (3) units of credit in the current semester to be eligible.
8. For a student to be excused from practice, he/she must have a written note from their parents stating the reason. The coach/sponsor will have the authority to evaluate the excuse to determine if it is excused or unexcused.
9. Doctor's excuses will be honored at all times. A coach or sponsor may require that a student stay at practice to observe. At no time shall the student be allowed to participate until released by the doctor.

Please consult the Macon R-I Activities Handbook for further information.

Student Discipline Code

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

The following interventions will be used to address student misconduct:

A. Teacher detention: Detention assigned by a teacher and served by the student in the instructional area assigned to the teacher.
B. After-school Detention: Is scheduled from 3:30 p.m. until 4:30 p.m. every week they are required. Students assigned are expected to bring homework or an appropriate book that will keep them on task and quiet. Students must arrive on time. The detention will start on time.
C. Saturday School: Saturday School is scheduled to start at 8:00 a.m. and end at 11:00 am. It will be held as needed. Details regarding Saturday School are found in this previous section.
D. In-school Suspension: The student is suspended from the privilege of attending his/her regular classes and is isolated to the ISS room. The suspension time can be for partial/full day or a class period. Specific guidelines regarding ISS are below.
E. Out-of-school suspension: Suspension from school for a specified period of time. The student will not attend school-sponsored activities or be on school grounds during the term of the suspension. The student is expected to complete the class assignments for each class. School work completed during the suspension will

earn 60% of the points available for the assignment. Parents could be required to conference with school personnel prior to the student being readmitted to school for all out-of-school suspensions.

F. Semester suspension: Suspension from school for the remainder of the present semester or up to ninety days as recommended by the principal and assigned by the superintendent. The student is not to attend school-sponsored activities or to be on school grounds during the term of the suspension.
G. Expulsion: An action of the Board of Education, which permanently removes a student from Macon R-I Schools.

Guidelines for In-School Suspension

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

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

1. The ISS instructor will work with the student and his or her teachers to obtain the day's assignments and books at the beginning of their ISS. Students may not interrupt classes to get their assignments during the school day.
2. Students must report to the ISS room 1st period or as assigned by the administrator.
3. Time Periods: Full day 8:05 a.m.-3:25 p.m.
4. Students assigned to ISS must be out of the building and away from school grounds by 3:45 p.m. daily unless under teacher supervision.
5. Students are allowed to make up any classroom work they are given during their in-school suspension for credit. The work is due in class the following day.
6. If a student misses school on the day of ISS, they will meet ISS requirements upon their return.
7. Students will not be allowed out of ISS without permission from the principal and may not use the telephone. Teachers may request a student to attend class while in ISS with administrator approval.
8. Students are required to complete regular class homework assignments as well as assignments given by the ISS instructor. Students should be on task throughout their scheduled ISS time.
9. The ISS instructor will be available to help students who request assistance with their homework.
10. Materials brought into the ISS room are limited to school textbooks and study materials only. No food, drink, cards, electronic devices, etc.
11. Student handbook rules must be honored at all times. The ISS instructor will reserve the right to check any article that is carried into or out of the room.

12. Students will be allowed a restroom privilege in the a.m. session and p.m. session with permission of the instructor. (Not during passing periods.)
13. Students may bring their lunch to school while serving ISS.
14. Students will not talk, get out of their seats, or move about while in ISS, and there is to be no contact with other students.
15. Students assigned to ISS will forfeit their opportunity to attend meetings/assemblies.
16. If rules are violated, a written report should be made out and sent to the office with the student.
17. Students who are removed from ISS for disciplinary reasons must complete their ISS requirements when returning to school.

Disciplinary Responses to Student Misconduct

Levels of Student Conduct

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

EXAMPLES

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

DISCIPLINARY RESPONSE PROCEDURES

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

SCHOOL OPTIONS

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

LEVEL II. Misbehavior whose frequency or seriousness tend to disrupt the learning climate of the school. These infractions, which usually result from the continuation of LEVEL I misbehaviors, require the intervention of personnel on the administrative level because the execution of LEVEL I disciplinary options has failed to correct the situation. Also included in this level are misbehaviors which do not represent a direct threat to the

health and safety of others, but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

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

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

Unauthorized possession of others' personal property

DISCIPLINARY RESPONSE PROCEDURES

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

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

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

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

Suspension from attendance at extracurricular activities

LEVEL III. Acts directed against persons or property but whose consequences do not seriously endanger the health or 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 students.

EXAMPLES

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

Careless and imprudent operation of a motorized vehicle

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

DISCIPLINARY RESPONSE PROCEDURES

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

resulting disciplinary action. A proper and accurate record of offenses and disciplinary actions is maintained by the administrator.

SCHOOL OPTIONS

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

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

EXAMPLES

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

Furnishing/selling/possession of unauthorized substances

DISCIPLINARY RESPONSE PROCEDURES

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

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

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

Consequences to Student Misconduct

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

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

First Offense: The teacher will determine the consequence for the first offense with the maximum penalty of receiving a zero (F) on that particular work. The building principal will be notified and the assignment will be placed on file. The teacher will inform parents.

Second Offense: On the second offense of cheating in any class, the maximum penalty will be failure in that particular class for the semester. The building

principal will notify the parents and the student's work will be placed on file.

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

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

b. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, counterfeit drugs and/or drug-related paraphernalia.
First Offense: In-school suspension or 1-180 days of out-of-school suspension or expulsion, notification to law enforcement officials and documentation in the student's discipline record.
Subsequent Offense: 1-180 days out-of-school suspension or expulsion, notification to law enforcement officials and documentation in student's discipline record.

J. **Extortion** – Threatening/intimidating a student for any purpose of obtaining money of value.
First Offense: Principal/student conference, in-school suspension or 1-180 days out-of-school suspension. Notification to law enforcement officials and documentation in student's discipline record.
Subsequent Offense: In-school suspension or 1-180 days out-of-school suspension or expulsion. Documentation in student's discipline record, notification to law enforcement officials.

K. **False Alarm** – Tampering with emergency equipment, setting off false alarms, making false reports.
First Offense: Principal/student conference, in-school suspension or 1-180 days out-of school suspension, or expulsion. Restitution if appropriate. Documentation in student's discipline record, notification to law enforcement officials.
Subsequent Offense: In-school suspension or 1-180 days out-of-school suspension or expulsion. Restitution if appropriate. Documentation in student's discipline record, notification to law enforcement officials.

L. **Fighting** - Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.
First Offense: Principal/student conference, in-school suspension, or 1-180 days out-of-school suspension. Documentation in student's discipline record, notification to law enforcement officials.
Subsequent Offense: In-school suspension or 1-180 days out-of-school suspension or expulsion. Documentation in student's discipline record, notification to law enforcement officials.

M. **Public Display of Affection** – Physical contact that is inappropriate for the school setting.
First Offense: Principal/student conference, in-school suspension, or 1-180 days out-of-school suspension. Documentation in student's discipline record.
Subsequent Offense: In-school suspension or 1-180 days out-of-school suspension or expulsion. Documentation in student's discipline record.

N. **Sexual Harassment**

a. Use of verbal, written or symbolic language that is sexually harassing.
First Offense: Principal/student conference, in-school suspension or 1-180 days out-of-school suspension, or expulsion. Documentation in student's discipline record, notification to law enforcement officials.

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

b. Physical contact that is sexually harassing.

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

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

O. **Technology Misconduct**

a. Attempting, regardless of success, to gain unauthorized access to, or use of a technology system or information from Macon R-I school.

First offense: Principal/student conference, loss of user privileges, in-school suspension, or 1-180 day's out-of-school suspension.

Subsequent offense: Loss of user privileges, 1-180 days out-of-school suspension or expulsion.

b. Misuse of phones, personal laptops or any electronic communication or music devices during the regular school day.

i. First Offense: The phone/technology device will be confiscated and kept in the office safe for the rest of the school day. The phone/technology device will be released to the student at the end of the school day. The student will receive a formal warning.

ii. Second Offense: The phone/technology device will be confiscated and kept in the office safe for the rest of the school day. The phone/technology device will then be released to the parent. The student will be assigned a Saturday detention.

iii. Third Offense: The phone/technology device will be confiscated and kept in the office safe for the rest of the school day. The phone/technology device will then be released to the parent. The student will be assigned 2 Saturday detentions.

iv. Fourth Offense: The phone/technology device will be confiscated and kept in the office safe for the rest of the school day. The phone/technology device will then be released to the parent. The student will be assigned 3 Saturday detentions.

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

If parents or students request it, cell phones/technology devices may be left in the office in lieu of serving a Saturday detention. Students must prove they have turned in a working phone if they choose to leave a phone in the office. Only weekdays will count towards the days a phone/technology device is kept in the office. (Weekends will not count.) Phones/technology devices will not be returned early.

First offense: Two week days in the office not including the day it

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

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

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

P. **Theft** – Theft, attempted theft or willful possession of stolen property.
First Offense: Principal/student conference, return of or restitution for property, in-school suspension, or 1-180 days out-of-school suspension, notification to law enforcement officials. Documentation in student’s discipline record.
Subsequent offense: Return of or restitution for property, 1-180 days out-of-school suspension or expulsion. Documentation in student’s discipline record, notification to law enforcement officials.

Q. **Tobacco**

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

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

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

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

T. **Weapons**

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

enforcement officials.

b. Possession or use of a firearm.

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

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

Corporal Punishment and Suspension

Corporal punishment will not be used in the high school. Any pupil who is guilty of violent or continued opposition to reasonable authority, repetition of an offense after notice, habitual and determined neglect of duty, or whose general bad conduct and example tend to injure the school morale, may be suspended by the Principal for a period not to exceed 10 days. It is the intent of the school district to keep the parent/guardian informed regarding serious or persistent disciplinary matters pertaining to their children and to solicit their cooperation in bringing about improved pupil behavior. Parents/guardians shall be informed by means of a phone call or email communication as soon as possible in situations involving suspension from school. (Exceptions to the prior notice requirement may occur if a student's behavior creates a situation that cannot be tolerated or a situation that endangers other students.) The following specific procedures should be observed in any situation involving suspension.

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

Searches and Seizures

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

Weapons Policy

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

Alcohol and Illegal Drug Policy

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

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

1. It is recognized that the use of drugs and alcohol is illegal, severely impairs the educational process of the student using them, and disrupts the education of other students. In view of this, no distinction will be made in penalties for the abuse of either illegal drugs or alcohol.
2. All students involved in the possession, use, and/or distribution of drugs or

alcohol in school buildings, on school grounds, on school buses, and at all school sponsored activities (regardless of location) will be subject to the Macon County R-I School District “Discipline Code”.

3. When appropriate, students may be required to seek counseling and treatment for drug and/or alcohol problems. The required counseling will be completed at the students’ or parents’ expense.
4. Drug searches using dogs are possible at random times during the school year. These searches may occur on any part of school property, including school parking lots.
5. The Board of Education recognizes that extracurricular activities as set forth by the Missouri State High School Activities Association are not required of students and therefore, participation is a privilege. Participation in extracurricular activities is suspended for the possession, use, and/or distribution of drugs or alcohol by any student. Suspension will follow the guidelines as set forth in the Citizenship policy guidelines found in the Activities handbook.

Student Drug Testing Program

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

- The student drug testing program is mandatory for all students participating in activities recognized by MSHSAA or any clubs or organizations of Macon R-I Schools in grades 7-12 as well as those who park on school property or want to attend school-sponsored dances. All students involved in the covered activities will be included in the random pool for testing throughout the school year.
- Once a student’s name enters the testing pool (no matter the grade level), they will be in the pool for the remainder of their schooling at Macon R-I and subject to random testing.
- If the student and the student’s parents both consent, students who are not participating in any of the covered activities may become part of the random testing pool. Once they enter the program they are under the same guidelines as any other student participating in a covered activity.
- If a student refuses to be randomly tested or a parent chooses to opt their student out of the Drug Testing Program, he or she will immediately be suspended from participating in covered activities for 365 calendar days.
- Any student who is enrolled in the A+ program and has a positive drug test will be removed from the program and is ineligible for all benefits from the A+ program. Any student who is enrolled in the student drug testing program and refuses to be tested when they are selected will be ineligible for all benefits from the A+ program.
- All new students enrolling after the school term begins along with their parents/guardians will meet with the Activities/Athletic Director to review the policy.
- Students should refer to the Board Policy JFCI-2 and Administrative Procedure

JFCI-2-AP(1) for requirements to be reinstated after failing a student drug test.

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

Tobacco Free Campus

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

Health Services

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

Administering Medicines to Students

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

1. **Prescription Medication**
    a. The student's physician shall provide the school with a written request that the student be given medication during school hours. The request shall state the name of the student, name of the drug, dosage, frequency of administration, and how the medication is to be given and the doctor's name. The prescription label will be considered an equivalent of the physician's orders for short-term medication. When possible, descriptions of any adverse effects and any applicable emergency instructions will be provided.
    b. The parent/guardian will provide a written request that the school district complies with the physician's request to give medication. The district will not administer the first dose of any medication.
    c. The parent/guardian will supply the medication in a properly labeled container from the pharmacy with only those doses to be given at school,

and with instructions for any special need for storage, e.g. refrigeration. The medication will be delivered to the school by the parent/guardian or other responsible adult. Medication supplies should not exceed a 30-day supply. Do not send any medication in envelopes, plastic wrap, lunch boxes, etc. All medications must be in original containers. Your pharmacist will provide an extra properly marked container.

2. **Over-the-counter medication**
   Written permission must be obtained from a parent/guardian to administer over-the-counter medications from home or which have been prescribed. This permission must be renewed at least annually. Occasionally your child may unexpectedly need medication during a school day. For these occasions, the school nurse maintains a **LIMITED** supply of over-the-counter medications. If your child needs such medications for an extended time or for a chronic condition, you must supply the medication.
3. **Self-Administration of Medication under Safe Schools Act**
   a. A physician may recommend that an individual student with a chronic health condition, such as asthma or other potentially life-threatening respiratory illness, assume responsibility for his or her own medication as part of learning self-care. The Board may permit such a student to self-administer medication by way of a metered-dose inhaler, provided that the following conditions have been met:
      i. To self-administer this medication, children MUST have on file with the school: Written authorization by the parent/guardian
      ii. Medical history of the student's asthma
      iii. A written Asthma Action Plan to address emergencies and the care of asthma while in school
      iv. In addition, written authorization must be provided from the prescribing physician that the child has asthma, has been trained in the use of the medication, and is capable of self-administering the medication. The school incurs no liability as a result of the self-medication of the student and permission for self-medication must be renewed every school year.
4. **Immunizations**
   State law requires that a student will be compliant with immunizations requirements before they can attend any school in the State of Missouri. A complete immunization record or exemption form must be submitted to the school nurse.
5. **Contagious Illness Management**
   Children with contagious illness should not be brought to school. Students should not come to school if during the previous 24 hours they exhibit any of the following symptoms:
   A temperature of 100 degrees or greater
   Vomiting or diarrhea
   An unusual or unexplained rash, unrelenting and itchy
   Persistent cough
   Told by doctor they are still contagious
   Children with chickenpox are to remain at home a minimum of six (6) days

after the first appearance of the rash. They may return to school when all lesions are crusted over.

SECTION IV – PUBLIC NOTICES OF POLICY

Asbestos Notice

The Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA), was enacted by Congress. AHERA was enacted to determine the extent of and develop solutions for any problems schools may have with asbestos.
We have had our facilities inspected by a certified asbestos inspector, as required by AHERA. The inspector located, sampled, and rated the condition and hazard potential of all material in our facilities suspected of containing asbestos. The inspection and laboratory analysis records were turned over to a professional, certified to develop asbestos management plans.
The engineer has developed an asbestos management plan for our facilities, which includes a notification letter, education and training of our employees, a set of plans and procedures designed to minimize the disturbance of the asbestos-containing materials, and plans for regular surveillance of the asbestos-containing materials.
A copy of the asbestos management plan is available for your inspection in our administrative office during regular office hours. Mike Dameron, Director of Maintenance, is our Asbestos Program Manager. All inquiries regarding the plan should be directed to him at Macon County R-I School, 702 N Missouri St., Macon, MO 63552, and phone (660)385-2198.
We have begun implementing the asbestos management plan. We plan to take whatever steps are necessary to ensure your children and our employees have a healthy and safe environment, in which to learn and work.

Public Notice

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Macon County R-I School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and a young child with a developmental delay. The Macon County R-I School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.
The Macon County R-I School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be

inspected and /or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Macon County R-I School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at Macon County R-I School any time during the school day. Without the consent from parents or someone else with the legal authority to provide such consent, the district cannot provide special education services to any student under the guidelines of the Individuals with Disabilities Act (IDEA).

Local school districts in the State of Missouri are required to conduct a census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of the child; parent/legal guardian's name/address; birth date and age of the child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact the special education director at Macon County R-I School District.

Religious Content in Programs and Ceremonies (Board Policy IND)

The schools of the Macon Co. R-I School District, as well as all employees of the district as governmental officials, are required by law to remain neutral and refrain from endorsing any particular religious belief. However, this policy should not be interpreted to preclude the factual and objective teaching about religions, religious holidays, and religious differences.

In particular, music, art, literature and drama with religious themes and programs involving religious themes will be permitted if presented in an objective manner without sectarian indoctrination. Religious content included in any student performance or ceremony will be selected on the basis of independent educational merit.

To the extent required by law, school employees or school officials shall not lead attendees of a school-sponsored event in prayer or any other religious ritual, nor shall they direct, whether implicitly or explicitly, a student to lead attendees in a prayer or any other religious ritual. However, this policy shall not be used to deny any student, employee or school official any personal legal right of expression.

Sexual Harassment

The school district is committed to providing an environment free from intimidating, hostile or offensive behavior, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of communication constituting sexual harassment.

Sexual harassment by an employee, student or other person in the district against any person is prohibited. Allegations of sexual harassment shall be investigated and if substantiated, corrective or disciplinary action will be taken based upon Board Policy AC.

Bullying (Board Policy JFCF)

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

- Communications with another by any means including telephone, writing or via electronic communications, intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose or,
- Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose.
- The following guidelines are established for the presentation of student complaints and grievances:
- A student should report incidents of sexual harassment or bullying to a teacher, other staff member or the building principal. A school employee should report incidents of harassment to the building principal or other school administrator.
- The principal shall schedule a conference with the student and any student or staff member involved to attempt to resolve the problem. Parents/Guardians may be involved in the conference or a later conference may be scheduled at the discretion of the principal.
- If the problem is not resolved to the satisfaction of the student or parent/guardian, a request may be submitted for a conference with the Superintendent of Schools. The superintendent shall arrange a conference to consider the problem and to inform participants of the action to be taken.
- If the student or parent/guardian is not satisfied with the action of the superintendent, a written request to appear before the Board of Education may be submitted. Unless required by law, a hearing will be at the discretion of the Board. The decision of the Board shall be final.

Student Due Process Rights

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

Custodial and Non-custodial Parent Rights and Responsibilities

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

conferences and Individual Educational Program (IEP) meetings, and authority to request that a student be released early or be absent from school for a legitimate reason. It is the responsibility of the non-custodial parent to inform the school office of his/her name, address, and phone number if they wish to be consulted regarding their child or wish to be placed on the school's mailing list. Visitation by non-custodial parents will be granted unless official documents prohibiting visitation are on file with the school.

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

Inspection

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

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

Consent Required

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

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

Notice and Opportunity to Opt Out

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

1. Any other protected information survey, as defined above, regardless of the funding source.
2. Any non-emergency, invasive physical exam or screening required as a condition

of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of a student, or any physical exam or screening permitted or required under state law, except for hearing, vision or scoliosis screenings.

3. Activities involving the collection, disclosure or use of personal information obtained from students for marketing, selling or otherwise distributing information to others.

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

Notification of Policy and Privacy

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

Grievance Procedure

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

Student Complaints and Grievances

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

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

- The principal shall schedule a conference with the student and any staff members involved to attempt to resolve the problem. Parents/Guardians may be involved in the conference, or a later conference for parents/guardians may be scheduled at the discretion of the principal.
- If the problem is not resolved to the satisfaction of the student and/or parents/guardians, a request may be submitted for a conference with the superintendent of schools. The superintendent shall arrange a conference to consider the problem, and to inform participants of the action that will be taken.
- If the student and/or parents/guardians are not satisfied with the action of the

superintendent, they may submit a written request to appear before the Board of Education. Unless required by law, a hearing will be at the discretion of the Board. The decision of the Board shall be final. All persons are assured that they may utilize this procedure without reprisal.

Student Records

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

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the principal or appropriate official, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health and medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. (Optional) Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are Family Policy Compliance Office U.S. Department of Education, 400 Maryland Avenue, SW, Washington DC 20202-4605.
5. The district has determined that the following information regarding the district's students is not harmful or an invasion of privacy, and therefore will release this

information without first obtaining parental consent. If a parent, guardian, or person acting as a student's parent in absence of a parent or guardian, or the student (if 18 or older), does not want the district to release the information listed below, they must notify the district in writing within ten (10) days of receiving this handbook of the information they do not want released.

6. Pursuant to federal law, military recruiters and institutions of higher education may request and receive names, addresses and telephone numbers of all high school students, unless their parents or guardians notify the school not to release this information. Please notify the district if you do not want this information released.
7. The following information may be released without obtaining parental consent: Student's name, parent's name, address, telephone number, date and place of birth, grade level, bus assignment, enrollment status (e.g., full-time or part time), participation in school-based activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, artwork or coursework displayed by the district, most recent previous school attended and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy. If a parent, guardian, person acting as a student's parent in absence of a parent or guardian, or the student, if 18 or older, does not want the district to release the information listed above, they must notify the district within ten (10) days of receiving this student handbook, and fill out the "Request to Withhold Student Directory Information Form". This form may be obtained in the high school principal's office, in the high school guidance office or online at www.macon.k12.mo.us.

Non-Discrimination Policy

The Macon County R-I School District has adopted policies which affirm its compliance with applicable statutes regarding nondiscrimination on the basis of race, color, national origin, ancestry, religion, socioeconomic status, marital status, sex, age or handicapping condition. The institution is therefore in compliance with Title IV of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Vocational Rehabilitation Act of 1973. Any person having inquiries concerning Macon County R-I School district's compliance with regulations implementing the acts listed are directed to contact the Superintendent of Schools,702 N Missouri St., Macon, Missouri 63552-2062, phone (660) 385-5719, who has been designated to coordinate the institution's efforts to comply with these regulations. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education regarding compliance activities.

Virtual Learning Policy

Because virtual instruction can be an effective education option for some students, the district may offer virtual courses to students through district staff or by contracting for those services as part of the district-sponsored curriculum. In addition, eligible students may enroll in virtual courses offered through the Missouri Course Access Program (MOCAP). The district will accept all grades and credits earned through district-sponsored virtual instruction and MOCAP. Students who wish to apply for offsite

virtual learning through the Macon R-I School district should obtain an application from the High School Principal.

The district will pay the costs of a virtual course only if the district has first approved the student's enrollment in the course as described in this policy. Even if a student or his or her parents/guardians pay the costs for a virtual course, the student or parents/guardians should meet with the principal or designee prior to enrollment to ensure that the course is consistent with the student's academic and personal goals.

The district is not required to provide students access to or pay for courses beyond the equivalent of full-time enrollment. The district will provide supervision for students who take virtual courses in district facilities but will not provide supervision for students taking virtual courses offsite.

Students taking courses virtually are subject to district policies, procedures and rules applicable to students enrolled in traditional courses including, but not limited to, the district's discipline code and prohibitions on academic dishonesty, discrimination, harassment, bullying and cyberbullying. (*see policy IGCD)*

Student Rights and Responsibilities

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

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

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

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

Students and their parents/guardians will be notified of their rights and responsibilities,

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