MACTEC

MACON AREA CAREER AND TECHNICAL EDUCATION CENTER

Student Handbook
2026-2027

Atlanta • Bevier • Macon RI • Macon Co. RIV
NE Randolph • North Shelby • Shelby County RIV

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MACTEC

MACON AREA CAREER AND TECHNICAL EDUCATION CENTER

Welcome to the Macon Area Career and Technical Education Center!

On behalf of our faculty and staff, I am excited to welcome you to a year filled with new opportunities, hands-on learning, and meaningful career exploration.

MACTEC proudly serves students from the following districts: Atlanta, Bevier, Macon, MCR4, North Shelby, Northeast Randolph County, and Shelby County R-IV. We offer high-quality, industry-aligned programs in Agricultural Education, Family and Consumer Sciences, Health Sciences, Teaching Professions, Culinary Arts, and Skilled and Technical Trades, including Automotive Technology, Building Trades, Criminal Justice, Graphic Arts, and Industrial Welding.

In addition to program-specific training, students have access to valuable support services such as articulated college credit, dual credit, embedded secondary credit, career guidance, and customized training opportunities connected to business and industry.

MACTEC is not a traditional classroom experience—it is a professional training environment. Our programs are designed to prepare students for success in the workforce, postsecondary education, and life beyond high school. Instruction is grounded in real-world application, aligned to industry standards, and driven by professional expectations that mirror the workplace.

We believe students should make a strong commitment to the values that lead to success—self-discipline, accountability, respect for others, and a strong work ethic. At MACTEC, we foster a student-centered environment that is safe, equitable, and focused on excellence.

Our success is measured by your success—earning industry-recognized credentials, developing technical and employability skills, and becoming a productive, career-ready member of society.

This handbook is designed to clearly outline your responsibilities, expectations, and the many opportunities available to you at MACTEC. We encourage you to review it carefully and use it as a guide throughout your time here.

We look forward to supporting your growth and celebrating your achievements.

Tonya Washam, Director
Macon Area Career and Technical Education Center

MACTEC MISSION, VISION & CORE VALUES

Mission: To develop a skilled, credentialed, and career-ready talent pipeline aligned to regional workforce and industry needs.

Vision: To be a leader in career and technical education by preparing students to excel in high-demand careers and postsecondary pathways.

Core Values

- Work Ethic – Showing up, being prepared, and doing your best work
- Professionalism – Acting with integrity, respect, and accountability
- Safety – Maintaining a safe learning and working environment
- Skill Development – Mastering technical and employability skills
- Continuous Improvement – Striving for growth and excellence

WHAT IS MACTEC?

MACTEC is a career and technical education (CTE) center that provides students with:

- Hands-on, lab-based instruction
- Industry-aligned curriculum
- Opportunities to earn certifications and credentials
- Exposure to real-world career environments

Students attend MACTEC as an extension of their home high school while remaining fully enrolled in their sending school. While on campus, students are expected to adhere to all MACTEC policies, procedures, and program expectations outlined in this handbook.

PROGRAMS & CAREER PATHWAYS

MACTEC offers programs in high-demand career fields including:

- Agriculture Education
- Automotive Technology
- Building Trades
- Criminal Justice
- Culinary Arts
- Family Consumer Science
- Graphic Arts
- Health Occupations
- Industrial Welding
- MACTEC Teacher Academy

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

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	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

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

March

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	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

BUILDING HOURS

Students are allowed in the building from 7:30 am – 3:30 pm unless under the direct supervision of a faculty member.

BELL SCHEDULE

MACTEC operates on a seven period day. Each period will be approximately fifty-six (56) minutes in length. There will be four (4) minutes allowed for students to change classes between each period. The start and end of class are signaled by a bell. Block classes run from 8:05 am to 11:00 am for the morning and the afternoon runs from 11:28 pm to 2:25pm.

Hourly Bell Schedule		Block Bell Schedule	
Warning Bell	8:00	Warning Bell	8:00
1st Hour	8:05 - 9:00	Morning Block	8:05 - 11:00
2nd Hour	9:04 - 10:00		
3rd Hour	10:04 - 11:00		
Lunch		Lunch	
4th Hour	11:28 - 12:25	Afternoon Block	11:28 - 2:25
5th Hour	12:29 - 1:25		
6th Hour	1:29 - 2:25		
7th Hour	2:29 - 3:25	Prep	2:30-3:35

VISITORS

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

AFTER HOURS BUILDING USE

Students are not to be in the buildings after 3:30 p.m. unless certified staff supervises them. The door will be locked at 3:45 p.m. so the building can be cleaned.

ENROLLMENT AND PROGRAM COMMITMENT

All consortium school students will have the opportunity to tour MACTEC during their sophomore year. Students interested in enrolling must complete an application and participate in a placement interview with MACTEC representatives. Due to limited capacity in many programs, students should work closely with their high school counselor during the enrollment process.

When programs exceed capacity, placement decisions are based on the following criteria: representation from each sending school, student career interest and assessment results (or the ICAP), attendance, and academic performance.

Enrollment in MACTEC is a commitment. Students may not enter a program mid-semester or switch programs after enrollment. Students enrolling in a two-year block program are expected to complete the full two-year sequence unless they fail to meet MACTEC expectations.

COLLEGE CREDIT & ARTICULATION OPPORTUNITIES

Students may earn college credit or advanced placement through MACTEC's partnerships with postsecondary institutions. A current list of articulation agreements is available in the Career Center Resource Office beginning during the 2026-27 school year.

Articulation allows colleges and technical schools to recognize coursework completed at MACTEC and award credit or waive certain entry-level courses. Students enrolled in block programs will be informed of credit opportunities specific to their program area.

Each institution may have additional requirements for awarding credit, such as meeting admission standards, achieving a minimum GPA, or passing an approved assessment.

EMBEDDED CREDIT OPTIONS

Students enrolled in a block program at the Macon Area Career and Technical Education Center (MACTEC) have the opportunity to earn embedded academic credit while completing their technical coursework.

Embedded Credit- Math Macon Area Career and Technical Education Center (MACTEC) offers a math embedded credit for students who successfully complete two years of coursework through a MACTEC block program. One credit of math (Technical Mathematics) is awarded on a pass-fail after completing two years of any block program.

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 English credit (Technical English) is awarded on a pass-fail after completing two years of any block program.

Embedded Credit- Science Macon Area Career and Technical Education Center (MACTEC) offers a science embedded credit for students who successfully complete two years of

coursework through a MACTEC block program. One credit of science (Technical Science) is awarded on a pass-fail after completing two years of any block program.

All embedded credit is awarded at the discretion of the student's home high school. The school can elect to award credits annually such as:

- Technical Math: 0.5 credit (Junior Year) and 0.5 credit (Senior Year)
- Technical English: 0.5 credit (Junior Year) and 0.5 credit (Senior Year)
- Technical Science: 0.5 credit (Junior Year) and 0.5 credit (Senior Year)

Students must successfully complete the program each year to receive embedded credit. If a student is dismissed from the career center prior to completing a full year in the program, credit will not be awarded.

Some post-secondary institutions may not accept embedded or waived credit as a college entrance requirement, and additional coursework may be necessary.

GRADING & ASSESSMENT

Student performance is evaluated through, daily work and participation, lab/shop performance, projects and assessments, and credential readiness.

Percentage	Title	Description of Work
70	Technical Skill Performance and Workplace Readiness (Attendance, Punctuality, Teamwork, Communication, Safety Compliance)	Lab/Shop/Clinical participation Professional Skills
30	Knowledge and Assessments	Projects, Tests, Certification Prep

GRADE SCALE

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

MAKE-UP WORK

Due to the hands-on, collaborative, and industry-aligned structure of MACTEC programs, daily participation is a critical component of skill development. Many learning experiences—including lab work, projects, and team-based activities—are time-sensitive and cannot be fully replicated outside of the scheduled instructional setting.

Students are expected to be present, engaged, and actively participating in all program activities. Absences may result in missed learning experiences that directly impact skill attainment and overall performance.

In the event of an absence, the following guidelines apply:

- **Knowledge-based assignments** (e.g., written work, assessments, coursework) *may be reassigned* at the discretion of the instructor.
- **Lab-based skill demonstrations** *must be completed in person* when feasible and within a reasonable timeframe established by the instructor.
- **Certain competencies may not be recoverable** due to equipment availability, safety requirements, scheduling constraints, or the collaborative nature of the activity.

Extenuating circumstances may be considered on a case-by-case basis. Any accommodations require coordination between the student, instructor, and administration and must be approved in advance when possible. Failure to complete required competencies may impact course grades, credential eligibility, and continued program placement.

FAILING GRADES

Teachers will make every attempt possible to notify parents or guardians that a student will not be receiving credit for the course prior to the end of the semester. Grade reports for all courses will be available every four weeks. Students failing courses may not be able to participate in certain extracurricular activities including those hosted by career center student organizations. Students who fail two consecutive semesters risk dismissal from MACTEC.

TESTING AND CREDENTIALING OPPORTUNITIES

The Career Resource Educator coordinates the administration, scoring, and interpretation of several assessments offered throughout the year at MACTEC. Some assessments are given annually, while others are available upon request. Specific testing dates will be released during the fall semester each year.

Available assessments and credentials may include:

- Stackable Credentials – Program specific
- TSA (Technical Skill Attainment) – Program specific
- IRC (Industry Recognized Credentials) – Program specific
- WorkKeys – Administered to all students enrolled in block programs who have not previously tested, as funding allows.
- Accuplacer – Available upon request at student cost

Students interested in learning more about credentialing opportunities available through MACTEC programs should contact the Career Resource Educator for additional information.

ATTENDANCE REQUIREMENTS

Attendance is a critical employability skill. Students must maintain a minimum of 90% attendance each semester. Failure to meet this expectation may result in:

- Reduction in grade/loss of credit
- Ineligibility for second-year enrollment

Attendance is taken daily and reported to each student's home high school. Students are expected to remain on campus during scheduled hours and may not leave without prior approval.

Absences for school-sponsored activities will not count against attendance when proper notification is provided by the sending school. All other absences, including doctor-excused absences, count toward the attendance total; however, documentation may be considered if a student exceeds the 10% absence limit.

Students exceeding 10% absences may be required to obtain approval from the instructor, Career Center Director, and home high school principal to continue enrollment. Final decisions are made by the Career Center administration.

A minimum of 95% attendance is required for eligibility for the National Technical Honor Society (NTHS) and to earn a CTE Certificate.

REPORTING ABSENCES

MACTEC partners with each sending district to ensure accurate attendance reporting. Parents/guardians must follow their home district's procedures for reporting absences. Students are strongly encouraged to communicate directly with their MACTEC instructor (via email or other approved method) when they will be absent. For extended absences, advance communication with instructors is required.

ADMIT TO SCHOOL PASS

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

LEAVING SCHOOL

Students are not permitted to leave school during the school day without permission from the school office. Students who must leave the building for any reason must sign out at the office. Failure to follow the proper procedure will be considered truancy. Before students leave school, they must have a parent or guardian notify the office. Sending school students must be verified through their home school. Notes to leave school must be authorized by the office before 7:55 a.m.

AG SCIENCE SAE DAY ABSENCE

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

PROFESSIONAL AND WORKPLACE EXPECTATIONS

The Macon Area Career and Technical Education Center (MACTEC) is a professional learning environment designed to prepare students for success in the workforce. All students have the right to learn in a safe, supportive setting free from discrimination and harassment. In return, students are expected to demonstrate appropriate behavior, responsibility, and professionalism at all times.

Students are expected to:

- **Attendance & Punctuality:** Maintain at least 90% attendance, arrive on time, and remain present and engaged for the full class period.
- **Preparation & Work Ethic:** Come prepared with required materials, complete assignments, and actively participate in all learning activities.
- **Respect & Professional Conduct:** Interact respectfully with instructors, staff, peers, and property. Follow directions without disruption, using appropriate language and behavior at all times.
- **Communication:** Communicate appropriately and respectfully, ask questions when needed, and address concerns at appropriate times.
- **Responsibility & Integrity:** Take responsibility for personal belongings, respect the property of others, and demonstrate honesty and integrity in all actions.
- **Teamwork:** Work cooperatively with others and contribute positively to group tasks and projects.
- **Safety:** Follow all classroom, lab, and shop safety procedures and use equipment properly.
- **Focus & Conduct:** Remain on task, refrain from disruptive behaviors (including inappropriate use of personal electronics), and maintain a professional demeanor (no sleeping, fighting—real or play, or use of inappropriate language).
- **Accountability:** Follow all MACTEC handbook policies, share information that may impact school safety, and ensure parents/guardians receive important school communications.

Failure to meet these expectations may result in disciplinary action and impact a student's standing in the program, including eligibility for credentials, work-based learning opportunities, and continued enrollment.

BEHAVIOR MANAGEMENT & DISCIPLINE AUTHORITY

As MACTEC is an extension of the home school, all students remain subject to their home school's handbook and student code of conduct. Any violations of the home school's code of conduct will be referred to and addressed by the home school administration, which retains authority for disciplinary action. MACTEC staff will manage and address day-to-day behavioral expectations and minor incidents to maintain a safe, professional, and industry-aligned learning environment.

Level 1 (Managed by MACTEC Staff):

- Off-task behavior
- Dress code violations
- Minor disruptions
- First-time noncompliance
- Low-level technology violations

Response: Warning, redirection, loss of participation points, parent contact

Level 2 (Shared MACTEC + Home School):

- Repeated Level 1 behaviors
- Defiance
- Inappropriate language
- Academic dishonesty
- Ongoing attendance concerns

Response: MACTEC documentation, referral to home school administration; removal from MACTEC pending outcome

Level 3 (Home School Authority):

- Fighting (real or play)
- Harassment/discrimination
- Vaping, drugs, alcohol
- Weapons
- Threats or safety concerns

Response: Immediate referral to home school; removal from MACTEC pending outcome

PROGRAM CONTINUATION REQUIREMENTS

Continued enrollment in a MACTEC program, including progression to a second year, is based on the following expectations:

- Maintain a minimum of 70% in all Career Center classes
- Maintain at least 90% attendance
- Demonstrate appropriate behavior, professionalism, and the ability to work collaboratively
- Follow all safety and operation guidelines of the building including in classroom and lab settings
- Show responsibility, positive attitude, and interest in the chosen career pathway

Students who fail a MACTEC course may not continue in the program without approval from the instructor and Director. Failure to meet the expectations above may result in removal from the program.

Students are expected to complete the full semester to earn credit. Entry into full-year programs at semester is not permitted. In rare cases involving extenuating circumstances, exceptions may be considered with approval from the Career Center Director, sending school principal, and Career Center counselor.

If a student is failing to compile with MACTEC expectations, the sending school counselor and administrator will be notified.

Students who are assigned a long-term suspension of ten (10) or more school days, alternative placement, expulsion, or other significant disciplinary consequence by their home school may be removed from MACTEC.

Due to the semester-based structure of MACTEC programs, students who become ineligible during a semester may remain enrolled through the end of the current semester at the discretion of MACTEC administration and the sending school administration. Removal from the program will occur at the conclusion of the nearest semester or school year, depending on the timing and circumstances of the disciplinary action.

Because MACTEC operates as an extension of each student's home high school, students must remain in good standing with their sending school to maintain eligibility for enrollment and continued participation in MACTEC programs. Students who are not in good standing with their home school at the conclusion of the school year will not be eligible to return to MACTEC for a second year or future enrollment.

Final decisions regarding enrollment status, continued participation, and program eligibility will be made collaboratively between MACTEC administration and the student's sending school administration, with consideration given to student safety, professionalism, attendance, conduct, and program expectations.

STUDENT OPPORTUNITIES & ORGANIZATIONS

All students who attend MACTEC have the opportunity to earn Industry-Recognized Credentials (IRC) which are certifications aligned to workforce expectations that demonstrate skill mastery. In addition we are strong believers in Work-Based Learning opportunities. These experiences may include:

- Job shadowing
- Clinical experiences
- Internships
- Industry partnerships

CAREER & TECHNICAL STUDENT ORGANIZATIONS (CTSOs)

MACTEC offers a variety of student organizations to enhance the educational experience. These activities promote leadership skills, career readiness, and offer opportunities for competitive technical skills. In general, students who participate in these organizations tend to develop a strong sense of responsibility towards self and others, and to have a more positive attitude. All activities will adhere to the following guidelines for students participating:

- Be a good school and community citizen per their school district and MACTEC.
- All students participating in off campus activities must have parent/guardian permission.
    - No verbal permission will be accepted. Parents must provide written permission by the deadline date and time.

FCCLA (Family, Career and Community Leaders of America)

FCCLA is open to students enrolled in Family and Consumer Sciences courses. The organization focuses on developing leadership, personal growth, and career readiness skills. Members build abilities in communication, decision-making, problem-solving, and responsibility while preparing for roles in the home, workplace, and community.

FFA (National FFA Organization)

FFA is open to students enrolled in agricultural education courses. It promotes leadership, personal growth, and career success through agriculture. Members gain experience in teamwork, communication, and career development while exploring opportunities in agricultural industries and related fields.

SKILLSUSA

SkillsUSA is a leadership organization for students enrolled in trade, technical, and health programs. It helps students develop workplace skills such as teamwork, communication, professionalism, and leadership. Through competitions, activities, and service, students prepare for careers and build real-world skills needed for success.

CAREER CENTER SCHOOL TRANSPORTATION

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

Students who drive to school are to park in the student parking lot. Once a student has parked a vehicle, the student should lock the vehicle and come into the school building. You are not allowed to leave campus without permission once you arrive at school. The speed limit while on school property is ten (10) miles per hour. Students shall not park on the circle drive without administrative approval, the first row immediately north of the high school building or behind the east side of the school building. Students are expected to park in the parking spaces provided and not to block, or park in passageways or drives. This will allow students who leave early to exit the parking lot with the least amount of difficulty. Students who park their cars in an illegal parking area or fail to park properly in the designated parking area will not be allowed to park their cars on school property. Failure to obey these parking regulations may result in the vehicle

being towed away at the owner's expense. The privilege of parking on school property may be revoked or suspended if a problem continues. There is NO LEFT TURN Monday-Friday between 3:25-3:50 p.m. onto Maffry from the student parking lot or off Shady Lane onto Maffry.

SCHOOL SPONSORED TRIPS

When traveling on school-sponsored trips, students will ride the bus. The only exception to this policy is that students may ride home with their parent(s), provided parent(s) make the request in person, and the sponsor and Director grant permission. The Director has final authority in this decision. Students who violate this policy will be suspended from the chapter/team for the remainder of the year.

MACON COUNTY R-I DRESS CODE

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

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

CAREER CENTER DRESS CODE MODIFICATION

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

Program-Specific Expectations

- Closed-toe shoes may be required
- Protective gear may be required
- Clothing must be safe and appropriate

Failure to meet dress expectations may result in:

- Loss of participation points
- Removal from lab activities

ELECTRONIC DEVICES

Macon R-I is committed to moving students and staff forward in a 21st century learning environment. Students are expected to comply with all rules set in the Macon R-I Acceptable Use of Internet/Electronic Communications Policy Students are not allowed to use their devices (phones, smartwatches, earbuds, etc.) at any point during the school day. Students are expected to have their devices turned OFF and put away at all other times during the school day. Phones/devices should not be on their person and instead be stored away in a backpack, or a locked locker. Use of technology devices in bathrooms and in locker rooms is prohibited at all times. Parents/guardians should call the MACTEC office if they need to get in touch with their child. Students are required to turn off cell phones during the regularly scheduled school day. Students are not called out of class for telephone calls except in cases of emergency. If cell phones/technology devices are being used during the regularly scheduled school day they will be confiscated. Students who use their cell phone during class time and knowingly violate the rule, the technology device/cell phone will be confiscated and turned into the office.

If sending school students violate the technology rule, the phone/technology device will be confiscated and kept in the MACTEC office safe for the remainder of the block. The phone/technology device will then be released to the student at the end of the block before returning to the student's home district. The sending school administration will be notified of the violation and appropriate action will be taken per the sending school's handbook. Macon R-I students who violate the technology rule will be subject to disciplinary action as stated below and in the MHS Student Handbook.

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

TEXTBOOKS

The school provides textbooks to students at no charge. Students are responsible for the care of books assigned to them and must pay for lost or damaged books. If the lost or damaged book is new, the student will be charged the new book price. If the book is used, the student will be charged a prorated price.

USE OF STUDENTS IN PROMOTION PROJECTS

MACTEC shares information in many ways with the public about the district's programs and accomplishments. These can include news releases, photographs, school publications, the district's website, radio programs, videos, slide shows, and multimedia presentations, among others.

Your child may be photographed, interviewed, or videotaped for use in news stories or promotional materials about or for the Macon Area Career and Technical Education Center. The Macon Area Career and Technical Education Center or its official representatives will only use the materials for non-profit, non-commercial purposes. If you do not want your child included in news stories or promotional materials, please inform the school office where your child attends.

SAFETY & OPERATIONS

Safety is a top priority at MACTEC. General Safety Expectations include follow all instructor directions, Use equipment properly, and Wear required safety gear

ACCIDENTS, ILLNESS, & MEDICAL RESPONSE - If a student is involved in an accident or injury while on school grounds, participating in a school-sponsored activity or field trip, or attending a job site, internship, clinical, or work-based learning placement, the incident must be reported immediately to the instructor and the Director or designee.

School personnel will coordinate appropriate response procedures, including contacting the school nurse when necessary. Only basic first aid treatment will be provided at school. If additional medical attention is needed, the student's parent/guardian and appropriate sending school contact (administrator, counselor, or nurse) will be notified so arrangements can be made for further treatment by the family physician or medical provider.

A registered nurse is available through the district. The school district is not responsible for medical expenses related to illness or injury.

If a student becomes ill during the school day, the instructor may refer the student to the district nurse for evaluation. If the nurse determines the student should leave school, a parent or guardian must be contacted prior to the student leaving campus. The student's sending school will also be notified for attendance and reporting purposes.

Before leaving campus due to illness or injury, students must complete the proper sign-out procedures through the office. Failure to sign out through the office may result in the absence being considered unexcused.

EYE PROTECTION - In accordance with law, the district will provide students, staff and visitors with eye protective devices that will be used during all activities defined by law. Failure to comply will result in disciplinary action including removal from school property or the activity requiring protective gear. Building administrators are authorized to charge for loss, damage or failure to return any protective equipment. MACTEC will provide the first pair of eye protection for all students in our shop areas. Students will receive one pair per semester. Students will be charged $5.00 for replacement of lost or damaged safety glasses.

TOOLS AND EQUIPMENT - The Macon Area Career and Technical Education Center will strive to provide the latest and highest quality of tools and equipment for all its skill training programs. These are essential to prepare students to enter the careers of their choice. It is the responsibility of instructors at MACTEC to properly teach students the safe and proper operations of these tools and equipment. All students must pass annual safety tests provided in their program areas before being permitted to operate tools and equipment. All tools and equipment are for instructional use only and will not be loaned or checked out for student use outside of the classroom. shop area or school activities.

ADMINISTERING MEDICATION 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. <u>Do not send any medication in envelopes, plastic wrap, lunch boxes, etc.</u> All medications must be in original containers. Your pharmacist will provide an extra properly marked container.
2. Over-the-counter medication
    Written permission must be obtained from a parent/guardian to administer over-the-counter medications from home or which have been prescribed. This permission must be renewed at least annually. Occasionally your child may unexpectedly need medication during a school day. For these occasions, the school

nurse maintains a LIMITED supply of over-the-counter medications. If your child needs such medications for an extended time or for a chronic condition, you must supply the medication.

3. Self-Administration of Medication under Safe Schools Act
    a. A physician may recommend that an individual student with a chronic health condition, such as asthma or other potentially life-threatening respiratory illness, assume responsibility for his or her own medication as part of learning self-care. The Board may permit such a student to self-administer medication by way of a metered-dose inhaler, provided that the following conditions have been met:
        i. To self-administer this medication, children MUST have on file with the school: Written authorization by the parent/guardian
        ii. Medical history of the student's asthma
        iii. A written Asthma Action Plan to address emergencies and the care of asthma while in school
        iv. In addition, written authorization must be provided from the prescribing physician that the child has asthma, has been trained in the use of the medication, and is capable of self-administering the medication. The school incurs no liability as a result of the self-medication of the student and permission for self-medication must be renewed every school year.
4. Immunizations
   A state law requires that a child must be totally immunized according to the state requirements before they can attend any school in the State of Missouri. Therefore, your child will not be able to start school until all their shots are complete and on file with the school nurse. If there is a question whether your child is adequately immunized please check with your doctor, the school nurse or the County Health Department.
5. Contagious Illness Management
   Children with contagious illness should not be brought to school. Students should not come to school if during the previous 24 hours they exhibit any of the following symptoms:

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

SEARCHES AND SEIZURES - The District 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 MACTEC. While on school property, MACTEC 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 - 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 ensure fair and equitable enforcement of the policy, the following guidelines are set forth:

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

student. Suspension will follow the guidelines as set forth in the Citizenship policy guidelines found in the Activities handbook.

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

- The student drug testing program is mandatory for all students participating in activities recognized by MSHSAA or any clubs or organizations of Macon R-I Schools, including MACTEC, in grades 7-12 as well as those who park on school property or want to attend school-sponsored dances. All students involved in the covered activities will be included in the random pool for testing throughout the school year.
- MACTEC students - MACTEC will utilize the results from sending schools' random drug tests to determine eligibility in MACTEC organizations and activities. If a sending school does not offer random drug testing, MACTEC students will be included in the testing pool at Macon R-I.
- Once a student's name enters the testing pool, they will be in the pool the remainder of the school year and subject to random testing.
- If the student and the student's parents both consent, students who are not participating in any of the covered activities may become part of the random testing pool. Once they enter the program they are under the same guidelines as any other student participating in a covered activity.
- A student may refuse to be randomly tested, but if he or she chooses to do so, he or she will immediately be suspended from participating in covered activities for 365 calendar days.

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.

STUDENT INSURANCE - Students enrolled in any block program and agriculture education will be required to complete a proof of accident insurance or parental waiver form.

STUDENT SERVICES & SUPPORT

MACTEC provides access to a Career Resource Educator who supports all students with academic and career-related needs. Services are available to assist with educational planning, career exploration, interpretation of assessment results, and postsecondary decision-making. Students may also seek support for study strategies or personal concerns impacting their success.

Student Services Include:

- Career counseling and planning
- Job Shadowing/Internship placement
- Academic guidance
- Credential and certification preparation
- Scholarship opportunities
- Postsecondary planning

Students are encouraged to take advantage of these resources and seek assistance whenever needed.

PARENT PORTAL

Student grades, attendance, fines and fee information will be available to parents online via the Parent Portal link on our district website. Parents/guardians will be issued logins during the student registration period at the start of the school year.
https://maconmo.infinitecampus.org/campus/portal/parents/macon.jsp

STUDENT ACHIEVEMENT/AWARDS

PASSPORT TO THE FUTURE - A “Certificate of Completion” will be issued to all students who earn a grade of “C” or above, and have completed their career center program of study as defined by their program, establishing the student a “CTE Concentrator”. For a Student to receive the CTE “Passport to the Future” they must have:

- Earned a 3.5 cumulative GPA in the program they are going to be a completer in
- Be a completer of a program
- Have 95% program attendance
- Master program Power competencies standards
- Pass their programs TSA-IRC
- Be an active member of the programs CTSO’s

STATE OF MISSOURI CTE CERTIFICATE - A MACTEC student will award the Career and Technical Education Certificate to all students who meet the criteria for this award. The criteria has been established by the Missouri State Department of Elementary and Secondary Education and is to be recognized by employers across our state and nation. The criteria for this award are as follows;

1. Meet all requirements set forth in state and local board of education policies related to earning a high school diploma
2. Qualify as a career and technical education (CTE) concentrator.
3. Maintain a minimum grade point average of 3.0 on a 4.0 point scale in the CTE

area of concentration.

4. Pass an approved Technical Skill Attainment (TSA) exam and/or earn an approved Industry-Recognized Credential or Certificate (IRC) aligned with the student's CTE area of concentration
5. Complete a minimum of 50 hours of appropriate work-based learning experiences aligned with the student's CTE area of concentration. Work-based learning experiences may include Registered Apprenticeships, Cooperative Career Education Programs, Internships, Clinical Settings, Job Shadowing, Entrepreneurial Experiences, School-Based Enterprises, Structured Business/Industry Field Trips, Service Learning, and other learning opportunities that provide students with real-time, authentic work experiences.
6. Maintain at least a 95% attendance record overall for grades 9-12.
7. Demonstrate attainment of soft-skills/business skills. The requirement can be met through active participation in a Career and Technical Student Organization during the junior or senior year.
8. Achievement score at or above the state standard on any department-approved measure(s) of college and career readiness, for example, the ACT, ACT WorkKeys, or the Armed Services Vocational Aptitude Battery as determined in the most current MSIP performance standard. Clinton Technical School will use the .75 weighted measure described in the Assessment Scores Matrix as the standard. This matrix is found in Appendix C of the MSIP 5 *Comprehensive Guide to the Missouri School Improvement Program*, 2016, found at the Missouri Department of Elementary and Secondary Education website.

NATIONAL TECHNICAL HONOR SOCIETY - The National Technical Honor Society is a leader in recognizing outstanding student achievement in career and technical education. Their mission is to honor student achievement and leadership, award scholarships, promote educational excellence,and enhance career opportunities for the NTHS membership. Membership requirements are:

- Students must have been a concentrator in their respective MACTEC program
- Complete an application with teacher signatures
- Be a member of their respective Career and Technical Education Student Organization
- Hold a 95% Attendance Rate (following the attendance guidelines of the A+ Program)
- Good Citizenship (following the A+ program guidelines)
- 3.5 GPA in MACTEC courses

In addition, to be awarded honor cords for graduation, students must have:

- Completed the previous requirements
- Maintain a cumulative 3.5 GPA in MACTEC courses
- Maintain their 95% cumulative attendance
- Perform community service hours
- Pass their respective TSA/IRC Exam

STUDENT SUCCESS & OUTCOMES

Students completing a MACTEC program will:

- Develop industry-level technical skills
- Demonstrate workplace readiness
- Earn certifications and credentials
- Gain real-world experience
- Be prepared for employment or postsecondary education

PARENT & GUARDIAN PARTNERSHIP

Parents and guardians are essential partners in student success at MACTEC. Families are expected to support consistent attendance and punctuality, reinforce professional expectations, and stay informed about student progress and program requirements.

MACTEC provides a career-focused learning environment aligned to workforce expectations and postsecondary pathways. Students who actively engage in their program will graduate with:

- Marketable technical skills
- Industry-recognized credentials
- Real-world, hands-on experience
- A competitive advantage for employment and continued education

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.