Macon High School
Student Handbook
2021-2022 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.

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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.

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.

Greetings from MHS Student Council

Student Council (STUCO) would like to wish everyone good luck in the upcoming school year and welcome students who are new to MHS. Macon High School has a student-oriented curriculum, with many outstanding activities to participate in: academics, athletic teams, extracurricular activities and clubs.

STUCO is involved with the activities here at school and would be happy to answer any questions you might have. We're planning many fabulous activities along with the other clubs in school. Please get involved in something and stick with it! Again, good luck and above all, have fun!

SECTION 1 – OUR SCHOOL

Vision

Building a brighter future for our children and community.

Mission

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

Core Beliefs

Student-focused
Integrity
Growth Mindset

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Collaboration
Community Partnership
Innovation
Transformation

Guiding Philosophy

Continuous Improvement

BOARD OF EDUCATION

Donny Wyatt, President
Bill Noyes, Vice-President
Steve Burns, Member
Kevin Linear, Member
Chris Nelson, Member
Carrie Bergfield, Member
Joe Claypoole, Member

ADMINISTRATION

Scott Jarvis, Superintendent
Marshall Gingrich, Director of Operations/TItle IX Coordinator
Dr. Brent Hodge, High School Principal
Zack Grassley, Assistant High School Principal
Cynthia Basler, Director of Career Center
Bruce Weimer, Middle School Principal
Richard Driscoll, Assistant Middle School Principal/Flex Coordinator
Travis Mundahl, Athletic Director/Food Services Director
Dr. Stacy Quinn, Elementary School Principal
Shelley Devenport, Special Services Director/Assistant Elementary Principal
Lydia McClellan, Adult Education Coordinator

SECRETARIES

Dena Reed, High School
Kelli Hilgendorf, High School
Misty Jamison, Career Center
Deidre Ritter, Counselor's Office
Emily Koch, Transportation

PARA PROFESSIONALS

Pat Quinly
Teresa Holstead

SCHOOL NURSE

Springer, Leah

FACULTY

Adams, Jonna	Early Childhood Instructor
Adams, Carolyne	Art
Allen, Jameson	Physical Education
Baker, Jamie	Instrumental Music
Bealmer, Kyle	Welding
Bruno, Misty	English
Burkhardt, Bradley	ISS
Busick , Andy	Social Studies
Coffey, Clint	Biology

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Coffey, Shayla	Chemistry
Cook, Doyle	Building Trades
Devenport, Dale	Social Studies
Diekamp, Jennifer	Special Education
Dwiggins, Amy	Mathematics
Gann, Kim	Mathematics
Gingrich, Sheila	High School Guidance Counselor, A+
Guilford, Kimberly	Vocal Music
Howell, Kurt	Science
Howell, Robyn	Library
Hustead, Mackenzie	English
Keeney, Michael	English
Lewis, Peyton	Agricultural Education
Linn, Bobbi Jo	Graphic Arts
Miller, Justin	Auto Mechanics
Morris, Jennifer	Physical Education
Murr, Tiffanee	Mathematics
Peterson, Joey	Social Studies
Robinson, Alison	English
Robuck, Kyle	Personal Finance/Health
Schaefer, Shelly	Family and Consumer Science
Shoemaker, Tarra	Biology
Smith, Maria	Culinary Arts
Terry, Shyla	Health Occupations
Thrasher, Kathryn	Agricultural Education
VanHoose, Justin	Credit Recovery
VanDelft, Erik	Special Education
Walker, Miranda	Foreign Language
Walters, Michelle	Special Education
Wilson, Burdett	Computer Programming
Winn, Pamela	Math

SCHOOL CITIZENSHIP POLICY

We believe that extracurricular and co-curricular activities 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 is a privilege which carries with it responsibility to the school, to the activity, to the student body, to the community, and to the student's 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

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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 8th 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.

1) 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 *credible* 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 Snapchat, Facebook, and YouTube, etc.)
- "Hazing and other inappropriate initiation practices will not be tolerated as a member of any athletic team or organization.
- Tobacco and alcohol possession/consumption

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

2) PARTICIPANT CODE OF CONDUCT

The following violations and consequences are minimum guidelines only; all coaches/sponsors have the right to impose additional consequences within their respective programs as they see fit.

Incidents that may occur which are not covered by these guidelines, will be reviewed on an individual basis and decisions related to penalties will be made jointly by the school administration, Activities Director, and head coach/sponsor. Final decisions of all incidents will be at the discretion of the administration.

The loss of a student's privilege to participate carries over to the next season in which a student participates if the suspension cannot be completed by the end of the current season. A season is defined as fall, winter, or spring. Therefore, it is possible that suspensions could carry over from one school year to the other.

Violations will not accumulate from year to year. For the purposes of this handbook a year is July 1 to June 30. However, in order to protect the integrity of our programs, if a student participant is in violation of this code with regularity, participation privileges can be revoked at any time by the administration.

Hearsay and/or anonymous sources will not be used to substantiate violations of this code. A violation of this policy can be substantiated either verbally and/or in writing by:

• A law enforcement official.

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• A medical official.
• A faculty member.
• A school administrator.
• The parent of that student participant.
• The confession of that student participant.
• A coach or sponsor.

Exception: Due to MSHSAA guidelines, matters that involve legal charges or the likelihood of charges will result in suspension of participation until the matter has been concluded through the court system. This includes any court ordered penalties (excluding probation) such as community service, fines, restitution, jail time, substance abuse counseling, etc.

A. Misconduct While At School
A student is expected to exhibit characteristics of good discipline and self-control during the school day. If it is brought to the attention of the Activities Director, Principal, or the coach/sponsor that a student participant was involved with a disciplinary problem while at school, penalties may range from a verbal reprimand to permanent restriction of participation depending on the severity of the situation and the attitude of the student.

With regard to detentions and suspensions, the following penalties are required:

1. After school detentions: On the day of an assigned detention, the student may not participate in any after school activities until the detention is served.

2. In-school suspension (ISS): On any day that a student misses class due to ISS, that student may not participate in any extracurricular contests or co-curricular activities. Coaches/sponsors will make decisions regarding practice.

3. Out of school suspension (OSS): On any day that a student misses school due to OSS, that student may not participate in any extracurricular or co-curricular activities (practices and contests). If a student is serving OSS on a Friday or on the last day of school before a vacation he/she will not be allowed to participate until a full day of school is completed

B. Unsportsmanlike Conduct
Any actions that would result in ejection from a contest will cause the student to be restricted from representing the school for at least the next contest. Any student who commits an unsportsmanlike act but is not ejected may still be subject to at least a one game restriction from representing the school. Each case of this type is to be reviewed by the head coach, sponsor, Activities Director, and Principal before a final decision is reached.

C. Possession/Use of Tobacco Products
Student participants are not permitted to possess or use tobacco in any form on or off school property. Therefore, the following penalties will be assessed to students who are in violation of this policy:

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First offense: The student will be held from participation for 10 school days competition/performance suspension
Second offense: The student will be held from participation for 20 school days.
Third offense: The student will be held from participation for 365 calendar days.

D. Possession, Use, or Distribution of Alcoholic Beverages
Possession, use, or distribution of alcoholic beverages will not be permitted by student participants. Therefore, the following penalties will be assessed to students who are in violation of this policy:

First offense: The student will be held from participation for 20 school days.
Second offense: The student will be held from participation from all extracurricular and co-curricular activities for 365 days.

E. Possession, Use, or Distribution of Controlled Substances, Imitation Controlled Substances, Drug Paraphernalia (including vape pens and e-cigarettes), or Items Represented To Be Such
Possession, use, or distribution of a controlled substance, imitation controlled substances, drug paraphernalia, or items represented to be such will not be permitted by student participants. Therefore, the following penalties will be assessed to students who are in violation of this policy:

First offense: The student will be held from participation for 20 school days.
Second offense: The student will be held from participation from all extracurricular and co-curricular activities for 365 days.

F. Misdemeanor Acts
If a student is charged by law enforcement for committing a misdemeanor other than minor traffic violations, the following penalties will be assessed:

First offense: The student will be held from participation for 10 school days.
Second offense: The student will be held from participation for 20 school days.
Third offense: The student will be held from participation from all extracurricular and co-curricular activities for 365 calendar days.
If a court assigns any sentence other than probation, the student participant will be held from activities until the sentence has been fulfilled.

G. Felonies
If a student is charged by law enforcement for committing a felony, the following penalty will be assessed:

First offense: The student will be held from participation from all extracurricular and co-curricular activities for 365 days.

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If a court assigns any sentence other than probation, the student participant will be held from participation from all extracurricular and co-curricular activities for 365 days, or until the sentence has been served, whichever is longer.

H. Hazing

Hazing is defined as harassment, abuse, or humiliation by way of initiation. It can be physical, mental, or emotional. Some people think hazing is an acceptable practice that builds team unity and acceptance. It is, however, an act of violence. It is not a legitimate rite of passage and is intimidation, and, in many states, a crime. Because of the seriousness of our belief that hazing must not take place at the interscholastic level, or any other for that matter, students who commit hazing acts or rituals will be penalized.

First Offense: The student will be held from participation for 25% of scheduled contests. The student will also be mandated to make a public apology to the victim. Depending on the severity of the incident, the administration also reserves the right to suspend participation indefinitely.
Second Offense: The student will be held from participation for 365 days.

I. Inappropriate Physical Contact of a Sexual Nature

All students, including student athletes and those who participate in other extracurricular activities, have the right to be protected against inappropriate physical contact of a sexual nature in connection with school activities. Therefore, student participants who engage in such conduct will receive consequences under this paragraph separate and independent from, and in addition to, consequences administered under any other provision of the Student Code of Conduct or Participant Code of Conduct that may also be applicable to the conduct. For purposes of this paragraph only, “inappropriate physical contact of a sexual nature” shall mean any “sexual conduct,” “sexual contact,” “sexual intercourse,” or “deviate sexual intercourse,” as such terms are defined in Section 566.010 of the Missouri Revised Statutes on the date this paragraph is adopted, or as the statute may later be amended- when such conduct is either (1) unwelcome or (2) otherwise inappropriate for a school activity, as determined by the coach, sponsor, administration and/or Board of Education. The definitions in Section 566.010 are available on-line under the “Missouri Revised Statutes,” and are available through the athletic and administrative offices in print.

Consequences: (Nothing in the consequences specified below is intended to limit in any way consequences that may be provided under the Student Code of Conduct, or any other provision of Board Policy or Regulation or state or federal law.)
First Offense: Up to a 365-day suspension from extra-Curricular activities, with referral to law enforcement authorities. The student will also receive consequences specified in the Student Handbook.
Second Offense: Long term suspension or expulsion from school, and permanent expulsion from extra curricular activities, with referral to law enforcement authorities.

J. Due Process

Student participants who are disciplined for violating any of these standards will be afforded due process. The student will be allowed to explain their position to the Coach/Sponsor and/or Activities

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Director before any penalties are invoked. If the disciplinary action results in the suspension of a participant in an extracurricular or co-curricular program for more than one week, the student participant may appeal to the Activities Director, then to the Building Principal, then to the Superintendent of Schools, and ultimately, to the Macon R-1 School District Board of Education, according to their policies and procedures.

- If a single violation occurs in two or more different categories, the most restrictive category will be used to assess the penalty.
- The accumulation of violations within a given year are category specific.
- Coaches of each program have the right to establish more restrictive consequences for violations.

SECTION II – SCHOOL OPERATIONS

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.

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 and Macon Area Career and Technical Education Center receives the best educational experience possible.

- Students may not be absent for more than 8 total days or 8 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 8 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 8 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 54-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 8 total days or 8 class periods in a semester will not earn credit for that class. If a student maintains a passing grade in the class, a “N/C” (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 8 absences in a class(es) they may restore lost credit by attending Saturday make up sessions. A student may attend a Saturday make-up session and regain one day towards the attendance policy requirements for each Saturday session he/she attends. A Saturday make-up session runs from 8-11:00. 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.

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- Students will need to make up all 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 makeup all work missed.
- When a student has missed his/her 5th absence per semester, the school will notify the parent in writing/email that the student is in danger of failing to earn credit due to excessive absences.
- With a student's 9th absence in a semester, the parent or legal guardian will be informed in writing by the principal or Career Center director of the "no credit". Any student who exceeds the 9 absences and receives a no credit may appeal within ten school days. Appeals should be turned into the high school principal. The appeals committee will consist of the building administrators and the high school counselor. The student and parent/guardian will both need to be present during the attendance appeal meeting. 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 eight 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 a Saturday make up session.
- 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.
- In the case of pre-arranged extenuating circumstances, the high school principal may waive the 8 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.

STUDENT BEREAVEMENT POLICY

In the event of a death in the immediate family, the student will be school excused with proper documentation, the following days:

- 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.

Documentation may be in the form of a funeral home or memorial service program. All bereavement days will be approved by the principal.

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ATTENDANCE MAKE-UP GUIDELINES

Saturday School is available every Saturday, or as necessary, 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.

1. One Saturday school day 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.

ATTENDANCE REGULATIONS – CAREER CENTER

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

Students enrolled in the Career Center are expected to be in attendance at a 90% rate; students that exceed 10 percent (9 days) 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. (90% attendance is required in order to receive a Career Center completion certificate.)

ADMIT TO SCHOOL PASS

Students who arrive at school late must get a school pass from the office. The pass will admit the student to school for the day. Career Center students other than Macon R-I need to sign in and get admit passes from the high school office when late to class.

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 B+ average (3.0 G.P.A.) a 93% attendance rate the previous semester, 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. If a senior has permission to leave school to go to work or attend college or technical training during school class times that student may not be a teacher assistant. The student and the teacher must sign a Teacher Assistant Agreement Form. 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 the following semester.

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 four (4) minutes to get from one class to another. If a student arrives in class after the tardy bell has rung he/she is to be admitted to class with a hall pass. Each student will be allowed a total of seven (7) tardies per semester. If a student has an eighth (8) tardy, that student will be assigned to an after school detention held one afternoon a week, if needed.

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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 seven (7) tardies, they will receive one (1) day Saturday morning detention. 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 one (1) day Saturday detention 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 eight (8) tardies – a student will serve another after school detention for every fifth 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 morning detention
Level three:	18 tardies	one after school detention, one day Saturday morning detention 1 day of In School Suspension (ISS)
Level four:	23 tardies	2 days ISS
Level five:	28 tardies	3 days ISS for this and any more subsequent levels of violation for being tardy.

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

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.

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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.
16) Once a student is dropped off on school property, they are to stay on school property.

SCHOOL SUSPENSION

In the event a student receives an out of school suspension from school, the student is prohibited from attending any school activity or function during the suspension. It is strongly encouraged that the student continues the learning process and completes any work missed. Parents will be required to conference with school personnel prior to the student being readmitted to school for all out of school suspension.

MACON R-1 SCHOOL GUIDELINES FOR IN-SCHOOL SUSPENSION

Students assigned to ISS must display a cooperative attitude and follow the guidelines and procedures of the program.

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

1. Students will get classroom assignments and books between 8:00-8:19a.m. Students may not interrupt classes to get their assignments during the school day.
2. Students must report to the ISS room 1st period or as assigned by the administrator. Students arriving after the tardy bell must have an admit slip.
   Time Periods: Full day 8:19 a.m.-3:25 p.m.
   One-half day periods 1, 2, 3, 4 or periods 4, 5, 6, 7
3. 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.
4. Students are to be allowed to make up any classroom work they are given during their in-school suspension for credit. The work is due in class the following day.
5. If a student misses school on the day of ISS, they will meet ISS requirements upon their return.
6. Students will not be allowed out of ISS without permission from the principal. Students will not be released to see a teacher, etc. and may not use the telephone.
7. 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.
8. The ISS instructor will be available to help students who request assistance with their homework.
9. Materials brought into the ISS room are limited to school textbooks and study materials only. No food, drink, cards, electronic devices, etc.
10. 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.
11. Students will be allowed a restroom privilege in the a.m. session and p.m. session with permission of the supervisor. (Not during class breaks.)
12. Lunch will be delivered to ISS. Students may bring their lunch to school while serving ISS.
13. Students will not talk, get out of their seats, or move about while in detention; no contact with other students.
14. Students assigned to ISS will forfeit their opportunity to attend meetings/assemblies.

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15. If rules are violated, a written report should be made out and sent to the office with the student.

INSURANCE

All students participating in athletics must have insurance or verification from parents of their own coverage. Athletes should check with their coaches to make sure this is in order before practice starts.

CAREER CENTER SCHOOL STUDENT INSURANCE

Students in Agriculture, Health Occupations, Culinary Arts, Industrial Welding, Automotive Technology, Building Trades, and Graphic Arts will be required to complete a proof of accident insurance or parental waiver form. These forms will be available from the instructors on the first day of class.

STUDENT OPERATED VEHICLES

All students who park on school property are required to register their vehicle license numbers with the high school office. Students will need to complete a random drug testing consent form. 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, 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.

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.

TELEPHONES, CELL PHONES, TECHNOLOGY DEVICES

Macon R-I is committed to moving students and staff forward in a 21st century learning environment. Students are expected to comply with all rules set in the Macon R-I Acceptable Use of Internet/Electronic Communications Policy (BYOD). High school students and staff are allowed to use the Macon R-I wireless network using their own technology devices (laptops, Smart Phones, iPads, etc.) during the learning day per teacher approval. Students may access their own technology devices before and after school, in the cafeteria area during lunch time, and during bell change times. Use of technology devices in bathrooms and in locker rooms is prohibited. Students may only use their own technology devices during the learning day per teacher approval. Students are not called out of class for telephone calls except in cases of emergency. Parents should call the high school office if they need to get in touch with their son or daughter. Students are required to turn off cell phones during the regular scheduled school day unless otherwise instructed. If cell phones/technology devices are being used in an inappropriate manner during the regularly scheduled school day they will be confiscated. If a student is instructed to not use technology devices/cell phone during class time and they knowingly violate the rule, the technology device/cell phone will be confiscated and turned into the office.

- First Offense: The phone/technology device will be confiscated and kept in the office safe for

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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. Two week days in the office not including the day it was taken.

- 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 2 Saturday detentions. Four week days in the office not including the day it was taken. (Students must prove that they have turned in a working phone if they choose to leave a phone in the office.)
- 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 3 Saturday detentions

Each offense after the third would result in one more additional Saturday detention. If students are assigned a Saturday detention for violating the cell phone/technology device guidelines and don't serve the assigned detention they could be placed in ISS until the Saturday detention is served. If parents or students request it, cell phones/technology devices may be left in the office in lieu of serving a Saturday detention.

- First Offense: Two week days in the office not including the day it was taken.
- Second Offense: Four weekdays in the office not including the day it was taken.
- Third Offense: Third offenses for cell phones/technology devices and beyond will serve the suspension assigned. (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 <u>will not</u> be returned early.

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

<u>PERSONAL TECHNOLOGY</u>

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

<u>TEXTBOOKS</u>

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.

<u>VISITORS</u>

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.

<u>DANCES</u>

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 eight 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.

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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 must earn 3 credits the prior semester in order to be eligible to attend dances the following semester.
6. All fines must be paid in full to be eligible to attend school dances.
7. Students who have received multiple days of ISS or OSS may not be allowed to attend school sponsored dances.
8. No outside food or drinks will be permitted at school dances.
9. Guests must be registered in the office prior to the day of the dance or they will not be allowed to attend.
10. 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.
11. Once a student leaves a dance they may not return.
12. No drop-out of Macon High School may attend a dance of any kind until their cohort class has graduated from high school.
13. Students are required to be in "good standing" status with the school citizenship policy to able to attend a school sponsored dance.

WEEKLY BULLETIN

A bulletin of announcements concerning the present school week is issued weekly from the high school office. It is to be read in all first hour classes on Monday of each week. If the bulletin is not read in your first hour class, please ask the teacher to do so. The weekly bulletin is also listed on the school webpage.

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. Each student will be given a withdrawal form to facilitate checking out of school. This form, after completion, is to be returned to the guidance office.

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.**

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.

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Recognizing that some students may abuse dress privileges, the following limitations are examples of dress restrictions that will be enforced. When - in the judgement of the building administrator or their designee - a student's appearance or mode of dress does not comply with the following criteria, the student may be required to make modifications or change to clothing that meets the student dress code. Students will be subject to the discipline code for any and all violations. Exceptions to the grooming and dress code for health or religious reasons will be considered on a case-by-case basis.

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

CAREER CENTER DRESS CODE MODIFICATIONS

Students in Career Center classes will follow the above listed student dress code with the following exception. Hats are allowed in shop classes, with the instructor's permission, however, hats are not to be worn in classrooms or in hallways of the Career Center or high school building.

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.

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 a 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.

CORRIDOR PASSES

In order for students to be in the halls at any time other than the normal passing period, a written hall pass will be required. All written hall passes must be signed by a teacher or by the office personnel.

DAILY CLASS SCHEDULE

PERIOD	TIME
Doors will be unlocked	**7:30**

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Warning Bell	**8:15**
First Period	**8:19-9:13**
Second Period	**9:17-10:11**
Third Period	**10:15-11:09**
Fourth Period	**11:13-12:31**
Fifth Period	**12:35-1:29**
Sixth Period	**1:33-2:27**
Seventh Period	**2:31-3:25**
Closure/protected Nonattendance Time	***3:26-3:45***

BREAKFAST POLICY

Breakfast will be served between 7:45-8:15 a.m. each morning. Students may not purchase items between 8:19 and 11:13a.m. Seating will be at the first rows of long tables in the cafeteria.

LUNCH SHIFT SCHEDULE

Two twenty-minute lunch shifts are scheduled during fourth period. The first lunch shift begins at 11:13 a.m. At 11:13 all students will report to their fourth period class. As soon as roll is taken students and teachers eating first lunch shift will proceed to the cafeteria. Students are not allowed to leave to eat lunch or run errands. There will be no club or organization meetings during fourth period.

FIRST SHIFT – 11:13-11:33	Class Period: 11:37-12:31.
SECOND SHIFT – 11:40-12:00	Split Class Period: 11:13-11:33. LUNCH, then back to class.

INSTRUCTIONS FOR LUNCH SHIFTS

1. The cost of student lunch is $2.20 per day.
2. Students entering the cafeteria are to enter through the far south doors.
3. Students may purchase soda, milk, or fruit juice to have with lunch. All food and drink must be consumed in the cafeteria.
4. Students that want to use the restroom must obtain permission from the supervisor.
5. 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.
6. Students are to remain in the cafeteria until dismissed by the cafeteria supervisor. There will be bells, but the supervisor will still dismiss the students.
7. Students are allowed to charge up to a maximum of five lunches on credit. They will not be allowed to charge any more until this amount has been paid.

FOOD & DRINK

In an effort to take pride in our school and to prevent distractions to the learning process, Macon R-1 High School will only allow clear water bottles to be possessed during the school day. The allowing of water in clear water bottles in the classroom is left up to the discretion of the teacher in the individual classroom. Colored/tinted see-through water bottles are not permitted, nor will a drink other than water be permitted in a clear water bottle.

Well-planned meals are served daily in the cafeteria at a nominal cost. Students who chose to bring an 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.

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Students will be responsible for placing the trash in receptacles and returning their plates and utensils to the proper area.

- If students bring outside food or drink in the morning, it must be consumed in the cafeteria or the Career Center Commons before school starts
- There will be no OUTSIDE drinks allowed in the hallways or classrooms (Sonic, McDonald's, Casey's etc.)
- The only drinks allowed once the first bell rings will be those purchased from our vending machines or water in a clear bottle/cup (no yeti cups or the like)
- We will still allow outside lunches to be brought in but they must be consumed in the cafeteria during the student's lunch period
- No food will leave the cafeteria after breakfast and lunch

LIBRARY USE

The library is open daily from 8:00 a.m. to 3:45 p.m. Students are encouraged to use the library facilities. The purpose of the library is to provide a variety of materials for study, research, and for reading pleasure. Students will be permitted to check out books for a stated time. Students having overdue books will be fined at a scheduled rate. If the fine is not paid by the end of the quarter in which the fine occurred, library privileges will be denied until payment is made. In case of a lost library book, the student should notify the library immediately. The fee for a lost book will be the replacement cost of the book. If the book is found, money will be returned.

A. *COMPUTER LABS:* Computer Lab Chrome Carts are located in every High School Classroom. A current (AUP) Internet Agreement must be on file in the office for the student to be able to access the web; this includes the use of e-mail.

B. *AUDIO VISUAL:* Teachers should check out audio-visual equipment. All equipment is property of the Macon County R-I School District.

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. Seating arrangements for the students during assemblies in the North Gym will start with the west end: seniors and juniors, east end: sophomores and freshman. When the assembly is over the faculty will be dismissed first followed by the seniors, juniors, etc.

MACON COUNTY R-I 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.

A. **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.

B. **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.

C. **EARTHQUAKE DRILL**

Follow the earthquake disaster preparedness plan for the welfare and safety of students and staff prepared by the school district and the Macon Civil Defense. 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

D. **INTRUDER DRILL**

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

TO PARENTS OR GUARDIAN OF STUDENTS

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

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

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

- 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.
- Tune your radio to KRES (104.7 FM) for emergency announcements and status reports. You also will receive instructions on where you should and how/when you may be able to pick up your children. Our school emergency plan includes evacuation procedures with several alternative destinations. When appropriate and safe, students may be released to their parents/guardians from these shelter locations. Under those circumstances, we will be prepared to implement procedures for confirming the identity of individuals who arrive to pick-up each child. When arriving to pick up your children, please make sure that you have with you your driver's license or government issued picture identification.
- 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

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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.

CONTINUING A CAREER CENTER SCHOOL PROGRAM

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

- If a student fails a Career Center class, that student will not be permitted to continue in the class without approval from the director and class instructor.
- Students must maintain a 70% average for each Career Center class. The only exception to this rule will be extenuating circumstances.
- Students must demonstrate the ability to work with others, show independent resourcefulness, have a positive attitude, interest in acquiring placement in the occupational area in which they enrolled and demonstrate appropriate behavior in the classroom and laboratory (shop).
- The following policy must be followed on dropping or entering Career Center classes:
    - Students who fail to complete a full semester of work will receive no credit.
    - Although it is discouraged, students may drop a Career Center class at semester and receive credit.
    - Students will not be approved to enter a full year Career Center course at semester.
    - Career Center certificates of completion will only be issued upon request to students that satisfactorily complete the course competencies, earn a qualifying score on their TSA/IRC, and maintain at least 90% attendance rate for the duration of the program.

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

MACON CAREER CENTER-AGRICULTURE ENROLLMENT POLICY FOR STUDENTS WHO WISH TO ENROLL IN THE SECOND SEMESTER OF A YEAR LONG CLASS:

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

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

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through personal conversation or in written form.

- Personal interview with a representative from the Macon agriculture education department that results in a convincing display of the student's personal interest in the agriculture industry.
- In the event that the student's interest in agriculture is questioned the Director of the Macon Career Center will investigate the matter and make the final decision of enrollment.

PROGRESS REPORTS

Progress reports will be e-mailed or mailed to students receiving less than a 70% in any class at the third and sixth week 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.

SECTION III – CURRICULUM

CLASSIFICATION OF HIGH SCHOOL STUDENTS

Units of Credit Earned	Classification
0---5 ¾	Freshman
6---11 ¾	Sophomore
12---16 ¾	Junior
17---24	Senior

GRADUATION REQUIREMENTS FOR ALL CLASSES

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.

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3. Each student is required to take World History in the 9th grade, 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.
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 HONOR SYSTEM

Beginning with the graduating class of the 2021 school year, Macon High school will be recognizing honor graduates instead of Valedictorian, Salutatorian, and class rank. 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
Composite score of 22 or higher on the ACT

Magna Cum Laude: With great honor
Cumulative 8 semester GPA of 3.87-3.99
Must meet A+ requirements for citizenship and attendance
Composite score of 22 or higher on the ACT

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

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Composite score of 22 or higher on the ACT

MACON HIGH SCHOOL 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. If a student wants to participate in this program they must submit an application to the high school principal's office within two weeks of being informed.
5. Incoming freshmen will not be eligible for this program. This award will only be given to sophomores, juniors, and seniors.

ARTICULATION AGREEMENTS

MACTEC Articulation Agreements with Post-Secondary Institutions

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

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

Missouri Statewide Articulation Agreements

In an effort to simplify the articulation process, the Missouri Department of Elementary and Secondary Education has established statewide agreements that allow students to articulate high school credit to any Missouri two-year institution in the following career programs:

Automotive Technology Building Trades Culinary Arts Industrial Welding

Students must meet guidelines for the articulated credit. Full information is available: http://dese.mo.gov/divcareered/articulation_agreements.htm

Individual Articulation Agreements

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In addition to the statewide agreements, MACTEC has entered into agreements with the following institutions for students who have completed their programs.

Automotive Technology Indian Hills Community College Linn State Technical College North Central Missouri College	**Early Childhood Careers** Indian Hills Community College Moberly Area Community College North Central Missouri College
Building Trades North Central Missouri College	**Graphic Design and Printing** Moberly Area Community College
Business Program Indian Hills Community College Linn State Technical College Moberly Area Community College	**Industrial Welding** Indian Hills Community College Linn State Technical College Moberly Area Community College North Central Missouri College
Culinary Arts College of the Ozarks Sullivan University	

COLLEGE DAY ABSENCE

Macon High School juniors and seniors must complete a college day absence form prior to the date of the proposed college visit. 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.

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 or State Technical College of Missouri 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-Math

Macon Area Career and Technical Education Center (MACTEC) offers a math embedded credit for those students who complete one of the following two-year career programs: **Culinary Arts, Computer Programming, Early Childhood Careers, Graphic Arts, Building Trades, Automotive Technology, Health Occupations, or Industrial Welding.**

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; and
- Pass the WorkKeys *Applied Mathematics* subtest at a level four or higher.

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Students will take a practice WorkKeys test in the fall of their junior year. They will then work on a curriculum on the KeyTrain program at their own pace until completion. Students will then test on the WorkKeys Applied Mathematics. Students scoring a level 3 will have one more opportunity to retest at the school's cost following additional remediation. Students scoring below a level 3 should plan to earn their math credit through their high school. If a student has not achieved a level 4 or above by the end of their junior year, he/she should plan to get that math credit at their high school.

EMBEDDED CREDIT-English

MACTEC offers one English embedded credit for students who complete one of the following two-year career programs: **Culinary Arts, Computer Programming, Early Childhood Careers, Graphic Arts, Building Trades, Automotive Technology, Health Occupations, or Industrial Welding.** It also offers an embedded English credit for a three-course completion in **Agriculture**.

I. One elective English credit (Technical English) is awarded on a pass/fail basis in **Culinary Arts, Computer Programming, Graphic Arts, Building Trades, Automotive Technology or Industrial Welding** if students meet the following requirements:
   - Maintain a 70% average in the their chosen program;
   - Complete the embedded English curriculum for that program; and
   - Pass the WorkKeys *Reading for Information* and *Locating Information* subtests at a level four or higher.

Students will take a practice WorkKeys test in the fall of their junior year. They will then work on a curriculum on the KeyTrain program at their own pace until completion. Students will then test on the WorkKeys *Reading for Information* and *Locating Information* subtests Students scoring a level 3 will have one more opportunity to retest at the school's cost following additional remediation. Students scoring below a level 3 should plan to earn their English credit through their high school. If a student has not achieved a level 4 or above by the end of their junior year, he/she should plan to get that English credit at their high school.

II. One elective English credit (Technical English) can be awarded to students who complete the two-year program of **Early Childhood Careers**. During the program, students create a career portfolio which includes a job application, cover letter, resume, and reference page. In addition, the class has additional English-related assignments on which students must score a 70% or better in order to receive the embedded credit.

III One elective English credit (Technical English) is awarded to students who complete the **agriculture** course sequence of Agriculture Science I, Agriculture Science II, and Agriculture Communications. 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.

REGULAR GRADING SCALES (NON WEIGHTED)

FOUR POINT GRADE SCALE 5/2001

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

MODIFIED GRADE SCALE

100 – 96	A	4.00 pts.
95 – 90	A-	3.67 pts.
89 – 86	B+	3.33 pts.
85 – 82	B	3.00 pts.
81 – 79	B-	2.67 pts.
78 – 74	C+	2.33 pts.
73 – 69	C	2.00 pts.
68 – 64	C-	1.67 pts.
63 – 59	D+	1.33 pts.
58 – 54	D	1.00 pts.

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62 – 60	D-	0.67 pts.	53 – 50	D-	0.67 pts.
59 – 0	F	0.00 pts.	49 – 0	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. English III will not be a weighted course for the 2017-2018 school year. 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:

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

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.

CREDIT RECOVERY PROGRAM

Students that have two or more semesters of core classes that must be retaken to meet graduation requirements may qualify for a credit recovery program during the regular school day. Space for this program is limited. Check with the high school counselors to see if you meet the requirements for this program.

Students that have failed a semester or more of required core classes will be able to apply to the high school counselor's/principal's office to regain credit by attending an after-school credit recovery program. This program will use a computer program that students must successfully complete to regain credit. There are other requirements that must be met in order to regain credit through this program. Students interested in this program should come into the above listed offices to find out more information about this program and its requirements. This program is limited in the number of students that will be able to participate in the program. If there is not enough room for students asking to participate in the program, the students closest to graduating will be given priority over

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students with fewer credits.
All credit recovery classes taken will be recorded as pass/fail grades on student 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+ student's 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 three years.
2. Graduate with a 2.50 or higher grade point average on a four point grade scale.
3. Have at least a ninety-five percent (95%) attendance record (no more than eight (8) absences each year. 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 fifty (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.
6. Make a good faith effort to first secure all available federal postsecondary student financial assistance funds that do not require repayment.
7. 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. These policies are available at the following website: www.macon .k12.mo.us
More information about the A+ Program is available in the A+ office.

ACADEMIC DISHONESTY

1st Occurrence – On the first offense of cheating in any class the student will receive a zero (F) on that particular work. The building principal will be notified and the assignment will be placed on file. The teacher will inform parents.
2nd Occurrence – On the second offense of cheating in any class, the maximum penalty will be failure in that particular class for the semester. The teacher will notify the parents and the student's work will be placed on file.

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'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.

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4) Students taking a college English course to fulfill the final semester of English credit needed for graduation must have the college class approved by the high school administration prior to taking the course if it is to count towards meeting graduation requirements for high school.
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.

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.

SECTION IV – STUDENT ORGANIZATIONS AND ACTIVITIES

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) A signed statement by parent or guardian is required if your child is covered by family insurance or school insurance. A participant insurance form or a signed statement should be turned in to the coach or sponsor before practice starts. The forms may be picked up from the coach or sponsor.
6) Poor citizenship in school/out of school may result in being removed from an extracurricular activity. (See Citizenship Policy)
7) 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 participate in that contest/practice. Students must be at school the last half a day to 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.
8) High School Academic Standards – Every student must earn three (3) units of credit in the

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proceeding semester and be enrolled in at least three (3) units of credit in the current semester to be eligible.

9) 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.

10) Doctor's excuse 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.

NATIONAL HONOR SOCIETY

Macon High School has been a member of the National Honor Society since 1926. Students must qualify scholastically for membership.
Membership is based on:
Scholarship: A student must maintain a cumulative academic average of 3.50.
Service: A student must volunteer, work well with others, mentor, and assist visitors, teachers, and students.
Leadership: A student must demonstrate initiative, delegate responsibilities, inspire positive behavior, be thoroughly dependable, and hold school office successfully.
Character: A student must have integrity, positive behavior, cooperation, and ethics.
Potential student members can obtain an application from the NHS Sponsors. Revised 8/2000

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 Morning Detention: Saturday morning detention is scheduled to start at 8:00 a.m. and end at 11:00 am. It will be held as needed. You must be on time or you will not be allowed to attend Saturday morning detention.
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.
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 pts. available for the assignment.
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 school.

DISCIPLINARY RESPONSES TO STUDENT MISCONDUCT

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LEVELS OF STUDENT CONDUCT

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

EXAMPLES

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

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
Saturday Detention
Non-academic tasks
Behavioral contract
Withdrawal of privileges
Classroom detention
ISS

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

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

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Referral to outside agency and/or 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
Possession/use of unauthorized substances
Stealing
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
Temporary loss of transportation privileges
In-school suspension
Contact law enforcement agency
Out-of-school suspension
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
Furnishing/selling/possession of unauthorized substances
Assault/battery

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 Schools
Expulsion
Other board action, which results in appropriate placement

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CONSEQUENCES TO STUDENT MISCONDUCT

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

1. **Arson** – Starting a fire or causing an explosion.
   First Offense: 1-180 days out-of-school suspension or expulsion. Notification to law enforcement officials. Recorded in student's discipline record. All Other Offenses: 1-180 days out-of-school suspension or expulsion. Notification to law enforcement officials. Recorded in the student's discipline record.
2. **Assault** – 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.
   Assault – Attempting to kill or cause serious physical injury to another.
   First Offense: Expulsion. Notification of law enforcement. Recorded in student's discipline record.
3. **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.
4. **Disparaging or Demeaning Language** – Use of words or actions, verbal, written, or symbolic meant to harass or injure another person: i.e., threats of violence or defamation of a person's race, religion, gender or ethnic origin.
   First Offense: Principal/student conference, in-school suspension 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.
5. **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.
6. **Disruptive Speech or Conduct** – Conduct or verbal, written or symbolic language, which disrupts classroom work, school activities or school functions. First Offense: Principal/student conference, in-school suspension 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.
7. **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.

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8. **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.
9. **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.
10. **Fighting** - Mutual combat in which both parties have contributed to the conflict either verbally or by physical action. First Offense: Principal/student conference, in-school suspension, 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.
11. **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.
12. **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.

13. **Theft** – Theft, attempted theft or willful possession of stolen property. First Offense: Principal/student conference, return of or restitution for property, in-school suspension, 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.
14. **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.
15. **Truancy** – Absence from school without the knowledge and consent of parents/guardian and/or the school administration. First offense: 1-3 days in-school suspension. Subsequent

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offense: In-school suspension of 3-10 days.

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

17. **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 student's discipline record.

DISCIPLINE CODE FOR TECHNOLOGY MISCONDUCT

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

b. Misuse of phones, personal laptops or any electronic communication or music devices during the regular school day. First offense: The phone/technology device will be confiscated and kept in the office safe for the rest of the school day. The phone/technology device will then be released to the parent. The student will be assigned a Saturday detention. Second offense: The phone/technology device may be confiscated and kept in the office safe for the rest of the school day. The phone/technology device will then be released to the parent. The student will be assigned 2 Saturday detentions. Third offense: The phone/technology device will be confiscated and kept in the office safe for the rest of the day. The phone/technology device will then be released to the parent. The student will be assigned 3 Saturday detentions. Each offense after the third would result in one more additional Saturday detention. If students are assigned a Saturday detention for violating the cell phone/technology device guidelines and don't serve the assigned detention they could be placed in ISS until the Saturday detention is served. If parents or students request it, cell phones/technology devices may be left in the office in lieu of serving a Saturday detention. 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. Third offense for cell phones/technology devices and beyond will serve the suspension assigned. (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. 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.

The MHS Student Disciplinary Policy is designed as a guide and is by no means all-inclusive. The

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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 ten (10) days. It is the intent of the school district to keep the parent/guardian informed regarding serious or persistent disciplinary matters pertaining to their children and to solicit their cooperation in bringing about improved pupil behavior. Parents/guardians shall be informed by means of a Student Behavior Disciplinary Action Report brought home by the student involved as soon as possible in situations involving suspension from school. (Exceptions to the prior notice requirement may occur if a student's behavior creates a situation that cannot be tolerated or a situation that endangers other students.) The following specific procedures should be observed in any situation involving suspension.

1) Parents/guardians should be notified by means of a Student Behavior Disciplinary Action Report brought home by the student involved before the suspension becomes effective.
2) Official notification of a pupil's suspension, for more than three (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 ten (10) day, thirty (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. *(see 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

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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

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 busses, 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 Good Citizenship policy guidelines on page 7 of the student 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. 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, they will be in the pool the remainder of the

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school year and subject to random testing.

- If the student and the student's parents both consent, students who are not participating in any of the covered activities may become part of the random testing pool. Once they enter the program they are under the same guidelines as any other student participating in a covered activity.
- A student may refuse to be randomly tested, but if he or she chooses to do so, he or she will immediately be suspended from participating in covered activities for 365 calendar days.
- Any student who is enrolled in the A+ program and has a positive drug test will be removed from the program and is ineligible for all benefits from the A+ program. Any student who is enrolled in the student drug testing program and refuses to be tested when they are selected will be ineligible for all benefits from the A+ program.
- All new students enrolling after the school term begins along with their parents/guardians will meet with the Activities/Athletic Director to review the policy.
- Students should refer to the Board Policy JFCI and JFCI-AP 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 and procedure JFCI-AP.

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 and procedure JFCI-AP.

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.

II. *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.

III. *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:

To self-administer this medication, children MUST have on file with the school:

Written authorization by the parent/guardian

Medical history of the student's asthma

A written Asthma Action Plan to address emergencies and the care of asthma while in school

In addition, written authorization must be provided from the prescribing physician that the child has asthma, has been trained in the use of the medication, and is capable of self-administering the medication. 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.

IV. *Immunizations*

A. 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.

V. *Contagious Illness Management*

A. 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.

Macon R1 – Acceptable Use of Internet / Electronic Communications

1 Purpose

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

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

2 Definitions

For the purposes of this policy and related regulations, procedures and forms, the following terms are defined:

1. User

Any person permitted by the district to utilize any portion of the district's technology resources, including but not limited to students, employees, School Board members and agents of the school district. All users must have an appropriately signed *User Agreement* on file with the district before they are allowed access to district technology resources. All users must agree to follow the district's policies, regulations and procedures.

2. Electronic communications

Any transfer of signals, writings, images, sounds, data or intelligence that is, created, sent, forwarded, replied to, transmitted, distributed, broadcast, stored, held, copied, downloaded, displayed, viewed, read, or printed by one or several electronic communications systems. For purposes of this Policy, an electronic file that has not been transmitted is not an electronic communication.

3. Internet

The Internet is an unregulated global communications environment in which information changes constantly. Some of this information may be inappropriate for users, based on age and/or development levels.

4. Network

The Macon School District network is a managed communications environment using wired and wireless connections linking together school electronic devices.

5. Electronic Devices

Electronic Devices are wireless and/or portable electronic handheld equipment that include, but are not limited to, laptop computers, existing and emerging Mobile Communication Systems and Smart Technologies (cellphones, smartphones, walkie-talkies, pagers, etc.), Portable Internet Devices

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(mobile managers, mobile messengers, Blackberry TM handsets, etc.) PDAs (Palm organizers, pocket PCs, etc.), handheld entertainment systems (video games, CD players, compact DVD players, MP3 players, iPods, Walkmen, etc.) digital or film cameras, digital or analog audio recorders or video recorders (tape recorders, camcorders, etc.), and any other convergent communication technologies that do any number of the previously mentioned functions.
6. Incidental Personal Use
Use by an individual for occasional personal communications. Personal use must comply with this policy and all other policies, procedures and rules, and may not interfere with the employee's job duties and performance or with the student's educational responsibilities, with the system operations, or with other system users. Under no circumstances should the employee or the student believe that their use is private; the school district reserves the right to monitor access and use of its network.

3 Authority

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

The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.
The Board establishes that network use is a privilege, not a right; inappropriate, unauthorized and illegal use will result in cancellation of those privileges and appropriate disciplinary action.

4 Delegation of Responsibility

The IT Administrator will serve as the coordinator to oversee the district system and will work with other regional or state organizations as necessary.
Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.
The building administrator shall have the authority to determine what inappropriate use is.

4.1 Prohibitions

The use of the District Technology for illegal, inappropriate, unacceptable, or unethical purposes by students or employees is prohibited. All users of the network are strictly prohibited from engaging in the activities listed below. The District reserves the right to determine if any activity not appearing in the list below constitutes an acceptable or unacceptable use of the network.
These prohibitions are in effect any time School District resources are accessed whether in school, directly from home, or indirectly through another Internet service provider.

4.2 General Prohibitions

It is prohibited to use the network to/for:
1. Non work or non-school related communications unless the employee's use comports with this policy's definition of incidental personal use.
2. Access indecent, obscene, pornographic, child pornographic or terroristic material.
3. Transmit material likely to be offensive or objectionable to recipients including, but not limited to, that which may be defamatory, inaccurate, obscene, lewd, vulgar, rude, inflammatory, threatening,

profane, pornographic, offensive, terroristic and/or illegal.
4. Access or transmit gambling, pools for money, including but not limited to, basketball and football, or any other betting or games of chance.
5. Participate in discussion or news groups which cover inappropriate and/or objectionable topics or materials, including those which may be defamatory, inaccurate, obscene, profane, pornographic, offensive, terroristic and/or illegal.
6. Sending terroristic threats, hate mail, harassing communications, discriminatory remarks, and offensive or inflammatory communications.
7. Participate in unauthorized Internet Relay Chats, instant messaging communications and Internet voice communications (online; real-time conversations).
8. Facilitate any illegal activity.
9. Communicate through email for noneducational purposes or activities, unless it is for an employee's incidental personal use as defined in this policy.
10. Commercial, for profit, or business purposes (except where such activities are otherwise permitted or authorized under applicable district policies), unauthorized fund raising or advertising on behalf of the district and non-school district organizations, reselling of district computer resources to non-school district individuals or organizations, or unauthorized use of the district's name. A commercial purpose is defined as offering or providing goods or services or purchasing goods or services for personal use. District acquisition policies will be followed for District purchase of goods or supplies through the District system.

11. Political lobbying. District employees and students may use the system to communicate with their elected representatives and to express their opinion on political issues.
12. Advertising of any kind, unauthorized fundraising or unauthorized use of the Macon School District's name will not be permitted on the Internet or e-mail, or any other online service.
13. Anything that results in a copyright violation.
14. The illegal installation, distribution, reproduction or use of copyrighted software on District computers or student owned computers, or the copying of District software to unauthorized computer systems.
15. Intentionally infringing upon the intellectual property rights of others.
16. Use of the Network to commit plagiarism.
17. Making available material or information the possession or distribution of which is illegal.
18. Unauthorized access, interference, possession, or distribution of confidential or private information.
19. Intentionally compromising the privacy or security of electronic information.
20. Posting personal web pages without administrative approval.

4.3 Access and Security Prohibitions

Users must immediately notify the IT Administrator if they have identified a possible security problem. The following activities related to access to the District's computer network and the Internet are prohibited:
1. Misrepresentation (including forgery) of the identity of a sender or source of communication.
2. Acquiring or attempting to acquire passwords of others or giving your password to another.
3. Revealing a password or otherwise permitting the use of others (by intent or negligence) of personal accounts for computer and network access.
4. Using or attempting to use computer accounts of others. These actions are illegal, even if only for the purposes of "browsing".
5. Altering communication originally received from another person or computer with the intent to deceive.
6. Use of the District system to engage in any illegal act, which may threaten the health, safety or welfare of any person or persons, such as arranging for a drug sale or the purchase of alcohol,

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engaging in criminal gang activity, being involved in a terroristic threat against any person or property.
7. Disabling virus protection software or procedures.

4.4 Operational Prohibitions

1. Interference with or disruption of computer or network accounts, services or equipment of others, including, but not limited to, the propagation of computer “worms” and “viruses”, the sending of electronic chain mail, and the inappropriate sending of “broadcast” messages to large numbers of individuals or hosts. In other words, the user may not hack the network or others computers, whether by spyware designed to steal information, or viruses and worms or other hardware or software designed to damage computers, the network, or any component of the network, or strip information, or completely take over a person’s computer.
2. Altering or attempting to alter files, system security software or the systems without authorization.
3. Unauthorized scanning of the Network for security vulnerabilities.
4. Attempting to alter any District computing or networking components (including, but not limited to file servers, bridges, routers, or hubs) without authorization or beyond one's level of authorization.
5. Unauthorized wiring, including attempts to create unauthorized network connections, or any unauthorized extension or re-transmission of any computer or network services.
6. Connecting unauthorized hardware and devices to the network.
7. Loading, downloading, or use of unauthorized games, programs, files, or other electronic media.
8. Intentionally damaging or destroying the integrity of electronic information.
9. Intentional destruction of district computer hardware or software.
10. Intentionally disrupting the use of electronic networks or information systems.
11. Negligence leading to damage of district electronic information, computing, or networking equipment.
12. Failure to comply with requests from appropriate teachers or district administrators to discontinue activities that threaten the operation or integrity of computers, systems, or networks.

4.5 Content Guidelines

Information electronically published on the District's network, including, but not limited to the District's World Wide Web pages shall be subject to the following guidelines:
1. Published documents or video conferences may not include a child's phone number, street address, or box number, or names (other than first names) or of other family members.
2. Documents or video conferences may not contain objectionable material or point directly or indirectly to objectionable materials.
3. Documents must conform to District policies and guidelines, including the copyright policy.
4. Documents to be published on the World Wide Web must be edited and approved according to District procedures before publication.

<u>Copyright</u>
Federal laws, cases, and guidelines pertaining to copyright will govern the use of material accessed through the District system. Users will make a standard practice of requesting permission from the holder of the work and complying with license agreements. Teachers will instruct students to respect copyright, request permission when appropriate, and comply with license agreements.
Violations of copyright law include, but are not limited to, the making of unauthorized copies of any copyrighted material (such as commercial software, text, graphic images, audio and video recording), distributing copyrighted materials over computer networks, deep-linking and framing into the content of others' websites. Further, the illegal installation of copyrighted software or files for use on the District's computers is expressly prohibited. This includes all forms of licensed software - shrink-wrap, click wrap and electronic software downloaded from the Internet. District guidelines on plagiarism will govern use of material accessed through the District system. Users will not plagiarize works that they

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find on the Internet. Teachers will instruct students in appropriate research and citation practices.

4.6 Safety

1. To the extent possible, users of the network and Internet will be protected from harassment or unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall immediately bring them to the attention of a teacher or administrator.
2. Users will not post personal contact information about themselves or other people, in other words, the user may not steal another's identity in any way, may not use spyware, cookies, or use the network in any way to invade privacy. Additionally, the user may not disclose, use or disseminate personal information of other students or employees (examples include, but are not limited to, student grades, social security numbers, home addresses, telephone numbers, school addresses, work addresses, credit card numbers, health and financial information, evaluations, psychological reports, and educational records). Personal contact information includes address, telephone, school address, and work address.
3. Student users will agree not to meet with someone they have met online.
4. Documents or videotapes may not include information which indicates the physical location of a student at a given time other than attendance at a particular school or participation in school activities.

4.6.1 Internet Safety Policy

1. **Introduction**

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

2. **Access to Inappropriate Material**

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

3. **Internet Safety Training**

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

4. **Inappropriate Network Usage**

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

5. **Supervision and Monitoring**

It shall be the responsibility of all District employees to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Technology Services.

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4.7 Consequence

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

4.8 Due Process and Search and Seizure

Due Process

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

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

Search and Seizure

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

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

4.9 District Limitation of Liability

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

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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. Steve Shoush, 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).

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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.

HARASSMENT

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.

BULLYING

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 – 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. Religious Content in Programs and Ceremonies (Board Policy IND).

MACON R-I GRIEVANCE PROCEDURE

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

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.

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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.

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

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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.

NOTICE OF VIRTUAL COURSE OFFERING

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.

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

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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.

SNACK/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. Homemade items will not be served. 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.

CLASS SPONSORS

SENIORS	JUNIORS	SOPHOMORES	FRESHMAN
*Sheila Gingrich	*Jennifer Morris	*Tiffanee Murr	*Erik VanDelft
*Michael Keeney	* Andy Busick	*Amy Dwiggins	*Kim Gann
Jamie Baker	Joey Peterson	*Shayla Coffey	Michelle Walters
Kimberly Guilford	Shelly Schaefer	Kathryn Thrasher	Kyle Bealmer
	Tarra Shoemaker	Miranda Walker	Carolyne Adams
	Justin VanHoose	Mackenzie Hustead	Misty Bruno
	Kyle Robuck	Bobbi Jo Linn	Dale Devenport
	Maria Smith	Kurt Howell	Pamela Winn
	Clint Coffey	Alison Robinson	Bradley Burkhardt
	Robyn Howell	Jennifer Diekamp	Peyton Lewis

***DENOTES LEAD SPONSOR. Lead sponsors organize and lead the class projects throughout the year.**

CTSOs, CLUBS AND SPONSORS

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Art Club	Carolyne Adams
Drama Club	Alison Robinson
FBLA	
FCA	Kim Gann, Susan Bond, Michael Keeney
FCCLA	Heidi Edwards, Maria Smith, Jonna Adams, Shelly Schaefer
FFA	Kathryn Thrasher, Peyton Lewis
History Club	Andy Busick, Dale Devenport, Joey Peterson
National Honor Society	Alison Robinson
Strength Club	All HS and MS Coaches, Jameson Allen lead sponsor
Student Council	Misty Bruno
Skills USA	Bobbi Jo Linn, Justin Miller, Burdett Wilson, Kyle Bealmer, Doyle Cook

ACTIVITIES

Scholar Bowl	Todd Quigley, Barbara White
Band	Jamie Baker
Homecoming	Student Council & All FB Coaches
BB Courtwarming	Student Council & All BB Coaches
Cheerleading	Mackenzie Hustead
Chorus	Kimberly Guilford
Jr. Class Prom Grand March	Jr. Class Sponsors
Senior Class T-Shirts	Sheila Gingrich
Yearbook (OIPI)	Bobbi Jo Linn

ATHLETIC PROGRAMS AND COACHES

Football	Jameson Allen, John Polk, Sam Quillen, Bradley Burkhardt, Joey Peterson
Softball	Leann Hamlin, Allison Kemp, Larry Bagby, Jordan Simons Volunteer Asst.
Cross Country	Brett Davis
Girls Basketball	Richard Driscoll, Leslie Miller, Bradley Burkhardt

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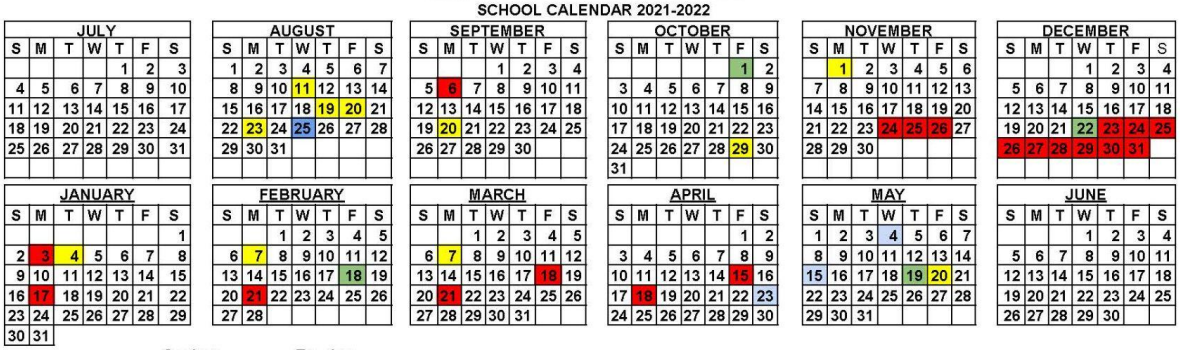
Boys Basketball	Dale Devenport, Michael Keeney, Andy Busick
Boys Track & Field	Joey Peterson, Brett Davis, Clint Coffey Volunteer Asst.
Girls Track & Field	Jameson Allen, Shayla Coffey
Golf –Girls	Dale Devenport
Golf - Boys	Richard Driscoll
Baseball	Kyle Robuck, Travis Mundahl, Larry Bagby Volunteer Asst.
Wrestling	Justin VanHoose, Justin Miller, Fred Ross and Brett Davis Volunteer Asst.

MACON COUNTY R1 SCHOOL DISTRICT

SCHOOL CALENDAR 2021-2022



Month	Student Days		Teacher Days	
August	5		8	
September	20		21	
October	20		21	
November	18		19	
December	16	79	16	85
January	18		19	
February	18		19	
March	20		21	
April	19		19	
May	14	89	15	93
Teacher Paid Holidays			3	
Total Days	168		181	

Early out @ 1:00 p.m.

Approved January 27, 2021

Aug. 11	New teacher orientation (no school)
Aug. 19,20,23	Teacher Inservice
Aug. 25	First Day of School
Sept. 6	Labor Day (no school)
Sept. 20	Conference Professional Dev. Day (no school)
Oct. 1	Homecoming (early out 1:00 p.m.)
Oct. 22	End of 1st Quarter(41 days)
Oct. 26&28	Parent/teacher Conference
Oct. 29	Teacher Comp. Day/No School
Nov. 1	Teacher Professional Development Day (no school)
Nov.24-26	Thanksgiving Vacation
Dec. 22	Early dismissal (1:00 p.m.) End of of 2nd Qtr/1st Sem (38 days)
Dec. 22	Teacher workday -students released at 1:00 pm
Dec. 23	Christmas Vacation
Jan. 4	Last day of Christmas Vacation (no school)
Jan. 4	Teacher workday (no school)
Jan. 17	MLK, Jr. Day observed (no school)
Feb. 7	Teacher Professional Development Day (no school)
Feb. 17	Parent/teacher Conference
Feb. 18	P/T comp day (early dismissal @ 1:00 p.m.)
Feb. 21	Presidents Day (no school)
Mar. 7	Teacher Professional Development Day (no school)
Mar. 11	End of 3rd Quarter (44 days)
Mar. 18-21	Spring Break
April 15-18	Easter Break
Apr. 23	Prom
May 4	Baccalaureate
May 15	Graduation
May 19	Last day of school (early dismissal)
May 19	End of 4th Qtr/2nd Sem (45 days)
May 20	Teacher Inservice

Inclement weather make-up days:
5/20, 5/23/ 5/24, 5/25

- First Day of School
- School not in session
- Teacher workshop no school
- Early out 1:00 p.m.
- Special school event

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