

# Macon Middle School

## Student Handbook

### 2018-2019



702 North Missouri Street  
Macon, MO 63552

Telephone 660-385-2189  
FAX 660-385-7230

[www.macon.k12.mo.us](http://www.macon.k12.mo.us)

RETURN TO TABLE OF CONTENTS

TABLE OF CONTENTS

<a href="#">Assignment Books</a>	-----	17
<a href="#">Attendance Information</a>	-----	7
<a href="#">Awards Assembly</a>	-----	22
<a href="#">Backpacks</a>	-----	5
<a href="#">Bullying</a>	-----	12
<a href="#">Cafeteria Rules</a>	-----	23
<a href="#">Complaint Resolution</a>	-----	36
<a href="#">Conduct at Extracurricular Activities</a>	-----	33
<a href="#">Custodial &amp; Non-Custodial Parent’s Rights &amp; Responsibilities</a>	-----	12
<a href="#">Daily Class Schedule</a>	-----	32
<a href="#">Dances</a>	-----	16
<a href="#">Disciplinary Response To Student Misconduct</a>	-----	37
<a href="#">Dress Code for Macon R-1</a>	-----	10
<a href="#">Early Dismissal/Cancellation</a>	-----	7
<a href="#">Every Student Succeeds Act</a>	-----	35
<a href="#">Extra-Curricular Activity Policy</a>	-----	32
<a href="#">Food &amp; Drink</a>	-----	13
<a href="#">Harassment</a>	-----	12
<a href="#">Sexual Harassment</a>	-----	12
<a href="#">Bullying</a>	-----	12
<a href="#">In-School-Suspension Policy</a>	-----	10
<a href="#">Introduction of Faculty</a>	-----	4
<a href="#">Introduction of School</a>	-----	3
<a href="#">Leaving School Policy</a>	-----	11
<a href="#">Locker</a>	-----	21
<a href="#">Lunch Information</a>	-----	6
<a href="#">Macon County R-I Acceptable</a>	-----	
<a href="#">Use of Internet/Electronic</a>	-----	26
<a href="#">Communications</a>	-----	
<a href="#">Macon County R-I School District Alcohol &amp; Illegal Drug Policy</a>	-----	33
<a href="#">Macon County R-I Grievance Procedure</a>	-----	15
<a href="#">Make-Up Work</a>	-----	9
<a href="#">Middle School Grade Scale</a>	-----	32
<a href="#">Mission Statement</a>	-----	5
<a href="#">Non-Discrimination Policy</a>	-----	3
<a href="#">Public Notice</a>	-----	41
<a href="#">Retention Guidelines</a>	-----	8
<a href="#">Safety Precautionary Procedures/Drills</a>	-----	17
<a href="#">School Bus Regulations</a>	-----	22
<a href="#">School Calendar</a>	-----	42
<a href="#">School Citizenship Policy</a>	-----	23
<a href="#">Services Provided by the School</a>	-----	19
<a href="#">Student Due Process</a>	-----	12
<a href="#">Student Drug Testing Program</a>	-----	33
<a href="#">Students’ Records &amp; Disclaimer</a>	-----	13
<a href="#">Surveying, Analyzing or</a>	-----	
<a href="#">Evaluating Students-JHDA</a>	-----	14
<a href="#">Tardy Policy</a>	-----	9
<a href="#">Telephones, Cell Phones and</a>	-----	
<a href="#">Technology Devices</a>	-----	17
<a href="#">Vision at Macon R-1</a>	-----	4
<a href="#">Visitors</a>	-----	16
<a href="#">Weapons in School Policy</a>	-----	35
<a href="#">Wellness Plan for Macon R-1</a>	-----	13

**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 VI 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 the Macon County R-I School District’s compliance with regulations implementing the acts listed above are directed to contact the Superintendent of Schools, who has been designated to coordinate the institution’s efforts to comply with these regulations, at 702 North Missouri, Macon, MO 63552. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of education, regarding compliance activities.

**FORWARD**

The policies and procedures outlined in this handbook are a guide or outline to ensure students success. Although not every issue that will arise will be outlined here it will cover most situations. This information is prepared to help you become a part of the community here at MMS. It is our hope that the handbook will help guide and shape you into a productive citizen.

**WELCOME TO MACON MIDDLE SCHOOL**

Welcome to the 2018-2019 school year. The beginning of each school year is an opportunity for everyone in the school community to reflect upon goals. It is my hope that each student will set and reach their personal goals this school year. The goal of the staff at Macon Middle School (MMS) is to provide each student with a safe nurturing environment that will meet the needs of each student. We strive to bridge the gap between elementary and high school by encouraging students to do their best academically, socially, and emotionally. We also promote Respect, Responsibility, and doing the Right Thing. We believe these positive character traits will help our students grow into successful students and productive citizens.

Attending MMS will be one of the best experiences of your life. You will be faced with many new and exciting challenges. The way you approach these challenges will determine how fulfilling this year will be for you. I strongly encourage every student to find an activity and get involved.

It takes everyone working together to meet the needs of each student. We invite you to come along side us to provide the best educational experience possible for the students at MMS. The staff at MMS looks forward to working with students, parents and the community during the 2018-2019 school year.

*Bruce Weimer, Principal*

Macon Middle School

**BOARD OF EDUCATION**

President: Donny Wyatt  
Vice-President: Bill Noyes  
Secretary: Becky Baldwin  
Treasurer: Sandra Boling  
Board Members:  
Carrie Bergfield  
Steve Burns  
Joe Claypoole  
Kevin Linear  
Jerry Martie

**ADMINISTRATION**

Superintendent: Scott Jarvis  
Executive Director of Operation: Marshall Gingrich  
H.S. Principal: Dr. Kristi Weldon  
Assistant H.S. Principal: Brent Hodge  
Director of Career Center: Pete Claas  
Middle School Principal: Bruce Weimer  
Athletic Director:/ MS Assistant Principal: Zack Grassley  
Elementary Principal: Susan Hazen  
Elementary Assistant Principal: Stacy Quinn  
A+ School Coordinator: Sheila Gingrich  
Special Services Director: Shelley Devenport  
Director of Maintenance: Steven Shoush  
Adult Education Coordinator: Lydia McClellan

**2018-2019  
MACON MIDDLE SCHOOL FACULTY AND STAFF**

Principal	Bruce Weimer
Athletic Director/ MS Asst. Principal	Zack Grassley
Counselor	Tera Toll
Special Education Director	Shelley Devenport
Librarian	Robyn Howell
Librarian Assistant	Sam Brower
School Nurse	Megan Conrad
Principal's Secretary	Lisa Peterman
Counselor's Secretary	Dena Reed
School Resource Officer	Ryan Walker

**Faculty**

Baker, Jamie	Band
Cook, Brent	Resource Room
Claas, Brennan	PE/ Health
Cross, Beth	Science
Davidson, Ricky	Social Studies
Cross, Rebecca	Reading/Language Arts
Diekamp, Jennifer	Special Ed.
Grassley, Chelsey	Language Arts
Garrett, Danielle	Social Studies
Hall, Merle	Computers
Hayes, Julie	Science
Kiser, Amanda	Enrichment
Liebhart, Ashlee	PE/ Health
Matlock, Karla	Reading/Language Arts
Miller, Leslie	Math
Marta Gall	Art
Parks, Brian	Vocal Music
Quigley, Todd	Social Studies
Schwartz, Sam	Science
Stewart, Andrew	Math
VanDelft, Brandi	Math
Walters, Michelle	Special Ed
Wells, Laura	Language Arts
White, Barbara	Spectra

**Para-Professionals**

Baker, Christina  
TBD

**Custodians**

Harvey, Sue  
White, Terri

## **MISSION STATEMENT**

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

## **VISION AT MACON R-1**

Building a brighter future for our children and our community.

## **STUDENT EXPECTATIONS AT MMS**

1. Be Responsible-Take responsibility for your choices and actions.
  - Be on time for class or other specified activities.
  - Be prepared for class by having necessary items assignment book, homework, pens, pencils, paper, textbook, and any other items deemed necessary by the teacher.
  - Reading book-always have a reading book.
  - Complete homework on time-if homework is not completed a note will be made in student planner.
  
2. Be Respectful-Treat others the way you want to be treated in every situation.
  - Act in a way that will represent MMS, parents, community, and self in a positive manner.
  - Support and encourage your peers. Say positive encouraging words or do not say anything.
  - Be tolerant of individual differences.
  - Refrain from making unnecessary messes.
  - Keep lockers in a neat and orderly manner.
  
3. Do the Right thing-Doing the right thing is often not what we want to do but it is still the right thing and will result in the best overall outcome.
  - If you make a mistake, be willing to admit fault.
  - Be an honest person, and accept responsibility for your actions.
  - Be willing to apologize when someone has been offended by your words or actions even if that was not what you had intended.
  - Clean up after yourself in the halls, cafeteria, and in the restrooms.
  - If someone else is not following these guidelines find the appropriate adult and make them aware so the situation can be addressed quickly.

Students who fail to meet expectations both academically and behaviorally are subject to loss of privileges.

## **BACKPACKS IN THE CLASSROOM**

Backpacks will not be allowed in the classroom. In the past several students have brought their backpacks to the classroom. With several bags in the room the aisles between desks is cluttered and unsafe. The purpose for this change is to improve safety in the classroom for both students and teachers by improving navigation within the classroom. This will also improve instruction because of improved teacher mobility. In addition, students will not be distracted by digging through bags eliminating distractions and management problems within the classroom. Students will be allowed to carry a handbag no larger than 8 inches x 8 inches x 4 inches MAXIMUM for personal items only. Handbags or purses must be kept under students' seats and are not to be opened during class.

To help students organize school supplies, homework and other important papers we are requesting each student purchase a three ring binder that can be closed with a zipper. Students will carry the binder to each class with all necessary items. We are also requesting that inside each binder students have a pencil pouch with a zipper or closure that will fit the three ring binder. The pencil pouch will serve to keep writing utensils and other personal items students may need. All pencils, pens, paper, homework and other necessary class supply items must be kept in the binder to eliminate the need to go

through the handbag during class time. At any point through the school year, if the handbags or purses become a widespread problem we reserve the right to eliminate them from being brought to the classroom.

### **LUNCH INFORMATION**

#### **LUNCH SHIFTS:**

Students will have two lunch shifts. Eighth grade students and ½ 7<sup>th</sup> grade students will be excused at 12:11 p.m. and will be dismissed from the cafeteria back to fifth hour class at 12:31 p.m. Sixth grade and ½ of 7<sup>th</sup> grade will be excused from fifth hour at 12:38 p.m. and will be dismissed from the cafeteria at 12:58 p.m.

#### **ALL STUDENTS ARE TO GO TO THE CAFETERIA DURING THEIR ASSIGNED LUNCH SHIFT.**

Students are to **remain in the lunchroom** until excused by the lunchroom supervisor. They are to remain seated until their table is excused. Students should enter the serving area forming two lines, choose a serving area, select their food, and go to the cashier and pay for their meal. There is to be no eating or drinking in the serving area. Students are to keep all purchases on their tray. Failure to do so could result in the loss of cafeteria privileges. **Food will be served up to the last 5 minutes of the lunch shift. Charges will not be allowed.**

**Macon County R-I uses a lunch debit system.** Each student is assigned a number which they enter to purchase their meals. Purchases are subtracted from their account balance. Only the owner may use his/her number.

**A NOTICE WILL BE SENT HOME REGARDING CHARGES AND THEY ARE TO BE PAID ON THE NEXT SCHOOL DAY.**

#### **LUNCH POLICY:**

**MEALS ARE TO BE PAID FOR EITHER BY THE WEEK OR IN 20 DAY PERIODS.**

##### **PAYING BY THE WEEK**

\$ 2.05 per day

\$ 10.25 Weekly

\$.40 Reduced price per day (must have an application approved)

\$2.00- Weekly

Pay either of the two cashiers in the cafeteria line.

##### **PAYING BY THE 20 DAY PERIOD**

\$ 41.00 Regular Lunch Price

\$ 8.00 Reduced Lunch Price (must have an application approved)

Pay in advance.

- a. When you enroll or before the first day of school
- b. In the cafeteria during breakfast
- c. Before lunch with Food Service Secretary

#### **BREAKFAST POLICY:**

**ALL MEALS ARE TO BE PAID BY THE WEEK OR IN 20 DAY PERIODS**

\$. 75 Regular Breakfast Price.

\$.30 Reduced Breakfast Price.

\$15.00 Regular Price for 20 days

\$6.00 Reduced price for 20 days (must have application approved)

Only students who plan to eat breakfast may go to the cafeteria. Breakfast will be served between 8:00 a.m.-8:15 a.m.

Sit at the long tables only

Finish eating remove all items from trays and then return to the middle school building.

Uncooperative behavior may cause you to lose your breakfast privileges.

Students are not to be in the high school building unless for cafeteria business. If you are in the high school and have no business there you may spend time in pre-school detention.

**If there are questions, call Pam Burke, Food Service Secretary at 385-2197.**

### **EARLY DISMISSAL/CANCELLATION**

In the event of inclement weather that would cause school to be dismissed early or cancelled, announcements are made on all area radio stations and TV stations. Additionally, a message will be sent via text message and/or e-mail through Tiger Alerts (Textcaster). Parents may sign up by accessing the Macon R-1 website at [www.macon.k12.mo.us/useful\\_links/textcaster](http://www.macon.k12.mo.us/useful_links/textcaster)

### **ATTENDANCE**

Students are to attend school regularly and arrive promptly to classes. Students having good attendance generally achieve higher grades, enjoy school more and are much more desirable as employees after graduation. Good attendance is the responsibility of the parent and/or the legal guardian. Parents or legal guardians are responsible for informing school officials on the day of the student's absence. We understand that there are times when a student must miss school; for that reason the following procedures will be followed.

#### **The following May Be Excused Absences**

- Personal illness that's an extenuating circumstance (ex- mono, pneumonia, or other serious illness that would prevent student from being at school-with an excuse from the doctor
- Death in the immediate family-Student Bereavement: 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, children, brothers, sisters, stepbrother, or stepsister will be excused for a total of 5 consecutive school days.
  - Grandparents, Step Grandparent, Aunts, 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.
- School activities
- Medical/dental appointments that cannot be scheduled other than school hours-with an excuse from the doctor  
All make-up work will be due upon the same number of days absent.

#### **Avoidable Absences-limited basis**

- Emergency work at home for parent/guardian
- Out of town trips arranged and approved in advance by the principal  
All make-up work is due upon the first day of return.

#### **Unexcused Absences**

- Truancy
- No call or note from parent or guardian
- Out-of-school suspension  
No credit for make-up work

#### **Missing school attendance and attending an activity**

A student must be in attendance for the second half of the school day to participate or attend a school activity that day or evening. A student must be in attendance at least half the day on Friday to attend or participate in an activity on Saturday.

Any student absent from class more than 8 days, whether excused, avoidable, or unexcused during a semester is subject to loss of credit for that class/classes. Missouri law requires school attendance. Good attendance is important to the success of each student. In order to receive credit for a class, a student must maintain a passing grade as determined by the instructor and not miss more than 8 class periods in any one semester. School sponsored activities are an exception.

Parents will be notified at the 5<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> absence interval. The school recognizes that extenuating circumstances beyond the control of the student do exist (chronic illness, hospitalization, accidents, etc.) It is the parent's responsibility to insure that complete documentation concerning all absences is on file in

## [RETURN TO TABLE OF CONTENTS](#)

the office. For any absences to be considered excused requires documentation from the professional organization stating the reason for the absence.

When a student exceeds 8 absences in a class(es) they may restore lost credit by attending Saturday make up sessions or prearranged before and or after school detentions. 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. Students must be on time and must stay the entire time to make up a missed day of attendance. Students may also make up time by arranging with a teacher before or after school detention. One detention (one hour) is equivalent to making up one hour of absence. This arrangement must be set up by the student and approved by both the supervising teacher and the principal.

With a student's 9<sup>th</sup> absence in a semester, the parent or legal guardian will be informed in writing that Saturday school has been assigned for surpassing the attendance limit. A requirement to appeal is to attend at least one Saturday make-up session to make up a day of absence or four hours of before or after school detention with the supervising teacher and principal approval.

Any student who exceeds the 9 absences must appeal within ten school days. Appeals must be completed in writing and should be turned into the middle school principal's office. An appeals committee will consist of a middle school principal, school counselor and an additional staff member. Appeals will be considered only on the basis of medical records, emergencies, or special circumstances (for example: surgery during the semester). Any unexcused absence is not a valid basis for appeal. The attendance committee has the power to accept or reject the appeal based upon the documentation provided, or set up guidelines for student to meet that will make the appeal acceptable. All further appeals must be made in writing to the Superintendent within ten school days.

Students that exceed the attendance policy in the final two weeks of the semester 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 or pre-arranged before or after school detention further disciplinary action will be taken. Unique circumstances that cause a student to miss will be considered in rescheduling a Saturday make up session.

Level 1	6 absences	Warning email sent to parents and student
Level 2	9 absences	Saturday school is assigned for going over attendance limit.
Level 3	11 absences	Saturday detention, Juvenile office referral- additional Saturday school will be assigned for every 2 absences above 9.
Level 4	13 absences	Placed upon summer school status- which means student must attend summer school to make up lost time. 2nd Juvenile office referral

### **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 building administration.

1. One Saturday school day is the equivalent of one regular school day.
2. Failure to attend Saturday school and/or pre-arranged before or after school detention to make up days missed may result in a student being placed on summer school status and possible retention.

### **RETENTION GUIDELINES**

Middle school students who fail 4 semesters of core subject areas language arts, math, science, social studies, and reading are considered for retention. Other factors that will be taken into considerations before a student is retained are reading level, date of birth, physical maturity, social development, and regular school attendance.



Students in danger of failing 4 semesters of core subject areas are allowed to go before the Grade Level Team and contract with them to showing adequate academic improvement. Request must be made in writing. Grade level Team will make a recommendation to the principal. Final decision rests with the administration.

**MAKE-UP WORK POLICY**

Students are expected to complete assigned work by the due date. Failure to complete work by the due date will received up to maximum 70% of the total points possible for the activity. Teachers will keep track of late and missing assignments and communicate with parents what assignments are missing. A new D and F report will be updated each grading cycle and students will be required to attend each night until the grade is a C-, 70% or above.

In the case of an absence it is the student’s responsibility to collect incomplete homework and to make arrangements for completing and giving the work to the teacher. Late assignments and tests will be accepted. Full credit may be earned for late assignments or tests if the absence is excused; however, if the absence is unexcused, students will not receive credit for the assignments.

**LOITERING**

Students must be under the direct supervision of a teacher, coach or other staff member who have office permission to be working with students before or after regular school hours. Students are requested not to loiter before or after their daily schedule. Students without supervision should not arrive at school before 7:30 and should not stay on campus passed 3:30 without direct supervision.

**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. When a student receives (8) tardies, that student will be assigned to a before or after school detention held when assigned as needed. The before or after school detention will start promptly at 7:15 a.m. or 3:30 p.m. as assigned. You must be on time, if you are tardy to this detention you will not be allowed to attend. If a student doesn’t serve the assigned after school detention after (7) tardies, they will receive 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 detention, they automatically will receive one (1) day *Saturday Morning 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 detention for every fifth tardy. (For example: 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 before or after school detention
Level two:	13 tardies	One before or after school detention and 1 day Saturday morning detention.
Level three:	18 tardies	One before or after school detention, 1 day Saturday morning detention, 1 day ISS (In School Suspension)
Level four:	23 tardies	2 days ISS (In School Suspension).A referral will be made to the Juvenile office
Level five:	28 tardies	3 days ISS for this and any more subsequent levels of violation for being tardy. A second referral will be made to the Juvenile office

**If a student misses an assigned Saturday Morning Detention for disciplinary purposes:**

The first time they miss they will receive 1 day In School Suspension (ISS). The second missed Saturday Morning Detention will result in two days of In School-Suspension (ISS). If you miss a third or more Saturday Morning Detentions it will result in 3 days of In School-Suspension (ISS).

**TRUANCY**

Truancy is the absence from school without prior approval by the parent/guardian or school officials. For the possible penalties for truancy, see SECTION II of the DISCIPLINE POLICY.

**MACON R-1 SCHOOL GUIDELINES FOR IN-SCHOOL SUSPENSION**

Students assigned to IN-SCHOOL SUSPENSION must display a cooperative attitude and follow the guidelines and procedures of the program. The purpose of the IN-SCHOOL SUSPENSION 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 IN-SCHOOL SUSPENSION will be in regular school attendance and in full cooperation with the IN-SCHOOL SUSPENSION instructor. IN-SCHOOL SUSPENSION 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 the misbehavior or 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 8:00-8:16 a.m. Students may not interrupt classes to get their assignments during the school day.
2. Students must report to the IN-SCHOOL SUSPENSION room 1<sup>st</sup> period or assigned by the administrator. Students arriving after the tardy bell must have an admit slip.  
Time Periods: Full day-8:16 a.m.-3:25 p.m.  
One-half day periods 1,2,3,4  
Or periods 4,5,6,7
3. Students assigned to IN-SCHOOL-SUSPENSION 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 IN-SCHOOL SUSPENSION instructor. Students should be on task throughout their scheduled ISS time.
8. The IN-SCHOOL SUSPENSION instructor will be available to help students who request assistance with their homework.
9. Materials brought into the IN-SCHOOL SUSPENSION 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 IN-SCHOOL SUSPENSION instructor will reserve the right to check any article that is carried into or out of the room.
11. A copy of guidelines will be given to students before arriving to suspension area and the ISS supervisor will have a written report of incidents causing each student to be on suspension.
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 seat, or move about while in detention; no contact with other students
14. Students assigned to ISS will forfeit their opportunity to attend meetings/assemblies.
15. If rules are violated, a written report should be made out and sent to the office with the student.

**DRESS CODE FOR MACON R-1**

The Macon County R-1 School District encourages all students to dress in a manner reflecting good taste and an appropriate style for school attendance. It is expected that student dress will not disrupt the educational process, constitute a health or safety hazard, or violate district policy.

Recognizing that some students may abuse dress privileges, the following limitations are examples of dress restrictions that will be enforced. When - in the 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

#### **GUIDELINES FOR PROPER DRESS FOR PHYSICAL EDUCATION**

- A. All gym clothes must be marked with permanent marker.
- B. Clothing worn in physical education class should be different than the clothes worn to school on the day of PE class.
- C. Shorts or warm-up pants worn in class should be comfortable, not tight and of reasonable length. Cut-off shorts are not appropriate.
- D. Halter-tops, mid-shirts or t-shirts with inappropriate pictures, advertisements or words are not allowed. (See Handbook: Student Dress, Page 6.)
- E. Having an extra pair of socks available is a good idea as socks may be soiled while participating in outdoor sports.
- F. Only clean gym shoes will be allowed on the gym floor during physical education class.
- G. No jewelry is to be worn by students during physical education class.
- H. Gym clothes are to be taken home at the end of each week to be washed. . A “clean clothing” check will be completed at the beginning of each week.
- I. Students are not to borrow gym clothes from another student.

**SPECIAL NOTE: VALUABLE ITEMS SHOULD NOT BE TAKEN INTO THE GYM AREA AS THERE ARE NO LOCKABLE STORAGE AREAS. MARK ALL ARTICLES OF CLOTHING USING A PERMANENT MARKER. NO GYM BAGS ARE TO BE LEFT IN THE GYM. ITEMS LEFT IN THE GYM OR LOCKER ROOM AREA ARE THE RESPONSIBILITY OF THE OWNER.**

#### **LEAVING SCHOOL**

Upon arrival at school, students are not to leave school property without permission from a parent, guardian, teacher, principal or other school official. **Once permission is granted the student must report to the office and complete the “sign-out” sheet recording their absence.**

#### **PARENTS TAKING CHILDREN FROM SCHOOL BEFORE 3:25 p.m.**

Parents who come to school before the end of the school day to get their child are asked to **come to the middle school office first and ask the secretary to summon their child.** The student then will come to the office and complete the “sign-out” sheet. **Please do not go to the classroom to pick up your child and leave school.**

**STUDENTS WITH NURSE'S PERMISSION TO LEAVE:**

Students who are ill and are to be sent home by the nurse are to **come to the office, and sign out. The school nurse is responsible for contacting the office and the parent of a child who is ill. Students are not to call parents themselves asking that a parent come get them.**

**HARASSMENT**

**SEXUAL HARRASSMENT:**

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 or communication constituting sexual harassment. Sexual harassment by an employee, student or other person in the district against any person is prohibited. Allegation of sexual harassment shall be investigated and, if substantiated, corrective or disciplinary action will be taken based upon board policy.

**BULLYING:**

Macon R-I is committed to maintaining a learning and working environment 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 that is repetitive and is one-sided.

Bullying occurs when a student:

- Communicates 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 suffering on another individual or group of individuals.

Click [here](#) for a copy of the bully form

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

- A student should report incidents of sexual harassment to a teacher, other staff member or the building principal. A school employee should report incidents of sexual 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 NONCUSTODIAL PARENT RIGHTS AND RESPONSIBILITIES**

The rights of custodial and non-custodial parents will be equally respected unless a court order imposes special restrictions. The custodial parent must provide the school principal with a copy of the court order detailing the special restrictions. Parental rights include access to student records, school mailings, attendance at parent/teacher conferences and Individual Educational Program (IEP) meetings, the authority to request an early release for their child and to excuse their child up to six (6) times per semester from school attendance for legitimate reasons. The non-custodial parent must provide his/her name, address and phone number to be consulted regarding their child or to receive school mailings.

### **Food & Drink**

In an effort to take pride in our school and to prevent distractions to the learning process, Macon Middle 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.

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

### **WELLNESS POLICY**

For more information regarding our wellness policy - click on [Macon County R-1 Wellness Policy](#) or go to our school webpage at <http://www.macon.k12.mo.us/> then click on Useful links->Health Page -> wellness policy.

### **STUDENT RECORDS**

The Family Educational Rights and Privacy Act (FERPA) afford 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 educational records within 45 days of the day 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 educational records that the parent or eligible student believes are 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 educational records, except to the extent that FERPA authorizes disclosure without consent.* An exception permitting disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor or support staff member including health or medical staff and law enforcement unit personnel; a person serving on the School Board; a person or company with whom the school has contracted to perform a special task such as an attorney, auditor, medical consultant or therapist; or a parent or eligible 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/her professional responsibility.
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, person acting as a student's parent in absence of a parent or guardian, or the student, if 8 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. The following information may be released without obtaining parental consent; Student's name, parent's name, address, telephone number, electronic mail (e-mail) address, date and place of birth, grade level, major field of study, enrollment status, e.g., full-time or part-time, participation in officially recognized activities and sports including audiovisual or photographic records of openly visible activities thereof, e.g., artistic performances, sporting contests, attendance, degrees, honors and awards received, most recent previous school attended and photograph including photographs of regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy.

**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.

**SURVEYING, ANALYZING OR EVALUATION STUDENTS-JHDA**

**Inspection:**

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

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

**CONSENT REQUIRED:**

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

1. Political affiliations or beliefs of the student or the student's parent.
2. Mental or psychological problems of the student or the student's family.
3. Sex behavior or attitudes.
4. Illegal, antisocial, self-incriminating or demeaning behavior.
5. Critical appraisals of other individuals with whom respondents have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers.
7. Religious practices, affiliations or beliefs of the student or the student's parent.

8. Income other than those required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

#### **NOTICE AND OPPORTUNITY TO OPT OUT**

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

1. Any other protected information survey, as defined above, regardless of the funding source.
2. Any nonemergency, 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)

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. However, this policy shall not be used to deny any student, employee or school official any personal legal right of expression.

#### **MACON R-1 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.

## [RETURN TO TABLE OF CONTENTS](#)

- The principals 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 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.

### ASBESTOS NOTICE

The Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA, was enacted by Congress 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 materials 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 offices during regular office hours. All inquiries regarding the plan should be forwarded to the Director of Maintenance.

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

### VISITORS

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

### DANCES

Dances are open to all enrolled members of the middle school. The following regulations apply to all school sponsored dances. For 8<sup>th</sup> grade dance only 8<sup>th</sup> grade students who attend a school within the Macon R-I district are able to attend.

1. Students are required to be in good attendance standards in order to attend school sponsored dances. Any student who has exceeded the attendance policy may not be allowed to attend school sponsored dances. (Extra-Curricular Activities Policy attendance applies to dances as well). Extenuating circumstances will be evaluated on an individual basis by the administration.
2. Any student with 5 or more office referrals may lose the privilege to attend dances.
3. Students who fail 2 or more classes may not be allowed to attend dances at school.
4. Students who have received multiple days of ISS or OSS may not be allowed to attend school sponsored dances.
5. Once a student leaves a dance they may not return.

**A student missing school on the day of an extracurricular activity or a school sponsored event outside the regular classroom, or on a Friday prior to a Saturday extracurricular activity or event outside the regular classroom will not be eligible to participate in the event unless the absence is excused in advance by the principal.**



### **ASSIGNMENT BOOKS**

One assignment book will be provided to each sixth grade student at the beginning of the school year. Each sixth grade student is expected to take their assignment book with them to every class. If students lose, damage or misplace their assignment book they will be responsible for replacing it.

### **TELEPHONES, CELL PHONES, TECHNOLOGY DEVICES**

Macon R-I is committed to moving students and staff forward in a 21<sup>st</sup> century learning environment. Students are expected to comply with all rules set in the Macon R-I Acceptable Use of Internet/Electronic Communications (BYOD-Bring Your Own Device) Policy. Middle 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 in the cafeteria area during lunch time. Use of technology devices during bell change time, in bathrooms, 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 middle 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 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. The school is not responsible for lost or stolen items.

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

Each offense after the third would result in one more additional Saturday detentions. If students are assigned a Saturday detention for violating the cell phone guidelines and don't serve the assigned detention they will be assigned one day of in-school-suspension. If parents or students request it, cell phones 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 Offenses: For cell phones and beyond will serve the suspension assigned.

Students must prove that they have turned in a working phone if they choose to leave a phone in the office. Only school days that students are in session will count towards the days a phone is kept in the office. (Weekends and holidays, vacation days will not count.) **Phones will not be returned early.** This policy will start at the beginning of each school year and accumulate for the entire school year.

### **ASSEMBLIES**

Several assemblies will be conducted during the school year. Students are expected to enter the assembly area in an orderly manner and be seated quickly. Students are to be cooperative and respectful toward the people providing the assembly.

### **SAFETY PRECAUTIONARY PROCEDURES/DRILLS**

The first tenet of any drill 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. The purpose of any drill is to save life.

#### **A. EVACUATION PROCEDURE:**

The signal for Evacuation real or practice will be a loud continuous ringing of fire alarm and strobe lights, also notification from a designated school official will announce using the intercom system of the need to evacuate the building. 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. The all clear signal is two (2) long rings of the bell. The principal may give additional direction.

- In the event of an 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 belonging with them to the bleachers.
- After arriving at the designated location teachers will take roll to ensure all students are accounted for and wait for instructions to proceed. If there is danger on campus MS students will be bussed to a safe location.
- Teachers: Please have possible activities that students could do upon arrival, (i.e. worksheets, etc.)
- It is extremely important that teachers continue to supervise students that are in their class in the event of an emergency evacuation.. (It is obviously more feasible to supervise students in smaller groups as opposed to large group.)
- Lunch will be served if necessary depending on the time of the evacuation.
- Upon arriving at the dedicated location, teachers will be assigned to specific areas to conduct class as best they can.
- Secretaries will assist parents wishing to pick up their children. They will keep a list of students that receive permission to leave.
- Middle school students who are in the vocational building during an evacuation should stay with the teacher in the vocational building and follow their evacuation procedure.

**B. DISASTER DRILL:**

The signal for a disaster drill, real or practice will be a series of short rings of the bell. 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 one should keep their face 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. The all clear signal is two (2) long rings of the bell.

**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](http://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 Guardians of Students:**

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

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

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

1. Do not telephone the school. We understand and respect your concern, but it is essential that the telephone system is available for emergency communications.
2. Make sure that we have emergency contact information for each of your children at all times. We must be able to contact you or your designated representative in an emergency.
3. Tune your radio to KRES (104.7 FM) for emergency announcements and status reports. You also will receive instructions on where you should and how/when you may be able to pick up your children. Our school emergency plan includes evacuation procedures with several alternative destinations. When appropriate and safe, students may be released to their parents/guardians from these shelter locations. Under those circumstances, we will be prepared to implement procedures for confirming the identity of

- individuals who arrive to pick-up each child. When arriving to pick up your children, please make sure that you have with you your driver's license or government issued picture identification.
4. Do not come to the school until instructed to do so. It may be necessary to keep the streets and parking lot clear for emergency vehicles. If evacuation is required, students may be transported to a location away from school. You will be notified of this through the media bulletins.
  5. Talk to your children and emphasize how important it is for them to follow instruction from their teachers and school officials during any emergency.
  6. Parents and other adults must stay calm and focused in an emergency, mindful that their actions and comments will be the example that, to a great extent, determines the children's response.
  7. Carefully read all information you receive from the school. You may receive updates about our safety procedures from time to time.
  8. When your child is at home following an emergency, try to keep your child away from news being broadcast over the various media. Have an emergency plan at home. Decide on a telephone number to call outside our community or a place to rendezvous if separated. Keep a "disaster supplies kit" containing drinking water, non perishable food, batteries, flashlight, radio, medication, toothbrushes, etc. ([www.redcross.org](http://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 Middle School at 660-385-2189.

#### **SERVICES PROVIDED BY THE SCHOOL**

##### **SCHOOL COUNSELOR:**

A school counselor is available to talk with students who feel they need assistance with academic, personal, or social problems. Some general areas of assistance provided by the counselor are:

1. Orientation to the Macon Middle School, the curriculum, the programs, activities, clubs, etc.
2. Personal growth and development, getting along with peers and peer relationships, personal appearance and grooming.
3. Changes in the family, such as divorce or death.
4. Information and guidance regarding substance abuse.
5. Aid students in developing study skills and habits.
6. Help students improve communication and listening skills.
7. Help students understand their feelings and set realistic goals.
8. Conduct parent-teacher conference when necessary and help coordinate the efforts of home and school.
9. Discuss test results with students. Stanford 9, Otis-Lenon, Career Interest Inventories, etc.

#### **HEALTH SERVICES**

If an accident occurs on school property, it is necessary that a report be made immediately so that a school nurse can be called. Only first aid treatment will be given and, if necessary, family members will be notified so further treatment may be given by a family physician. A registered nurse is available at school. The school does not pay for treatment. If illness occurs at school, students will be sent to the nurse's office. If the nurse decides to send a student home, parents/guardians will be notified before the student leaves school. After proper notification, the student is to sign out in the office before leaving school.

#### **ADMINISTERING MEDICATIONS TO STUDENTS**

All medications are to be stored in the nurse's office. Medication will not be dispensed unless the following requirements for prescription and over-the-counter medications are met.

##### **PRESCRIPTION MEDICATION:**

1. 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 medication, dosage information, when and how the medication is to be administered and the name of the doctor. The prescription label will be considered an equivalent of the physician's order for short-term medication. When possible, descriptions of any adverse effects and any applicable emergency instructions will be provided.

2. The parent/guardian will provide a written request that the school district comply with the physician's request to give medication. The district will not administer the first dosage of any medication.
3. The parent/guardian will supply the medication in a properly labeled container from the pharmacy with only those doses to be given at school including instructions for any special need for storage, i.e. refrigeration. The medication will be delivered to the school by the parent/guardian or other responsible adult. Medications sent to school should not exceed a 30-day supply. **Medications MUST BE in the original containers from a pharmacy or doctor, not in an envelope or plastic bag.** A pharmacist will provide extra properly marked containers.
4. **Over the Counter Medications:**  
Written permission must be obtained from a parent/guardian to administer over-the-counter medications from home or which have been prescribed. Permission must be renewed at least annually. Occasionally an unexpected need for medication arises at school. For these occasions, the school nurse maintains a LIMITED supply of over-the-counter medications. If such medicines are required over an extended period or for chronic condition, parents/guardians must supply the medicine.

#### **SELF-ADMINISTRATION OF MEDICATION UNDER THE SAFE SCHOOLS ACT**

A physician may recommend that a student with a chronic health problem, such as asthma, assume responsibility for his/her own medication as part of learning self-care. The Board of Education may permit such a student to self-administer medication providing that the following conditions have been met:

To self-administer asthma medicine, the student must have on file

- a. written authorization by parent/guardian
- b. medical history of the existing medical condition
- c. written asthma plan to address emergencies and the care of asthma while at school

In addition, written authorization provided from the prescribing physician must state that the child has asthma, has been trained in the use of medication and is capable of self-administering the medication. The school incurs no liability as a result of the self-administration of the student. Permission for self-administration must be renewed annually.

#### **IMMUNIZATIONS**

State law requires that a child must be properly immunized before attending any school in the State of Missouri. School age children will be unable to attend until all vaccinations have been received and complete records are on file in the nurse's office. Please check with your doctor, school nurse or the County Health Department to see that students are properly immunized.

#### **CONTAGIOUS ILLNESS MANAGEMENT**

A student with a contagious illness should not attend school. A student should not attend school if during the previous 24 hours he/she has exhibited any of the following symptoms:

- a. a temperature of or higher than 100 degrees
- b. an unusual or unexplained rash
- c. an unrelenting and itchy persistent cough
- d. if told by a doctor that he/she is contagious

Students with chicken pox 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.

#### **LIBRARY/MEDIA CENTER**

The library/media center will be open from 8:00 a.m. until 4:00 p.m. daily. Students may freely use the library and computers before or after school. During school hours, students must have permission from a teacher to go to the media center, and students wishing to use a computer must have a computer pass from the teacher. Students are expected to follow library rules and regulations. Failure to follow rules may result in the loss of library privileges.

**LIBRARY RULES:**

1. The library is a place to study, read, select books, or use reference materials.
2. Computers are provided for student use. Students must follow computer rules to continue having the privilege of using them. Failure to follow rules will result in the immediate loss of computer privileges.
3. Any item taken from the library must be properly checked out. Students may check out no more than two items at one time unless permission has been granted to do so.
4. All materials are to be returned on the date due or a fine will be levied.
5. Fines are to be paid promptly. At the end of each quarter, any student still owing fines will lose all library privileges until fines are paid. All projects and assignments will be required to be completed. However, students with fines will not be allowed to utilize check out privileges and technology within the lab to complete assignments and projects.
6. Any lost item must be paid for or replaced.
7. The librarian is here to help students and is responsible for all activities taking place in the library; Cooperation is expected.

**LOCKERS**

Lockers are provided as a place to store books, coats, and other items. Combination locks will be available in the counselor's office and may be checked out by the student for no fee. A replacement fee of ten dollars will be charged if the lock is lost or damaged.

Students will not be allowed to bring locks from home to use on lockers so valuable property should not be kept in them. Students are to use only the locker assigned to them. No change in lockers is allowed unless approved by the middle school principal or counselor. Macon County R-I Schools is not responsible for lost, stolen, or misplaced property or money.

Stickers may not be placed on the outside of lockers. Students may decorate the inside of lockers. However, students must remove all decorations including stickers during the last week of school. Failure to remove decorations will result in a \$3.00 charge.

Students must pay for damage done to lockers. If lockers are unclean, abused, or locker rules are not followed loss of locker privileges may result.

**SEARCH AND SEIZURE**

**Macon Middle School reserves the right to insure 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 MMS. While on school property, MMS administration may conduct appropriate searches of persons, book bags, cars, lockers, and other property. Computer files created and /or stored on the Macon Public School servers are considered property of the MPS and can also be searched. Drug dogs are also utilized in random drug searches.**

**WEEKLY BULLETIN**

A bulletin announcing the events of the present school week is to be read to keep students informed of events each week. The weekly bulletin is posted on the school web site as well as sent via e-mail to all parents providing the school with an e-mail address. **The weekly bulletin is also listed on the school webpage [www.macon.k12.mo.us](http://www.macon.k12.mo.us).** Click on the link and then select the Middle School tab - click the bulletin link.

**STUDENT INSURANCE**

All students participating in athletics must have insurance or verification from parents of their own coverage. Athletes should have a signed statement providing proof of insurance. Coaches and sponsors will need this documentation prior to practice beginning. For more information check the Extra-Curricular Activity Policy.

**TEXTBOOKS**

Textbooks are very expensive items provided to students by the district at no charge. However, if any book checked out to a student is lost, destroyed or damaged beyond normal wear, the student will be charged a fee to replace or repair the item.

### **LOST AND FOUND**

Lost and Found will be located in the gym on the stage area. Owners of lost items may claim his/her property prior to school by obtaining permission from the supervisor in the gym. Description of lost items must be provided prior to looking through lost items. Lost and Found items will be donated locally at the end of each semester.

### **AWARDS ASSEMBLY**

1. **Academic Awards**: Awards are given annually to the top two students in each subject area for each grade level in the middle school.
2. **Courtesy Award**: One boy and one girl from grades six, seven, and eight receive a courtesy award. The courtesy award is given to students who show friendliness and respect toward students, teachers, and other employees of the school and should at all times demonstrate a polite and cooperative attitude.
3. **Citizenship Award**: One boy and one girl from grades six, seven, and eight receive a citizenship award. The citizenship award is given to students who demonstrate involvement in school functions, are dependable, and have potential for effective future leadership.
4. **Sparkle Award**: One boy and one girl from grades six, seven, and eight receive a sparkle award. The sparkle award is given to student who demonstrates enthusiasm for their schoolwork and activities. This award is given in memory of Roberta McVicker, a former Macon Elementary teacher. Award recipient will be selected by the middle school faculty.
5. **Ralph C. Smith Science Award**: This award is given to an eighth grade student who has made outstanding progress in the area of science during his/her sixth, seventh, and eighth grade school years while at Macon Middle School.
6. **John Tate Science Award**: Established in 2011 in memory of John Tate, former middle school science teacher. This award will be given annually to a 6<sup>th</sup> grade student that shows an acute interest and love of science. Student must be polite, courteous, and kind to fellow students, but not necessarily an “A” student. The winning student will get \$50.00.
7. **Star Student Award**: These awards recognize students who arrive to class promptly, willingly participate in group activities, complete work promptly, and are responsible and dependable. Teachers select one boy and one girl per grade for these awards.
8. **Reading Counts Award**: These awards acknowledge outstanding participation in the Reading Counts library program.
9. **Mark Twain Award**: These awards acknowledge participation in the middle school student government.
10. **Middle School Student Council (Junior Congress) Award**: These awards are for participation in the middle school student government.
11. **Athletic Award**: These awards acknowledge participation in athletic competition.

### **SCHOOL BUS REGULATIONS**

The bus driver is in charge of the students on his/her bus. Any student who is uncooperative and/or unreasonable in obeying the requests of the driver will be reported to the building administrator with a signed statement. Parents will then be notified of the misconduct. Students who continue to break the rules of proper bus conduct will lose the privilege of riding the bus.

1. Students must be prompt. The bus driver cannot wait beyond his/her regular schedule for those who are tardy.
2. Students should stand beside the roadway while waiting for the bus.
3. Unnecessary conversation with the driver is prohibited. The driver must give full attention to driving.
4. The driver may assign students to certain seats and enforce proper conduct.
5. Students may not extend arms, head, legs, or other objects from the bus windows at any time. Items are not to be thrown from the bus. Windows will only be lowered to a specified height as indicated by the driver.
6. Students are to remain seated until the bus has come to a complete stop and the driver has opened the door so students may depart the bus.
7. Any damage to the bus should be reported to the driver at once.
8. Students who must cross the road to board or leave the bus must do so only by signal from the driver and then cross in front of the bus.
9. Students will not be picked up or let off at places other than designated stops.

10. Students are permitted to depart the bus only when reaching their destination. Changing from one bus to another or departing at an unscheduled destination requires written permission from a parent or guardian.
11. The use of profane language, tobacco, or other drugs will not be permitted.
12. Large objects, such as band instruments may be transported on the bus if there is space available and the student follow the instructions of the bus driver.
13. Food or beverages are not to be consumed while riding the bus.
14. Students are to remain seated while on the bus and demonstrate proper behavior as described by the bus driver.
15. Animals, weapons, glass, or any object that could be considered harmful to the general safety and wellbeing of bus passengers are not allowed on the bus.

### **CAFETERIA RULES**

Utilizing the cafeteria is a privilege. Students should show respect to cafeteria staff and to other students at all times. The following will ensure that cafeteria is a place for you to have some down time with your friends as long as these expectations are met.

When entering the cafeteria you must have your lunch card provided at the beginning of the school year. If you don't have your lunch card you need to sit down in the specified tables and will be excused by tables to get in the lunch line.

1. If you are more than 4 minutes late getting to the cafeteria after being released from class you will be counted as tardy.
2. One neat line will form along the west wall of the cafeteria. Students are expected to remain in line not cutting in front of other students.
3. After you get your tray find a seat in your assigned area and remain seated until you are ready to put your tray up.
4. Clean up after yourself. When you are finished with lunch take your tray and dispose of all trash and place your silverware in the appropriate tub. Accidents happen, but when you make a mess you are expected to clean it up.
5. Absolutely no throwing food for any reason. If you throw food you will help clean the cafeteria for a designated period of time.
6. If you need to leave the cafeteria for any reason you must ask the supervisor.
7. If the noise level becomes too great seats will be assigned.
8. Students will be dismissed from the cafeteria and will exit and report to their designated class. MS students are not allowed in the HS. The only time a MS student should be in the HS would be going to a MS class located in the HS or Career Center.

### **SCHOOL CITIZENSHIP POLICY**

This policy determines if a student meets the citizenship standards required of Macon County R-I to represent the school in any school activity. A major goal of each school activity is to teach and promote good citizenship and sportsmanship. It is important to have a written policy concerning good school citizenship so coaches, sponsors of activities, the administration and the Board of Education can work consistently with all students. Students participating in any activity should be aware and informed of the contents of this policy as it may affect them. This should be done prior to the participation of the student. It will be the responsibility of the individual in charge of an activity to ensure that the student is informed prior to participation.

**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 creditable school citizen. Such misconduct could lead to suspension from school as well as a school activity and the individual may not represent the school 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 My Space, Facebook, and Youtube, etc.)

- “Hazing” and other inappropriate initiation practices will not be tolerated as a member of any athletic team or organization.
- Students are responsible for following the guidelines of the citizenship policy year round.

## **2) ATHLETICS:**

- a) Athletes must comply with the training rules set by the coaching staff of Macon County R-I Schools. These rules are to be in writing and each athlete is to receive a copy.
- b) A coach may suspend an athlete for one game but must inform the principal. In cases where suspension for the season or semester is necessary, the athletic director, principal and superintendent shall be included. Parents are to be informed prior to any suspensions from an activity.
- c) An athlete may be suspended from interscholastic competition and still be required to participate in practices awaiting the end of the suspension.
- d) Athletes must comply with the MSHSAA regulations.

## **3) OTHER SCHOOL ORGANIZATIONS:**

School organizations may have rules of conduct and responsibilities. These rules should be in written form. Each participant is to be informed of the rules, responsibilities and the effect they may have upon student participants. Violating training rules, inappropriate school behavior, and disrespect for school employees, truancy, or any conviction or charge (with probable cause) could result in a suspension penalty.

### **Procedures that will be followed to enforce violations of the citizenship policy**

Punishment administered for acts of poor citizenship:

If a violation of the citizenship policy occurs at any time during the calendar year the student will be subject to the guidelines contained in the policy. Any student violating the citizenship policy will be assigned one of the penalties listed below.

**(A student or the student’s parent/guardian is required to report a violation to a coach or sponsor within 48 hours of the violation. If the coach or sponsor learns of the violation by other means, 365 days will be added to the punishment as mandated by MSHSAA.**

Violations are cumulative for the school year under this policy except for drug and alcohol violations which are cumulative for a student’s entire high school career. If probation and suspensions are completed by the end of the school year, the student’s good citizenship status is reinstated for the following school year for all violations other than drug and alcohol. (Alcohol and drug violations would carry over.) Suspensions or other requirements not fulfilled during the current school year will be carried over into the next school year until completed.

## **CONSEQUENCES:**

**Summer Violations:** If a student commits a violation of the citizenship policy from the time school ends in the spring until practice starts in August for the fall sports season, it will be considered a summer violation. Any student that breaks a law other than minor traffic offenses during the summer will result in the student being suspended from all activities for the first two calendar weeks of school. Students may fulfill the suspension by sitting out the required number of games or by sitting out the required number of competitions or performances, whichever comes first on the school calendar. The student will be required to miss a minimum of the first two games or all officially scheduled games during the two calendar weeks of the suspension. For students not in athletics, the student will miss at least one performance or competition or all performances or competitions scheduled during the suspension. 2<sup>nd</sup> offense in the same year: the student will automatically fall under the conditions of a level 2 violation of the citizenship policy. According to National Honor Society rules any infraction results in permanent expulsion. Students in any other school activities outside the regular classroom are required to attend practice but will not be allowed to participate in any type of performance or competition until the entire suspension has been served and all reinstatement requirements have been met.

## **PROBATION:**

Students that have minor violations of the citizenship policy can be put on probation for up to one school year. If a second incident occurs while they are on probation they will receive a level two penalty depending on the violation.

**LEVEL ONE VIOLATION:** Minimum suspension of 10 school days up to a maximum suspension of 20 school days commencing from the date action is taken by school officials from all school activities outside the regular classroom (MSHSAA activities, extra-curricular activities, clubs and organization activities). If the infraction occurs during the



preseason, the student will be required to miss a minimum of the first two games or all officially scheduled games during the two calendar weeks of the suspension. For all other school activities the student will miss at least one performance or competition or all performances or competitions scheduled during the suspension (if the suspension requirements have not been previously met in the two week suspension.) According to National Honor Society rules any infraction results in permanent expulsion. Students in any other school activities outside the regular classroom are required to attend practice but will not be allowed to participate in any type of performance or competition until the entire suspension has been served and all reinstatement requirements have been met. All level one suspensions would carry over from one school year to the next if all requirements were not met during the current school year.

**LEVEL TWO VIOLATION:**

Minimum suspension of 28 calendar days up to a maximum of 189 calendar days commencing from the date action is taken by school officials from all school activities outside the regular classroom (MSHSAA activities, extra-curricular activities, clubs and organization activities). Loss of privilege to compete inter scholastically for the remainder of the current sports season, or if the remainder of the current season is less than four (4) weeks, to carry over into the next sports season that student participates in up to a maximum suspension of 180 calendar days from competition. A student would be required to practice from the beginning of the next sport if they become eligible during the season. A suspension would include a minimum of four games missed to fulfill the requirements of the suspension. For all other school activities the student will miss at least 2 performances or competitions or all performances or competitions scheduled during the suspension (If the suspension requirements have not been previously met during the suspension). All level two suspensions would carry over from one school year to the next if the requirements were not met during the current school year.

**ADDITIONAL CITIZENSHIP INFORMATION:**

- Parents should be contacted for a conference each time disciplinary action is taken which results in suspension from participation in activities.
- Student under arrest: If there is admission of guilt by the student or if, after reviewing the case, school officials feel there is strong evidence, e.g., witnesses which indicate probable guilt, then school officials are required to restrict the student from participation before legal outcome of the case. All conditions set by the courts (fines, community service, or any other conditions must be fully completed before a student is eligible for competition or performances. (See MSHSAAA handbook for more information).
- Student involved in inappropriate behavior; i.e. truancy, disrespect to teachers, fighting, using abusive language or other examples of misconduct. After a review by the head coach, sponsors, building coordinator and principal, the student and parents will be notified of the results. Penalties will range from a reprimand and placing the student on probationary status to temporary or permanent restriction from representing the school in interscholastic activities. The seriousness of the case and attitude of the student will affect the determination of the penalty. Reoccurrence will require that permanent restriction be considered.
- Unsportsmanlike Acts: Such acts during a contest resulting in ejection from participation will cause the student to be restricted from representing the school for the next contest. A student who commits an unsportsmanlike act but is not ejected may also be subject to at least a one game restriction from representing the school. Each instance of unsportsmanlike behavior is to be reviewed by the head coach, athletic director, and principal before a final decision is reached.
- Drug and alcohol violations are considered to be very serious violations of the citizenship policy. This type of violation will be subject to a cumulative policy for grades 9 through 12.
- Administrators, coaches, and sponsors will work together in enforcing the citizenship policy. The above rules are minimum standards only. Administrators, coaches, and sponsors reserve the right to deal with acts of poor citizenship more severely, if necessary.

- A season begins with the first possible practice date for any sport or activity as determined by MSHSAA guidelines and ends with the final event in that sport or activity during a given school year for Macon County R-I participants. 6/2001
- Probation: A period of time when the student's good citizenship status has been jeopardized by the student's action.

## **SECTION II SCHOOL OPERATIONS**

### **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 (cell phones, smartphones, walkie-talkies, pagers, etc.), Portable Internet Devices (mobile managers, mobile messengers, Blackberry TM handsets, etc.) PDAs (Palm organizers, pocket PCs, etc.), handheld entertainment systems (video games, CD players, compact DVD players, MP3 players, iPods, Walkman, 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 the 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. Nonwork or non-school related communications unless the employee's use comports with this policy's definition of incidental personal use.
2. Access indecent, obscene, pornographic, child pornographic or terroristic material.
3. Transmit material likely to be offensive or objectionable to recipients including, but not limited to, that which may be defamatory, inaccurate, obscene, lewd, vulgar, rude, inflammatory, threatening, profane, pornographic, offensive, terroristic and/or illegal.
4. Access or transmit gambling, pools for money, including but not limited to, basketball and football, or any other betting or games of chance.

5. Participate in discussion or news groups which cover inappropriate and/or objectionable topics or materials, including those which may be defamatory, inaccurate, obscene, profane, pornographic, offensive, terroristic and/or illegal.
6. Sending terrorist's threats, hate mail, harassing communications, discriminatory remarks, and offensive or inflammatory communications.
7. Participate in unauthorized Internet Relay Chats, instant messaging communications and Internet voice communications (online; real-time conversations).
8. Facilitate any illegal activity.
9. Communicate through email for non educational purposes or activities, unless it is for an employee's incidental personal use as defined in this policy.
10. Commercial, for profit, or business purposes (except where such activities are otherwise permitted or authorized under applicable district policies), unauthorized fundraising or advertising on behalf of the district and non-school district organizations, reselling of district computer resources to non-school district individuals or organizations, or unauthorized use of the district's name. A commercial purpose is defined as offering or providing goods or services or purchasing goods or services for personal use. District acquisition policies will be followed for District purchase of goods or supplies through the District system.
11. Political lobbying. District employees and students may use the system to communicate with their elected representatives and to express their opinion on political issues.
12. Advertising of any kind, unauthorized fundraising or unauthorized use of the Macon School District's name will not be permitted on the Internet or email, or any other online service.
13. Anything that results in a copyright violation.
14. The illegal installation, distribution, reproduction or use of copyrighted software on District computers or student owned computers, or the copying of District software to unauthorized computer systems.
15. Intentionally infringing upon the intellectual property rights of others.
16. Use of the Network to commit plagiarism.
17. Making available material or information the possession or distribution of which is illegal.
18. Unauthorized access, interference, possession, or distribution of confidential or private information.
19. Intentionally compromising the privacy or security of electronic information.
20. Posting personal web pages without administrative approval.

#### **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, engaging in criminal gang activity, being involved in a terrorist 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.

### Copyright

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

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

## **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 cyberbullying awareness and response.

## **4. INAPPROPRIATE NETWORK USAGE**

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

## **5. SUPERVISION AND MONITORING**

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

### **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 very well maybe discoverable and could be discoverable in the event of any form of litigation. Everything that District employees place in their personal files should be written as if a third party would review it.

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

#### **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.

##### **Middle School Grade Scale**

<b>100%--96%--A</b>	<b>76%--73%--C</b>
<b>95%--90%--A-</b>	<b>72%--70%--C</b>
<b>89%--87%--B+</b>	<b>69%--67%--D+</b>
<b>86%--83%--B</b>	<b>66%--63%--D</b>
<b>82%--80%--B-</b>	<b>62%--60%--D-</b>
<b>79%--77%--C+</b>	

##### **Daily Class Schedule**

###### **Regular School Day**

<b>Warning Bell</b>	<b>8:15</b>	
<b>First Period</b>	<b>8:19-9:13</b>	
<b>Second Period</b>	<b>9:17-10:11</b>	
<b>Third Period</b>	<b>10:15-11:03</b>	
<b>Fourth Period</b>	<b>11:13-12:07</b>	
<b>Fifth Period</b>	<b>12:11-1:29</b>	<b>M.S. Lunch is served during 5<sup>th</sup> hour.</b>
<b>Sixth Period</b>	<b>1:33-2:27</b>	
<b>Seventh Period</b>	<b>2:31-3:25</b>	

##### **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 events. If students do not ride school transportation to event or events, they will not be allowed to participate or perform.
- 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. 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 without being excused by the principal, he/she shall not be considered eligible to participate in that contest. Students must be in attendance the last half of the day or 4 of 7 periods to participate in the contest.

8) To be academically eligible to participate in MSHSAA activities middle school student will be ineligible if you failed more than one class the previous grading period. (MSHSAA guidelines)

9) For a student to be excused from practice, he/she must have a written note from their parents stating reason. The coach/sponsor will have the authority to evaluate the excuse to determine if it is excused or unexcused.

10) Doctor's excuses will be honored at all times. A coach or sponsor may insist that a student stay at practice to observe. At no time shall the student be allowed to participate until released by the doctor.

### **CONDUCT AT EXTRACURRICULAR ACTIVITIES**

**Good sportsmanship is always expected of the students and fans of Macon Middle School.** The main purpose of attending sporting events or other extracurricular events is to show support for our students and our school. While cheering for our teams is encouraged, students should show respect for opposing teams, their fans, and other people officiating sporting events. Everyone in attendance has a role, players play, and coaches' coach, officials officiate, cheerleaders cheer and spectators watch the game and cheer in a positive manner. Please fulfill your role.

### **MACON COUNTY R-1 SCHOOL DISTRICT 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 grounds, on school buses, and **at all school-sponsored activities, regardless of location.**

Professional personnel should carry on intensive continuing programs of education designed to fully inform students about the dangers of the use, misuse, and abuse of drugs and alcohol.

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

1. It is recognized that the use of drugs and alcohol is illegal, severely impairs the educational process of the student using them, and disrupts the education of other students. In view of this, no distinction will be made in penalties for the abuse of either illegal drugs or alcohol.
2. All students involved in the possession, use, and/or distribution of drugs or alcohol in school buildings, on school grounds, on school buses, and at all school sponsored activities (regardless of location) will be subject to the Macon County R-I District "Discipline Code."
3. When appropriate, the student may be required to seek counseling and treatment for drug and/or alcohol problems. The required counseling will be completed at the student's parent expense.
4. The Board of Education recognizes that extracurricular activities as set forth by MSHSAA 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 extracurricular activities "Good Citizenship Policy."

### **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 6-12 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 school year and subject to random testing.
- If the student and the student's parent 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.

## [RETURN TO TABLE OF CONTENTS](#)

- 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.
- 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.

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

Middle school students will follow the same guidelines for first, second and third violations.

However, any middle school student that has failed a drug test in middle school and has served out the entire length of the suspension will come into the high school under probation. If they remain drug free for 365 calendar days after they enter high school, they will be reinstated at the high school level as any other student who has never failed a test. After 365 calendar days in high school, if they fail a test they would be considered a first time offender. If they fail a drug test within the first 365 calendar days of high school they will serve the suspension for the appropriate level offense (second or third level.)

1. Opiates\*: morphine, codeine. Hydrocodone (Vicodin, Hycodan, Panacet, Anexsia) and hydromorphone (Dilaudid) may confirm positive through GC/MS at a lower cut-off level of 300 ng/ml. One manufacturer also noted that high concentrations of oxycodone might cause a positive.
2. Amphetamines\*: Adderal, Dexedrine, Benzedrine. **Methamphetamine will usually show up in an amphetamine panel.**
3. Benzodiazepines\*\*: diazepam (Valium), chlordiazepoxide (Librium), oxazepam (Serax), alprazolam (Xanax) and others.
4. Barbiturates\*\*: pentobarbital, butabital, amobarbital, secobarbital and Phenobarbital.
5. Methadone: Dolophine.
6. Oxycodone: Percodan, Percocet, Oxycontin, oxymorphone (Numorphan), hydrocodone (Vicodin) and codeine.
7. Cocaine\*
8. Methamphetamine: though it usually shows up in the amphetamine panel, many manufacturers feel that a separate panel specifically for Meth is more beneficial. The material I have says that MDMA (Ecstasy) can show up as Meth. Some medications, taken in larger dosages, may show up as Meth. Those listed are: Pseudoephedrine, Selegiline (Atapryl, Dipryl, Eldepryl), Benzphetamine (Didrex). The lab confirmation can separate between legal and illegal Meth.
9. Marijuana\*
10. Phencyclidine (PCP)\*\*: Venlafaxine (Effexor) may show up as PCP.
11. MDMA (methylenedioxymethamphetamine): Ecstasy
12. Propoxyphene (Darvon): a synthetic opiate.

### **MACON COUNTY R-1 TOBACCO-FREE DISTRICT**

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

However, to promote the health and safety of all students and staff, and to promote the cleanliness of all facilities, the Macon County R-I District bans the use of all tobacco products in all school facilities, buildings, buses and on all school grounds at all times.

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

### **MACON COUNTY R-1 SCHOOL DISTRICT WEAPONS IN SCHOOL 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. An exception to this policy shall be allowed for the

instruction of Hunter Education courses sponsored by the Missouri Department of Conservation and taught by a licensed Hunter Education Instructor as later defined in this policy.

A weapon shall be defined as any instrument or device customarily used for attack or defense against an opponent, adversary or victim, or any instrument or device used to inflict physical injury or harm to another person.) **Some specific examples of a weapon would include the following: knife, firearm, blackjack, knuckles. Other items are listed in Macon County R-I School Board Policy “JFCJ”**

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 189 U.S.C. 921) on school property will be suspended from school for at least one calendar year. A suspension may be modified on a case-by-case basis as recommended by the superintendent to the Board of Education.

In addition, any person who has been determined by school officials to having brought a firearm to school will be referred immediately to local juvenile and/or law enforcement agencies.

As noted, an exception to the policy will be allowed for the instruction of Hunter Education courses. Firearm use and safety instruction is part of the Agricultural Science Conservation class curriculum. FFA members participate in shooting sports and/or trapshooting events sponsored by the local and area FFA organizations.

Guest speakers, Hunter Education instructors and Agriculture instructors use firearms in classroom presentations. Firearms for this purpose are kept at school only as long as needed for the class, or are kept locked in the closet in the Agricultural Education office until the firearm is taken off of the school grounds.

Agricultural Education students and/or FFA members that are given permission by the Agricultural Education Instructor to bring a firearm to school for class work or an FFA activity will transport the unloaded firearm to school by personal vehicle in a gun case. Immediately upon arrival at school, the unloaded firearm will be locked in the Agricultural Education department office and released only at such time as when the firearm is needed, or taken from school property for an activity.

#### **EVERY STUDENT SUCCEEDS ACT PARENT LETTER)**

Our district is required to inform you of certain information that you, according to the ~~No Child Left Behind Act of 2001 (Public Law 107-110)~~ Every Student Succeeds Act of 2015 (Public Law 114-95, have the right to know.

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

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

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

- Information on the achievement level of the parent’s child in each of the state academic assessments as required under this part; and

Timely notice that the parent’s child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

**COMPLAINT RESOLUTION PROCEDURE - EVERY STUDENT SUCCEEDS ACT OF 2015 COMPLAINT PROCEDURES)**

This complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under the Every Student Succeeds Act of 2015.

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy:

- Complaints on behalf of individual students should first be addressed to the teacher or employee involved.
- Unsettled matters from (1) above or problems and questions concerning individual schools should be presented in writing to the principal of the school. The principal will provide a written response to the individual raising the concern within five (5) business days of receiving the complaint or concern.
- Unsettled matters from (2) above or problems and questions concerning the school district should be presented in writing to the superintendent. The superintendent will provide a written response to the individual voicing the concern within (5) business days of receiving the complaint or concern.
- If the matter cannot be settled satisfactorily by the superintendent, it may be brought to the Board of Education. Written comments submitted to the superintendent or the secretary of the Board will be brought to the attention of the entire Board. The Board will address each concern or complaint in an appropriate and timely manner.

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself.

Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.

**DISCIPLINARY RESPONSES TO STUDENT MISCONDUCT**

**LEVELS OF STUDENT MISCONDUCT:**

**LEVEL I.** Minor Misbehavior on the part of a student that disrupts orderly classroom procedures or interferes with the orderly operation of the school: These misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school personnel.

**Examples:**

Classroom Disturbance	Classroom Tardiness
Failure to comply with school rules and regulations	Unnecessary roughness
Non-Defiant-failure to complete assignments or carry out directions	Bullying
Minor failure to comply with bus regulations	Dishonesty/Plagiarism
Verbal and Non-verbal obscenities	

**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 parent/teacher conference or a conference with the administrator.

A proper and accurate record of extraordinary offenses and disciplinary action is maintained by the staff member.

**SCHOOL OPTIONS:**

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

**LEVEL II** Frequent or serious misbehavior that tends to disrupt the learning climate of the school.

These infractions, usually resulting from the continuation of LEVEL 1 misbehaviors, require the intervention of personnel on the administrative level because the execution of Level 1 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.

Example:

Repetition of Level 1 Misbehaviors	Insubordination
School Tardiness	Inappropriate Physical Behavior
Truancy	Skipping Class
Tobacco/E-Cigarettes Use or Possession	Fighting (minor)
Using Forged Notes or Excuses	Vandalism (minor)
Disruptive School Behavior	Bullying
Unauthorized Possession of other's Personal Property	

**DISCIPLINARY RESPONSE PROCEDURES:**

The student is referred to the administrator for appropriate disciplinary action.

The administrator meets with the student and/or teacher and affects the most appropriate response.

The teacher is informed of the administrator's action.

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

**SCHOOL OPTIONS**-All Level 1 options plus the following:

Work Assignments	Out-of-school Suspension
Modified Day	Financial and/or Other In-Kind Restitution
Behavior Modification	8 <sup>th</sup> Hour Detention
Loss of Release Time	Enforce Citizenship Policy
Peer Counseling	Temporary Loss of Transportation Privileges (2-3 days)
Referral To Outside Agency	Detention
Suspension from Participation in and/or Attendance at Extra-curricular Activities	

**LEVEL III** Acts directed against persons or property, but whose consequences do not seriously endanger the health or safety of others in 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 interests of all students.

**Examples**

Fighting	Inappropriate or Suggestive Attire
Vandalism	Possession or Use of Unauthorized Substances
Possession of Stolen Property	Dishonesty
Stealing	Verbal and Non-Verbal Obscenities
Threats to Others (serious)	Offensive Action and/or Language Directed Toward Employees (Including SRO)
Major Disruptive School Behavior	Defiance of School Policy
Unlawful Trespassing	Operation of a Motorized Vehicle
Careless and Imprudent	Temporary loss of transportation privileges (2-30 days)
Bullying	

**DISCIPLINARY RESPONSE PROCEDURE:**

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 misconduct and resulting disciplinary action.

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

**SCHOOL OPTIONS:**

Homebound Instruction	Bus Conduct Report Mailed To Parents
Alternative Program	In-School Suspension
Temporary Loss of Transportation Privileges	Out-of-School-Suspension
Work Assignment	Financial and/or Other In-Kind Restitution
Contact Law Enforcement	Citizenship Policy Enforced
Temporary Removal From Class	

**LEVEL IV.**

Acts which result in violence to another person or property or which pose a direct threat to the safety of others in the school.

These acts are clearly criminal and are so serious that they always require administrative actions which result in the immediate removal of the student from school, the intervention of law enforcement authorities and action by the Board of School Directors.

**Examples:**

Repetitive Level 3 Behaviors	Vandalism
Extortion	Theft/Possession/Sale of Stolen Property
Possession/Use/Transfer of Dangerous Weapons /Property	
Arson	Bomb Threat
Assault/Battery	Bullying

Furnishing/Selling/Possession of Unauthorized Substances

**DISCIPLINARY RESPONSE PROCEDURE**

The administrator verifies the offense, confers with staff involved, and meets with the students.  
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 agency and assist in prosecuting the offender.  
A complete and accurate report is submitted to the Superintendent for Board action.  
The student is given a full due process hearing before the board.

**SCHOOL OPTIONS** —All Level 3 options plus the following

Permanent Loss of Transportation Privileges (30-180 days)	Alternative Schooling
Other Board Action Resulting in Appropriate Placement	Expulsion

**THIS POLICY IS DESIGNED AND WRITTEN AS A GUIDE AND IS BY NO MEANS ALL-INCLUSIVE. THE SCHOOL SHALL BE THE JUDGE IF MISCONDUCT OCCURS THAT IS NOT LISTED.**

**CONSEQUENCES TO STUDENT MISCONDUCT:**

These additions are as a result of 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 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 recorded in student's discipline record.
- 3. BUS MISCONDUCT:** Treated as a school offense, bus-riding privileges may be suspended or revoked.
- 4. DISPARAGING OR DEMEANING LANGUAGE:** Use of words or actions, verbal, written, or symbolic meant to harass or injure another person; i.e., threats of violence defamation of a person's race, religion, gender or ethnic origin.  
First Offense: Principal/Student Conference, In-School-Suspension or 1-10 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 1-10 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 1-10 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. DRUGS/ALCOHOL:**
  - a. Possession of or attendance under influence of unauthorized prescription drug, alcohol, narcotic, counterfeit drugs or 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 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.

**8. EXTORTION:** Threatening/intimidating a student for any purpose of obtaining money or anything of value. First Offense: Principal/Student conference, In-School-Suspension or 1-10 days Out-Of-School-Suspension. Notification to law enforcement officials and documentation in student's discipline record. Subsequent Offense: In-School-Suspension or 1-10 days Out-Of-School-Suspension. Notification to law enforcement officials and documentation in student's discipline record.

**9. FALSE ALARMS:** 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 HARRASSMENT:** 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.

**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. Possible documentation in student's discipline record. Subsequent Offense: Return of or restitution for property, 1-180 days Out-Of-School-Suspension or Expulsion, notification to law enforcement officials. Documentation in student's discipline record notification to law enforcement officials.

**14. TOBACCO:**

**a.** Possession of tobacco products, including E-cigarettes, 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 days 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 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 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.

The Macon R-1 Student Disciplinary Policy is designed as a guide and is by no means all-inclusive. The school shall be the judge if misconduct occurs that is not listed. The school will always involve the parent or guardian in the process of student discipline. Any offense, which constitutes a “serious violation of the district’s discipline policy” as defined in Board Policy JGF, will be documented in the student’s discipline record.

### **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 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, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Macon 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 Step Program.

The Macon R-I School District assures that personally identifiable information collected, used or maintained by the school 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 the 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 Education Rights and Privacy Act (FERPA).

The Macon R-I School District has developed a Local Compliance Plan for the implementation of State Regulations for Individuals with Disabilities Education Act (EDEA). This plan contains the agency’s policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the school’s assurance that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed during regular school hours (8:00 a.m.-4:00 p.m.) in the Superintendent’s Office.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1 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 Superintendent of Schools, Macon R-I School District at (660-385-5719).

**District policies are available on the Macon R-1 School District Website [www.macon.k12.mo.us](http://www.macon.k12.mo.us) or by clicking [here](#)**

MACON COUNTY R1 SCHOOL DISTRICT  
SCHOOL CALENDAR 2018-19

JULY							AUGUST							SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER																																																																																																																														
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S																																																																																																																								
							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
JANUARY							FEBRUARY							MARCH							APRIL							MAY							JUNE																																																																																																																														
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S																																																																																																																								
6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																																											

Month	Student Days	Teacher Days
August	10	12
September	19	19
October	21	23
November	19	19
December	15	15
January	20	21
February	18	19
March	18	19
April	20	20
May	10	11
<b>Teacher Paid Holidays</b>	<b>3</b>	<b>3</b>
<b>Total Days</b>	<b>170</b>	<b>181</b>

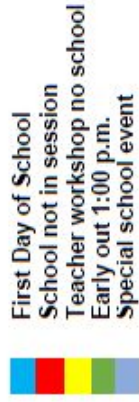
Event	Date
Aug. 8	New teacher orientation (no school)
Aug. 16-17	Teacher Inservice
Aug. 20	First Student Day
Sept. 3	Labor Day (no school)
Sept. 28	Homecoming (early out 1:00 p.m.)
Oct. 17	End of 1st Quarter(42 days)
Oct. 23&25	Parent/teacher Conference
Oct. 26	Teacher Comp. Day/No School
Oct. 29	Teacher Professional Development Day (no school)
Nov. 21-23	Thanksgiving vacation
Dec. 21	Early dismissal (1:00 p.m.)
Dec. 24	Christmas Vacation
Dec. 21	Teacher workday - students released at 1:00 p.m.
Jan 2	Last day of Christmas Vacation (no school)
Jan 2	Teacher workday
Jan 21	MLK, Jr. Day observed (no school)
Feb. 8	Teacher Professional Development Day (no school)
Feb 12	Parent/teacher Conference
Feb 15	P/T comp day (early dismissal @ 1:00 p.m.)
Feb. 18	Presidents Day (no school)
Mar 7	End of 3rd Quarter(43days)
Mar 11	Teacher Professional Development Day (no school)
Mar. 28-29	Spring Break
April 19-22	Easter Break

Event	Date
Apr. 27	Prom
May 12	Baccalaureate
May 14	Last day of school (early dismissal)
May 15	Teacher Inservice
May 19	Graduation

Incllement weather make-up days:  
5/15, 5/16, 5/17, 5/20/ 5/21, 5/22



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