



# **Student/Parent Handbook 2023-2024**

**702 N. Missouri - Suite D  
Macon, MO 63552  
(660)385-2158**



### **MACTEC Student/Parent Handbook Agreement**

I have received a copy of the Macon Area Career and Technical Education Center 2023-2024 Student/Parent handbook and understand that I am responsible for all the information contained therein. The signed statement will be placed in the students file.

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**Macon Area Career and Technical Education Center**  
**2023-2024**

Welcome to Macon Area Career and Technical Education Center (MACTEC)! We are so excited that you have chosen MACTEC as a place to advance your knowledge and skills. We feel certain that you will find MACTEC to be a safe and supportive environment in which to grow and learn. We pride ourselves in providing technically advanced laboratories, challenging, up to date curriculum, and highly skilled staff dedicated to helping you gain the skills necessary to be successful in the future.

Our success is measured through your accomplishments. We want your experience to be rewarding! MACTEC's primary goal is to prepare you for a fulfilling career, where you can be a contributing member of the community. In order to achieve this success, we commit to holding you to high standards, helping you develop your reading and literacy skills, and prepare you to earn an industry recognized credential within your technical program area.

We wish you the very best and look forward to partnering with you to help you achieve your goals!

Sincerely,

Mrs. Megan Pollard, Director

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# MACON COUNTY R-1



*Home of the Tigers*

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## **MISSION**

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

## **VISION**

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

## **BELIEFS**

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

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

## **FORWARD**

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

We ask you to keep in mind that rules and regulations are designed to serve the student body as a whole and that this school is strongly dedicated to defending your right to an undisturbed, safe environment for your high school education.

## **MACTEC Calendar**

MACTEC adheres to the calendar of Macon R-1 School District. There will be days when MACTEC is in session while sending schools are not, as well as occurrences when sending schools are in session while MACTEC is closed. Students are to consult with their home schools on how to handle such situations.

## **CAREER CENTER SCHOOL STUDENT INSURANCE**

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

## **EMBEDDED CREDIT-Math**

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

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

- Maintain a 70% average in their chosen program
- Complete the embedded math curriculum for that program
- Pass the WorkKeys Applied Mathematics subtest at a level three or higher

Students work through a self-paced curriculum guide using the WorkKeys lessons and quizzes in the fall of their junior year. Upon completion, students test on the WorkKeys Applied Mathematics assessment.

- Passing Score: Level 3 or Higher
- Students scoring below a level 3, will have one opportunity to retake the assessment at the cost of the MACTEC following additional remediation.
  - If the student does not pass after a second attempt, it is the home school's responsibility to either pay for the test to be retaken or for the student to get their math credit at their high school the following school year.

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

## **EMBEDDED CREDIT-English**

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

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

- Maintain a 70% average in their chosen program
- Complete the embedded Graphic Literacy curriculum for that program
- Pass the WorkKeys Graphic Literacy subtest at a level three or higher

Students work through a self-paced curriculum guide using the WorkKeys lessons and quizzes in the fall of their junior year. Upon completion, students will test on the WorkKeys Graphic Literacy assessment.

- Passing Score: Level 3 or higher
- Students scoring below a level 3, will have one opportunity to retake the assessment at the cost of the MACTEC following additional remediation.
  - If the student does not pass after a second attempt, it is the home school's responsibility to either pay for the test to be retaken or for the student to get their math credit at their high school the following school year.

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

### **EMBEDDED CREDIT-English (Agriculture)**

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

### **EMBEDDED CREDIT-Science**

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

### **Science Waiver**

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

### **MACTEC Articulation Agreements with Post-Secondary Institutions**

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

have a specified high school GPA, etc.

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

### **Missouri Statewide Articulation Agreements**

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

Automotive Technology Building Trades Culinary Arts Industrial Welding

Students must meet guidelines for the articulated credit. Full information is available at:  
[http://dese.mo.gov/divcareered/articulation\\_agreements.htm](http://dese.mo.gov/divcareered/articulation_agreements.htm)

### **Individual Articulation Agreements**

In addition to the statewide agreements, MACTEC has entered into agreements with the various institutions for students who have completed their programs. Students enrolled in MACTEC block classes will be informed of articulation agreements within their specific program area.

### **DAILY CLASS SCHEDULE PERIOD TIME**

Warning Bell 8:00  
First Period 8:05-9:00  
Second Period 9:04-10:00  
Third Period 10:04-11:00  
Fourth Period 11:04-12:25  
Fifth Period 12:29-1:25  
Sixth Period 1:29-2:25  
Seventh Period 2:29-3:25

### **Grading Scale**

100-96	A	4.0 pts
95-90	A-	3.67 pts
89-87	B+	3.33 pts
86-83	B	3.00 pts
82-80	B-	2.67 pts
79-77	C+	2.33 pts
76-73	C	2.00 pts
72-70	C-	1.67 pts
69-67	D+	1.33 pts
66-63	D	1.00 pts
62-60	D-	.67 pts
59-0	F	0.00 pts

### **ATTENDANCE REGULATIONS – CAREER CENTER**

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

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

### **CAREER CENTER SCHOOL TRANSPORTATION**

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

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



Lane onto Maffry.

### **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 Policy

Students are not allowed to use their devices (phones, smartwatches, earbuds, etc.) at any point during the school day except in the cafeteria at lunchtime. Students are expected to have their devices turned **OFF and put away at all other times during the school day**. Phones/devices should not be on their person and instead be stored away in a backpack, or a locked locker.

Use of technology devices in bathrooms and in locker rooms is prohibited at all times. Parents/guardians should call the high school office if they need to get in touch with their child. Students are required to turn off cell phones during the regularly scheduled school day. Students are not called out of class for telephone calls except in cases of emergency. If cell phones/technology devices are being used in an inappropriate manner during the regularly scheduled school day they will be confiscated. Students who use their cell phone during class time and knowingly violate the rule, the technology device/cell phone will be confiscated and turned into the office.

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

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

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

### **MACON COUNTY R-I DRESS CODE**

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

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

- Hats, head coverings, hoods, and sunglasses are not allowed.

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

### **CAREER CENTER DRESS CODE MODIFICATIONS**

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

\*If a student does not dress in accordance with the expectation of their career center program, they will lose points for the day and/or be sent to ISS for the duration of their class period.

### **CONTINUING A CAREER CENTER SCHOOL PROGRAM**

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

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

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

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

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

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

## **STUDENT DISCIPLINE CODE**

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

The following interventions will be used to address student misconduct.

- a. Teacher detention: Detention assigned by a teacher and served by the student in the instructional area assigned to the teacher.
- b. After School Detention: Is scheduled from 3:30 p.m. until 4:30 p.m. every week they are required. Students assigned are expected to bring homework, or an appropriate book that will keep them on task and quiet. Students must arrive on time. The detention will start on time.
- c. Saturday Morning Detention: Saturday morning detention is scheduled to start at 8:00 a.m. and end at 11:00 am. It will be held as needed. You must be on time or you will not be allowed to attend Saturday morning detention.
- d. In-school Suspension: The student is suspended from the privilege of attending his/her regular classes and is isolated to the ISS room. The suspension time can be for partial/full day or a class period.
- e. Out of school suspension: Suspension from school for a specified period of time. The student will not attend school sponsored activities or be on school grounds during the term of the suspension. The student is expected to complete the class assignments for each class. School work completed during the suspension will earn 60% of the pts. available for the assignment.
- f. Semester suspension: Suspension from school for the remainder of the present semester or up to ninety days as recommended by the principal and assigned by the superintendent. The student is not to attend school-sponsored activities or to be on school grounds during the term of the suspension.
- g. Expulsion: An action of the Board of Education, which permanently removes a student from school.

## **DISCIPLINARY RESPONSES TO STUDENT MISCONDUCT**

### **LEVELS OF STUDENT CONDUCT**

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

#### **EXAMPLES**

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

#### **DISCIPLINARY RESPONSE PROCEDURES**

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

#### **SCHOOL OPTIONS**

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

**LEVEL II.** Misbehavior whose frequency or seriousness tend to disrupt the learning climate of the school. These infractions, which usually result from the continuation of LEVEL I misbehaviors, require the intervention of personnel on the administrative level because the execution of LEVEL I disciplinary options has failed to correct the situation. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others, but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

#### **EXAMPLES**

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

#### **DISCIPLINARY RESPONSE PROCEDURES**

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

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

The teacher is informed of the administrator's action.

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

#### **SCHOOL OPTIONS**

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

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

**LEVEL III. Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.** These acts might be considered criminal, but most frequently can be handled by the disciplinary mechanism in the school. Corrective measures, which the school should undertake, however, depend on the extent of the school's resources for resolving the situation in the best interest of all students.

#### **EXAMPLES**

Fighting	Inappropriate or suggestive attire
Vandalism	Possession/use of stolen property
Possession/use of unauthorized substances	Stealing
Verbal and non-verbal obscenities	Serious threats to others
Dishonesty	Major disruptive school behavior
Unlawful trespassing	Failure to comply with bus regulations
Careless and imprudent operation of a motorized vehicle	
Offensive action and/or language directed toward employees (including SRO)	

#### **DISCIPLINARY RESPONSE PROCEDURES**

The administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences.

The administrator meets with the student and confers with the parent about the student's misconduct and the resulting disciplinary action.

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

#### **SCHOOL OPTIONS**

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

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

#### **EXAMPLES**

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

#### **DISCIPLINARY RESPONSE PROCEDURES**

The administrator verifies the offense, confers with the staff involved, and meets with the student. The student is immediately removed from the school environment. The parents are

notified by the Student Behavior Disciplinary Action Report. School officials contact law enforcement agencies and assist in prosecuting offender. A complete and accurate report is submitted to the superintendent for board action. The student is given a full due process hearing before the board.

### **SCHOOL OPTIONS**

All LEVEL III options plus the following:

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

### **CONSEQUENCES TO STUDENT MISCONDUCT**

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

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

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

8. **Extortion** – Threatening/intimidating a student for any purpose of obtaining money of value. First Offense: Principal/student conference, in-school suspension or 1-180 days out-of-school suspension. Notification to law enforcement officials and documentation in the student's discipline record. Subsequent Offense: In-school suspension or 1-180 days out-of-school suspension or expulsion. Documentation in student's discipline record, notification to law enforcement officials.
9. **False Alarm** – Tampering with emergency equipment, setting off false alarms, making false reports. First Offense: Principal/student conference, in-school suspension or 1-180 days out-of school suspension, or expulsion. Restitution if appropriate. Documentation in student's discipline record, notification to law enforcement officials. Subsequent Offense: In-school suspension or 1-180 days out-of-school suspension or expulsion. Restitution if appropriate. Documentation in student's discipline record, notification to law enforcement officials.
10. **Fighting** - Mutual combat in which both parties have contributed to the conflict either verbally or by physical action. First Offense: Principal/student conference, in-school suspension, or 1-180 days out-of-school suspension. Documentation in student's discipline record, notification to law enforcement officials. Subsequent Offense: In-school suspension or 1-180 days out-of-school suspension or expulsion. Documentation in student's discipline record, notification to law enforcement officials.
11. **Public Display of Affection** – Physical contact that is inappropriate for the school setting. First Offense: Principal/student conference, in-school suspension, or 1-180 days out-of-school suspension. Documentation in student's discipline record. Subsequent Offense: In-school suspension or 1-180 days out-of-school suspension or expulsion. Documentation in student's discipline record.
12. **Sexual Harassment** –
  - a. Use of verbal, written or symbolic language that is sexually harassing. First Offense: Principal/student conference, in-school suspension or 1-180 days out-of-school suspension, or expulsion. Documentation in student's discipline record, notification to law enforcement officials. Subsequent offense: In-school suspension, or 1-180 days out-of-school suspension, or expulsion. Documentation in student's discipline record, notification to law enforcement officials.
  - b. Physical contact that is sexually harassing. First offense: In-school suspension, 1-180 days of out-of-school suspension or expulsion. Documentation to student's discipline record, notification to law enforcement officials. Subsequent offense: In-school suspension, or 1-180 days out-of-school suspension. Documentation in student's discipline record, notification to law enforcement officials.
13. **Theft** – Theft, attempted theft or willful possession of stolen property. First Offense: Principal/student conference, return of or restitution for property, in-school suspension, or 1-180 days out-of-school suspension, notification to law enforcement officials. Documentation in student's discipline record. Subsequent offense: Return of or restitution for property, 1-180 days out-of-school suspension or expulsion. Documentation in student's discipline record, notification to law enforcement officials.
14. **Tobacco**
  - a. Possession of tobacco products on school grounds, buses or school activity. First offense: Principal/student conference, in-school suspension. Subsequent offense: In-school suspension, or 1-10 days out-of-school suspension.

- b. Use of any tobacco products on school grounds, bus or at school activity.  
First offense: In-school suspension, or 1-3 out-of-school suspension.  
Subsequent offense: In-school suspension or 1-10 days out of school suspension.
- 15. **Truancy** – Absence from school without the knowledge and consent of parents/guardian and/or the school administration. First offense: 1-3 days in-school suspension.  
Subsequent offense: In-school suspension of 3-10 days.
- 16. **Vandalism** – Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students. First offense: In-school suspension, or 1-180 days out-of-school suspension or expulsion. Notification to law enforcement officials and documentation in the student's discipline record.
- 17. **Weapons**
  - a. **Possession or use of any instrument or device**, which is customarily, used for attack or defense against another person, any instrument, or device used to inflict physical injury to another person. First offense: In-school suspension, or 1-180 days out-of-school suspension, or expulsion. Documentation in student's discipline record, notification to law enforcement officials.  
Subsequent offense: 1-180 days out-of-school suspension or expulsion.  
Documentation in student's discipline record, notification to law enforcement officials.
  - b. **Possession or use of a firearm.** First offense: One calendar year suspension or expulsion. Notification to law enforcement officials and documentation in the student's discipline record.

#### **DISCIPLINE CODE FOR TECHNOLOGY MISCONDUCT**

- a. Attempting, regardless of success, to gain unauthorized access to, or use of a technology system or information from Macon R-I school. First offense: Principal/student conference, loss of user privileges, in-school suspension, or 1-180 day's out-of-school suspension. Subsequent offense: Loss of user privileges, 1-180 days out-of-school suspension or expulsion.
- b. Use of pagers, phones, pda's, personal laptops or any electronic communication or music devices during the regular school day. First offense: The phone/technology device will be confiscated and kept in the office safe for the rest of the school day. The phone/technology device will then be released to the parent. The student will be assigned a Saturday detention. Second offense: The phone/technology device may be confiscated and kept in the office safe for the rest of the school day. The phone/technology device will then be released to the parent. The student will be assigned 2 Saturday detentions. Third offense: The phone/technology device will be confiscated and kept in the office safe for the rest of the day. The phone/technology device will then be released to the parent. The student will be assigned 3 Saturday detentions. Each offense after the third would result in one more additional Saturday detention. If students are assigned a Saturday detention for violating the cell phone/technology device guidelines and don't serve the assigned detention they could be placed in ISS until the Saturday detention is served. If parents or students request it, cell phones/technology devices may be left in the office in lieu of serving a Saturday detention. First offense: Two week days in the office not including the day it was taken. Second offense: Four week days in the office not including the day it was taken. Third offense for cell phones/technology devices and beyond will serve the suspension assigned. (Students must prove they have turned in a working phone if they choose to leave a phone in the office.) Only weekdays will count towards the days a phone/technology device is kept in the office. (Weekends will not count.) Phones/technology devices will not be returned early. This policy will start at the beginning of each school year and accumulate for the entire school year.
- c. Violation other than those listed in "a", "b", or of Board Policy EHB and procedure EHB-AP. First offense: Restitution, principal/student conference, in-school



suspension, or 1-180 days out-of-school suspension. Subsequent offense:  
Restitution, principal/student conference, in-school suspension, or 1-180 days  
out-of-school suspension.

The MHS Student Disciplinary Policy is designed as a guide and is by no means all-inclusive. The 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 JGE, will be documented in the student's discipline record.

### **CORPORAL PUNISHMENT AND SUSPENSION**

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

1) Parents/guardians should be notified by means of a Student Behavior Disciplinary Action Report brought home by the student involved before the suspension becomes effective.

2) Official notification of a pupil's suspension, for more than three (3) days, should be made to the parent/guardian of the pupil in writing. The written notification should include a brief summary of the situation and reasons for the suspension.

3) Parents/guardians should be provided the opportunity for a personal conference regarding the reasons for the suspension and conditions under which the pupil may be permitted to re-enter school.

4) Parents/guardians or school personnel may wish to involve others in the conference if it is believed that they can contribute to a better understanding of the situation.

5) The decision of the Principal may be appealed through every level of administration of the school system.

6) If there are not enough school days remaining in a school year to complete a ten (10) day, thirty (30) day, or a school board specified suspension from school, it will carry over to the following year. A senior who is on suspension from school at commencement time will not be allowed to participate in the graduation exercises. A record should be made of the reasons for the suspension, the results of the conference with the pupil's parent/guardian, and the conditions under which the pupil may be allowed to re-enter school. Any suspension shall be reported to the office of the Superintendent of Schools.

### **SEARCHES AND SEIZURES**

Macon Area Career and Technical Center 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 MACTEC. While on school property, MACTEC administration may conduct appropriate searches of persons, book bags, cars, lockers, and other property. Drug dogs may be utilized to conduct random drug searches indoors and outdoors on school property. Computer files created and/or stored on the Macon Public School servers are considered property of the MPS and can also be searched. (*see policy JFG*)

## **WEAPONS POLICY**

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

## **ALCOHOL AND ILLEGAL DRUG POLICY**

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

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

1. It is recognized that the use of drugs and alcohol is illegal, severely impairs the educational process of the student using them, and disrupts the education of other students. In view of this, no distinction will be made in penalties for the abuse of either illegal drugs or alcohol.
2. All students involved in the possession, use, and/or distribution of drugs or alcohol in school buildings, on school grounds, on school buses, and at all school sponsored activities (regardless of location) will be subject to the Macon County R-I School District "Discipline Code".
3. When appropriate, students may be required to seek counseling and treatment for drug and/or alcohol problems. The required counseling will be completed at the students' or parents' expense.
4. Drug searches using dogs are possible at random times during the school year. These searches may occur on any part of school property, including school parking lots.
5. The Board of Education recognizes that extracurricular activities as set forth by the Missouri State High School Activities Association are not required of students and therefore, participation is a privilege. Participation in extracurricular activities is suspended for the possession, use, and/or distribution of drugs or alcohol by any student. Suspension will follow the guidelines as set forth in the Good Citizenship policy guidelines on page 7 of the student handbook.

## **TOBACCO FREE CAMPUS**

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

## **HEALTH SERVICES**

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

## **ADMINISTERING MEDICINES TO STUDENTS**

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

### **I. Prescription Medication**

- A. The student's physician shall provide the school with a written request that the student be given medication during school hours. The request shall state the name of the student, name of the drug, dosage, frequency of administration, and how the medication is to be given and the doctor's name. The prescription label will be considered an equivalent of the physician's orders for short-term medication. When possible, descriptions of any adverse effects and any applicable emergency instructions will be provided.
- B. The parent/guardian will provide a written request that the school district complies with the physician's request to give medication. The district will not administer the first dose of any medication.
- C. The parent/guardian will supply the medication in a properly labeled container from the pharmacy with only those doses to be given at school, and with instructions for any special need for storage, e.g. refrigeration. The medication will be delivered to the school by the parent/guardian or other responsible adult. Medication supplies should not exceed a 30-day supply. Do not send any medication in envelopes, plastic wrap, lunch boxes, etc. All medications must be in original containers. Your pharmacist will provide an extra properly marked container.

### **II. Over-the-counter medication.**

Written permission must be obtained from a parent/guardian to administer over-the-counter medications from home or which have been prescribed. This permission must be renewed at least annually. Occasionally your child may unexpectedly need medication during a school day. For these occasions, the school nurse maintains a **LIMITED** supply of over-the-counter medications. If your child needs such medications for an extended time or for a chronic condition, you must supply the medication.

### **III. Self-Administration of Medication under Safe Schools Act**

- A. A physician may recommend that an individual student with a chronic health condition, such as asthma or other potentially life-threatening respiratory illness, assume responsibility for his or her own medication as part of learning self-care. The Board may permit such a student to self-administer medication by way of a metered-dose inhaler, provided that the following conditions have been met:  
To self-administer this medication, children **MUST** have on file with the school:  
Written authorization by the parent/guardian  
Medical history of the student's asthma  
A written Asthma Action Plan to address emergencies and the care of asthma while in school  
In addition, written authorization must be provided from the prescribing physician that the child has asthma, has been trained in the use of the medication, and is capable of self-administering the medication. The school incurs no liability as a

result of the self-medication of the student and permission for self-medication must be renewed every school year.

IV. *Immunizations*

- A. A state law requires that a child must be totally immunized according to the state requirements before they can attend any school in the State of Missouri. Therefore, your child will not be able to start school until all their shots are complete and on file with the school nurse. If there is a question whether your child is adequately immunized please check with your doctor, the school nurse or the County Health Department.

V. *Contagious Illness Management*

- A. Children with contagious illness should not be brought to school. Students should not come to school if during the previous 24 hours they exhibit any of the following symptoms:

A temperature of 100 degrees or greater

Vomiting or diarrhea

An unusual or unexplained rash, unrelenting and itchy

Persistent cough

Told by doctor they are still contagious

Children with chickenpox are to remain at home a minimum of six (6) days after the first appearance of the rash. They may return to school when all lesions are crusted over.