

Macks Creek R-V
Middle School and High School



Student Handbook

WELCOME

To Students and Parents:

The aims of the Board of Education, the administration, and the faculty are to give you the best possible education to fit your needs in order that you may take place in our democracy and be a success. Do not waste this opportunity and privilege of completing your high school education.

We believe each and every student has something worthwhile to offer the school and community. Macks Creek Schools can offer the best opportunities to everyone involved. One person's talent may seem unimportant alone; but when combined with the talents of all, we have the ability to achieve many goals.

The student handbook is designed to assist each student in adjusting to high school life. The administration and Board of Education believe an understanding by each student of the school rules and regulations is necessary in order to create a learning atmosphere and to maintain each student's individual rights.

We suggest students and parents read and discuss the rules and regulations found in the handbook. This will avoid confusion and misunderstanding.

The acknowledgement by every student that a copy of the handbook has been provided is a requirement for enrollment.

We look forward to a rewarding school year. Please feel free to call or visit the school any time you wish to discuss or observe you child's school activities.

MISSION STATEMENT

Empowering life-long innovative learners to be responsible citizens; equipped for success in an ever-changing world.

VISSION STATEMENT

Inspiring Success: Every Child, Every Chance, Every Day

PHILOSOPHY OF EDUCATION

The Macks Creek R-V School Staff and Board of Education believe that with efficient and effective use of time, materials, and energy, all students have the potential to learn and achieve the goals set by the teachers and the students themselves. Ultimately, we believe all students have the ability to learn.

Our school, as an educational institution, desires to provide an environment in which students are presented a safe, positive, and pleasant learning experience within the prescribed structure of the Macks Creek R-V School District. However, it is the responsibility of both the school and the home to ensure that the learning process is enjoyable, rewarding, and successful for the student. We encourage parents to become our partners in this process. We should strive to maintain desirable relationships within the student body, between students and teachers, among teachers, administrators and the Board of Education, and between this institution and our patrons.

As our community's principal educational institution, we must provide leadership, foster creativity, and encourage the development of critical thinking in each student's pursuit of maximum success in education. Through this process, the student has the opportunity to become a socially, intellectually, emotionally, physically, and morally well-rounded individual, thus acquiring the ability to contribute to our democratic society.

STUDENT RIGHTS AND RESPONSIBILITIES

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

The right to attend free public schools; the responsibility to attend school regularly and to observe school policies, rules and regulations deemed essential for permitting others to learn at school.

The right to a quality education; the responsibility to put forth the best efforts during the educational process.

Civil rights, including the right to equal educational opportunity and freedom from discrimination, and the responsibility not to discriminate against others.

The right to free inquiry and expression, the responsibility not to discriminate against others.

The right to due process of law with respect to suspension, expulsion, and the decisions which the student believes inure his rights.

The right to privacy which includes privacy in respect to the student's records.

It is the Board's belief that, as part of the educational process, students should be made aware of their legal rights and of the legal authority of the Board to make and delegate authority to its staff and to make rules and regulations regarding the orderly operation of the district schools. School officials and teachers will follow, interpret, and apply the policy guidelines adopted by the Macks Creek Board of Education. Students have the right to appeal any discipline decision following the chain of command.

FERPA NOTICE OF DESIGNATION OF DIRECTORY INFORMATION

The Macks Creek R-V School District has designated certain information contained in the education records of its students as directory information for purposes of the Family Educational Rights and Privacy Act (FERPA).

The following information regarding students is considered directory information: (1) name, (2) address, (3) telephone number, (4) date and place of birth, (5) major field of student, (6) participation in officially recognized activities and sports, (7) weight and height of members of athletic teams, (8) dates of attendance, (9) degrees and awards received, (10) most recent previous school attended by the student, and (11) photograph.

Directory information may be disclosed by the Macks Creek R-V School District for any purpose in its discretion without the consent of a parent of a student or an eligible student. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, this information will not be disclosed except with the consent of the parent or student, or as otherwise allowed by FERPA.

Any parent or student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the principal of the school which the student attends.

In the event a notification of refusal is not filed, the Macks Creek School District assumes that neither a parent of a student or an eligible student objects to the release of the directory information designated.

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, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, 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 school district assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, 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 school district assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The school district assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The school district has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the District Special Education Director's office from 8:00 – 3:00, Monday through Friday.

The district will conduct meetings in September and December to discuss the process for private/ parochial/home school students, including referral, evaluation, diagnosis, and service options. Contact the District's Special Education Director for more information.

This notice will be provided in native languages as appropriate.

FERPA EDUCATIONAL RIGHTS ANNUAL NOTIFICATION

Each year the Macks Creek R-V School District is required to give notice of the various rights accorded to parents or students pursuant to the Family Educational Rights and Privacy Act (FERPA). Parents and students have a right to be notified and informed. In accordance with FERPA, you are notified of the following:

RIGHT TO INSPECT: You have the right to review and inspect substantially all of your educational records maintained by or at this institution.

RIGHT TO PREVENT DISCLOSURES: You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of this institution to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.

RIGHT TO REQUEST AMENDMENT: You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if this institution decides not to alter the education records according to your request.

RIGHT TO COMPLAIN TO FERPA OFFICE: You have the right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, Washington, D.C. 20202-4605, concerning the Macks Creek R-V School District's failure to comply with FERPA.

RIGHT TO OBTAIN POLICY: You have the right to obtain a copy of the written policy adopted by the Board of Education of the Macks Creek R-V School District in compliance with FERPA. A copy may be obtained in person or by mail from: Mr. Joshua Phillips, Superintendent, Custodian of Records, 245 State Road N. Macks Creek, MO 65786.

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- **Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-**
 1. **Political affiliations or beliefs of the student or student’s parent;**
 2. **Mental or psychological problems of the student or student’s family;**
 3. **Sex behavior or attitudes;**
 4. **Illegal, anti-social, self-incriminating, or demeaning behavior;**
 5. **Critical appraisals of others with whom respondents have close family relationships;**
 6. **Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;**
 7. **Religious practices, affiliations or beliefs of the students or parents; or**
 8. **Income, other than as required by law to determine program eligibility.**
- **Receive notice and an opportunity to opt a student out of –**
 1. **Any other protected information survey, regardless of funding;**
 2. **Any non-emergency, invasive, physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and**
 3. **Activities involving collection, disclosure or use of personal information obtained from students for marketing, or to sell or otherwise distribute the information to others.**
- **Inspect, upon request and before administration or use –**
 1. **Protected information surveys of students**

2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under state law.

The Macks Creek R-V School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales or other distribution purposes. The Macks Creek R-V School District will directly notify parents of these policies as least annually at the start of each school year and after any substantive changes. The Macks Creek R-V School will also directly notify parents of students who are scheduled to participate in the specific activities or surveys to provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Parents will also be provided an opportunity to review any pertinent survey. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure or use of personal information for marketing, sales, or other distribution
- Administration of any protected information survey not funded in whole or part by ED
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-8520

School must be a place where students are encouraged to learn. Standards of conduct are established by the Macks Creek Board of Education to create an environment in which each student's right to learn is protected.

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

PIRATE CODE

Remember who you are! Wherever you go, you represent (whether you want to or not), yourself, your family, your class, your school and your community.

Speak to everyone and call everyone by name.

Become acquainted with everyone you don't know.

Smile.

Be a good listener. Encourage others to talk about themselves.

Say "excuse me", "thank you", and "please" when the occasion presents itself.

Help keep the campus and buildings clean.

Work up to your capacity. Develop your abilities to the fullest.

Learn all you can about all areas of knowledge.

Be neat in your appearance.

Be active in your school; take part in activities for which you are best qualified.

Above all, be respectful of other students, support staff, faculty and administration.

General Procedures

ADMISSION REQUIREMENTS

For any student to be admitted to the Macks Creek School, he/she must show proof of residency, attendance at another school, and proof of having been promoted to the grade level the student wishes to enter here. Every student coming into the district will be required to have discipline records from previous school(s) prior to enrollment in classes. Students will need to provide a record of immunizations and to sign a release for acquisition of records from the school previously attended. This release must be signed by a parent or guardian. New students will be required to come in for registration prior to attending school.

If the superintendent has reason to suspect that the admission of a student will create an immediate danger to the safety of others, a hearing will be convened within three days of the request to register.

ACADEMIC ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

Extracurricular activities include, but are not limited to: All athletics, school trips, senior trip, FFA events cheerleading, band, chorus, prom, homecoming; any activity that is not assessed a grade or construed as part of a class is considered extracurricular. Prom and homecoming activities may be appealed directly to the high school principal by writing an appeal letter and attending a conference with the principal to discuss eligibility.

The following action on the part of a student will make that student ineligible to participate in any extracurricular activities.

*A grade of 62% or below in any one course during a grading period will at the minimum result in the student having to miss participation in the next extracurricular activity in all activities they participate in.

*Any student deemed not a good citizen by any member of the administration of the Macks Creek R-V School District.

*Mid-term reports and quarter grades will determine eligibility.

*Grades reported are always cumulative grades from the first day of a quarter until the end of the quarter.

*Students will remain ineligible until their teacher removes them from the list by raising their grade to 63% for that course.

*Any student receiving a D- or below for any semester grading period will be ineligible for the first two weeks of the new semester or the new school year.

*All mid-term reports and quarter grades are mailed home.

*Ineligibility periods may vary due to calendar date changes of mid-term progress reports or any unforeseen circumstances.

ACADEMIC LETTER

The Academic Letter is designed to reward those students who have excelled in the area of academics. The requirements for the Academic Letter are:

Students must be full time students.

Students must earn a cumulative 3.5 grade point average or higher for two consecutive semesters (spring and fall).

Transfer students must attend a full semester at Macks Creek R-V to be eligible.

The first year a student earns an Academic Letter, she/he will receive a chenille letter. Students lettering a second or third year will receive a bar.

Arrival Procedures

Students riding the bus will normally arrive between 7:45 and 8:00 a.m. **Students walking, riding bicycles or arriving by private vehicle should not arrive prior to 7:45 a.m., as supervisory personnel are not available until that time.** Student supervision is provided from 7:45 – 3:07 p.m., or until 2:30 p.m. on PLC Fridays.

Attendance Procedures

All absentees are recorded on the daily record. Absences are not defined as excused or unexcused.

All students leaving the building must be checked in and out through the office. Students who do not sign in and out through the high school office will be considered truant.

Parents will be notified daily if their child is not at school whenever possible by the high school secretary. Parents should call in to notify the office secretaries of a child's absence. All calls are to be recorded on a Call Sheet indicating date, reasons for absence, person calling and person taking call.

The Blackboard system will notify parents each day if their child is absent one or more class periods.

No student is to be readmitted to class after an absence without an admit slip.

A student has one day for each absence to make up work. It is their responsibility to secure missed assignments from their teachers. They are encouraged to stay after school to make up missed work in after-school tutoring Monday thru Thursday (3:30 p. m. – 4:30 p.m.). Students should notify the high school secretary one day in advance to schedule after school tutoring which will be held in the library.

Only school field trips and College Day Visits will not be considered an absence.

Any student that has over 10 absences in a semester class will lose credit or could be retained (7th & 8th Grade) for that class. Parents may file an appeal to the Macks Creek Board of Education within 30 days from notification of lost credit.

In severe cases of absenteeism, the Department of Family Services will be contacted to protect the student's right to an education.

The high school office will mail letters to parents to keep them informed of their student's attendance. Parents will be notified at the 3rd absence, and a parent/student conference with the principal after the 4th absence occurs per semester.

Attendance at school on extra-curricular days

Extracurricular events are privileges provided to students. Attendance at school is expected in order to take advantage of the privileges provided to all students. Students that attend any extra-curricular activity must be present at school for the entire day. Exceptions are for appointments that students can provide a third party documentation that he or she was attending an appointment. Administrative approval for unforeseen circumstances may be approved on a case by case basis.

BEVERAGES

Open containers of beverages brought from the outside of school will not be allowed. Students will be instructed to discard the beverage. Students who bring a beverage for lunch may do so as long as the beverage is unopened and must be finished during the lunch period. A clear water bottle may be used on campus for students to fill at the water fountains. The bottle may not be tinted. All allowable bottles must be colorless.

No Energy Drinks at any time are permitted.

Lunch and drinks brought to school by parents for lunch must be finished in the cafeteria.

BUS TRIPS

A bus or busses will be provided for students to attend extracurricular activities and school activities which are held at another place. All school rules, regulations, and penalties that apply to school activities also apply on school trips. **Only team members and managers will be allowed to ride the bus.** Exceptions may be made by administrative approval.

All students riding a bus to ball games or on class trips will be expected to ride the bus back unless arrangements have been approved by the administration beforehand and the sponsor is notified before leaving for the game or trip. A student may ride home from a game with parents only if the parents have personally informed the coach or sponsor. Notes and/or phone calls will not be acceptable.

CARE OF BUILDING, GROUNDS, EQUIPMENT, TEXTBOOKS

It is the responsibility of each student to see that school property is kept in good condition. Pupils will be held responsible for the proper care of all books, supplies, equipment, and furniture provided them by the Board of Education. Pupils who deface, ruin or injure school property shall be required to pay all damages.

CLASS/CLUB MEETINGS

Class or club meetings will be held when deemed necessary. The exact times and locations of these meetings will be determined by the high school principal.

CLASS PARTIES

Class parties have to be approved by the administration and only upon a teacher's request.

CLASSIFICATION OF STUDENTS

Classification and promotion of students in Macks Creek R-V School are on an annual basis. The classification of students will be determined by the number of credits satisfactorily completed in accordance with graduation requirements:

0-7 Credits	Freshmen	7-14 Credits	Sophomore
14-21 Credits	Junior	21+ Credits	Senior

CODE OF CONDUCT FOR EXTRACURRICULAR ACTIVITIES

I understand the participation in extra-curricular activities is a privilege earned and not an inherent right. I also understand that as a representative of the Macks Creek R-V school district I will comply with all regulations concerning citizenship, sportsmanship, and the use of alcohol and tobacco products as set down by the student handbook. I further understand any out-of-school suspensions (OSS) will result in the loss or participation in all extra-curricular events taking place on the days of the suspension.

STUDENT DRUG TESTING

The Macks Creek R-V School District has a mandatory drug policy for all students whom participate in extracurricular activities as well as those students who drive to school and park on school property. Any student that does not register will not be allowed to participate with

these activities. Student drug policies will be distributed to students at the beginning of the school year and as well as students who move in throughout the year.

FUNDRAISING

Door-to door sales are not permitted.

The popcorn and soda concessions will be the responsibility of the junior class. This is to be the only fundraiser for the junior class.

The senior class may sponsor fundraisers to provide funds for their senior trip.

No activities of a political or religious nature will be permitted.

All accounts will be deposited and expended through the school account

All articles sold or activities conducted will be in good taste and reflect the community's opinions.

All activities conducted and services sold in the name of the school, class, or club must be approved by the principal.

Final approval of a class or club sale will be determined by the principal.

ELIGIBILITY FOR INTERSCHOLASTIC ATHLETICS

All students who engage in interscholastic sports must have a doctor's examination; furnish proof of insurance, and also a written statement from parents permitting the student to take part in interscholastic sports. Physical examinations for physical education classes are optional. Students not physically fit to participate in physical education class must have a physician's report on file in the office of the principal. The report shall state the reasons why the student cannot take part in physical education class.

Requirements for competition in interscholastic activities (sports, band, cheerleaders, etc) set forth by the Missouri State High School Activities Association (MSHSAA) include, but are not limited to the following:

*Students must be creditable citizens and judged so by the proper school authority in accord with the standards of good discipline.

*Must have passed 80% of the maximum allowable classes for the semester preceding play. (Macks Creek R-V School requires that a student not be on the ineligible list. See page 8).

*Be less than 20 years old.

*Attended a public high school in the district in which the student's parents live, a boarding school, or a private or parochial school to which the student commutes daily from his/her home. If students transfer residence and enrollment, their eligibility must be verified by the MSHAA office.

*Students must be in attendance the day of the contest to be eligible to play in the contest or approved by the building administrator.

EMERGENCY SCHOOL CLOSING

In the event of inclement weather or other causes which could close school the "Reach" service will call all listed student numbers in the database. An announcement will be made through the Springfield Media Broadcast system for television stations.

Every effort will be made to cancel school prior to 7:00 a.m. Staff members will not be required to be at school when it is cancelled due to inclement weather.

ENROLLMENT/CLASS CHANGES

Each year in late spring, registration will be conducted for the next year of school. Students are provided with a career-planning guide to assist parents and students in the process of class enrollment to meet requirements for graduation and for the student’s career path.

Class changes will only be allowed if there needs to be a course change that is mandated to ensure a student meets graduation requirements. Therefore it is extremely important that students take the enrollment process seriously when they initially enroll to obtain courses they need or desire. **Students will be given 3 days to change any schedule at the beginning of each semester. Schedules will be final after the third day.**

GRADING SCALE

A	95-100%	C	73-76%
A-	90-94%	C-	70-72%
B+	87-89%	D+	66-69%
B	83-86%	D	63-65%
B-	80-82%	D-	60-62%
C+	77-79%	F	59 and below

Graduation Credits

With the transition from the 8 period day to the 7 period advisory time, the following graduating classes will require the below listed total number of credits to graduate from high school. All graduating classes after 2020-2021 must earn 24 credits to graduate.

2018-2019	26	2020-2021	24
2019-2020	25		

GRADUATION REQUIREMENTS

To graduate from Macks Creek High School, students must earn 26 units of credit in the following categories:

Social Studies	3.0	English	4.0
Science	3.0	Math	3.0
Fine Arts	1.0	Practical Arts	3.0
PE	1.0	Electives	7.0
Health	0.5	Personal Finance	0.5

Students must pass the following courses to graduate from Macks Creek High School:

Algebra I	9 th grade
Physical Science	9 th grade
American Government	11 th grade
American History	9 th grade
Business Technology	9 th grade
Health	9 th grade
Biology	10 th grade
Personal Finance	10 th grade

The US Constitution and the Missouri Constitution test must be passed in order to graduate from high school. End of course exam will be worth 10% of second semester grade.

GYMNASIUM

Students are not to walk on the playing area of the gym in street shoes.

HOMECOMING

To qualify for homecoming king or queen a student must be eligible for all of the following criteria

1. Be a Macks Creek High School student for the entire portion of their senior year.
2. Be academically eligible.
3. Be currently active and in good standing with student groups and/or extracurricular activities.

Once students are eligible to become a candidate from the above criteria, the following procedures will be followed:

1. During the end of the first semester, the senior class will vote for 4 boys and 4 girls to represent their class on the homecoming court.
2. The top 4 vote recipients from both the boys and girls will become homecoming court candidates. Doing so, candidates agree to participate in all homecoming activities including spirit week and the dress code for homecoming.
3. During the week of homecoming all students in grades 7-12 will be able to vote for their choice for king and queen.
4. King and queen candidates will escort one another.
5. Candidate escorts will be chosen by the high school principal, however, administrators will accept requests from the candidates. The high school principal has the final determination of candidate escorts.

HONOR ROLL

Each quarter an honor roll will be posted according to the following guidelines:

A Honor Roll – All A grades with one B+ allowed or a GPA of 3.75.

B Honor Roll – All B grades with one C+ allowed or a GPA of 3.0.

Students must be enrolled in a minimum of seven classes to be eligible for the honor roll. A semester honor roll is also calculated with the same guidelines as outlined above.

IMMUNIZATIONS/MEDICATIONS

Minimum immunizations required by Missouri State Law to attend school are as follows:

DTap/DTP/DT: All students are required to have no less than 4 doses.

DTP/DT/TD: Booster 10 years after last dose

Polio: Kindergarten & 1st grade, last dose must be administered on or after the fourth birthday. The interval between the next-to-last and last dose should be at least six months. **2nd-6th grades:** The last dose should be on or after the fourth birthday. If all four doses are administered appropriately and received prior to the fourth birthday, an additional dose is not needed. Maximum needed: four doses

MMR: (Measles, Mumps, and Rubella) All students are required to have no less than 2 doses

Hepatitis B: All students are required to have no less than 3 in the series of 3.

Varicella: As satisfactory evidence of disease, a parent/guardian or MD or DO may sign and place on file with the school a written statement documenting the month and year of previous Varicella (chicken pox) disease.

TYLENOL DISTRIBUTION: We now have standing orders for the nurse to dispense **Tylenol, Ibuprofen, Aleve, and Benadryl.** If you want the nurse to dispense any of these medications to your child during the school year, you **MUST** check and sign the medical cards that are given to your child at the beginning of the school year.

PRESCRIPTION MEDICINE: Students are not to bring any type of medication and self-dispense. If a student has a specific prescription medicine (such as an antibiotic) that needs to be taken at school, it must be accompanied by a written label on the medicine stating the doses per day, the student's name, name of medication and necessary directions. The school nurse has a form that must be signed before medication can be given. These medications must be given to the school nurse when the student arrives at school. Prescription medication will not be given if the label contains the name of someone other than the child. **DO NOT** send medications to school in unmarked container; medications must be in original containers.

LAKE CAREER TECHNICAL CENTER, CAMDENTON, MISSOURI

Macks Creek High School will send eligible students for coursework at the Lake Career Technical Center in Camdenton, Missouri for one and two-year programs in specialized vocational programs (within the limits of the school's budget and quotas allowed).

The following information will be used to determine eligibility for the program: Student's discipline history, attendance history, work history in general classes, core areas and electives, grades, attitude, and ASVAB test scores. The Board will not send a student to the Lake Career Technical Center for training that could be achieved at Macks Creek High School.

LATE WORK POLICY

Students who submit classroom assignments into the classroom teacher late shall be docked 10% of the total value of the assignment per day. Any assignment submitted to the classroom teacher after 5 days are subject to the classroom teachers own late work policy. Students who are absent from school shall follow the district policy as stated on page 9 of this handbook.

LOCKERS

Lockers will be assigned to students at the beginning of the year. The lockers are school property and students are expected to take care of them. Students are not allowed to write on or attach anything to the face of the lockers. Lockers may be opened for inspection by appropriate school staff and administration at any time. Two students per locker will be assigned if possible. Students may not change lockers without the permission of the principal.

LOST & FOUND

Any unclaimed items after two weeks will be donated to a local charity.

LUNCH

Macks Creek School operates a closed lunch hour. This means students are not allowed to leave the cafeteria to eat lunch. The only exception to this rule is when a parent picks up his/her child from school and brings the child back or when students have class/organizational meetings. The Macks Creek R-V School District provides both Breakfast and Lunch free of charge to all students through the Community Eligibility Partnership (CEP). Any students wishing to have doubles for lunch should pay \$1.65. If the student has a negative balance, they will not be allowed to have doubles.

MISSOURI A+ SCHOOLS PROGRAM

Macks Creek R-V Schools was awarded an A+ Schools grant in 1999 and received A+ designation in the spring of 2002. The class of 2002 were the first seniors to be eligible to receive two full years (six semesters) for tuition to a public Missouri community college or public vocational/technical school of their choice. This funding is always dependent upon the availability of state appropriations from the Missouri General Assembly to support the A+ financial incentives. To be eligible for A+ benefits a student must:

Sign a written agreement with Macks Creek R-V.

Attend Macks Creek High School for three consecutive years.

Graduate from high school with a cumulative grade point average of 2.5 or higher on a 4.0 scale.

Have a 95% or higher attendance record for the four years of high school.

Perform 50 hours of unpaid tutoring/mentoring of younger students

Maintained a record of good citizenship and the unlawful use of drugs and alcohol.

Made a good faith effort to secure all available federal financial assistance funds that do not require repayment.

Registered for the draft (males).

Must pass Algebra I End of Course Assessment with a score of proficient or advanced.

For more information about the A+ Program, contact the A+ coordinator at 573-363-5909.

MISSOURI MODEL GUIDANCE PROGRAM

Macks Creek R-V Schools have adopted The Missouri Comprehensive Guidance Program. The goal is for students to become responsible adults who can develop realistic life plans based on a clear understanding of themselves and their needs, their interests, and their skills and abilities.

To accomplish these goals the guidance program must be an integral part of the district's total education program. The counselor will work with all students, parents, teachers, administrators, and the community to form a balanced program of direct and indirect services. These services will include guidance curriculum designed to emphasize decision making, self-understanding, career exploration, planning and improvement of study skills, individual planning to assist all students in planning, monitoring and managing their own learning and personal and career development, responsive services to meet the immediate needs and concerns of students, system support to maintain and enhance the total guidance program.

NATIONAL HONOR SOCIETY

Candidates must be a member of the sophomore, junior, or senior class. He/she must have been in attendance for one school semester to be eligible for membership. He/she must have a cumulative 3.5 grade point average. They must be of good character and standing in school, and must be active in their school and community. The review panel will make the final determination of acceptance into the Macks Creek High School National Honor Society.

PHONE CALLS

The telephone in the high school office is NOT FOR STUDENT USE except on approved school business. Students will be not called from class for telephone calls except in cases of emergency. Phone calls may be made before or after school or during lunch period, not between classes or during class time.

PLEDGE OF ALLEGIANCE

State law mandates the Pledge of Allegiance will be recited every Monday morning by all students

RESTROOMS

It is essential that restrooms remain clean. Students are to place used hand towels in the containers supplied for them. Absolutely no loitering or smoking is allowed in the restrooms. The dressing and shower rooms are for use during physical education periods. Students are not to enter the dressing and shower rooms except during their scheduled physical education classes.

SAFETY DRILLS

There will be a number of safety drills for students throughout the year including, but not limited to fire, tornado, earthquake, and lockdown drills. Students are expected to conduct themselves in an orderly manner and go to the places assigned at the beginning of the year.

SCHOOL CALENDAR

All school groups needing to use the building after school hours must make arrangements in the principal's office. All activities must be entered on the school calendar. School activities will be placed on the calendar only at the request of a sponsor.

SCHOOL FLEX PROGRAM (SB291) GUIDELINES

Senate Bill 291 (2009) establishes the “School Flex Program” which allows eligible students to pursue a timely graduation from high school while simultaneously attending post-secondary school or working in an area aligned with the student’s academic plan (personal plan of study). “Eligible students” include students in grades eleven or twelve who have been identified by a student’s principal and the student’s parent or guardian as someone who would benefit by participating in the School Flex Program. An eligible student who participates in a School Flex Program shall attend school a minimum of two instructional hours per school day within the district of residence; pursue a timely graduation; provide evidence of college or career technical career education enrollment and attendance, or proof of employment and labor that is aligned with the student’s career academic plan (personal plan of study) which has been developed by the school district; refrain from being expelled or suspended while participating in the program; pursue course and credit requirements for a diploma; and maintain a ninety-five percent attendance rate.

SEMESTER EXAMS

All students are required to take semester finals in all courses for grades 7-12. The only exceptions to this rule are: 1) students that have an A for the semester and have two or less days absent during the semester do not have to take the final exam UNLESS that class is a MAP/EOC subject area or Dual Credit . 2) All other students missing three days or more are required to take the final exam.

SENIOR TRIP

The Macks Creek R-V School Board believes that a senior class trip at the end of the senior year can be a valuable educational experience for our students when they are properly planned and supervised. The Macks Creek R-V School Board also believes the senior class trip is an extra-curricular privilege for our students and not an inherent right. This privilege requires student cooperation in the areas of personal responsibility and conduct. In order to provide this privilege for responsible students, the district has certain regulations that apply to senior students and the senior class trip.

1. Since the senior class trip is an extra-curricular activity and requires good citizenship on the part of its participants, The Macks Creek R-V School District will follow the “good citizenship” ethic as laid out by the Missouri State High School Activities Association (MSHSAA). The MSHSAA “good citizenship” policy as stated in By Law 2:12 identifies students whose character or conduct is such as to bring discredit to them or their schools are not considered “credible” citizens. Good conduct shall be satisfactory in accord with the standards of good discipline. Students who fail the “good citizenship” or “credible citizen” test can be denied access to the privilege of the senior class trip if any of the two areas listed below are problem areas.
 - A. Local Law Enforcement – A student who commits an act for which charges may be or have been filed by law enforcement authorities under any municipal ordinance, misdemeanor, or felony charge shall not be eligible for the senior trip until all proceedings within the legal system have been concluded and any penalty (i.e. jail time, fine, court costs, etc) has been satisfied. If law enforcement authorities determine that charges will not be filed, eligibility will be contingent upon local school policies. Minor moving traffic offenses shall not affect senior trip eligibility unless they involve drugs, alcohol, accidents, or injuries. After a student has completed all court appearances and penalties, and has satisfied all special condition of probation, the local school board will determine eligibility.

- B. Local School Conduct –A student who violates a local school policy is ineligible until completion of the prescribed school penalties. Students who are issued an out-of school suspension or in-school-suspension that would occur during the time of the senior trip may be considered ineligible to attend the extra-curricular senior trip. A student who is expelled or who withdraws from school because of disciplinary measures shall not be considered eligible for 365 days from the date of expulsion or withdrawal.
2. Only students of senior standing and who are eligible to graduate with the senior class are eligible for the trip. Students must be on pace to graduate according to the guidelines set down by the high school principal.
 3. Senior trips may be taken at any time during the school year with the exception that all trips must be planned around post season athletic events.
 4. The senior trip shall be limited to no more than 6 days and 5 nights.
 5. The destination of the trip shall be restricted by the amount of money the senior class has raised. Every effort to maintain limited number of fundraisers should be utilized and *students are encouraged to limit the sale of merchandise to district patrons for the purpose of raising money for the senior trip. Emphasis on providing services to the community is strongly encouraged.*
 6. Transportation provided for the trip is limited to transportation. They are as follows:
 - a. Students choosing to fly must book flights from Springfield, Branson or Columbia with no restriction on destination in the continental United States.
 - b. Students choosing to use a school bus are limited to 12 hours of driving time one way.
 - c. Students are allowed to choose a charter bus with limitations only in the continental United States.
 - d. Students choosing to take a train, must depart and arrive from the Jefferson City Depot.
 7. Non-refundable dues will be required at the start of the freshman year and each year following. All dues are made payable each year or by September 1st of the class' senior year in a lump sum to be eligible for the senior trip. Students may pay yearly dues for each year they are in school or pay \$100 total fee during their senior year. The following dues are owed by each class.

Seniors - \$40	Sophomores - \$20
Juniors - \$30	Freshman - \$10
 8. The class sponsors must present a written itinerary describing the trip's activities for Board of Education approval. A majority vote of the Board is required for final approval of the senior trip.
 9. At the discretion of the high school principal, a senior student may be denied the privilege of participating in the senior class trip. Reasons for denial of participation may include, but not limited to the following: failure to pay prescribed class dues; failure to participate in approved fundraising activities or to compensate the class accordingly; or failure to exhibit "good citizenship" as a student. All constitution test requirements must have been met and confirmation of eligibility for May graduation will be

determined. The student may appeal the high school principal’s decision to the superintendent of schools, and if necessary, after an appeal to the superintendent, an appeal may be made to the Macks Creek R-V Board of Education. The decision of the Board of education is final.

10. Class sponsors reserve the right to send home any student participant who refuses to follow the trip rules laid out by the sponsors. In order to ensure there are personal funds in which to send a student home early if misbehavior necessitates or to pay for any damages incurred during the trip, each must submit a \$100 deposit that would be refunded at the end of the trip as long as that student is not sent home early or has damages to pay. Costs above \$100 must be reimbursed by the student or parent.

11. In addition to the MSHSAA guidelines for good citizenship, local standards of good behavior apply also for senior trip eligibility. Students who accumulate 30 or more discipline infraction points during their senior year will be ineligible for participation in the senior class trip. Infraction points are as follows:

Discipline Infraction	Points
Assault/battery	30
Weapon possession/use	30
Threatening Staff with harm	30
Possession/Use of Drugs or alcohol	30
Sale/Distribution of Drugs or alcohol	30
Fighting	15
Vandalism	15
Bullying	15
Tobacco possession	10
Theft	10
Truancy	10
Cheating/Forgery	10
Defiance/Insubordination	10
Bus Misconduct	10
Disruptive speech or conduct	10
Parking lot/driving violation	10

Students and parents will be able to appeal infraction point ineligibility to the principal, the superintendent, and ultimately, the Macks Creek R-V School Board of Education.

12. Only students who are enrolled full-time during the second semester of their senior year are eligible for extra-curricular participation with the senior trip. Seniors who graduate early in December of their senior year are ineligible for the senior trip.

13. Students who move into the school district while in high school are expected to participate fully with fund-raising activities and pay any pre-determined fees if they wish to participate in the senior trip. Students who transfer to Macks Creek High School must attend three consecutive semesters for they can participate with the senior trip activities.

14. All students going on the Senior Trip must be a part of and abide by the Macks Creek R-V Drug Testing Policy.

STUDENT PARKING

Students park their cars on school property at their own risk. The school does not have insurance covering broken glass, etc., which may occur while vehicles are parked on school property. Any damages occurring on school property should be turned in to the proper law enforcement officials and the student's insurance agent. Students may also have their vehicle's searched or illegal contraband or other reasons if probable cause is determined while parked on school property. Searches will be conducted by appropriate school administration and/or law enforcement officials.

STUDENT ATTENDANCE POLICY

Regular attendance is extremely important. Each student is expected to attend school every day except when illness, injury, or some other condition beyond his/her control prevents their doing so. Frequent absences for any reason can almost guarantee difficulty and failure in class work. Attending school regularly is directly related to developing good habits of punctuality, self-discipline, responsibility, achieving higher grades, enjoying school more, and becoming more desirable employees after leaving high school.

With this in mind, the following attendance regulations will prevail:

The Missouri State Law, Senate Bill No. 16, enacted by the 69th General Assembly, effective August 29, 1957, states that all mentally and physically capable children between the ages of 7 and 17 are compelled to attend school or receive adequate private instruction in the State of Missouri.

Students not in accordance with this law may be reported to county juvenile authorities for further action.

STUDENT CONDUCT

The student code of conduct is designed to foster student responsibility, respect for the rights of others, and to insure the orderly operation of the school district. No code can be expected to list each and every offense which may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a specific penalty. **If a student constantly violates the student conduct code, the school district may, at the discretion of the administration, impose punishments which are harsher than those listed for the individual offense.**

Students are subject to discipline, up to and including expulsion, for significant misconduct regardless of whether the conduct occurs at a school activity and regardless of when the misconduct occurs where it is reasonably determined that student's misconduct adversely affects school safety or student welfare. Examples of misconduct involving this policy (note that this is not an all-inclusive list): sexual assault, sexual harassment/inappropriate sexual conduct, assault, weapons violation, hate-related conduct, threats of violence, drug sales/possession, etc.

All district personnel (including bus drivers) are responsible for the care and supervision of students and authorized to hold every pupil strictly accountable for any disorderly conduct in school or on any property of the school, on any school bus going to or returning from

school, during school sponsored activities, or during intermission or recess period. All district personnel are required to report any infractions of the discipline code to the principal.

Valedictorian/Salutatorian

Seniors receiving the valedictorian and salutatorian awards must be a full time student who have attended Macks Creek High School for the last 4 consecutive semesters. School to work and SAE experiences are considered as part of the school's curriculum. Students who choose to graduate after 7 semesters of high school are not eligible for this honor.

It is expected that the Valedictorian and Salutatorian of the senior class give a speech during graduation ceremonies.

Final determination for Valedictorian and Salutatorian will be the student's overall GPA (including weighted grades) carried out to four places to the right of the decimal point.

Cum laude Requirements for Graduation Honors

Cum Laude Honors will be awarded to students whom meet the following criteria.

Summa Cum Laude – 4.00+ GPA

Magna Cum Laude – 3.75 – 3.99

Cum Laude – 3.50 – 3.74

Students who graduate with these honors will be recognized during Senior Night Awards.

VENDING MACHINES

Vending machines in the teacher workroom are not to be used by students without the permission of a member of the support staff, teacher, or administrator. Students may use the vending machines located in the corridor outside the cafeteria and the juice machine in the cafeteria when they are turned on by the staff.

VISITORS

Visitors must check in at the high school office and get a visitor's pass. No visitors will be allowed in the classroom unless approved by the principal.

WEIGHTED CLASSES*

The following classes are weighted and students achieving an A will receive 5 points, B will receive 4 points, C will receive 3 points and a D will receive 2 points in figuring their grade point average. An F receives zero points as in any other class.

Math: Geometry, Math Analysis, Trigonometry, Algebra II,

Science: Biology II, Physics, Chemistry I and II, Anatomy

English: English IV, Word Study

Practical Arts: Spanish II, Spanish III, Spanish IV, Accounting II

Any Dual Credit Class-- No Independent Study classes will be weighted

DISCIPLINE CODE

The principal of the school is directly in charge of the discipline and with the constant assistance of all faculty members and staff, proper order shall be maintained at all times. The school maintains:

ISS: In school suspension, for very minor disciplinary violations. Students will remain in high school office or other assigned designation until the end of the day violation occurred.

OSS: Out of school suspension, students will be picked up by the parent/guardian the day the disciplinary action occurs or will be out of school the following day(s). Students are allowed to make up all work and/or exam at a 25% reduction in points. Students that do not turn in work missed will receive a zero credit for that assignment or exam.

ASD: After school detention, for disciplinary action, students will be required to attend school from 3:15-4:15 p.m. on Monday thru Thursday. If a student missed a scheduled ASD day, they will be required to complete 1 day of **Saturday School**.

Saturday School – Saturday school from 8:00am to 12:00pm. As much as possible, parents are notified when a student is assigned a Saturday school. Should the Saturday school not be completed, for a reason other than an illness or an emergency, the student will be assigned additional consequences:

First Offense: Assigned additional 2 days of Saturday school.

Second Offense: 1 day of OSS

Third Offense: 2 days of OSS

Repeated “no show” to Saturday school will be subjected to further days of OSS

The following list of violations and disciplinary actions or penalties is not all-inclusive. In addition, note that disciplinary problems not corrected at lower levels escalate to higher level disciplinary action and emergency conditions may require unlisted responses. It is also important to note that this discipline code is merely a guide to follow and that administration can modify if necessary. The code applies to all students in junior high and high school (grades 7 – 12) in the Macks Creek R-V School District. Any student who receives OSS (out of school suspension) cannot be on school grounds or attend any home or away events while under suspension.

In accordance with the Safe Schools Act, students guilty of a serious violation of the school’s discipline policy will be subject to suspension and/or expulsion. Examples of serious violations would include weapons, alcohol/drugs at school, possession of drug paraphernalia, assault, vandalism, arson, rape, etc. Further interpretation of serious violations of the discipline policy would be at the discretion of the schools’ administration and/or Board of Education.

ASSAULT – Attempting to cause injury to another, intentionally placing another in reasonable proximity or imminent injury

1st Offense -Up to 5 days OSS

2nd Offense -7 days OSS

3rd Offense -10 days OSS

4th Offense -Recommendation for expulsion

According to the Safe Schools Act, 1st and 2nd degree assault must be reported to the appropriate law enforcement agency.

BEVERAGES IN SCHOOL

1 st Offense	Warning
2 nd Offense	1 day ASD
3 rd Offense	2 days ASD
4 th Offense	1 day Saturday School

BULLYING – Bullying is unwanted, aggressive behavior among that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying can be in the form of cyber (digital communication), verbal (oral or written), social (exclusion with intent to embarrass or cause reputational harm), or physical (hurting or attempting to harm a person’s body or possessions). Administration and/or SRO will investigate all forms of bullying.

Bullying (all forms as defined)

1 st Offense	1 day OSS
2 nd Offense	3 days OSS
3 rd Offense	5 days OSS

The Macks Creek Board of Education prohibits any person from falsely accusing another as a means of harassment or bullying. The consequences and appropriate remedial action for a person found to have falsely accused another as means of harassment or bullying may range from positive behavioral interventions up to out-of-school suspension.

BUS REGULATIONS

The bus driver is in charge and responsible for the safe transportation of students. Inquiries as to bus routes should be referred to the superintendent’s office. Complaints about bus problems should be referred to the appropriate principal. Written permission or approval of the bus supervisor or principal should be received from parents before students will be permitted to ride a bus other than their assigned bus. Bus drivers are to be notified in advance if several additional students will be riding home with another student for a special occasion. In some instances, bus drivers may determine busses are too crowded to allow for several additional guest passengers.

Transportation regulations are in compliance with the Missouri State Transportation Code. All students riding busses operated by the Macks Creek R-V Schools, either on daily routes or authorized trips, shall follow these regulations:

The driver of the bus is in charge of the bus and pupils at all times.

Pupils must obey and respect the orders of the driver.

The bus driver may assign seats to students.

Loud unnecessary noise, shouting or scuffling is prohibited.

Ordinary classroom conversation and conduct will be observed.

Moving about in the bus from seat to seat is prohibited.

No part of the student’s body shall be protruding from a bus window or bus door.

Throwing of any object inside or outside of the bus is strictly prohibited.

Students will never stand out in the roadway while waiting on a bus.

No student will load or unload from a bus by crossing to the rear of the bus. When unloading from a bus, the student will not cross the roadway until signaled to do so by the bus driver.

The bus driver may stop the bus in a safe place along the road to make on the spot correction of student infractions of rules.

The bus driver may place his hands on a student when breaking up fights between students, in self-defense, and/or when necessary to insure the safety and well-being of the other passengers.

The bus driver should request assistance from the proper school authority when a student is continuously guilty of misconduct.

These rules and regulations are for the safety and welfare of all pupils transported. If these rules and regulations are violated, the following procedure will be followed:

1 st Offense	Conference with principal and/or parent
2 nd Offense	1 day loss of bus privilege
3 rd Offense	3 or more days loss of bus privilege depending upon the severity of the bus misconduct
4 th Offense	Possibility of bus riding privileges terminated for the remainder of the school year

If an incident of misbehavior occurs which can be construed to have placed students riding the bus in a very dangerous or extreme position, the penalty may be suspension of riding privileges on a first or second offense.

CELL PHONES & OTHER ELECTRONIC OR COMMUNICATION DEVICES

Cell phones and other electronic communication devices are allowed during the school day **BUT ONLY** before school, during passing times and during lunch. Use of a cell phone for texting and other communication during class time is **strictly prohibited**. The school is not responsible for any devices that are lost or stolen.

1 st Offense	1 day of ASD
2 nd Offense	2 days of ASD and parent <u>must</u> pick up phone from high school office
3 rd Offense	1 day of Saturday School and parent <u>must</u> pick up phone from high school office

Saturday School will accumulate 1 day for every offense thereafter & parent will be required to pick up the phone.

CHEATING – Copying another’s work on homework or tests with or without the permission of the student whose work is being copied will be considered cheating as well as procuring homework or test answers in any method other than through one’s own work will be considered cheating. Anyone who aids another in giving answers or other academic misconduct are subject to the same penalties.

1 st Offense	Zero grade
2 nd Offense	Zero grade and 2-4 days after-school detention
3 rd Offense	1 day Saturday School
4 th Offense	2 days Saturday School

Continued cheating behavior may be referred to the superintendent for additional discipline.

CLASSROOM CONDUCT

Students sent to the office for classroom conduct problems will be disciplined or counseled by the principal based on such factors as nature of the offense, number of times the student has previously been sent to the office, and the attitude of the student to improve or correct the problem. The reasons students are sent to the office are varied. Therefore, it would be inappropriate to establish a specific structure to deal with these problems as has been done in other areas. The principal will deal with each case on its own merits as she/he perceives it. However, if in the opinion of the principal a student is sent to the office for habitual classroom misconduct and appears to be infringing seriously upon the learning process of other students and exhibits no intention of changing his/her behavior, that student may be referred to the superintendent for a suspension from school exceeding 10 days, or to the Board of Education for expulsion.

DRESS AND GROOMING CODE PHILOSOPHY

Junior and senior high students are either adults or approaching adulthood. As an educational institution, the school has a responsibility to help students learn what is expected of them by society in areas of behavior, dress, and hygiene. It is important that young men and women develop proper hygiene and grooming habits at an early age.

The general appearance of the student not only affects attitude and behavior, but it also makes a statement as to the kind of school we have. Consequently, most students have a sincere desire to represent the school in the best possible manner and are thus clean and properly groomed each day.

DRESS CODE

1. Students are to be neat in dress; therefore, cut, torn, or ripped clothing should not expose inappropriate areas of the body. Administration will utilize dress code #10 in assessing “inappropriate areas of the body”.
2. Students are not allowed to wear sleepwear to school, including pajamas, slippers, and robes. Blankets, pillows, toys are not to be brought to class or worn in the hallways as they are a distraction to the learning process.
3. Sleeveless shirts/dresses are permissible if they are properly hemmed and the straps maintain a minimum width of 1 inches (can be measured half the width of your ID card), and do not show excessive skin under the arms.
4. Undergarments should not be visible at any time, this includes (bras, bra straps, and underwear).
5. Shirts must cover the waistline at all times, even when arms are extended over the head.
6. Caps, hats, beanies, stocking caps, visors, sunglasses, hoods of sweatshirts, bandannas are not to be worn prior to the start of school and/or during school hours are not to be worn. Hats that are worn to school must be left in the students’ locker. Head band hair accessories are permitted.
7. Handcuffs, leg bands, armbands and studded gloves or bands are not acceptable.
8. Leggings/tights/yoga pants/exercise pants are permissible if the student wears a shirt/dress that extends to the minimum length requirement for shorts. The students front and back side must be covered.
9. Shirts may not be made of fishnet or mesh or see-through fabric. Shirts must be buttoned appropriately.
10. Skirts and shorts may be no shorter than the student’s fist with arms located next to the student’s body while standing. The student’s front and backside must not be exposed at anytime even if the skirt or shorts fall within the “fist” rule.

11. Appropriate shoes must be worn at all times. Students are not permitted to travel from class to class without shoes.
12. Items of clothing, buttons, or pins may not bear liquor, drug, or tobacco insignias. Advertisements or writings will be allowed if they are not profane, rude, suggestive or otherwise of an inappropriate or disruptive nature.
13. The on-campus dress code applies to all school sponsored activities. -In performance classes, the teacher in charge will set forth the acceptable standards of dress for special activities.

Students' adherence to the dress code will be checked by their first period teachers. Any suspected dress code violations will be sent to the office at which time the student will be afforded the opportunity to change into clothes which meet the dress code requirements and will be punished on the following schedule:

First Offense – Warning (student must change into clothes which meet the dress code before returning to class)

Second Offense	1 day ASD
Third Offense	2 days ASD
Fourth and beyond	Saturday School to OSS

DECISIONS CONCERNING APPROPRIATE DRESS ARE AT THE DISCRETION OF THE SCHOOL ADMINISTRATION.

The principal reserves the right to determine whether the clothing is distracting, indecent or inappropriate to wear in the school environment. No policy can be written to cover all examples that occur each year. The student dress practices and fashion changes from time-to-time and the administration will determine if these disrupt the educational process.

DRUG AND ALCOHOL POSSESSION AND/OR USE

Possession of or appearing to be under the influence of controlled substances whether from illegal drugs, legal drugs or legal substances that results from misuse or intentional overdose, or alcoholic beverages, or possession of drug paraphernalia in or on school property will result in the following:

- 1st Offense Up to 180 school days suspension (to be decided by the superintendent). Students must also appear in person before the school board before being allowed to return to school.

- 2nd Offense A minimum of 180 school days suspension. A mandatory school approved drug evaluation before admittance paid by parents to be completed before re-admittance to school. Students must also appear in person before the school board before being allowed to return to school.

SELLING OF CONTROLLED SUBSTANCES (ILLEGAL DRUGS) OR ALCOHOLIC BEVERAGES IN OR ON SCHOOL PROPERTY

Will bring an immediate and automatic 180 school days suspension and a mandatory school approved drug evaluation paid by the parents will have to be completed before re-admittance to school. Students must also appear in person before the school board before being allowed to return to school.

Appropriate law enforcement officials will be notified regarding drug or alcohol violations if warranted.

EXTORTION – Threatening or intimidating any student for the purpose of, or with the intent of obtaining money or anything of value from the student.

1st Offense Restitution and 10 days OSS

2nd Offense Recommendation to superintendent for expulsion

Safe school guidelines will be followed regarding any of the above violations.

FIGHTING – Mutual combat in which both parties have contributed to the conflict; either verbally or by physical action.

1st Offense 3 days OSS

2nd Offense 5 days OSS

3rd Offense 10 days OSS

HANDS OFF POLICY

There is a strict “Hands Off” policy in force. No scuffling, horseplay, public displays of affection (kissing, hand holding, necking, petting, lap-sitting, arms around each other, embracing) will **NOT** be allowed. School is not the proper place or time for physical contact with other students.

1st Offense Conference up to 1 day ASD

2nd Offense 2 days ASD

3rd Offense Saturday School

4th Offense 2 days Saturday School to OSS

HAZING – Hazing means any intentional, knowing, or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort, and is directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team sponsored or supported by the District and whose membership is totally or predominately other students from the District.

1st Offense 3 days OSS

2nd Offense 5 days OSS

3rd Offense 10 days OSS

Insubordination/Defiance to staff

Students that are insubordinate and defiance to staff will not be tolerated. Students refusing to comply with reasonable directives from staff members shall face disciplinary action. This includes refusing to go to the office when instructed.

1st offense 1 day Saturday School

2 nd offense	2 days Saturday School
3 rd offense	1 day OSS
4 th offense	2-5 days OSS
5 th offense	up to 10 days OSS

LOCKERS

Each student will be assigned a student locker. Proper care and use of lockers are the general expectation from all students. Students shall maintain a clean and organized locker at all times. Students that violate this expectation will be asked to clean their locker.

Also, all lockers supplied to students will be assigned without a combination lock. Students wishing to lock their possessions inside their locker must provide their own **combination lock** with the combination code given to the main office to be placed on the SIS system. The administrative team at Macks Creek R-V schools reserves the right to search any locker with probable cause at any time. Students who refuse to comply with this request may receive disciplinary action. Lockers secured without the knowledge of the combination or pad lock will have that lock removed by maintenance personnel at the expense of the student. It is recommended that all students use a combination lock to secure personal items. All items located in a student’s locker are assumed to be personal possessions.

LOCKER ABUSE

Damaging a locker (overfilling, defacing, kicking, changing the lock, or changing lockers) without proper permission from the office.

1 st Offense	Warning and restitution if any damage occurs to the locker
2 nd Offense	1 day Saturday School
3 rd Offense	2 days Saturday School and/or may lose locker privilege

POSSESSION OF A BLADED INSTRUMENT

Students may not possess any type of knife while at school or school activities. Use or possession of a knife with a blade less than 4 inches.

1 st Offense	Conference to 1 day ASD
2 nd Offense	1 day Saturday School
3 rd Offense	1 day OSS

**Note: Additional days of OSS will be applied for each occurrence after the 3rd offense.

Any knife that is used in a threatening manner or that has a blade over 4 inches shall be considered a weapon. See “WEAPON” for student discipline.

Tardy Policy (High School/Middle School)

The Macks Creek R-V School District recognizes the importance of students being prompt and ready to learn. Therefore it is important that this district hold students accountable for arriving to class on time. Students must be in the classroom when the tardy bell rings. Students are given 4 minutes between each period which is ample time to travel between one classroom to another. If a student is not inside the classroom when the bell rings that student must be sent to the office to receive a tardy slip. Tardies start over on the first day of each quarter.

1 st Offense	Tardy Slip (warning)
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2 nd Offense	1 day ASD
3 rd Offense	2 days ASD
4 th Offense	1 day Saturday School
5 th Offense	2 days Saturday School
6 th – 10 th Offense	Additional days of Saturday School

If the student exceeds 10 tardies, the student will receive one day OSS for each occurrence.

THEFT – Stealing or attempting to steal private property of value exceeding fifty dollars (\$50).

1 st Offense	Restitution and 3 days OSS
2 nd Offense	Restitution and 10 days OSS
3 rd Offense	Restitution and recommendation to the superintendent for a 90 day OSS

Of a value of less than fifty dollars (\$50)

1 st Offense	Restitution and 1 day OSS
2 nd Offense	Restitution and 3 days OSS
3 rd Offense	Restitution and 10 days OSS
4 th Offense	Restitution and recommendation for expulsion

TOBACCO PRODUCTS – USE OR POSSESSION

Use or possession of all types of tobacco products, including E-cigarettes, are prohibited on school grounds or at school functions either at home or away. This includes all extra-curricular activities.

1 st Offense	2 days ASD
2 nd Offense	1 day Saturday School
3 rd Offense	1 day OSS

Beyond 3rd offense 2-5 days OSS for each occurrence

TRUANCY – Students who are absent from school without the knowledge and consent of their parents/guardians or the administration, **students who are on school grounds but are not where they are supposed to be**, and/or students who leave school during any session shall be considered truant. Any student who attends a school sponsored function without the permission of the sponsor and/or the administration is truant. Any student that allows another student to ride with them off the school grounds without that student having checked out in the office will be contributing to the truancy of that individual and will be held responsible to the same suspensions as the student who is truant.

1 st Offense	1 day ASD
2 nd Offense	1 day Saturday School
3 rd Offense	2 days Saturday School

Beyond 3rd offense 1-5 days OSS for each occurrence

RACIAL HARASSMENT

The School district is committed to providing an environment free from intimidating, hostile, or offensive behavior and other verbal or physical conduct or communication constituting racial harassment. Racial harassment by a student or by a faculty or staff member is prohibited. Allegations of racial harassment by students or staff shall be made to the principal. Following due process procedures, the allegation of racial harassment shall be investigated; and if substantiated, corrective and/or disciplinary action taken up to and including suspension and/or expulsion of the student.

SEXUAL HARASSMENT

The School District is committed to providing an environment free from intimidating, hostile, or offensive behavior, unwelcome sexual advances and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by a student or faculty or staff member is prohibited. Allegations of sexual harassment by students or staff shall be made to the principal. Following due process procedures, the allegation of sexual harassment shall be investigated; and if substantiated, corrective or disciplinary action taken up to and including suspension and/or expulsion of student.

STUDENT DRIVING/PARKING

Upon arrival at school, all students must immediately park their vehicles, leave the vehicles, and come into the high school building. Students are not to sit in the cars or leave the school grounds, or enter a car during school, during lunch, or at any time after arriving on the school grounds.

No student will be allowed to move or enter these vehicles during the school day unless: She/he has permission to leave for work or special permission has been given by the administration.

Students leaving school in the afternoon will not interfere with the departure of busses.

No student will drive on school property carelessly or without caution as to endanger a person or property. This includes passing busses going up or down the hill from school or leaving the parking lot before the designated time.

1 st Offense	Warning
2 nd Offense	Warning and notification of parents
3 rd Offense	Suspension of driving privileges for 10 days
4 th Offense	Suspension of driving privileges for up to a semester or its equivalent
5 th Offense	Possibility of permanent denial of driving privileges

Students are required to participate in the random drug testing program in order to obtain the right to drive to school.

VANDALISM

Deliberate destruction of school property may be treated as vandalism. If the act merits, appropriate authorities will be informed and legal charges may be filed. Other punishment will be decided by school authorities and may include suspension and/or expulsion. Guidelines dictated by the Safe Schools Act will be followed in cases of vandalism.

VIOLATIONS AGAINST PUBLIC DECENCY AND GOOD ORDER – Use of obscene language or gestures which describe sexual conduct.

1st Offense Conference up to 1 day ASD

2nd Offense 2 days ASD

3rd Offense 1 day Saturday School

Beyond 3rd offense 1-3 days OSS for each occurrence.

WEAPONS

Any student bringing a firearm onto the school grounds shall be subject to suspension from school for a period of not less than one year.

Note: The superintendent may modify the suspension requirement on a case-by-case basis. In any offense that pertains to “weapons”, administration may contact law enforcement. Students are forbidden to bring to school or onto school grounds or property, any item that is ordinarily considered a weapon. (Examples: guns, knives (home-made ones included), chains, metal knuckles, fireworks, or explosives.)

WEAPONS USE

First offense – Recommendation for expulsion and filing of criminal charges.

VERBAL ABUSE OR OBSCENE GESTURES TO STAFF – Verbal or obscene abuse of profane, vulgar, or physical actions that are of an aggressive or insubordinate nature directed toward a staff member.

1st Offense Up to 5 days OSS

2nd Offense Up to 10 days OSS

3rd Offense Recommendation to superintendent for 30 days OSS

4th Offense Recommendation to superintendent for expulsion

VERBAL ABUSE TO STAFF AND/OR OTHER SCHOOL PERSONNEL – Disrespectful language or a physical action directed toward a staff member that is threatening in nature.

1st Offense 10 days OSS

2nd Offense Recommendation to superintendent for expulsion

POLICY OF NONDISCRIMINATION

The Macks Creek R-V School District does not discriminate on the basis of race, color, national origin, sex, age, or disabling condition. This policy regards admission/access to treatment/employment in its programs and activities. This notification is made to: Applicants for admission and employment; students, parents of elementary and secondary students; employees, sources of referral of applicants from admission and employment; and all unions or professional organizations holding collective bargaining or professional agreements. Any person having inquiries concerning compliance with the regulations implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and section 504 of the Rehabilitation Act of 1973, is directed to contact the following:

Title IX Coordinator

504 Coordinator

Superintendent of Schools

Special Services Coordinator

Macks Creek R-V Schools

245 State Rd N

Macks Creek, MO 65786

Telephone: (573) 363-5911

PROCEDURES FOR PROCESSING GRIEVANCES OF ALLEGED HARASSMENT OR DISCRIMINATION BASED ON RACE, CREED, COLOR, SEX, NATIONAL ORIGIN, ECONOMIC STATUS OR DISABILITY:

Level I: A complaint first shall be presented orally and informally to the person or persons immediately involved. If the complaint is not promptly resolved, the complainant may present a formal written complaint (grievance) to the immediate supervisor of the person or persons involved, and/or the building administrator. This written charge must include the following information: date of filing, description of alleged grievances, the name of the person or persons involved, and a recap of the action taken during the informal charge stage. Within 10 working days after receiving the complaint, the supervisor or building administrator shall state a decision in writing to the complainant, with supporting evidence and reasons. In addition, the supervisor will inform the superintendent of the formal complaint and disposition.

Level II: Within 10 working days after receiving the decision at Level I, the complainant may appeal the decision to the district's compliance coordinator (superintendent of schools) by filing a written appeals package. This package shall consist of the complainant's grievance and decisions rendered in Level I. The compliance coordinator will arrange for a personal conference with the complainant at their earliest mutual convenience. Within 10 working days after receiving the complaint, the grievance officer shall state a decision in writing to the complainant, with supporting evidence and reasons.

Level III: If resolution is not reached in Level II, a written appeals package consisting of the complainant's grievance and the compliance coordinator's decision shall be directed to the Board of Education. This appeals package shall request a hearing before the Board at the next regularly scheduled or specially called meeting. The decision as to whether the hearing will be open or closed to the public will be made in accordance with applicable laws. Within 30 days after receiving the appeals package, the Board shall state its decision and reply in writing to the parties involved. For district purposes, the decision of the Board of Education is final.

DEFINITIONS:

1. Grievance – A grievance shall mean the filing of a complaint with the responsible district officiate that there has been an alleged act of harassment of discrimination.
2. Grievant/Complainant-An individual who brings either a formal or informal complaint of alleged harassment or discrimination.

Macks Creek R-V School Acceptable Use Policy

The Macks Creek R-V School District recognized that computers are used to support learning and to enhance instruction. Computer information networks allow people to interact with many other computers and networks. It is a general policy that all computers are to be utilized in a responsible, efficient, ethical, and legal manner.

Macks Creek R-V School District reserves the right to discipline any student for Cyber Bullying, for actions taken on or off-campus that are intended to have an effect on any student or said actions affect the safety and well-being of any student while in school.

The Macks Creek R-V School District declares unethical and unacceptable behavior as just cause for taking disciplinary action, revoking information network access privileges, and/or initiating legal action for any activity through which the individual:

Uses the information networks for illegal, inappropriate, or obscene purposes, or in support of such activities. Illegal activities shall be defined as those that violate local, state, and/or federal laws. Inappropriate use shall be defined as a violation of the intended use of the network. Obscene activities shall be defined as a violation of generally accepted social standards for the use of publicly owned and operation communication vehicle.

Uses the information networks for any illegal activity, including violation of copyrights of other contracts violating such matters as institutional or third party copyright, and license agreements.

Degrades or disrupts equipment, system, or network performance.

Uses the Macks Creek R-V School District computing resources for commercial gain or fraud.

Steals data, equipment or intellectual property.

To gain unauthorized access to the files of others, or vandalizes the data of files of another user.

Gains or seeks to gain unauthorized access to resources or entities.

Forges electronic mail messages, or uses an account owned by another user.

Invades the privacy of others.

Posts anonymous messages.

Possesses any data which might be considered a violation of these rules in paper, electronic, or any other form.

Consequences of Violations

Consequences of violations include but are not limited to:

- Suspension of information network access
- Revocation of information network access
- Suspension of network privileges
- Revocation of network privileges
- Suspension of computer access
- Revocation of computer access
- School Suspension
- School Expulsion
- Legal action and prosecution by the authorities

Remedies and recourses

Anyone accused of any of the violations has all the rights that would normally apply if such person were accused of school vandalism or any other illegal activity.

The District reserves the right to restrict or terminate information network access at any time for any reason. Furthermore, the district reserves the right to monitor network activity in any form to maintain the security and integrity of the information network.