



MACON COUNTY HIGH SCHOOL

Student Handbook

2026-2027

“Inspiring and Empowering Students”

2550 Days Road

Lafayette, TN 37083

Phone: (615) 666-4320

Fax: (615) 666-4757

Website: www.maconcountyhs.com

Facebook: www.facebook.com/maconcohs



Macon County High School



Our Mission

Macon County High School inspires and empowers students to meet high academic standards, lead ethical lives, and demonstrate responsible citizenship.

Our Vision

It is the vision of **Macon County High School** to provide all children with a safe and inviting environment to ensure their success. We want to instill in each student high expectations, morals, and respect, enabling him or her to graduate with the knowledge and skills to become a productive and responsible citizen.

Student Concerns, Complaints, and Grievances

Decisions made by school personnel, such as paraprofessionals, teachers, or assistant principals, that students believe are unfair or in violation of pertinent policies of the board or individual school rules may be appealed to the school principal or a designated representative. To appeal, students will contact the principal's office in their school and provide their name, the issue, and the reason for their appeal on a printed form available at the school office within two (2) school days. The appeal will usually be decided confidentially and promptly, preferably within five (5) school days.

However, if the principal does not make a decision within five (5) school days following the date of the complaint, students or parents may appeal at that time by contacting the director of schools/designee at the central office. The information provided should include the student's name, the school name, and a description of the problem.

An investigation and decision will be made within two (2) school days and will be communicated to the school principal and student by telephone. A written copy of the decision will also be sent to the student and the principal.

Discrimination/Harassment of Students

(Sexual, Racial, Ethnic, Religious)

A copy of this policy has been placed in this handbook.

The Macon County School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Title IX Coordinator/504 Coordinator: Cindy Gammons, Federal Programs Director, 501 College Street, Lafayette, TN 37083 (615) 666-2125 Ext. 125
cindy.gammons@maconcountyschools.org

Macon County Board of Education Policy Manual

<https://tsba.net/macon-county-board-of-education-policy-manual/#students>



Macon County Board of Education

501 College Street ~ Lafayette, TN 37083

Phone: 615-666-2125

Fax: 615-666-7878 or 615-666-3280

2026-2027 School Calendar

County-Wide Day -----	July 29 th 2026*
Registration Day 8:00-10:00am-----	July 30 th 2026
Administrative Day -----	July 31 st 2026*
First Day of Fall Semester-----	August 3 rd 2026
Election Day (No School)-----	August 6 th 2026
Labor Day (No School) -----	September 7 th 2026
1st Parent/Teacher Conference-----	September 16 th 2026*
Professional Development (1) -----	September 21 st 2026*
Fall Break-----	October 5 th -9 th 2026
Election Day (No School)-----	November 3 rd 2026
Thanksgiving Break-----	November 23 rd -27 th 2026
Last Day Fall Semester 8:00-10:00 (87 days) -----	December 18 th 2026
Professional Development (2) -----	January 4 th 2027*
1 st Day Spring Semester-----	January 5 th 2027
MLK Day (No School) -----	January 18 th 2027
President's Day (No School) -----	February 15 th 2027
2 nd Parent/Teacher Conference-----	February 24 th 2027*
Spring Break-----	March 22 nd -25 th 2027
Good Friday (No School)-----	March 26 th 2027
Last Day Spring Semester 8:00-10:00 (93 Days) ---	May 22 nd 2027

***No School for Students**

Inspiring and Empowering Students

Across the School Policies and Procedures

Main Office Information:

The school's main office is the center of campus operations. The phone number here is (615) 666.4320.

- Students who wish to go to the office during class time **MUST** bring a hall pass **AND** a note from a teacher stating the purpose of the visit.
- Students who come to the office should do so at the beginning or end of class.
- The office phone is not for students' personal use. Students should not leave class to use the phone.

School Counseling Center Info:

A student may request to see a counselor at any time to discuss concerns, review academic records, plan course selections, or address career/vocational needs. **If you have an emergency, please let a counselor know so that you can receive assistance immediately.**

- **GPA's** – Students may review transcripts at any time; however, verified GPA's will not be available until the first six weeks of the student's senior year.
- **Schedule Changes** – Students with incomplete schedules may request changes to their schedules within the first two weeks of each semester.
- **Withdrawing from School** – Any student wishing to withdraw from school must have a conference with a counselor who will explain the procedure and obtain parental approval. Parental approval is necessary, regardless of the student's age.

Appropriate Use of School Technology/WiFi/Internet/Gmail

Students must sign on to their individually assigned Google account (Gmail) when using school Internet/WiFi, where they will be monitored by the District's online safety monitoring system and will be expected to follow all guidelines for the use of technology at school in accordance with the District's Acceptable Use Policy (AUP). Students should not use **any** device during school hours to search/access non-academic or inappropriate sites, including Netflix, YouTube, and other apps, etc. If a student gets "red flagged" by the District's online monitoring system, an administrative team member will interview the student and/or teacher about the report and take appropriate policy-based action, as needed.

Attendance:

In addition to the information provided in Policy 6.200 regarding student attendance, please note the following:

- **Parent notes for student absences will no longer be accepted** by the Macon County School System.
- **Doctor notes** for student absences will continue to be accepted within five (5) days of the absence.

Under Tennessee Code 49-6-3002, students attending non-school-sanctioned events/extracurricular events such as church trips, 4-H competitions/events, etc., must submit written notice of such events at least 7 days before the absence date(s). Students are limited to a maximum of 10 days out of school that may be excused.

- The morning bell rings at 7:50 am each day. The dismissal bell rings at 2:50 pm each afternoon.
- **Tardies** are defined as being late for class, arriving late to school, or leaving school early, in which the arrival/departure does not result in a day absent.
- **In accordance with Board Policy 6.313, unexcused tardies in a semester will result in the following consequences:**
 - **4th tardy- 1 day BI**
 - **8th tardy- 3 days BI**
 - **12th tardy- 5 days BI**
 - **13th or more tardies may yield an ALC assignment**

Behavioral Intervention (B.I.):

Students are assigned to B.I. as a result of discipline issues. When a student is assigned to B.I., the student must follow the rules in B.I., or he/she may be assigned additional days. After 12 days have been served, any additional infractions may result in assignment to the Macon County Alternative Learning Center (MCALC) for no less than five (5) days for willful and persistent violation of school rules. Students may not be allowed to participate in field trips, conferences, competitions, TCAT or vocational trips, etc. if they are not passing their classes, have accumulated 5 or more unexcused absences per

semester, or a total of 10 maximum, have served a total of 12 days of B.I. and/or corporal punishments, or have served 5 or more days at MCALC. B.I. is equal to an absence as far as exemptions from midterms/finals are concerned.

Cafeteria/Lunch:

Students must report to and remain in the cafeteria during their assigned lunch period. Food may be brought from home, “providing it is in a lunch box,” or purchased in the school cafeteria. Students may not receive food deliveries while class is in session. Food is always to be kept in the cafeteria and not taken into the hallways. Please help keep the cafeteria as clean as possible. Paper and trash should be disposed of in the trash cans. Due to the school enrollment and limited cafeteria space, visitors are not allowed to eat with students.

Students are responsible for paying for any item(s) taken from the cafeteria service area. Please remember that any food placed on a plate/tray is no longer sellable. Students or parents of students who wish to make deposits into their lunch accounts may do so in the cafeteria or the front office. Per Board Policy, students may accumulate up to five (5) days of charges with the cafeteria. (A la carte items cannot be charged.) Once that limit has been reached, students can take out a lunch loan at the Tiger Bank (located inside the cafeteria). Please note that **lunch loans through Tiger Bank accrue a minimal interest charge added to the loan.**

Cashing/Writing Checks:

No checks may be written for cash. Checks written for other purposes must state the purpose for which the check is written on the check.

Credit Recovery:

Students who have failed a class with at least a 50 average may have the opportunity to complete Credit Recovery to receive lost credit for that class. Students have two (2) semesters after failing a course to complete the course in Credit Recovery. Questions about Credit Recovery should be addressed to the Counseling Center.

Driver’s License Revocation/Driver’s Permit Paperwork:

Under Tennessee Code 49-6-3017, any student between fifteen (15) and seventeen (17) years of age who becomes academically deficient or deficient in attendance shall be reported to the Department of Safety for driver’s license revocation.

A student who fails to maintain satisfactory academic progress (making a passing grade in three (3) full unit subjects or their equivalency based on the end-of-semester grading is academically deficient.

A student who misses ten (10) consecutive or fifteen (15) cumulative days of unexcused absences during a single semester is deficient in attendance.

Students not in compliance with Tennessee’s driver’s licensure requirements will be notified by the school. Students will have five (5) days to appeal this notice to the principal. After five (5) days, notice will be sent to the Department of Safety.

Once a student has received notice from the Department of Safety that their driver’s license has been revoked, he/she may request reinstatement of their driver’s license when he/she has made satisfactory academic progress (making a passing grade) in at least three (3) subjects or their equivalency after any grading period. Students desiring reinstatement of their license must request a reinstatement letter from their home school after meeting the above criteria.

Students going to get their Driver’s Permit will need to take a Certification of Compulsory School Attendance form with them to the Department of Motor Vehicles when they go to test. To get this form, students should sign up in the Front Office. Certificates are usually printed on Fridays of each week. Certificates cannot be faxed to the DMV.

Elevator Usage:

The elevator is reserved for students with medical needs. Students with such medical needs should seek out written permission from the School Nurse or Administration.

Field Trips:

Students may not be allowed to participate in field trips, conferences, competitions, TCAT or vocational trips, etc. if they are not passing their classes, have accumulated 5 or more unexcused absences per semester, or a total of 10 maximum, have served a total of 12 days of B.I. and/or corporal punishments, or have served 5 or more days at MCALC. Trip tickets may be used for teacher input and parent permission.

Homebound Information: Information concerning homebound status may be found in the Main Office or the Counseling Center. The Attendance Supervisor at the Macon County Board of Education determines homebound status.

Honors Program:

Incoming freshmen are placed in Honors courses based on several data points collected during their 8th-grade school year. Students may be removed from the Honors program after each school year based on grades and/or data points. No student will be allowed to enter the Honors Program once their Sophomore year has begun.

Leaving School Early/Arriving Late/Bus Notes:

- Any student who arrives at school after 7:50 am must sign in at the Main Office upon arrival to school. Failure to do so could result in disciplinary consequences. Whether signing in late or signing out early, a tardy will be noted.
- Under no circumstances are students of any age to leave the building or school property without permission from a principal. This includes students enrolled in sports or as TAs.
 1. **Students will not be allowed to leave school for any reason without communication between the parent and the office.**
 - Notes will only be accepted if there is a phone number where the parent can be reached during the school day and a parent/guardian signature.
 2. **A student may not be picked up by anyone not listed on the student's emergency card unless prior communication has been made with the Front Office staff.**
 3. **A student must sign out when leaving school for any reason.** This includes going to the student parking lot.
 - a. Signing out does not give the student permission to leave.
 - b. The student must have a note or verbal communication from an administrator to the office before being allowed to sign out.
- Parents are requested to call the school or send a note with a signature and valid daytime phone number listed to be **turned in upon the student's arrival at school** if a student is to ride a different bus than his/her assigned bus.
- ANY PARENT, GUARDIAN, OR OTHER ADULT WHO IS PICKING UP A STUDENT MUST SHOW PROOF OF IDENTIFICATION BY PRESENTING A PHOTO I.D.

Library:

- Please see the Library Media Specialist to check out a library book.
- Ten cents (\$.10) per day per book will be charged for overdue books. All books will be due by the first of May. The library will be closed during the last three weeks of the school year to check inventory.
- Computer copies will be twenty-five cents (\$0.25) per black and white page printed. Color copies will be one dollar (\$1.00) per page printed.

Lockers:

Students are advised, but not required, to put locks on their lockers. **Only school-issued locks may be used and are available in the Main Office.** Students will be assigned a specific locker number for their use and **may not use any other locker than the one assigned to them.** Every school locker is subject to search by the school administration at any time. THE SCHOOL IS NOT RESPONSIBLE FOR LOSS/THEFT FROM REGULAR AND/OR GYM LOCKERS, INCLUDING THOSE SECURED WITH LOCKS PROVIDED BY THE SCHOOL.

Make-up Work:

Students have up to three (3) school days upon their return to school following an absence to make up any missed work. All missing work will be given zeros until that work is completed. It is the responsibility of the student/parent to contact the

classroom teacher for any makeup work within those three days. Teacher email addresses are available as hyperlinks on the school's website.

Medication:

Medication consent forms may be obtained from your school nurse. WRITTEN PARENTAL PERMISSION MUST BE OBTAINED FOR ALL MEDICATION THAT IS TO BE TAKEN AT SCHOOL. Medications should be limited to those required during school hours. A student must be able to self-administer his/her medication; if not, the school nurse will need to administer it. State law prohibits school personnel from directly administering medications (except in special circumstances); however, they may assist a student with self-administration.

1. All medication must be transported to and from school by a parent/guardian or responsible adult. No medication will be given to a child to be transported home. Parents will be notified to pick up any unused medication.
2. Students are not to carry any medication to school that is not in a properly marked medicine bottle.
3. If a student needs to bring a prescription medicine or any other type of medicine, including Tylenol or aspirin, to school, it must be turned in at the Main Office. Proper forms must be filled out in order to take the medication.
4. Inhalers may be carried around throughout the day if proper paperwork has been filled out in the office.
5. All over-the-counter and prescription medications must be in the original container with the correct label of instruction. (All pharmacies will give you an extra container for school if requested.) DO NOT carry several types of medication around in the same bottle.

Obligations:

Textbooks, locks, and lab equipment are provided to students at no cost; however, students are responsible for such items and will be charged for loss of, theft of, or damage to their textbooks and locks. If a student fails to clear any such obligation by the end of the semester, his/her report card will be held, and he/she may not be issued textbooks for the new semester. Report cards of students owing library fees will also be held. GRADUATING SENIORS WHO OWE FEES/FINES MAY NOT BE ALLOWED TO WALK DURING THE GRADUATION CEREMONY UNLESS FEES/FINES HAVE BEEN CLEARED.

Parking:

Any student driving to school must display a school-issued parking tag at all times while on campus. Students must comply with all standard driving regulations and the following:

1. Students must register their vehicles by supplying a completed parking application, a valid driver's license, and current proof of insurance.
2. A speed limit of 5 mph will apply on school grounds.
3. Loitering in parked cars is not permitted. Students should enter the building immediately after they arrive on campus. When students are dismissed from school, they should leave campus immediately.
4. Smoking in the parking lot is not permitted.
5. Students may park only in the areas designated as student parking. Failure to do so may result in forfeiture of parking privileges and/or assignment to BI.
6. Cars parked in violation of these rules and guidelines may be towed at the owner's expense.
7. Students may not display the following: signs, flags, stickers, etc., which are inflammatory or degrading to a particular race, creed, or culture. Doing so will result in the forfeiture of parking privileges.
8. Vehicles should be locked and are not to be moved during school hours unless approved by a principal.
9. Students are not to go to their vehicles during the school day unless approved by a principal.
10. ALL VEHICLES ARE SUBJECT TO SEARCH AS PROVIDED BY T.C.A. 49-6-4206.
11. Student vehicles are not permitted in the bus lane behind the school between the hours of 7:00 a.m and 3:30 p.m.

The principal shall make provisions for controlling the use of the parking areas on school property. Any student who does not adhere to the campus parking policies may be denied on-campus parking privileges.

Pick-ups:

- Students must be dropped off or picked up in front of the school building. The traffic flow is one-way at the front of the building. NO STUDENT CAN BE PICKED UP/DROPPED OFF AT THE REAR OF THE SCHOOL. IT IS A BUS ZONE ONLY.
- **In the afternoons, no cars are to be lined up before 2:20 p.m.** Between 2:20 p.m.- 2:40 p.m., cars should line up in the OUTSIDE LANE ONLY so that the INSIDE FIRE LANE remains clear in the event of an emergency.

Plagiarism Policy:

Please see the MCBOE policy regarding plagiarism and AI.

Prom Guidelines:

- Prom is for seniors and juniors of MCHS; however, each junior or senior may invite one guest.
- All guests must abide by school rules.
- No one aged 21 or over is allowed to be a guest of an MCHS junior or senior at Prom.
- If a guest is from another school, the guest may be required to complete a Prom Recommendation Form. If required, this form should be submitted to the school principal for approval.
- Students attending Prom should conduct themselves in an orderly manner. Anyone not conducting himself/herself in an orderly and appropriate manner will be asked to leave the prom, and parents will be notified. Appropriate discipline procedures will be followed in accordance with district and school policies.
- Students attending MCALC at the time of prom are not eligible to attend.
- Each guest to Prom must have his or her own ticket. Tickets will be checked at the entrance for all attendees.
- Dates and deadlines will be announced for ticket sales and guest approval forms. If a student purchases a ticket and is unable to attend Prom, the ticket is non-refundable. Tickets may only be resold to another student by returning to the Prom Coordinator with the student who wishes to purchase the ticket(s).
- There is no re-entry to Prom. Once students leave the building, they are not allowed to return.
- The dress code for Prom will be formal. Anyone wearing attire that is deemed inappropriate will be sent home without reimbursement.
- All individuals and vehicles on school grounds will be subject to search.

School-wide Information:

- Parents have the right to request that their child's name, address, and telephone number not be released to a military recruiter without prior written consent.
- You may acquire information about the school system, Macon County High School, and also have links to various other types of information such as school policies, state assessment results for the school, system, and state; safe school choice policy; parent involvement policy; and teacher certification information through the official district and school websites.
- Your child has the right to transfer to another school in the district if he/she has been a victim of a violent crime at school.
- Students wishing to transfer to another school in the county that is out of zone must complete the Out of Zone Request form at the Board of Education during the published Open Enrollment Period for Out of Zone requests.
- For questions concerning the local system's homeless policy, please contact the building Principal or Federal Programs Director at the local Board of Education.
- The Macon County School System enforces a state-mandated "No Bullying" policy. A copy of Policy 6.304 may be found in the District's online policies.
- Anyone needing information on Child Advocacy Groups may find that information at www.TNvoices.org.
- TO PARTICIPATE IN GRADUATION CEREMONIES, I.E., "WALK ACROSS THE STAGE," A STUDENT MUST MEET **ALL** POLICY REQUIREMENTS FOR GRADUATION AND MUST BE FREE OF FINANCIAL OBLIGATIONS TO THE SCHOOL.

Skyward – Student Information System

Student attendance, discipline, and grades are available online to parents. Other information may also be available on Skyward. If you do not have a Skyward parent account, please contact the EIS Secretary in the MCHS Front Office or the Technology Director at the Macon County Board of Education.

Student Concerns, Complaints, and Grievances:

Explanations and procedures are described within Board Policy 6.305 on the online Macon County Board of Education Policy Manual.

Visitors:

- ALL VISITORS must report to the Main Office and get a visitor's pass immediately upon entering the school building. Macon County High School is established to provide for its students, not those from other schools or communities.
- Friends who are on vacation, relatives who are not in school, etc., will not be allowed to attend classes and/or visit during lunch.



Macon County School Health Services

Director – Casey Brawner, RN



Dear parents/guardians,

School Health Services would like to remind parents of Macon County School children and also inform our new families of the county-wide school guidelines used for assessing sick children. It is our goal to keep the school environment as healthy as possible for all children.

A child **will be sent home** if he or she has:

- 1) a temperature of **100.4** degrees or higher
- 2) a rash/skin eruption, with or without drainage, of unknown origin
- 3) active vomiting or diarrhea
- 4) suspected contagious illness
- 5) a serious injury or appears obviously ill
- 6) head lice or nits
- 7) flea(s) or bedbug(s)



Please be aware that we encourage students to stay in class when possible.
The nurses do not routinely notify parents of minor illness or injury.

Guidelines for parents to follow to avoid exposing other children to possibly contagious illness and to help prevent excessive clinic visits in school are as follows:

- 1) Children with a temperature above 100 degrees must be fever-free for 24 hours before returning to school. Please do not give your child a dose of fever medication and then send them to school.
- 2) Injuries that happen at home or over the weekend should be taken care of prior to returning to school.
- 3) A.) If a child vomits or has diarrhea during the night or in the morning before school, child should be kept at home for 24 hours from the last episode.
B.) If a child vomits or has diarrhea while at school, they must be picked up from school and cannot return until 24 hours after the last episode.
- 4) If a parent or guardian is called by the school nurse, please pick up your child in a timely manner. The nurse will only call home if she feels the child really needs to leave school.
- 5) Encourage your child to eat a nutritious breakfast and lunch as this prevents many stomachaches, headaches, poor concentration, and fatigue.
- 6) Encourage your child to get adequate rest.
- 7) Teach your child to wash their hands frequently-before and after meals, after using the bathroom, etc.
- 8) Children sent home due to head lice/nits must be checked by the nurse before returning to class. They must be brought back to school by a parent/guardian and **are not** to ride the bus until rechecked.

Parents will be notified if a child is seen frequently in the clinic with minor complaints of illness or injury that tend to be chronic and contributes to a lot of missed class time.

Please update your emergency card throughout the school year!

Often parents will have changes in work numbers, cell phone numbers, emergency contacts, etc. Valuable time is frequently spent by school nurses or office staff trying to locate a parent for a sick child.

We encourage that all medication be given at home, but for those children requiring medications in school, a Medication Consent Form must be completed. Over-the-counter medicines may be given with parent permission only for up to five days. Ongoing medications require a physician's order. Please make sure that the form is filled out completely. Medication that is to be given twice a day should be given before school and after school. Medication that is to be given three times a day should generally be given before school, after school and at bedtime.

*****PER TN STATE GUIDELINES, WE DO NOT ADMINISTER DAILY ADHD MEDICATION AT SCHOOL. THIS MUST BE GIVEN BY THE PARENT OR GUARDIAN BEFORE SCHOOL.*****

If your child complains of being sick in the morning, but does not have any symptoms, use your best judgment regarding sending them to school. Please do not tell your child that you will come to get them if they do not feel better or tell them to see the nurse as soon as they get to school. Do tell them to go to class and try to make it today. If they really are feeling sick, their teacher will send them to see the nurse.

Thank you for your understanding and cooperation. If you have any questions, you may call the school where your child attends.

Macon County School Nurses

Fairlane Elementary School

Savanna Martin, RN

Central Elementary School

Alicia Thompson, LPN

Lafayette Elementary School

Katrina Carr, RN

Macon County Junior High School

Rebecca Stone, LPN

Macon County High School

Jessica Barlow, LPN

D.E.S. Schools

Kathy Birdwell, LPN

Westside Elementary School

Landi Shrum, LPN

Float Nurse

Trena Bray, RN

Macon County High School Alma Mater

On our city's Eastern border,
Reared against the sky,
Proudly stands our Alma Mater
As the years go by.

Forward ever be our watchword,
Conquer and prevail,
Hail to thee, our Alma Mater,
Macon High, all hail!

Cherished by our sons and daughters,
Memories sweet shall throng,
Round our hearts, our Alma Mater,
As we sing our song.

Forward ever be our watchword,
Conquer and prevail,
Hail to thee, our Alma Mater,
Macon High, all hail!