

# Exeter Elementary



## Student Handbook 2021-2022 ~Every Child ~ Every Day~

Mr. Tim Jordan, Superintendent  
Mrs. Lucretia Brattin, Elementary Principal

# Exeter Elementary Handbook

Home of the Tigers

**Superintendent** - Tim Jordan  
**Secretary** - Rhonda Scott

**K-8 Principal** - Lucretia Brattin  
**Secretary** - Kelly Asbury

**6-12 Principal** - Ashley Fly  
**Secretary** - Tracy Eaton

## General Information

<b>K-8 Principal's Office</b>	<b>835-2922 ext. 1</b>
<b>6-12 Principal's Office</b>	<b>835-2922 ext. 2</b>
<b>Superintendent's Office</b>	<b>835-2922 ext. 5</b>
<b>Special Education Director</b>	<b>835-2922 ext. 1</b>
<b>Nurse</b>	<b>835-2922 ext. 3</b>

## Exeter R-6 School District 2020-2021 School Board Members

<b>President</b>	<b>Eric O'Neill</b>
<b>Vice-President</b>	<b>Mitch Sorensen</b>
<b>Treasurer</b>	<b>Sammy Schmidt</b>
<b>Member</b>	<b>Stacy Hall</b>
<b>Member</b>	<b>Bryce Stephens</b>
<b>Member</b>	<b>Kelly Lee</b>
<b>Member</b>	<b>Gary Stringer</b>

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# "Educating Children For Life"

The purpose of the Exeter R-VI School District is to build life-long learners for today and tomorrow.

**District Goal:** To fulfill the mission of the district, students will be challenged to:

- ◆ perform at a competent level in (a) reading, listening, oral and written communication (b) Mathematics, (c) social science, and (d) science;
- ◆ perform at designated skill levels in health, physical education, recreation, the fine arts, and literature;
- ◆ identify practices for developing and maintaining a healthy lifestyle and productive use of leisure time;
- ◆ communicate in a positive manner with others regarding their rights, opinions, lifestyles, and moral values;
- ◆ acquire a positive self-image;
- ◆ demonstrate the ability to critically examine, analyze, and evaluate information in a rational, consistent model for making decisions and resolving problems;
- ◆ be able to identify and describe career possibilities toward which his/her education has provided initial preparation;
- ◆ identify and understand various career opportunities;
- ◆ demonstrate tolerance of, and sensitivity to, the rights, opinions and beliefs, values and heritage, needs and differences in lifestyles of all individuals through the school, community, nation, and world;
- ◆ develop a knowledge base, which promotes high education and thinking skills with an emphasis in technology, vocational, and cultural awareness.

**Exeter Elementary  
101 Locust St.  
Exeter, MO 65647  
Phone 417-835-2922**

Dear Parents/Guardians,

It is my pleasure to welcome you to Exeter Elementary School. The teachers and staff join me in saying we are happy to have you as part of the Exeter Elementary School family. We hope this will be a successful and satisfying year for you and your child.

The pages of this handbook are filled with helpful information about our school. Go through the entire handbook with your child(ren) and read it together. Feel free to ask for additional information or an explanation of the material in this handbook.

Close cooperation between the home and school is essential to promote the importance of learning to your child. Our hope is that this year we can provide parents with the opportunity to visit school for events and to attend scheduled conferences. When there is a meaningful exchange of information between home and school, everyone wins.

It is my hope that this handbook will be helpful to you in understanding our school expectations. One of our goals is to see that parents and guardians of our students feel at home at Exeter Elementary School. Please feel free to call and discuss any information with me.

Sincerely,  
Lucretia Brattin  
K-8 Principal

"Educating Children For Life"  
Every Child ~ Every Day

# Exeter R-VI School District 2021-2022 Official Calendar

July 21						
Su	M	Tu	W	Th	F	Sa
					1	2
	3	4	5	6	7	8
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August 21						
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September 21						
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November 21						
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December 21						
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30	31					

 = Dismiss 12:20 Half Days

<b>August</b>	10 11-23 24	New Teacher Meetings Teacher In-Service <b>First Day of School</b>	
<b>September</b>	8 17 24 30	No School/Labor Day No School Ozark 7 PD Day 1st Qtr. Progress Grades Due 1st Qtr. Progress Reports Go Home	655.1
<b>October</b>	15 21 22	End of 1st. Qtr. - 37 Days Dismiss 12:20 Parent Conferences No School Parent Conferences	
<b>November</b>	19 23 23 24-26	2nd Qtr. Progress Grades Due 2nd Qtr. Progress Reports Go Home Dismiss 12:20 Teacher in-service Thanksgiving Break	40 hrs. 782.4
<b>December</b>	21 21 22-31	End of 2nd Qtr.- 43 days Dismiss 12:20 Teacher in-service Christmas Break	
<b>January</b>	3 4 17	No School Teacher In-Service <b>Classes Resume Tuesday</b> No School Teacher In-Service	174 hrs. Total 913.6
<b>February</b>	4 10 11	3rd Qtr. Progress Grades Due 3rd Qtr. Progress Reports Go Home No School February Break	
<b>March</b>	1 4 10 11-14	No School Opening Day Trout Season End of 3rd Qtr. - 41 days Dismiss 12:20 Parent Conferences No School March Break	305 hrs. Total 1041
<b>April</b>	1 15-18	4th Qtr. Progress Reports Go Home No School Easter Break	
<b>May</b>	13 13	Graduation <b>Dismiss 12:20 Last Day of School</b> End of 4th Qtr. - 46 days Teacher In-Service	430 hrs. Total 1105
<b>June</b>		Summer School TBA	

January 22						
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February 22						
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March 22						
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April 22						
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29	30	31				

June 22						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

15 Student Days(80 Total) 528 hrs. Total

## **General School Rules, Policies, and Procedures**

### **ARRIVAL:**

Students that arrive before 7:45 a.m. should sign into the Before/Afterschool Program and go directly to the cafeteria. Students are expected to arrive on time and be in their assigned seats with required supplies by 8:10 a.m.

We encourage parents to utilize the Before School program if you need to drop your students off before 7:45am. We will have an adult on duty to supervise and play board games with the students while they wait for Breakfast to be served.

### **ABSENCE - (EXCUSED)**

Absences must be restricted to essential needs. The following situations will usually be excused:

- ◆ Personal illness or injury
- ◆ Serious illness or death of a family member
- ◆ Family emergency
- ◆ Religious observance of the student's own faith

When an absence can be anticipated, make-up work should be completed **before** the absence. A student with an excused absence shall be responsible for requesting make-up work from the instructor. Students will be given two days for each day of absence to complete make-up work.

***A note from parents explaining why a child was absent should accompany each child when he/she returns to school.***

### **ABSENCE - (PARENTAL EXTENDED REQUEST)**

Parents may apply for a Principal's Extended Absence for up to and including five (5) days. Students must complete all make-up work. If work is not completed, the absence will be considered truancy. Work not made up will be recorded as an "F" in the teacher's record book.

There is no way that ***all*** work can be made-up or ***all*** instruction retaught. Children are encouraged to be in school every day they are not ill.

### **ABSENCE - (UNEXCUSED)**

For **unexcused** absences, students will not have the opportunity to make-up missed classwork. Any work completed for class during an unexcused absence is recorded as a "50 percent" of the points earned for that day in each class.

***Any student, who exceeds four (4) absences in any quarter, or a total of 15 days in a school year, may be retained. Days missed because of hospitalization, or on the WRITTEN advice of a physician will be handled on an individual basis.***

Parents are asked to call the school at (417) 835-2922 ext. 1, by 9:00 a.m. on the day of the student's absence, to report the nature of the absence or send a note the first day the student returns to class, explaining the absence. An absence will be recorded as UNEXCUSED until a parent contacts the school providing a reason for the absence and the reason is accepted.

\*\*\*State statutes dictate that parents are ultimately responsible for the regular attendance of their child. Every parent, guardian, or other person in this state having charge, control, or custody of a child between the ages of seven and sixteen years shall cause the child to attend school regularly. 7.167.031\*\*\*

### **ACCIDENTS:**

Any accident occurring on school property or during a school-sponsored activity should be reported immediately to the individual in charge of the activity or group. The individual responsible for the activity or group must complete an Accident Report form and report the accident to the principal as soon as possible.

### **AFTERSCHOOL Program**

21st Century Grant funds our aftercare program which is offered for students in Kindergarten through 12<sup>th</sup> grade. Sign-up papers will be sent home. The hours are 3:05 to 5:00. Mandy Mattingly is the director of the program and you may direct questions to her if you have any questions regarding the Afterschool Program.

### **ANIMAL/PET VISITS:**

Animal and pet visits must be approved in advance by the classroom teacher and building principal. A parent/guardian must accompany and assume responsibility for the pet(s) during visitation. Animals, insects, pets, etc. are not allowed on district buses.

### **ATTENDANCE:**

Attendance in school is extremely important. Consistent academic progress and good attendance go hand-in-hand. Please make every effort to have your children in school every day and to be punctual. They will be counted tardy after 8:10 a.m.

**Parents will be called each day a child is absent from school to ensure that your child is safely at home.**

### **ATTENDANCE STEP SYSTEM:**

Exeter RVI is committed to promoting high attendance in conjunction with excellence in academics. The state has approved MSIP 5 and the minimum requirements for attendance. Consequently, the state requires students to maintain 90% attendance or better. Therefore, we will do our best to keep you informed regarding your student's attendance throughout the year.

***Step 1: A letter is sent home to inform parents of attendance concerns.***

***Step 2: A second letter is sent home reminding parents of legal obligations for students to be at school. Parents and Principal will communicate in order to make a plan to avoid any further actions.***

***Step 3: If student's attendance continues to struggle, the Superintendent will contact the prosecuting attorney regarding the student's continued truancy***

Please make sure that if your child is absent due to an illness that requires you to visit a doctor, please send a note from the doctor stating what was wrong. Every consideration will be given to your child for prolonged absences.

### **AWARDS & RECOGNITIONS:**

The Exeter Elementary Staff strives to honor students regularly for their achievements. We have the motto "Catch Children Being Good" and we try to show children they are appreciated for academic successes, good attendance, and appropriate behaviors. Ask your children often if someone in their school has acknowledged them for something positive.

Assemblies will be held on the first Friday of each month to recognize our Character Kids. Parents will be notified by the school when each assembly will be held. We will hold additional assemblies to recognize academics throughout the school year.

### **BICYCLE HELMETS:**

All students are requested to wear a bicycle helmet while riding his/her bike to and from school.

### **BOOK FEES:**

All books used by Exeter Elementary students are provided by the school district free of charge. However, the students are responsible for the books and will be charged for any book lost or damaged while checked out to them.

All charges will need to be paid prior to receiving final grade cards.

### **BREAKFAST/LUNCH INFORMATION:**

#### **Price Schedule:**

##### **2021-2022 Price Schedule**

	<b><u>Breakfast</u></b>		<b><u>Lunch</u></b>	
	Full	Reduced	Full	Reduced
Elementary	\$1.25	\$.30	\$2.25	\$.40
MS/HS	\$1.25	\$.30	\$2.50	\$.40
Adults	\$1.50		\$3.15	

\*\* Students are encouraged to pay for school meals by the week, on Monday.

### **BULLYING/CYBERBULLYING:**

Words or actions directed towards another which intimidates and/or harasses that individual based on a person's sex, race, religion, physical appearance, or ethnic origin is considered harassment. Posting messages or pictures that harass another person on the Internet or through a cell phone is considered harassment. Students will be dealt with according to Board Policy.

### **CHARGE POLICY:**

Students, grades PreK-6, ***will not be allowed to charge more than \$10 for lunches at a time.*** You will be notified weekly for any charges. Please make every effort to keep charges at a minimum. Lunch statements will be sent home on Thursday of each week. Please contact the Elementary Office if you have a question regarding your child's charges.

### **CLASSWORK/HOMEWORK:**

It is the student's responsibility to complete and turn in **all** class assignments when they are due. Students will be given two days for each day they have an "excused" absence in order to complete and turn in missing assignments.

*Homework is necessary for the development of initiative, responsibility, and self-reliance.*

Teachers may send assigned homework on certain evenings. This homework will be the practice of a given skill that was taught in class.

There is no better way to enhance & improve in reading, writing, or math computation than through practice. Research has shown that ***"If you will ensure your child has fifteen minutes of reading, fifteen minutes of writing or spelling, and fifteen minutes of math practice each evening, you will see an improvement in his/her school performance and in their assumption of responsibilities."***

*Encourage your child to read for 20 minutes each evening.*

### **CLOSED CAMPUS:**

Students may not leave school after arrival on the school grounds until dismissed or approved by the office. A student must obtain permission to leave school for any reason. Upon return, the student must check-in at the office before going to class.

### **COMMUNICATIONS:**

A monthly newsletter and menu for our PreK - 5 Elementary School will be sent home with your child at the beginning of each month to keep you informed of current school activities. Classroom teachers will keep you posted on any classroom activities. Calls made to students during the day must go through the office. Please do not call their cell phones.

### **CONFERENCES:**

Conferences will be scheduled following the first (1st) & (3<sup>rd</sup>) quarter. You may request and schedule a conference with your child's teacher at any time. The teachers have daily planning periods, or conferences may be held immediately after school. Please schedule conferences with the teacher(s) or principal in advance.

Your child's teacher(s) will keep you informed during the year concerning your child's academic and behavioral progress. The students bring work home OFTEN. If your child is not bringing papers home or if you notice a problem in any area, please contact your child's teacher(s).

**Good communication between school and home  
is a MUST for maximum achievement.**

### **CURRICULUM:**

The elementary curriculum is directly related to the "Missouri Learning Standards". Students will be instructed in the areas of communication arts; mathematics; science; social studies; physical education/health; fine arts, including art and music; and computer basics. This information is available upon request.

### **CUSTODY OF STUDENT:**

Exeter Elementary School is legally responsible for the safety of its students during the school day. Students shall not be released to the custody of anyone except their parents, legal guardian, or a person designated by the parent or legal guardian.

Children of single-parent families will be released only upon the request of the custodial parent: i.e., the parent whom the court holds directly responsible for the child and who is identified as such by the school record. **A copy of all court proceedings regarding custody, parental rights, and restraining orders must be provided for student files.**

### **DISMISSAL:**

Students will be dismissed at 3:05 p.m. Students will NOT be dismissed from the classrooms or the hallway without a written note from the office. Please send a note with your child if they are to go home in a manner that is different from their normal process.

The buses will load Elementary students on the Southside of the building. Parents picking up students may pick them up in the car rider line in front of the Elementary Office. Students walking home will wait in the Elementary entrance until dismissed by the supervising teacher.

### **Early Release:**

Any parent who picks up their child early must report to the office to complete the appropriate paperwork. Unless written permission is received, students will only be released to those listed on the emergency enrollment form. Example: Johnny rides the bus every day but on Friday, he wants to walk home with Dan. Johnny **will not** be able to walk to Dan's unless he has a note for the office. Attendance in school is important to your child's achievement; please do not pick up your child early unless illness or an extreme emergency situation exists. For the safety of the child please provide a list of those who can or cannot pick up your child.

If school is dismissed for any reason the elementary school will:

1. Notify parents in writing if possible.
2. Notify radio stations & industries if early dismissal is made due to an emergency

**Parents should make arrangements for their children and discuss these arrangements with their children as to what to do whenever school is dismissed early. Let the teacher know *in writing* about your arrangements prior to an emergency or early dismissal.**

### **DISCIPLINE:**

School personnel are charged by the Board of Education with the responsibility of maintaining proper discipline. Discipline is training students to make appropriate choices in a variety of environments. It involves clearly defined school rules and classroom limits with incentives and consequences consistently provided. **We are a Violence-free/Drug-free school. We respect ourselves, authority, and the rights & property of others.**

### **School Rules**

- ◆ Remain in assigned area
- ◆ Keep hands, feet, and objects to self.
- ◆ Complete all work assigned
- ◆ Use common sense if you think you might get hurt or hurt someone else, "Don't do it !!!"
- ◆ Use only kind words toward others.

### **Prohibited Behaviors**

Assault-Verbal or physical threats or actions against another person  
Profanity  
Disrespect for authority  
Deliberate classroom disruption  
Fighting  
Drugs  
Theft-Stealing  
Harassment or intimidation of student or school staff  
Vandalism  
Possession of weapons (See possession of Weapons Policy page 9)

## **BULLYING**

### **General**

In order to promote a safe learning environment for all students, the Exeter R-VI School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

### **Definitions**

**Bullying** - In accordance with state law, bullying is defined as intimidation, unwanted aggressive

Behavior, Or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

**Cyberbullying** - A form of bullying committed by the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity, or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

**School Day** - A day on the school calendar when students are required to attend school

**Designated officials** - The principal of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion. The district compliance officer appointed in policy AC will serve as the district-wide anti-bullying coordinator. The anti-bullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's anti-discrimination and anti-bullying education and training programs. In addition, the

anti-bullying coordinator will assist in making any relevant reports as required by state and federal law.

**Reporting Bullying** - School employees, substitutes, or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident. Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee. If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

**Investigation** - Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building involved or those principals may request that the district's compliance officer designated in policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment, or retaliation as described in policy AC, the principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director. The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and findings and send a copy of the completed report to the district's anti-bullying coordinator. The principal or designee will document the report in the © 2016, Missouri School Boards' Association, Registered in U.S. Copyright Office Page 2 For Office Use Only: JFCF-C.1C (9/16) FILE: JFCF Critical files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law. If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy. The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

**Consequences** - Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate. Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off-campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity. District employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, prohibition from being on district property or at district activities, mandated training, or other appropriate remedial action. Volunteers who violate this policy will no longer be permitted to volunteer.

**Policy Publication**- The district shall annually notify students, parents/guardians, district employees, substitutes, and volunteers about this policy and the district's prohibition against bullying. A copy of this policy shall be included in student handbooks and posted on the district's website.

**Training and Education** -The district's anti-bullying coordinator will provide information and appropriate training designed to assist employees, substitutes, and volunteers who have significant contact with students in identifying, preventing, and responding to incidents of bullying. The district will provide education and information about bullying and this policy to students every year. The principal of each school, in consultation with school counselors and other appropriate school employees, will determine the best methods for facilitating the discussion. Methods may include but are not limited to: assemblies; homeroom presentations; class meetings; team or club meetings; special presentations by counselors, social workers or mental health professionals; and open-house events. When practical, parents/guardians will be invited to attend. In addition to educating students about the content of this policy, the district will inform students of 1. The procedure for reporting bullying. 2. The harmful effects of bullying. 3. Any initiatives the school or district has created to address bullying, including student peer-to-peer initiatives. 4. The consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying. School counselors, social workers, mental health professionals, school psychologists, or other appropriate district staff will educate students who are victims of bullying about how to overcome the negative

effects of bullying including, but not limited to 1. Cultivating the student's self-worth and self-esteem. 2. Teaching the student to defend him- or herself assertively and effectively without violence. 3. Helping the student develop social skills. 4. Encouraging the student to develop an internal locus of control.

**Additional School Programs and Resources** - The Board directs the superintendent or designee to implement programs and other initiatives to address bullying, respond to such conduct in a manner that does not stigmatize the victim, and make © 2016, Missouri School Boards' Association, Registered in U.S. Copyright Office Page 4 For Office Use Only: JFCF-C.1C (9/16)

FILE: JFCF Critical resources or referrals available to victims of bullying. Such initiatives may include educating parents/guardians and families on bullying prevention and resources.

**HAZING** - In order to promote a safe learning environment for all students, the Exeter R-VI School District prohibits all forms of hazing. For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing may include those actions that subject a student to extreme mental stress including but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing inhalation or consumption of any food, liquor, drug, tobacco product, or other substance; or any other forced physical activity that could adversely affect the physical health or safety of an individual. Hazing can occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the district, and legitimately related to the purpose of the organization. District staff, coaches, sponsors, and volunteers will not permit, condone or tolerate any form of hazing or plan, direct, encourage, assist in, engage in or participate in any activity that involves hazing. District staff will report incidents of hazing to the building principal. The principal shall promptly investigate all complaints of hazing and administer appropriate discipline to all individuals who violate this policy. District staff who violate this policy may be disciplined or terminated. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with JG-R1. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. The district will report hazing incidents to law enforcement when required by law. Students who have been subjected to hazing are instructed to promptly report such incidents to a school official. The superintendent will provide for appropriate

training designed to assist staff, coaches, sponsors, and volunteers in identifying, preventing, and responding to incidents of hazing. The district shall annually inform students, parents/guardians, district staff, and volunteers that hazing is prohibited. This notification may occur through the distribution of the written policy, publication © 2016, Missouri School Boards' Association, Registered in U.S. Copyright Office For Office Use Only: JFCG-C.1A (9/16) Page 1

**STUDENT DISCIPLINE** - The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in 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 certain disciplinary action. Any conduct not included herein, any aggravating circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent, and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

**Reporting to Law Enforcement** - It is the policy of the Exeter R-VI School District to report all crimes occurring on district property to law enforcement including, but not limited to, the crimes the district is required to report in accordance with the law. A list of crimes the district is required to report is included in policy JGF. The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy. In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten days or expulsion of any student who the district is aware is under the jurisdiction of the court.

**Documentation in Student's Discipline Record**- The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

**Conditions of Suspension, Expulsion and Other Disciplinary Consequences** - All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason unless

permission is granted by the superintendent or designee. When appropriate, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school. Likewise, a student may become ineligible for or be required to forfeit any honors and awards as a disciplinary consequence. In accordance with the law, any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline, shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property unless one of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian, custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.
2. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.
3. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence. If a student violates the prohibitions in this section, he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

**Impact on Grades**- As with any absence, absences due to an out-of-school suspension may result in the student earning a lower grade in accordance with the district's policy on absences.

**Prohibited Conduct**-The following are descriptions of prohibited conduct and potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building within the ranges established in this regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

**FILE: JG-R1 Critical Academic Dishonesty** - Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources, or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics. First Offense: No credit for the work, grade reduction, or replacement assignment. Subsequent Offense: No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

**Arson** - Starting or attempting to start a fire, or causing or attempting to cause an explosion. First Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate. Subsequent Offense: 1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

**Assault 1** - Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative, or any other act that constitutes criminal assault in the third or fourth degree. First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Assault 2** - Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person or any other act that constitutes assault in the first or second degree

**First Offense:** 10-180 days out-of-school suspension or expulsion.

**Subsequent Offense:** Expulsion.

**Automobile/Vehicle Misuse** - Uncourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicles at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property. First Offense: Suspension or revocation of parking privileges, detention, or in-school suspension. Subsequent Offense: Revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

**Bullying and Cyberbullying-** (see Board policy JFCF) - Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft or property damage; oral, written or electronic communication, including name-calling, put-downs, extortion or threats; or threats of reprisal or retaliation for reporting such acts. Cyberbullying is a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication devices, computer or pager. **First Offense:** Detention, in-school suspension, or 1-180 days out-of-school suspension. **Subsequent Offense:** 1-180 days out-of-school suspension or expulsion.

**Bus or Transportation Misconduct**- (see Board policy JFCC) - Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

**Dishonesty** - Any act of lying, whether verbal or written, including forgery. **First Offense**: Nullification of a forged document. Principal/Student conference, detention, or in-school suspension. **Subsequent Offense**: Nullification of a forged document. Detention, in-school suspension, or 1-180 days out-of-school suspension.

**Disrespectful or Disruptive Conduct or Speech**- (see Board policy AC if illegal harassment or discrimination is involved) - Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law. **First Offense**: Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension. **Subsequent Offense**: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Drugs/Alcohol**- (see Board policies JFCH and JHCD)

1. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation, or imitation drug or herbal preparation. **First Offense**: In-school suspension or 1-180 days out-of-school suspension. **Subsequent Offense**: 1-180 days out-of-school suspension or expulsion.

2. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act- **First Offense**: In-school suspension or 1-180 days out-of-school suspension. **Subsequent Offense**: 11-180 days out-of-school suspension or expulsion.

3. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act. **First Offense**: 1-180 days out-of-school suspension or expulsion. **Subsequent Offense**: 11-180 days out-of-school suspension or expulsion.

**Extortion** - Threatening or intimidating any person for the purpose of obtaining money or anything of value. **First Offense:** Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension. **Subsequent Offense:** In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Failure to Care for or Return District Property** - Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment. **First Offense:** Restitution. Principal/Student conference, detention, or in-school suspension. **Subsequent Offense:** Restitution. Detention or in-school suspension.

**Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences** - Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy. **First Offense:** Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled. **Subsequent Offense:** In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

**False Alarms** (see also "Threats or Verbal Assault") - Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property. **First Offense:** Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. **Subsequent Offense:** Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Fighting (see also, "Assault")** - Mutual combat in which both parties have contributed to the conflict either verbally or by physical action. **First Offense:** Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension. **Subsequent Offense:** In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Gambling** - Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won

or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests, and games. **First Offense:** Principal/Student conference, loss of privileges, detention, or in-school suspension. **Subsequent Offense:** Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

**Harassment** - including Sexual Harassment (see Board policy AC)

1. Use of material of a sexual nature or unwelcome verbal, written, or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name-calling; or threatening, intimidating or hostile acts based on a protected characteristic. **First Offense:** Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. **Subsequent Offense:** In-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics. **First Offense:** In-school suspension, 1-180 days out-of-school suspension, or expulsion. **Subsequent Offense:** 1-180 days out-of-school suspension or expulsion.

**Hazing**-(see Board policy JFCG) - Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing can occur even when all students involved are willing participants. **First Offense:** In-school suspension or 1-180 days out-of-school suspension. **Subsequent Offense:** 1-180 days out-of-school suspension or expulsion.

### **Incendiary Devices or Fireworks**

Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks. **First Offense:** Confiscation. Warning, principal/student conference, detention, or in-school suspension. **Subsequent Offense:** Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

**Nuisance Items** - Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes. **First Offense:** Confiscation. Warning, principal/student conference, detention, or in-school suspension. **Subsequent Offense:** Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

**Public Display of Affection** - Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping. **First Offense:** Principal/Student conference, detention, or in-school suspension. **Subsequent Offense:** Detention, in-school suspension, or 1-10 days out-of-school suspension

**Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material** - Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law. **First Offense:** Confiscation. Principal/Student conference, detention, or in-school suspension. **Subsequent Offense:** Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Sexual Activity** - Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation. **First Offense:** Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension. **Subsequent Offense:** Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Technology Misconduct**-(see Board policies EHB and KKB and procedure EHB-AP1)  
1. Attempting, regardless of success, to gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device. **First Offense:** Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension. **Subsequent Offense:** Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

2. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices during the regular school day, including class change time, mealtimes or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal. **First Offense:** Confiscation, principal/student conference, detention, or in-school suspension. **Subsequent**

**Offense:** Confiscation, principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

3. Violations, other than those listed in (1) or (2) above, of Board policy EHB, procedure EHB- AP1 or any policy or procedure regulating student use of personal electronic devices. **First Offense:** Restitution. Principal/Student conference, detention, or in-school suspension. **Subsequent Offense:** Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

4. Use of audio or visual recording equipment in violation of Board policy KKB. **First Offense:** Confiscation. Principal/Student conference, detention, or in-school suspension. **Subsequent Offense:** Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

**Theft** - Theft, attempted theft, or knowing possession of the stolen property. **First Offense:** Return of or restitution for the property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension. **Subsequent Offense:** Return of or restitution for the property. 1-180 days out-of-school suspension or expulsion.

**Threats or Verbal Assault** - Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage. **First Offense:** Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. **Subsequent Offense:** In-school suspension, 1-180 days out-of-school suspension, or expulsion.

#### **Tobacco-**

1. Possession of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation, or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD. **First Offense:** Confiscation of prohibited product. Principal/Student conference, detention, or in-school suspension. **Subsequent Offense:** Confiscation of prohibited products. Detention, in-school suspension, or 1-10 days out-of-school suspension.

2. Use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation, or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be used in accordance with district policy JHCD. **First Offense:** Confiscation of prohibited product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension. **Subsequent Offense:** Confiscation of prohibited product. In-school suspension or 1-10 days out-of-school suspension.

**Truancy or Tardiness** (see Board policy JED and procedures JED-AP1 and JED-AP2) - Absence from school without the knowledge and consent of

parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

**First Offense:** Principal/Student conference, detention, or 1-3 days in-school suspension. **Subsequent Offense:** Detention or 3-10 days in-school suspension, and removal from extracurricular activities.

**Unauthorized Entry** - Entering or assisting any other person to enter a district facility, office, locker, or other areas that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance. **First Offense:** Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension. **Subsequent Offense:** 1-180 days out-of-school suspension or expulsion.

**Vandalism** (see Board policy ECA) - Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students. **First Offense:** Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. **Subsequent Offense:** Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Weapons** (see Board policy JFCJ)

1. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo. **First Offense:** In-school suspension, 1-180 days out-of-school suspension, or expulsion. **Subsequent Offense:** 1-180 days out-of-school suspension or expulsion.

2. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2). **First Offense:** One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent. **Subsequent Offense:** Expulsion.

3. Possession or use of ammunition or a component of a weapon. **First Offense:** In-school suspension, 1-180 days out-of-school suspension, or expulsion. **Subsequent Offense:** 1-180 days out-of-school suspension or expulsion

#### **DETENTION:**

After school detention may be used as a form of punishment for minor violations of school policy. Students will be required to stay after school until 4:05 p.m.

Parents are responsible for transportation home following detention. Written notice is provided to the parents prior to detention. Failure to serve may result in suspension from school.

### **CORPORAL PUNISHMENT (SCHOOL LAW 563.061):**

Corporal punishment may be used at Exeter R-VI School District at the discretion of the school administration.

The Principal uses a paddle and has another certified staff member present. Teachers or other school personnel will not administer corporal punishment to any student. Parents will be notified of behaviors and will be asked to sign a permission slip to allow the use of a paddle. Corporal punishment will not be used on a student's first trip to the office for misconduct. Corporal punishment will only be used when other measures or consequences have been attempted and have not been successful. ***\*\*\*NOTE: All punishments, suspensions, and corporal punishment, for minor and major infractions can be subject to change based upon any and all factual evidence and the need for administrative flexibility.\*\*\****

### **OUT-OF-SCHOOL SUSPENSION:**

Suspension is the removal of a student from the regular school environment. The suspension could be for a short-term (1-10 days) or long-term (more than 10 days). Students choosing to persist in disruptive behavior and non-compliance with school rules may be suspended by the principal with the approval of the superintendent. Parents will be notified of the suspension.

Students under suspension will not be allowed to make up missed assignments. Students under suspension are not allowed to be on or around the school campus unless permission is obtained through the principal's office. This also pertains to any extracurricular activities sponsored by the school.

### **DUE PROCESS:**

Due Process means fair treatment under the law and is guaranteed to all citizens by the United States Constitution. When considering serious punishment such as school detention, corporal punishment, or suspension, the principal will take the following steps in order to protect the student's due right:

- ◆ Students will be given written or verbal notice of the charges against them.
- ◆ Students will have the opportunity to present their side of the story.
- ◆ An explanation of the evidence will be given if the student denies the violation
- ◆ The student may appeal the decision successively to the principal, superintendent, and finally the Board of Ed.

## **WEAPONS, EXPLOSIVES, AND DANGEROUS OBJECTS:**

No student shall possess, handle, or transport any object that can reasonably be considered a weapon. This includes on or off the school property at any school activity, function, or event. Prohibited conduct includes handling, transporting, or having on the student's person, in the locker, or vehicle of the student any object that can be reasonably considered a weapon.

All rules of the Missouri Safe Schools Act Section 160-261, which are stated below, will be followed when a student is in possession of a weapon.

### **A WEAPON IS DEFINED TO MEAN ONE OR MORE OF THE FOLLOWING:**

A firearm as defined under 18 U.S.C. 921.

The policy shall provide for a suspension for a period of not less than one year, or expulsion, for a student who is determined to have brought a weapon to school, including but not limited to the school playground or the school parking lot, brought a weapon on a school bus or brought a weapon to a school activity whether on or off of the school property in violation of district policy, except that:

- (1) The superintendent, or in a school district with no high school, the principal of the school which such child attends may modify such suspension on a case-by-case basis; and
- (2) This section shall not prevent the school district from providing educational services in an alternative setting to a student suspended under the provisions of this section.
- (3) For the purpose of this section, the term "weapon" shall mean a firearm as defined under 18 U.S.C. 921 and the following items as defined in section 571.010, RSMo: a blackjack, a concealable firearm, an explosive weapon, a firearm, a firearm silencer, a gas gun, a knife, knuckles, a machine gun, a projectile weapon, a rifle, a shotgun, a spring gun or a switchblade knife; except that this section shall not be construed to prohibit a school board from adopting a policy to allow a Civil War reenactor to carry a Civil War-era weapon on school property for educational purposes so long as the firearm is unloaded. The local board of education shall define weapons in the discipline policy. Such definition shall include the weapons defined in this subsection but may also include other weapons. If appropriate, legal authorities will be notified of the infraction of the above policy.

To help insure a safe environment students have the responsibility of informing school authorities about the presence of any weapons on campus.

## **BUS RULES:**

- ◆ THE BUS DRIVER MAY ASSIGN SEATS.
- ◆ BE COURTEOUS.
- ◆ NO PROFANITY.
- ◆ DO NOT EAT OR DRINK ON THE BUS, KEEP BUS CLEAN.
- ◆ VIOLENCE IS PROHIBITED.
- ◆ REMAIN SEATED.
- ◆ NO SMOKING OR TOBACCO USE.
- ◆ KEEP YOUR HANDS AND HEAD INSIDE THE BUS.
- ◆ DO NOT DESTROY PROPERTY.
- ◆ FOR YOUR OWN SAFETY, DO NOT DISTRACT THE DRIVER WITH MISBEHAVIOR.
- ◆ NO STUDENT WILL BE ALLOWED TO EXIT THE BUS AT ANY STOP OTHER THAN THEIR OWN. STUDENTS WISHING TO RIDE HOME WITH SOMEONE MUST BRING A NOTE TO THE OFFICE FROM THE PARENT AND THE OFFICE WILL NOTIFY THE BUS DRIVER

Riding any school bus is a privilege, and should be treated as such. Any behavior that distracts the attention of the driver from his/her primary task of driving endangers the lives of all passengers.

Punishment for any bus infraction will depend upon the circumstances of the incident and will be handled by the school principal.

## **DRESS CODE:**

Parents should determine the proper attire for children to wear to school, however,

### **Exeter students may not:**

- ◆ Wear attire advertising beer, liquor, tobacco, drugs, and/or displaying obscene or suggestive markings. Heelies will not be allowed, students will be asked to remove them.
- ◆ Wear short shorts or skirts (fingertip rule-all clothing must be at or below fingertips), midriff tops, spaghetti straps, or pajama bottoms.
- ◆ Wear head coverings in the building, this includes hats, bandanas, and headbands that cover the head completely.
- ◆ Wear sagging pants (pants worn below the waist on hips or below) or other variations of dress deemed inappropriate by the administration.
- ◆ Have piercings in the lip, nose, eyebrow, or any other part of the face.
- ◆ Hair is distracting to the educational environment
- ◆ Bring blankets or pillows to school unless receiving prior approval.
- ◆ Wear sunglasses in the building or classroom.

No forms of the dress will be permitted which distracts from the educational process of the school or adversely affects the health and/or safety of students.

**Any decision concerning the questionable dress will be made by the administration.**

In addition, the dress code prohibits any apparel, jewelry, accessory, notebook, or manner of grooming which by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in such a group that advocates drug use or exhibits behaviors that interfere with the normal and orderly operation of the school.

Students who violate this code will be given the opportunity to change to appropriate attire at school. Parents may be called to bring a change of clothing to students who are in violation of the above dress code.

**ELECTRONIC DEVICES:**

Cell Phones are not allowed to be used by K-5 students during the school day.

- ◆ First offense - the teacher will confiscate and return at the end of the day.
- ◆ Second offense - the teacher will confiscate and parents will pick up in the office.
- ◆ Third offense - the teacher will confiscate and the item will be held in the office until the end of the year.
- ◆ Cell phones will be immediately sent to the office for parent pick-up.

**ENROLLMENT PROCEDURES:**

Each student should have on file a State issued Birth Certificate, a copy of immunizations, and a copy of their Social Security Card. Updated enrollment forms must be filled out each year. These forms will include Parent/Guardian's Current Address, Phone Number, at least 2 emergency phone numbers, place of employment, **free and reduced lunch forms**, health inventory, migrant survey, and medical permission slip. (IT IS VITAL THAT WE HAVE ENOUGH INFORMATION TO REACH YOU IN CASE OF AN EMERGENCY.)

**EQUAL EDUCATIONAL OPPORTUNITY:**

Exeter Elementary School will provide an educational environment that provides equal opportunities for all student educational programs. Services and extra-curricular activities will be designed to meet the varying needs of all students, and will not discriminate against any individual for reasons of race, creed, color, sex, national origin, economic status, or disability.

**EXTRA-CURRICULAR ACTIVITIES:**

Students must meet eligibility requirements established by the Exeter R-6 School Board to participate in any extra-curricular activity. This includes any school-sponsored sports program, clubs, or organizations. Criteria include:

- ◆ No "F" grade for a class average
- ◆ Grades averaged on a weekly basis as needed

### **FIELD TRIPS:**

Each year as part of our school curriculum, we have field trips. Listed below are special regulations for traveling to and from these field trips.

- ◆ Children who do not attend school may not ride the bus on any field trip.
- ◆ **Only school personnel or appointed sponsors are allowed to ride the bus.**
- ◆ Parent permission must be given in writing before a child is allowed to attend a field trip.
- ◆ Any student attending a field trip **must** ride to the field trip on the bus, but may ride home with his/her parents if the parents request in writing that this be done.
- ◆ A child **may not** ride home with another child's parents or with family friends unless the parents of the child making the request are also riding in that vehicle.

### **GRADING:**

If letter grades are given on an assignment or if letter grades are recorded on grade cards, the following will be used in determining letter grades:

95-100%	A
90-94%	A-
87-89%	B+
83-86%	B
80-82%	B-
77-79%	C+
73-76%	C
70-72%	C-
67-69%	D+
63-66%	D
60-62%	D-

Below 60% is a failing grade.

### **INCLEMENT WEATHER:**

The Exeter R-6 School will announce school cancellations due to inclement weather on Springfield radio and television stations and the Joplin television stations.

**Notifications will also be sent out through school messenger.**

### **INSURANCE:**

A health insurance policy is made available to all students enrolled in school. The rate is adjusted annually. Any student not covered by an existing family policy is strongly encouraged to participate in the school insurance.

## **NURSE'S ASSISTANCE:**

### **Immunizations -**

Each student must be immunized in accordance with public school laws. If you have any questions, please call the school nurse's office (835-2922).

All students must have current immunizations and have a current immunization record on file prior to admittance to school.

### **Ill or Injured Students -**

If your child becomes ill or injured at school, the school nurse, the principal or secretary will call you to come and pick up your child if it is necessary. It is very important that the school has the parent's phone number and an emergency number in case the school needs to contact you.

### **Please do not send your child to school if:**

- The child has a 100-degree or higher temperature.
- The child has vomited within the last 8 hours.
- The child has head lice or a contagious disease.

### **Prescription Medications-**

When an Elementary School student is to receive medication during school hours, the parent or guardian must bring the medication in the original prescription bottle plainly marked with:

1. Student's name;
2. Physician's name;
3. Sate;
4. Name of medication;
5. Dosage and time of administration

We must have written permission from the parent or guardian to give the medication. The permission note must include:

1. Student's name;
2. Physician's name;
3. Date;
4. Name of medication;
5. Dosage and time of administration;
6. Parent's signature

Send no more than one week's supply at a time, unless the school nurse has approved other arrangements. All medications will be counted and logged daily.

## **Non-Prescription Medicines-**

SCHOOL PERSONNEL **DO NOT PROVIDE** ANY NON-PRESCRIPTION MEDICATIONS AT ANY TIME. Over-the-counter medications for colds, coughs, headaches, etc. will be given when accompanied by a written request from a parent or guardian. This request must include the date, dosage, and time medication is to be given. All medicines must be properly identified. If it is necessary for a child to take a daily non-prescription medication such as aspirin for rheumatoid arthritis, a request from the parent or guardian and also a request from the physician must be provided. The requests from both should include the same information as required for PRESCRIPTION MEDICATIONS above. A parent may not bring any medications in envelopes, plastic wrap, etc. All medicines must be in original containers. Your pharmacist will provide extra, properly marked containers at your request. The administration of medicines will be the responsibility of the school **ONLY** if the school's policy is followed.

Any student found with medication or drugs of any kind once at school will have that medication taken from him/her, and the parents will be called to ensure that student's safety.

## **INFECTIOUS CONDITION - Head Lice**

Head lice can take a significant amount of time away from the educational program. If children are not properly treated, including removal of nits, reinfestation may occur. In order to protect our classroom time, we have a "No Live Nit" policy.

All students found to have evidence of head lice infestations (lice or nits) will be excluded from school attendance and extracurricular activities until treated and all lice and nits have been removed.

Parents of a child infested with lice and/or nits will be contacted and will be required to pick up the child and any other infested siblings from school. Parents will be instructed concerning the reasons for exclusion, as well as methods to treat infestations on the hair, and in the home. There are also some head lice treatments that require a physician's prescription. The specific treatment to be used will be left up to the parent. Our school district does not recommend any one treatment over another. In most instances, a child should be able to be treated and be totally free of lice and nits within one or two days of parent notification.

## **PTO**

Exeter Elementary is proud to have the PTO (Parents and Teachers Organization). This organization proudly supports our school and staff. The Exeter PTO provides you with the opportunity to be involved in your school in many ways. Examples of activities they have hosted include the school Carnival, Breakfast with Santa, and the Father/Daughter Dance. Forms to join PTO will be passed out at the beginning of the year, but you may join at any time.

## **PERSONAL BELONGINGS:**

Please label all personal items with the student's name. Students should not bring unnecessary personal belongings to school. Trading cards are prohibited and will be confiscated and kept in the office until a parent picks them up. The school cannot be responsible for lost items.

## **PROGRESS REPORTS:**

Formal reports will be made at the end of each quarter (See school calendar attached for specific dates.) Mid-term progress reports will be sent out 4 times during the year.

- 1st quarter-conference with grade card
- 2nd quarter-grade card
- 3rd quarter- conference with grade card
- 4th quarter-grade card

## **PROMOTION - RETENTION:**

Each decision on retention shall be made on an individual basis and will consider the benefit to the student.

**Any student who fails three (3) or more subjects and/or is in violation of our attendance policy may be retained.**

Student performance on daily work, the effort made by the student, tardies, and attendance will be studied when decisions of promotion or retention are made.

No student will normally be retained for more than one year. It is better to retain a child in the lower grades (K-3) and we will give very serious thought to the benefit of retaining a student above this level.

## **SEXUAL HARASSMENT:**

It is the policy of the Board of Education to maintain a learning environment that is free from sexual harassment. It shall be a violation of this policy for any member of the district staff to harass a student through conduct or communications of a sexual nature as defined: **Unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written, or physical conduct of a sexual nature**

**when made by a member of the school staff to a student or when made by any student to another student or system employee constitutes sexual harassment when:**

- ◆ Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education or employment.
- ◆ Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual, or
- ◆ Such conduct has the purpose of substantially interfering with an individual's academic or professional performance or creates an intimidating, hostile, or offensive academic or working environment.

Sexual harassment, as defined above, may include but is not limited to the following:

- ◆ Verbal harassment or abuse
- ◆ Pressure for sexual activity
- ◆ Repeated remarks to a person with sexual or demeaning implications, including jokes with sexual overtones.
- ◆ Unwelcome touching
- ◆ Suggesting or demanding sexual involvement accompanied by implied or explicit
- ◆ threats concerning one's grades, job, etc.

Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or job assignments.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the Board's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

### **SOFT DRINKS:**

Diet soft drinks may be purchased before or after school only. **Students will be served milk/juice for lunch. When lunches are brought from home, a drink should be sent in a thermos or a juice box.** (Please, no glass containers) Students bringing their lunch from home may also purchase **milk from the cafeteria for \$.30.**

### **SPECIAL CLASSES:**

Title One reading and math, migrant, Special Education, and Vision Intervention services are afforded to students who qualify and require these programs. If you have any questions concerning these services please contact the elementary principal.

2021-2022 Exeter Elementary Faculty

Pre-School (4yr)

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Pre-School (3yr)

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Kindergarten

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2<sup>nd</sup> Grade

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3<sup>rd</sup> Grade

4<sup>th</sup> Grade

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5th Grade

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Elementary Special Education

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6<sup>th</sup> - 8th Grade Team

Math

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Science

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Communication Arts

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PE - Tremanye Williams

Dustin Foster

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Speech and Language Development - Services provided by Tri-lakes Co-op

Technology

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Library

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Art

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Music

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Title One Reading - Team approach

Counselor/Special Education Director

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Special Education Paraprofessionals

Kim Stringer

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Chase Horner

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Elementary Classroom Paraprofessionals

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Nurse - Rebecca Johnson

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Secretary - Kelly Asbury

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K-8 Principal

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6-12 Principal

Ashley Fly

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Superintendent

Tim Jordan

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### **TELEPHONE USE:**

Use of the telephone by students will be limited to emergencies only. Except for emergencies no student will be called from class to use the telephone. The staff will be glad to relay messages to students concerning important matters during non-instructional periods of the day. Please make daily plans before your child leaves home each morning. Please do not wait until your child is at school to make after school arrangements. **Students will NOT be allowed to use the phone to make after school arrangements. Please work with your child to ensure that all library books, textbooks, assignments, etc. are sent each day. This will foster good organizational habits and eliminate unnecessary phone calls. Cell phones are not to be seen out during instructional times of the day.**

### **TESTING:**

Students at Exeter R-6 will be given tests throughout the school year by the classroom teacher to assess academic growth. The state mandates that students in grades 3-8 will be given the Missouri Assessment Program (MAP) Grade Level Assessment. The district also tests students in K-12 using the NWEA program. It is important that your child(ren) are in school during the testing dates. The testing dates will be the final 3-4 weeks of school.

### **THREATS:**

Verbal or physical threats of physical or other danger to students or school staff will not be tolerated. Students may be suspended and local law enforcement may be contacted.

### **VISITORS WELCOME:**

All parents are welcome to visit our Elementary School. For the safety of our students, NO student will be removed from a classroom without a note from the office. Please stop by the Office before going into any classroom. Visitation by other school-aged students is discouraged.

### **VOLUNTEERS:**

We feel one of the best ways for you to become familiar with your child's academic setting is to become involved in the educational team. Please contact your child's teacher(s) or the office if you are interested in volunteering.

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)** **NOTICE OF DESIGNATION OR DIRECTORY INFORMATION**

The Exeter R-6 School District has designated certain information contained in the educational records of its students as directory information for the purposes of the Family Education Rights and Privacy Act (FERPA).

The following information regarding students is considered directory information: (1) student's name, (2) parent's name, (3) address, (4) telephone number, (5) date and place of birth, (6) major field of study, (7) participation in officially recognized activities and sports, (8) weight and height of members of athletic teams, (9) dates of attendance, (10) degrees and awards received, (11) most recent previous school attended, and (12) photograph.

The Exeter R-6 School District may disclose directory information 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 a parent or student, or as otherwise allowed by FERPA.

Parents or eligible students have ten (10) days after the annual public notice to view the student's directory information and to provide notice in writing to the building principal that they choose to not have this information released. Unless notified to the contrary in writing within the ten (10) day period, the school district may disclose any of those items designated as directory information without prior written consent.

In the event a notification of refusal is not filed, the Exeter R-6 School District assumes that neither a parent of a student or an eligible student objects to the release of directory information designated.

## **The Exeter R-6 School District offers federal programs that include the Title 1 Program**

### **Complaints may be addressed through the following procedure:**

The standard complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education and the Goals 2000: Educate America Act and Improving America's Schools Act (IASA)

#### What is a complaint for purposes of this policy?

A complaint is an allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or the Department personnel

A complaint under this procedure must be in writing and signed by the complainant. The written complaint must specify the details of the situation and must pertain to a law or regulation that is allegedly being violated, misapplied, or misinterpreted.

#### Who may file a complaint?

Any parent or guardian, surrogate parent, teacher, administrator, school board, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint.

#### What types of complaints are recognized?

There are two types of complaints:

1. A complaint alleging that a local school district is violating, misapplying, or misinterpreting a law or Regulation of the Department of Elementary and Secondary Education.
2. A complaint alleging that the Department of Elementary and Secondary Education is violating, misapplying, or misinterpreting a law or a regulation.

#### How are complaints filed?

1. Complaints against local school districts.  
A complaint alleging that local school district officials have violated, misapplied, or misinterpreted a state or federal law or regulation must first be filed and resolution pursued in accordance with local district policy. If the issue cannot be resolved at the local level, the complainant may file a complaint with the Department. Before accepting such a complaint, the Department will ask for evidence of an attempt to resolve the issue at the local level. If the parties have not attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution. A question about local school district policies, rules, or practices that are not based on federal or state laws or regulations is not a complaint within the meaning of this policy and must be settled at the local district level.
2. Complaints against the Department of Elementary and Secondary Education.  
A local school district official, a local board of education, or any person directly affected by actions of the Department may file a written complaint alleging that the Department or its personnel have violated, misapplied, or misinterpreted a state or federal law or regulation directly with the Department.

#### How does the Department hear and resolve complaints?

1. Any formal complaint against the Department or an unresolved complaint against a local school district related to the IASA is to be addressed to the Director or the Grants Management section.
2. Within thirty (30) days after receiving a complaint or appeal, the section director will resolve the complaint and inform interested parties in writing of the decision. In

resolving the complaint, the section director may rely upon statements of the parties involved or may conduct an independent investigation. The section director may grant an extension of the thirty-day limit for just cause.

3. If a complainant disagrees with the decision of the section director, the complainant may, within ten (10) working days, appeal to the Deputy Commissioner of Education. This appeal must be in writing and state why the complainant disagrees with the decision.
4. Within thirty (30) days after receiving an appeal, the Deputy Commissioner of Education will render a final administrative decision and notify the complainant in writing.
5. If the complainant disagrees with the decision of the Deputy Commissioner of Education in a matter relating to federal law or regulation, the complainant may request a review of the decision by the United States Secretary of Education in accordance with 34 CSR Part 76, section 76.781.

### **PUBLIC NOTICE**

The Exeter R-6 School District is an active participant in the Individuals with Disability Education Act - Part B (P.L. 94-142 which was reauthorized in 1991, through P.L. 101-476) that guarantees a free, appropriate education for all children. All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third (3) birthday through age twenty (20), regardless of the child's disability. The public school assures that to comply with the full educational opportunity goals, services for students three (3) through twenty-one (21) will be fully implemented by 1999. Disabilities include: learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multiple disabilities, deaf/blind, autism, early childhood special education, and traumatic brain injury.

The public school 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's First Steps Program.

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. 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). You may contact your local district if you wish to review the requirements provided in FERPA.

The public school has developed a Local Compliance Plan for implementation of Special Education and this Plan is available for public review during regular school hours on days school is in session in the office of the Superintendent of Schools and at the Tri-Lakes COOP. The local compliance plan is a written narrative, which describes the district's plan for compliance with the requirements for identifying and serving all students with

disabilities. Included in this plan are the policies and procedures, which the district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurances that services are provided in compliance with the requirement of 34 CFR 76.301 of the *General Education Provision Act*.

Public schools in the state of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the district or whose parent/legal guardian resides in the district. This census is compiled as of May 1 each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education.

Information to be collected includes: name of each child; parent/legal guardian; guardian's name/address; birth date and age of each child; and each child's disability or suspected disability. Should the district fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability who is not attending public school, please contact your school district.

Pursuant to the requirements of state law 162.997-999 RSMo, the State Board of Education is required to appoint a surrogate parent at such times it becomes evident that a child with a disability does not have a parent or a person acting as a parent to participate in matters dealing with the provision of special education. For purposes of a surrogate parent appointment, "parent" is defined as a biological parent, a guardian, or a person acting as a parent of a child, including, but not limited to, a grandparent, a step parent, or a foster person with whom the child lives. The term does not include the State if the child is a ward of the State. The term does not include a person whose parental rights have been terminated.

The local district is given the responsibility to determine when a child with a disability who requires special education and who resides in the district is without a parent. The district must notify the Missouri Department of Elementary and Secondary Education of the need to appoint a surrogate parent. The Missouri Department of Elementary and Secondary Education will provide training for persons serving as surrogate parents.

If you are interested in volunteering to serve as a surrogate parent, more information can be obtained from the district's surrogate parent contact person - the person responsible for the district's special education program.

This notice can be provided in languages such as Chinese, Spanish, Arabic, and Vietnamese or any other language that may be necessary.

## NONDISCRIMINATION ON THE BASIS OF DISABILITY

The Exeter R-6 Board of Education believes that discrimination against a qualified disabled person, solely on the basis of disability, is unfair. Furthermore, the Board believes that qualified disabled persons should be in the mainstream of life in the school community to the extent that is reasonable, permissible and/or possible.

Therefore, pursuant to Public Law 93-112, Section 504 of the Rehabilitation Act of 1973 and its accompanying federal regulations, the Board declares that the school district does not and will not discriminate on the basis of disabling condition in the educational programs, activities, and vocational opportunities offered by the district. This policy will extend not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities, and to other qualified individuals with a disability.

Under P.L. 93-112, section 504 of the Rehabilitation Act of 1973, P.L. 94-142, the Education for All Handicapped Children Act of 1975, and the Americans with Disabilities Act, the Exeter R-6 School District:

- May not discriminate against qualified disabled persons in any aspect of school district employment solely on the basis of disability, and will make accommodations for the known disabilities of qualified applicants and employees
- Must make facilities, programs, and activities accessible, usable, and open to qualified disabled persons.
- May not exclude any qualified disabled persons solely on the basis of disability from participation in any preschool education or day care program or activity, or from any adult education or vocational program or activity.
- Must provide each qualified disabled person with the same health, welfare, and other social services as are provided other persons.

The statements of nondiscrimination by the district are published to patrons, employees, and students on an annual basis. Information regarding the Americans with Disabilities Act (ADA) and its applicability to the district's programs service, and activities will be made available to applicants, participants, and other interested persons. Accordingly, it will be the policy of the Board to continually evaluate its practices and procedures to ensure fair and equitable educational and employment opportunities without regard to disability to all of its students and employees.

### **Grievances - Alleged Discrimination on the Basis of Disabling Conditions**

It shall be the policy of the Board that individuals be assured the opportunity for an orderly presentation in the review of grievances, which should aid in the elimination of discriminatory acts governed by Section 504.

The procedures to resolve grievances associated with alleged discrimination on the basis of disabling conditions in educational programs governed by P.L. 94-142 shall be those outlines in the Missouri Department of Elementary and Secondary Education publication *Compliance Policies for the Public Law 94-142, The Education for All Handicapped Children Act of 1975*.

No person shall suffer reprisals as a result of having initiated or presented a grievance. This notice can be provided in the parent's native language.

## GRIEVANCE PROCEDURE

Students, parents of students, members of the public and employees have the right to file a formal grievance alleging discrimination or harassment prohibited by the regulations for Title VI of the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, The Age Discrimination Act of 1975, Title II of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

If at any time during the grievance procedures discrimination is established, appropriate corrective and remedial action will be taken.

**Level One** - Principal or Immediate Supervisor (Informal and Optional - may be bypassed by the grievant) - Employees with a grievance concerning discrimination and/or retaliation on the bases of sex, race, color, national origin, age or disability may first discuss it with their principal or immediate supervisor, with the objective of resolving the matter informally. A student, parent or member of the public with a grievance of discrimination and/or retaliation on the bases of sex, race, color, national origin, age or disability may discuss it with the teacher, counselor or building administrator involved.

All complaints and person(s) filing a complaint will be handled confidentially. Retaliation against a person who files a complaint of discrimination or persons who participate in related proceeding is prohibited.

**Level Two** - Compliance Coordinator(s) - If the grievance is not resolved at level one and a grievant wishes to pursue the grievance further, he/she may formalize it by filing a written grievance on a **Compliance Violation Form**, which may be obtained from the Compliance Coordinator who is responsible for processing grievances arising under this Grievance Procedure. The Compliance Coordinator will be an individual who is trained in complaint investigation and is knowledgeable about the District's obligation to comply with Federal laws prohibiting discrimination in the District's programs. **Contact information for the Compliance Coordinator is provided at the end of this Grievance Procedure.** If a grievant is unable to prepare a written grievance then the grievant shall make a verbal grievance to the Compliance Coordinator who shall prepare a written grievance utilizing the Compliance Violation Form. The grievance shall state the nature of the grievance and the remedy requested. The filing of the formal, written grievance at level two must be within 180 days from the date of the event giving rise to the grievance or from the date the grievant could reasonably become aware of such occurrence.

If the Compliance Coordinator chooses to have a grievance committee as part of its procedure, the committee will include individuals who are trained in complaint investigation and are knowledgeable about the District's obligation to comply with Federal laws prohibiting discrimination in the District's programs.

A grievant may request that a meeting concerning the grievance be held with the Compliance Coordinator. At this meeting a grievant will be afforded an opportunity to present witnesses and provide evidence in support of the grievance. A minor student may be accompanied at the meeting by a parent or guardian. If a grievant requests a meeting, the Compliance Coordinator will conduct a meeting with the grievant as soon as practicable and prior to completing the Compliance Coordinator's written report.

The Compliance Coordinator will investigate the grievance and attempt to resolve it. The Compliance Coordinator's investigation shall be comprehensive, reliable and impartial. All relevant information and documentation related to the grievance will be evaluated.

A written report from the Compliance Coordinator regarding the findings from the investigation and any action taken or recommended will be sent to the grievant and the District Superintendent within thirty (30) days after receipt of the grievance.

The individual(s) who is/are the subject of the grievance, i.e. the individual(s) who allegedly discriminated against the grievant, shall be given an opportunity to present evidence and provide a statement in his/her defense to the Compliance Coordinator. In addition, an individual(s) who is/are the subject of the grievance shall be provided a copy of the Compliance Coordinator's written report regarding the findings from the investigation and any action taken or recommended as a result.

The District Superintendent is obligated to accept and implement the findings and recommendations of the Compliance Coordinator unless the District Superintendent objects to the findings and recommendations. If the District Superintendent objects to the Compliance Coordinator's findings and recommendations, the District Superintendent must specify the objections in writing and copies will be provided to the grievant, the Compliance Coordinator and the District Board of Education. The grievant may then proceed directly to Level Four of this grievance procedure and appeal the District Superintendent's objections to the District Board of Education.

**Level Three** - Superintendent - If a grievant is not satisfied with the Compliance Coordinator's decision, a grievant may proceed to level three by presenting a written appeal to the Superintendent within twenty (20) school days after the grievant receives the report from the Compliance Coordinator. A grievant may request a meeting with the Superintendent or his/her designee. The Superintendent or his/her designee has the option of meeting with the grievant to discuss the appeal. A written decision will be rendered by the Superintendent or his/her designee within twenty (20) school days after receiving the written appeal. A copy of the written decision will be provided to the grievant.

**Level Four** - Board of Education - If a grievant is not satisfied with the District Superintendent or designee's decision, a grievant may proceed to level four by presenting a written appeal to the President of the Board of Education within ten (10) school days after the grievant receives the written decision from the Superintendent or designee. A grievant may request a meeting before the Board of Education to discuss the appeal. The Board of Education has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Board of Education at its next regularly scheduled meeting. The grievant will be notified in writing of the Board's decision within ten (10) school days after the Board of Education action.

This procedure in no way denies the right of a grievant to file formal grievances or complaints of discrimination and/or harassment on the basis of disability, age, sex, or race or national origin that may be filed with the Missouri Department of Elementary and Secondary Education, the U.S. Department of Education Office for Civil Rights whose contact information is 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114-3302, (816)268-0550, or other agencies available for mediation or rectification of rights grievances and complaints, or to seek private counsel for grievances or complaints alleging discrimination and/or retaliation

**Exeter R-6 Compliance Coordinator**

**Name: Mr. Tim Jordan, Superintendent**

**Address: Exeter R-VI School District  
101 Locust Street  
Exeter, MO 65647**

**Phone Number: (417) 835-2922 ext. 5 Office Hours: 7:30AM - 3:30**

# Homeless Policy

Policy

Descriptor Code: IGBCA

## PROGRAMS FOR HOMELESS STUDENTS

The Exeter R-VI School District Board of Education recognizes that homeless students are particularly vulnerable and need special assistance to access and benefit from the education environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the district are promptly identified and have access to a free and appropriate public education and related support services.

Homeless students are individuals who lack a fixed, regular and adequate nighttime residence and include the following:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals.
2. Children and youths who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
4. Migratory children who meet one of the above-described circumstances.

### District Liaison for Homeless Children and Youths

The Board designates the following individual to act as the district's liaison for homeless children and youths (district liaison):

Ms. Ashley Fly, HS Principal

101 Locust Street

Exeter, MO 65647

Phone: 417-835-3745 / Fax: 417-835-3201

The district liaison shall designate and train another district employee to serve as the district liaison in the absence of the district liaison.

**Missouri Department of Elementary and Secondary Education  
Every Student Succeeds Act of 2015 (ESSA)  
COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs<sup>1</sup> that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)<sup>2</sup>.

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents
<b>General Information</b> 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?

<b>Complaints filed with LEA</b> 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	<b>Complaints filed with the Department</b> 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
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<b>Appeals</b> 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?
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**1. What is a complaint?**

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

**2. Who may file a complaint?**

Any individual or organization may file a complaint.

**3. How can a complaint be filed?**

Complaints can be filed with the LEA or with the Department.

**4. How will a complaint filed with the LEA be investigated?**

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

**5. What happens if a complaint is not resolved at the local level (LEA)?**

A complaint not resolved at the local level may be appealed to the Department.

**6. How can a complaint be filed with the Department?**

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

**7. How will a complaint filed with the Department be investigated?**

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

**8. How are complaints related to equitable services to nonpublic school children handled differently?**

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

**9. How will appeals to the Department be investigated?**

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

**10. What happens if a complaint is not resolved at the state level (the Department)?**

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

**Exeter R-6 School District  
Parent's Right-to-Know Letter**

Dear Parent/Guardian,

At Exeter R-6 School District, we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we must meet federal rules related to teacher qualifications as defined in Every Students Succeeds Act of 2015(Public Law 114-95), have the right to know. These rules allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.

Timely notice that your students has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact me at 417-835-2922 ext. 1.

Sincerely,  
Lucretia Brattin  
Elementary Principal

**Local Educational Agency (LEA)/District Level  
Parent and Family Engagement Policy/Plan  
Exeter R-VI School District  
School Year 2019 - 2020  
Revision Date 06/19/2018**

In support of strengthening student academic achievement, Exeter School District receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by Section 1116(a)(2) of the Every Student Succeeds Act (ESSA). The policy establishes the LEA's expectations and objectives for meaningful parent and family engagement and describes how the LEA will implement a number of specific parent and family engagement activities, and it is incorporated into the LEA's plan submitted to the Missouri Department of Elementary and Secondary Education.

The Exeter School District agrees to implement the following requirements as outlined by Section 1116:

- The school district will put into operation programs, activities, and procedures for the engagement of parents and family members with children attending the Exeter Elementary School which receives Title I, Part A funding. These programs, activities, and procedures will be planned and operated with meaningful consultation with parents and family members of participating children.
- Consistent with Section 1116, the school district will work with the Exeter Elementary administration and staff to ensure that the required school-level parent and family engagement policies meet the requirements of Section 1116(b) of the ESSA, and each include as a component a school-parent compact consistent with Section 1116(d) of the ESEA.
- In carrying out the Title I, Part A parent and family engagement requirements to the extent practicable, the school district along with the Exeter Elementary School will provide full opportunities for the participation of parents with limited English proficiency, limited literacy, disabilities, of migratory children, who are economically disadvantaged, or are of any racial or ethnic minority background, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format including alternative formats upon request and, to the extent practicable, in a language parents understand.
- If the LEA plan for Title I, Part A, developed under Section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school

district submits the plan to the Department of Elementary and Secondary Education.

· The school district will be governed by the following definition of parental involvement and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition in Section 8101 of the ESSA:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

(A) Parents play an integral role in assisting their child's learning

(B) Parents are encouraged to be actively involved in their child's education at school

(C) Parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child

(D) Other activities are carried out, such as those described in Section 1116 of the ESEA

**DESCRIPTION OF HOW THE DISTRICT WILL IMPLEMENT REQUIRED  
LEA PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS**

**JOINTLY DEVELOPED**

The Exeter School District will take the following actions to involve parents and family members in jointly developing its LEA plan under Section 1112, and the development of support and improvement plans under paragraphs (1) and (2) of Section 1111(d) of the ESEA:

*The district and school policies, the CSIP and the School Improvement/Schoolwide Plans are reviewed each school year and revised annually. Sources used in the development of these policies and plans include individual school meetings, completed workshop evaluations, annual parent survey results, parent meetings, workshop discussions, and parent-teacher conferences. This policy and all school policies are posted on our school website where they are available for parent comments and suggestions. This policy is a working document subject to review and revision.*

## TECHNICAL ASSISTANCE

The Exeter School District will provide the following coordination, technical assistance, and other support necessary to assist and build capacity of all Title I, Part A schools in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education:

*The Superintendent of Schools will provide guidance and support on appropriate use of parent involvement funds and review school Parental Involvement Policies, School Improvement/Schoolwide Plans, and School-Parent Compacts to ensure compliance.*

## ANNUAL EVALUATION

The Exeter School District will take the following actions to conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of this parent and family engagement policy in improving the academic quality of the Exeter Elementary School. The evaluation will include identifying barriers to greater participation by parents in activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The evaluation will also include identifying the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers and strategies to support successful school and family interactions. The school district will use the findings of the evaluation about its parent and family engagement policy to design evidence-based strategies for more effective parental involvement, and to revise, if necessary, its parent and family engagement policies.

*Parents are surveyed annually to determine whether parent engagement needs are being met effectively and appropriately through the implementation of the parent and family engagement programs. Parents are given the option to complete the survey via paper copy or electronically. The results of these surveys are used to develop strategies for school improvement and to revise the district and school Parent and Family Engagement Policies. These results are also used in planning future parent workshops and meetings. Areas evaluated include academics and school leadership, parent involvement, Title I, school environment, and the school Parent and Family Engagement Program.*

## **COORDINATION OF SERVICES**

The Exeter School District will coordinate and integrate parent and family engagement strategies, to the extent feasible and appropriate, with other relevant Federal, State, and local laws and programs: 21<sup>st</sup> Century After School Program, Special Services Program, Parents As Teachers Program and Pre-Kindergarten that encourage and support parents in more fully participating in the education of their children by:

*The Exeter R-VI School District will coordinate with 21<sup>st</sup> Century After School Program, Special Services Program, Parents As Teachers Program and Pre-School to facilitate a smooth transition for both parents and students from these programs to Exeter Elementary School by working collaboratively with these outside agencies.*

## **BUILDING CAPACITY OF PARENTS**

The Exeter School District will, with the assistance of the Exeter Elementary School, build parents' capacity for strong parental involvement by providing materials and training on such topics as literacy training and using technology to help parents work with their children to improve their children's academic achievement. Assistance will also be provided to parents in understanding the following topics:

- The challenging State academic standards
- The State and local academic assessments including alternate assessments
- The requirements of Title I, Part A
- How to monitor their child's progress
- How to work with educators

*The Exeter Elementary School will offer computer access to parents in the computer lab across from Central Office to aid in their knowledge and use of technology. Exeter R-VI Schools will provide tips and ideas to parents on helping their children with core content subject areas.*

## **BUILDING CAPACITY OF SCHOOL STAFF**

The Exeter R-VI School District will, with the assistance of the elementary school and parents, educate its teachers, specialized instructional support personnel, principals, and other school leaders, and other staff in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and schools by:

- *Sending home newsletters*
- *Sending home graded papers*
- *Making home visits*
- *Scheduling parent/teacher conferences*
- *Making phone calls; sending home homework, and notes in agendas*
- *Encouraging parents to serve as volunteers/tutors*
- *Attending conferences, seminars, workshops, and meetings with parents*
- *Serving together on school committees*

## **BUILDING CAPACITY FOR INVOLVEMENT**

- **Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training**
- **Providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training**
- **Paying reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions**
- **Training parents to enhance the involvement of other parents**
- **Maximize parental involvement and participation in their children's education, arranging school meetings at a variety of times or conducting in-home conferences between teachers or other educators who work directly with participating children, with parents who are unable to attend those conferences at school**
- **Adopting and implementing model approaches to improving parental involvement**
- **Establishing a districtwide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs**
- **Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities**

## **ADOPTION**

This LEA parent and family engagement policy has been developed jointly and agreed on with parents and family members of children participating in Title I, Part A programs, as evidenced by this document and the sign-in sheet.

This policy was adopted by the Exeter School District on 06/19/18 and will be in effect for the period of the 2019-2020 school year. The school district will

distribute this policy to all parents of Exeter Elementary School children on or before July 1, 2019 by placing it on the school district website.

## **Notice of Non-Discrimination**

The Exeter R-VI School District is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The district also provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Tim Jordan (Superintendent) 101 Locust Street Exeter, MO 65647  [\(417\)835-2922 ext. 5](tel:(417)835-2922)

Mr. Tim Jordan (Superintendent)  
101 Locust Street  
Exeter, MO 65647  
 [\(417\)835-2922 ext. 5](tel:(417)835-2922)

**Student-Parent Handbook**

**This is to certify that we have read and understand the Student-Parent Handbook and the policies and procedures within (you can access this document at [www.exeter.k12.mo.us](http://www.exeter.k12.mo.us))**

**Student \_\_\_\_\_ Date \_\_\_\_\_**

**Parent \_\_\_\_\_ Date \_\_\_\_\_**

**Please sign and return to the Principal's Office. Thank you.**

**Paper copies of the handbook may be obtained by request.**

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