

**EXETER R-VI SCHOOL DISTRICT  
HIGH SCHOOL STUDENT HANDBOOK  
2021-2022  
Every Student Every Day**



**EXETER R-VI SCHOOL DISTRICT  
Mr. Tim Jordan, Superintendent  
Ms. Ashley Fly, High School Principal**

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## **Principal's Message**

On behalf of the Exeter High School, we would like to welcome the students and their parents to a new school year. The policies and procedures contained in this handbook are designed to help the school run smoothly so that every student will have a successful year at Exeter High School. This information has been carefully prepared so that it will help students adjust to our school and become an integral part of it. Teachers are eager to help you prepare for a successful adult life, so study hard. We encourage students to get involved in co-curricular and extracurricular activities. These activities are designed to help you enjoy school life. Remember, your success is directly related to your efforts.

If you have any comments or questions, please do not hesitate to contact the school and we will do our best to address any comments or answer any questions.

Exeter R-VI  
Home of the Tigers  
101 Locust  
Exeter, MO 65647  
FAX: 835-2327

## **General Information**

### **Who To Contact**

|                         |                |
|-------------------------|----------------|
| High School Office      | 835-2922 ext 2 |
| Elementary Office       | 835-2922 ext 1 |
| Superintendent's Office | 835-2922 ext 5 |
| Counselors Office       | 835-2922       |
| Library                 | 835-2922       |
| Nurse                   | 835-2922       |
| VO-AG                   | 835-2922       |

## **Mission Statement**

EDUCATING CHILDREN FOR LIFE

### **District Goals**

- 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 development and maintaining a healthy lifestyle and a 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 mode 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 emphasis in technology, vocational, and cultural awareness.

# Exeter R-VI School District 2021-2022

## Official Calendar

— = Dismiss 12:20 Half Days

| July 21 |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| Su      | M  | Tu | W  | Th | F  | Sa |
|         |    |    |    | 1  | 2  | 3  |
| 4       | 5  | 6  | 7  | 8  | 9  | 10 |
| 11      | 12 | 13 | 14 | 15 | 16 | 17 |
| 18      | 19 | 20 | 21 | 22 | 23 | 24 |
| 25      | 26 | 27 | 28 | 29 | 30 | 31 |

| August 21 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| Su        | M  | Tu | W  | Th | F  | Sa |
| 1         | 2  | 3  | 4  | 5  | 6  | 7  |
| 8         | 9  | 10 | 11 | 12 | 13 | 14 |
| 15        | 16 | 17 | 18 | 19 | 20 | 21 |
| 22        | 23 | 24 | 25 | 26 | 27 | 28 |
| 29        | 30 | 31 |    |    |    |    |

6 Student Days

| September 21 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| Su           | M  | Tu | W  | Th | F  | Sa |
|              |    |    | 1  | 2  | 3  | 4  |
| 5            | 6  | 7  | 8  | 9  | 10 | 11 |
| 12           | 13 | 14 | 15 | 16 | 17 | 18 |
| 19           | 20 | 21 | 22 | 23 | 24 | 25 |
| 26           | 27 | 28 | 29 | 30 |    |    |

20 Student Days(26 Total)

| October 21 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| Su         | M  | Tu | W  | Th | F  | Sa |
|            |    |    |    | 1  | 2  |    |
| 3          | 4  | 5  | 6  | 7  | 8  | 9  |
| 10         | 11 | 12 | 13 | 14 | 15 | 16 |
| 17         | 18 | 19 | 20 | 21 | 22 | 23 |
| 24         | 25 | 26 | 27 | 28 | 29 | 30 |
| 31         |    |    |    |    |    |    |

20 Student Days(46 Total)

| November 21 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| Su          | M  | Tu | W  | Th | F  | Sa |
|             | 1  | 2  | 3  | 4  | 5  | 6  |
| 7           | 8  | 9  | 10 | 11 | 12 | 13 |
| 14          | 15 | 16 | 17 | 18 | 19 | 20 |
| 21          | 22 | 23 | 24 | 25 | 26 | 27 |
| 28          | 29 | 30 |    |    |    |    |

19 Student Days(65 Total)

| December 21 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| Su          | M  | Tu | W  | Th | F  | Sa |
|             |    |    | 1  | 2  | 3  | 4  |
| 5           | 6  | 7  | 8  | 9  | 10 | 11 |
| 12          | 13 | 14 | 15 | 16 | 17 | 18 |
| 19          | 20 | 21 | 22 | 23 | 24 | 25 |
| 26          | 27 | 28 | 29 | 30 | 31 |    |

15 Student Days(80 Total)

|                  |                         |   |
|------------------|-------------------------|---|
| <b>August</b>    | 10<br>11-23<br>24       | New Teacher Meetings<br>Teacher In-Service<br><b>First Day of School</b>  |
| <b>September</b> | 6<br>17<br>24<br>30     | No School/Labor Day<br>No School Ozark 7 PD Day<br>1st Qtr. Progress Grades Due 655.1<br>1st Qtr. Progress Reports Go Home        |
| <b>October</b>   | 15<br>21<br>22          | End of 1st. Qtr. - 37 Days<br>Dismiss 12:20 Parent Conferences<br>No School Parent Conferences                                    |
| <b>November</b>  | 19<br>23<br>23<br>24-25 | 2nd Qtr. Progress Grades Due<br>2nd Qtr. Progress Reports Go Home 782.4<br>Dismiss 12:20 Teacher in-service<br>Thanksgiving Break |
| <b>December</b>  | 21<br>21<br>22-31       | End of 2nd Qtr. - 43 days<br>Dismiss 12:20 Teacher in-service<br>Christmas Break  |
| <b>January</b>   | 3<br>4<br>17            | No School Teacher In-Service<br><b>Classes Resume Tuesday</b><br>No School Teacher In-Service 913.6                               |
| <b>February</b>  | 4<br>10<br>11           | 3rd Qtr. Progress Grades Due<br>3rd Qtr. Progress Reports Go Home<br>No School February Break                                     |
| <b>March</b>     | 1<br>4<br>10<br>11-14   | No School Opening Day Trout Season<br>End of 3rd Qtr. - 41 days 1041<br>Dismiss 12:20 Parent Conferences<br>No School March Break |
| <b>April</b>     | 1<br>15-18              | 4th Qtr. Progress Reports Go Home<br>No School Easter Break   |
| <b>May</b>       | 13<br>13                | Graduation<br><b>Dismiss 12:20 Last Day of School</b><br>End of 4th Qtr. - 46 days 1105<br>Teacher In-Service                     |
| <b>June</b>      |                         | Summer School TBA   |

| January 22 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| Su         | M  | Tu | W  | Th | F  | Sa |
|            |    |    |    |    |    | 1  |
| 2          | 3  | 4  | 5  | 6  | 7  | 8  |
| 9          | 10 | 11 | 12 | 13 | 14 | 15 |
| 16         | 17 | 18 | 19 | 20 | 21 | 22 |
| 23         | 24 | 25 | 26 | 27 | 28 | 29 |
| 30         | 31 |    |    |    |    |    |

19 Student Days(99 Total)

| February 22 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| Su          | M  | Tu | W  | Th | F  | Sa |
|             |    |    |    |    | 1  | 2  |
| 3           | 4  | 5  | 6  | 7  | 8  | 9  |
| 10          | 11 | 12 | 13 | 14 | 15 | 16 |
| 17          | 18 | 19 | 20 | 21 | 22 | 23 |
| 24          | 25 | 26 | 27 | 28 | 29 | 30 |
| 31          |    |    |    |    |    |    |

19 Student Days(118 Total)

| March 22 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| Su       | M  | Tu | W  | Th | F  | Sa |
|          |    |    |    |    |    | 1  |
| 2        | 3  | 4  | 5  | 6  | 7  | 8  |
| 9        | 10 | 11 | 12 | 13 | 14 | 15 |
| 16       | 17 | 18 | 19 | 20 | 21 | 22 |
| 23       | 24 | 25 | 26 | 27 | 28 | 29 |
| 30       | 31 |    |    |    |    |    |

20 Student Days(138 Total)

| April 22 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| Su       | M  | Tu | W  | Th | F  | Sa |
|          |    |    |    |    | 1  | 2  |
| 3        | 4  | 5  | 6  | 7  | 8  | 9  |
| 10       | 11 | 12 | 13 | 14 | 15 | 16 |
| 17       | 18 | 19 | 20 | 21 | 22 | 23 |
| 24       | 25 | 26 | 27 | 28 | 29 | 30 |

19 Student Days(157 Total)

| May 22 |    |    |    |    |    |    |
|--------|----|----|----|----|----|----|
| Su     | M  | Tu | W  | Th | F  | Sa |
|        | 1  | 2  | 3  | 4  | 5  | 6  |
| 7      | 8  | 9  | 10 | 11 | 12 | 13 |
| 14     | 15 | 16 | 17 | 18 | 19 | 20 |
| 21     | 22 | 23 | 24 | 25 | 26 | 27 |
| 28     | 29 | 30 | 31 |    |    |    |

10 Student Days(167 Total)

| June 22 |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| Su      | M  | Tu | W  | Th | F  | Sa |
|         |    |    |    | 1  | 2  | 3  |
| 4       | 5  | 6  | 7  | 8  | 9  | 10 |
| 11      | 12 | 13 | 14 | 15 | 16 | 17 |
| 18      | 19 | 20 | 21 | 22 | 23 | 24 |
| 25      | 26 | 27 | 28 | 29 | 30 | 31 |

## **GENERAL PROCEDURES AND GUIDELINES**

### **Academics**

The primary purpose of Exeter High School is to provide the students with the best learning environment and opportunities possible. We encourage students to do their best in school and take advantage of the numerous opportunities available. Much depends on the learning habits and self-discipline we develop in our high school years. We encourage students to take a rigorous and challenging academic schedule, but not to forget the opportunities provided through the elective curriculum at Exeter High School.

### **Academic Lettering**

Academic Letter Requirements:

Students will receive an “Academic Letter” which is an E with an embroidered Academic on letter and a certificate. Each additional year a student qualifies for a letter, the student will receive a bar and an additional certificate. To be eligible to receive an academic letter, the following criteria must be met:

1. The student must be in grades nine through twelve.
2. The student must be enrolled in Exeter for the entire school year.
3. The student must earn a minimum of seven (7) units of credit per year. (6 units if student is an office or teacher’s aide)
4. The student must maintain a 3.75 for three (3) consecutive quarters.

### **Accountability**

To the extent that parents and patrons actively support Exeter Schools, the Board of Education, administration, faculty, and staff jointly accept primary responsibility for achieving the purpose and goals of the school district. With guidance and support from parents and educational personnel, the students are accountable for taking full advantage of education opportunities and experiences established on their behalf.

### **Class Preparation**

Successful students are those students who come to each class prepared with the necessary tools. Students will need paper, pencils/pens, and textbooks for each class. Some teachers may require additional materials or supplies for their class. Students should make sure they understand what is required for each class and make every effort to be prepared for each class to assure the maximum learning opportunities.

### **Homework**

Homework is an important part of school and learning because it helps to reinforce what students have already learned. It is the student’s responsibility to complete all homework assignments. It is recommended that students spend an average of 20 - 30 minutes per evening for each of the basic subject areas. Completed homework should be done neatly and turned in on time.

Teachers will make every effort to contact parents if failing to turn in homework becomes a problem. A conference may be held with the teacher, parents, student, and principal if the problem of missing assignments becomes chronic.

## Grading System

Reports are issued at the end of each quarter or nine-week session. Letter grades are used to designate a student's progress. Progress reports are sent to parents at mid-quarter to report each student's progress. All students will receive progress reports. The following grading system has been established by Exeter School District:

| <u>Letter Grades</u> | <u>Percentages</u> |
|----------------------|--------------------|
| A = Superior         | A = 95 - 100       |
| B = Above Average    | A- = 90 - 94       |
| C = Average          | B+ = 87 - 89       |
| D = Below Average    | B = 83 - 86        |
| F = Failing          | B- = 80 - 82       |
|                      | C+ = 77 - 79       |
|                      | C = 73 - 76        |
|                      | C- = 70 - 72       |
|                      | D+ = 67 - 69       |
|                      | D = 63 - 66        |
|                      | D- = 60 - 62       |
|                      | F = 0 - 59         |

Classroom grades are based on more than papers turned in by the student. Such things as effort, attitude, improvement, attendance and academic ability are taken into consideration in the grading process.

## Student Passes

Student schedules designate where they will be period by period. When it becomes necessary for a student to leave the designated area, a student Corridor Pass must be completed by the teacher indicating student name, date, time issued, destination, reason, and teacher signature. No student will be allowed out of class without permission. A student out of class without permission will be considered truant.

## Tardy Policy

Students must be responsible for arriving at school on time and moving from one class to another in a timely fashion. Four minutes have been allotted for passing between classes; ample time if used wisely. **Students arriving to school late MUST report to the office and receive an Admit Slip or their name will appear on the daily Absentee List.** Students tardy to class first period will be notified by the teacher and **immediately sent to the office.** The office will issue an Admit Slip and will record the date and time of the tardy.

**Two (2) tardies per class per quarter will be allowed. Upon the third, sixth, and ninth tardy in a class the student's name will be turned in to the office and a detention will be assigned for the third tardy. ISS will be assigned for the sixth and ninth tardy.**

### **Admit Slips**

When a student has been absent, he/she must obtain an admit slip from the Principal's Office before being admitted to a class. **If a student needs an admit slip, he/she should get it as soon as they arrive at school in the morning, before the first bell rings (7:45 - 8:05 a.m.). If a student is late to class because they are getting an Admit Slip, it will be an Unexcused Tardy.** It is the student's responsibility to see that each teacher whose class they've missed signs the Admit Slip. If the Admit Slip is lost, or they fail to get the slip from a teacher who has signed it, the student shall immediately go to the Principal's Office to obtain a copy of the slip. Students will be allowed to make up work missed due to an excused absence. They will have an amount of time equal to the number of days absent, plus one additional day, to make up for all work missed. **It is the responsibility of the student to get makeup work from their respective teachers.**

### **Hall Conduct**

Teachers will enforce school policy in the halls and anywhere on school property. **Teachers will have the authority to enforce school policy during the regular school day and at school functions.** Students should be in the halls only at the beginning and end of the school day and while moving from one class to another unless they have permission from a teacher, guidance counselor, or administrator. Students in the halls during class time must have hall passes in their possession signed by one of the listed authorities. Students are asked to be courteous at all times and to keep to the right when moving in the halls. Running, shouting, or horseplay in the halls is never permitted.

### **Cafeteria Services**

A cafeteria is maintained in the building, and well-planned meals served to the students and faculty. Breakfast and lunch meals are served. With a closed lunch period, students must either bring their lunch or buy their lunch in the cafeteria. Please observe the following rules:

1. Students are to arrive promptly to the lunchroom.
2. Cutting into the lunch line is not permitted.
3. Once you are in your seat, do not get up and wander around.
4. Loud and unnecessary noise is not acceptable.
5. Throwing food or any other item is not acceptable.
6. All papers, cartons, uneaten food, etc. must be thrown into the wastebaskets provided, not on the floor or left on the table
7. Food and drinks are not to be taken out of the cafeteria.

Any student whose conduct is detrimental to good order will be assigned a special seat, or removed from the lunchroom if deemed necessary.

Students will be issued a computer-scan lunch card that will be used throughout the school year. Students may pay money to their account before school and during lunch. If a student forgets their lunch card they will be asked to go to the end of the line. If a student should lose or damage their lunch card, another will be issued to the student at a cost of \$1.00. Any subsequent lost or damaged card will cost the student \$5.00 per card. **Any student will be allowed to charge \$10.00, then will need to pay his/her lunch balance to bring the deficit up to a positive balance.**

## **2020-2021 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              |         |

### **Illness**

Any student who becomes ill or in need of emergency first aid, should get permission from the teacher to go to the School Nurse. The nurse will make the decision on further action. If a student needs to be sent home because of illness, the nurse, principal, or secretary will call the parent to come and pick up the child or to obtain permission for the child to go home. It is important that the school has the parent's telephone number and an emergency number in case the school needs to contact someone about the health of a student.

Please do not send your child to school if:

1. The child has a temperature of 100 degrees or higher.
2. The child has vomited within the last eight (8) hours.

There will be periodic checks for head lice. Students having nits or lice will be sent home and will not be allowed to return until the condition has been treated appropriately and checked by the school nurse.

### **Assemblies**

As everyone during their lifetime will be a member of many varied audiences, we believe the school assembly offers an opportunity for the development of correct attitudes and conduct that will be of value throughout life. In all situations of this nature, common courtesy demands that students listen with respect and an appreciative attitude. Assemblies will be held throughout the school year. The procedure at all assemblies will be as follows:

1. Students will be dismissed by their teacher.
2. Students are to go directly to the assembly area.
3. The organizer of the assembly will make announcements and present the program.
4. Any inappropriate behavior will be disciplined.
5. Students will not be allowed to leave their seats during assemblies without permission.

### **Dances**

School dances shall be scheduled on Friday and Saturday nights. The following guidelines have been established:

1. Dances are open only for Exeter High School students (9-12) and their dates.
2. Outside dates are to be signed up in advance in the office for approval. No outside dates below the 9<sup>th</sup> grade will be allowed.
3. ONCE IN, ALWAYS IN, ONCE OUT, ALWAYS OUT.
4. No alcoholic beverages or other drugs are to be allowed in the building or on the school grounds. No student under the influence of such drugs or alcohol will be allowed to attend a school dance.
5. Dances will not last longer than three (3) hours or past 11:00 p.m.

### **Field Trips**

All students must submit a signed parental consent form prior to participating in any field experience or extracurricular activity. Field trip consent forms must be turned in to the principal's office no later than five (5) days prior to the field trip. Students who fail to turn in consent forms on time will not be allowed to attend.

### **Bulletin**

Each day during the school year a daily bulletin will be printed and read during the second period. Its purpose is to serve the student body by giving up-to-date information about items such as school activities, policies, assemblies, test schedules, organizational meetings, scholarship announcements, special events, or other items of general interest. These bulletins will also be posted in the halls. Students are responsible for the information contained in the daily bulletins. The officers of any class or organization may have necessary information printed in the bulletin by writing the information on paper, having the sponsor approve and sign it, and submitting it to the Principal by **1:30 p.m. the day before** the information is to appear in the bulletin. Failure to follow this procedure will result in information not appearing in the bulletin in a timely fashion. Please anticipate your needs.

### **Change of Address and/or Telephone**

Students moving during the school year should report such changes to the office immediately. In order to keep the office file up to date, it is necessary to have students' current mailing addresses and telephone numbers.

### **Library Regulations**

In courtesy to those who desire to use the library, quiet should be maintained at all times while in the library. All materials taken from the library must be checked out. A fine of \$.05 per school day will be charged for each overdue item. Any lost item or book damaged beyond normal wear must be paid for at replacement cost. You are responsible for all library materials checked out under your name. Reference books may not be checked out overnight except those books designated for overnight use. A teacher must accompany a class or group of more than five students using the library. Please sign your full name when using library materials.

### **Lost and Found**

All found articles should be turned into the Principal's Office. Please check with the office if you have lost an item. We will assist you in finding the lost item. Placing the owner's name on every article brought to school may minimize the loss of property.

### **Moving, Transferring, Dropping**

Students considering dropping or transferring should visit with the guidance counselor. Those students desiring to transfer to another system, or withdrawing from Exeter R-VI School, should obtain a Student Withdrawal Form from the guidance counselor and check out through the Principal's Office. This will clear your school records so that student records may be sent to other schools. A parent or legal guardian must accompany students at the time of withdrawal.

### **Soda Machine**

Students are permitted to have Soda. Access to the soda machines will be restricted to specific times of the day, as determined by the Principal. Students must deposit cans and bottles in wastebaskets and clean up any spills that might happen.

### **School Opening**

The school building will be open at 7:00a.m. Students should plan to sign into the Before/After School program if they enter the building before 7:45 a.m. Once students get to school they are to go to the cafeteria if they plan to eat breakfast or to the gymnasium. Once students arrive at school they are not allowed to leave. This includes students who drive their own vehicles to school. The Exeter R-VI School District accepts no responsibility for students arriving on school grounds prior to 7:45 a.m., unless they are participating in an official school activity or meeting.

### **Textbooks**

Basic textbooks will be furnished to all students without charge. Do not write in, or deface, textbooks. Damage to books will be charged to the student to whom issued at the rate prescribed by the Board of Education.

Board policy concerning textbooks, supplies, and materials states: Books will be rated at the beginning of the school year when assigned to the student as 1. New, 2. Excellent, 3. Very Good, 4. Good, 5. Usable. Books will be turned in at the end of the school year or semester. Students will be expected to pay 100% replacement cost if a book is lost or stolen.

If a book is abused and goes down in quality in more than one category, the student will pay 25% of the replacement cost for each category beyond the normal one category allowed. There will be a \$2.50 charge for each category beyond the normal allotted. Students will be held accountable for their own books and no excuses will be allowed for others stealing or abusing their books. If not in agreement with the teacher's assessment, the student can request the building principal to assess damages to the book with the Principal's decision being final.

### **Testing**

All students must pass a test on the United States and Missouri Constitutions. Year-end testing will be given in Government, Personal Finance, Algebra I, Algebra II, Language Arts I & II, and Biology I.

Students and parents will be notified in advance of upcoming test dates.

### **Open Containers in School**

Students are allowed to bring drinks to school. Drinks in the classroom are subject to teacher approval.

### **Volunteers**

One of the best ways to become familiar with your child's academic environment is to become a part of the educational team. Please volunteer your time if you are able. There are some programs in place that could use parent volunteers, and some programs that need to be started. If there are any suggestions about how the school could be made better, feel free to come and share those ideas. Support the students in the activities offered at Exeter School District. Encourage the students to participate. Activities enhance the educational process for students.

### **Online Learning**

#### MOCAP Enrollment Procedures

Formerly called MoVIP, the Missouri Course Access Program (MOCAP) provides a catalog of online courses. MOCAP students are guided through courses by Missouri-certified teachers. Courses are delivered over the Internet. MOCAP's mission is to offer Missouri students equal access to a wide range of high-quality courses, flexibility in scheduling, and interactive online learning that is neither time nor place dependent. MOCAP is not a school and does NOT offer a complete high school diploma program. Instead, they offer courses that will be applied to the student's transcript at the local school toward graduation. Successful MOCAP students will graduate with a high school diploma from the local school. Many schools distinguish MOCAP courses on a student's transcript by putting an asterisk next to them.

#### Participation Guidelines

- Students interested in taking a MOCAP course must have been enrolled as our student at least one semester prior to this request and must be registered as a student here while completing these courses.
- Students will be allowed to enroll in MOCAP courses only if it is determined by the building principal, in conjunction with the guidance counselor and the IEP team (if applicable), that this is in the best educational interest of the student. If it is determined that this is not the best educational option for this student, they will be denied enrollment. The student and his/her guardian have the option to appeal to the board of education for reconsideration.
- Students must register during the same registration window that we register students for the regular school year.
- Students must continue to make adequate progress in the course, or they will be dropped from the course and credit will not be granted. Progress checks will be made by the certified teacher who is facilitating the courses at one-fourth, one-half, and three-fourths of the way through the semester.
- Students taking more than two courses must have an individualized learning plan (Individual Career and Academic Plan) to be created in partnership with their grade-level counselor.
- If a student fails a virtual course, they may not enroll in any other virtual courses.
- We do not provide internet access for courses taken off campus.

- We will provide a chromebook. We will provide connectivity technical support while the student is on campus, but we will not provide technical support for the use of the learning management system used by the virtual course provider.
- The district will not pay for classes that then cause the student to exceed a normal 7-period school day.
- All graduation policies regarding credit requirements and acquisition still apply.
- All policies regarding extracurricular participation still apply.
- Students taking the following courses online will be required to complete required state and local assessments on the scheduled dates:
  - Algebra I - Algebra I End of Course (EOC)
  - Biology I - Biology I End of Course (EOC)
  - English II - English II End of Course (EOC)
  - Government - Government End of Course (EOC); Constitution Test
  - American History - Civics Test

#### Student Skills Required for Success in Virtual Courses

- Students have demonstrated time-management skills that indicate the student is capable of submitting assignments and completing course requirements without reminders.
- Students have demonstrated persistence in overcoming obstacles and willingness to seek assistance when needed.
- Students have demonstrated verbal or written communication skills that would allow the student to succeed in an environment where the instructor may not provide nonverbal cues to support the student’s understanding.
- Students have the necessary computer or technical skills to succeed in a virtual course.
- Students have access to technology resources to participate in a virtual course.
- Students have had previous success in virtual coursework.

A student/parent must apply and be approved by the administration no later than two weeks after the current semester.

### School Board Adopted Policies

#### Requirements for Graduation

|                  |           |
|------------------|-----------|
| Language Arts    | 4.0 Units |
| Social Studies   | 3.0 Units |
| Math             | 3.0 Units |
| Science          | 3.0 Units |
| Fine Arts        | 1.0 Unit  |
| Practical Arts   | 2.0 Units |
| Phys Ed          | 1.0 Unit  |
| Health           | 0.5 Unit  |
| Personal Finance | 0.5 Unit  |
| Electives        | 7.0 Units |

TOTAL: 25 credits

#### Weighted Grade Point Policy

#### ESD PPRR: Code 90-2

This policy will be used for the purpose of determining the students’ class ranking by grade-point averages. The classes listed below will be considered ‘weighted’. The ranking will be figured at the end of the 8th semester. All students must have been in attendance at Exeter

High School through the 8th semester in order to be eligible for the class ranking. Transfer students will receive bonus points for the corresponding course listed below. **Dual Credit** classes *may* be weighted based on administrative discretion

Mathematics

Algebra II  
 Geometry  
 Trigonometry  
 Calculus  
 Statistics  
 Pre-calculus  
 Analytic Geometry

Natural Science

Biology II  
 Chemistry II

Language Arts

College Prep English

**Grade –Point Scales**  
**Non-Weighted Scale**

A = 4.0  
 A- = 3.66  
 B+= 3.33  
 B = 3.0  
 B- = 2.66  
 C+= 2.33  
 C = 2.0  
 C- = 1.66  
 D+= 1.33  
 D = 1.0  
 D- = 0.66  
 F = 0.0

**ESD PPRR: Code 90-2**  
**Weighted Scale**

A = 5.0  
 A- = 4.66  
 B+ = 4.33  
 B = 4.0  
 B- = 3.66  
 C+ = 3.33  
 C = 3.0  
 C- = 2.66  
 D+ = 2.33  
 D = 2.0  
 D- = 1.66  
 F = 0.0

**Transcript Information**

Students’ permanent records are maintained in the High School office. The Secretary serves as the custodian of the records. The Principal, as well as the custodian, has freedom of access to all records. In accordance with the **Family Educational Rights and Privacy Act**, records are disclosed only to those listed under 99.31. Parents wishing to inspect their student’s records should contact the custodian. **Exeter R-VI School District has the right, under this act, to transfer transcript information to another educational facility upon request without parent signature.**

**Extra-Curricular Activities**

The extra-curricular activities shall be managed in such a manner as to bring out the maximum benefits of the activities with a minimum of interference with the regular program. It shall be the

principal's responsibility to determine the activities to be carried on, in accordance with present regulations of the Board of Education.

The Exeter School District strictly enforces the MSHSAA academic standards as guidelines for extra-curricular activities.

### **213.0 Academic Standards**

### **MSHSAA Policy**

Statement of Philosophy -- Participation in high school activities is a valuable educational experience and should not be looked upon as a reward for academic success. Students with low academic ability need the educational development provided through participation in activities as much as students with average or above average abilities.

Activity participation should be for all students making appropriate progress toward graduation and otherwise in good standing. All students must meet the minimum requirements for grade classification in order to be eligible. Additionally, all students participating in extracurricular activities must sign, along with their parents or guardians, a citizenship policy.

Grades 9-12 -- A student in grades 9-12 must have earned, the preceding semester of attendance, a minimum of 3 units of credit or have earned credit in 80% of the maximum allowable classes in which a student can be enrolled in the semester, whichever is greater, and shall currently be enrolled in and regularly attending courses that offer 3 units of credit or 80% of the maximum allowable credits which may be earned, whichever is greater; or a student must be enrolled in a full course at his or her level in a special education program for the handicapped approved by the Missouri State Department of Education which, though ungraded, enrolls pupils of equivalent age, and that student must have made standard progress for his or her level the preceding semester. A beginning 9th grade student who failed more than two (2) subjects the previous semester shall be ineligible for one semester

Grades 6-8 -- A 6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup> grade student must be currently enrolled in and regularly attending the normal course for that grade or must have enrolled in a full course at his or her level in any public school special education program for the handicapped approved by the Missouri State Department of Education which, though ungraded, enrolls pupils of equivalent chronological age.

A student must have been promoted to a higher grade or a higher level in special education at the close of the previous year. However, any such student who failed more than two scheduled subjects, or failed to make standard progress in special education, shall be ineligible the following semester regardless of promotion to the higher grade.

All Students Grades 6-12-The Exeter R-VI grading policy has been set in place to assist students that need additional academic assistance. The school will run GRADE CHECKS for eligibility throughout the year. If a student receives an "F" in any class during each grading cycle, they will be considered a student that needs additional help with academics.

- **1st offense-** Student receives an "F" during a grading cycle (progress report or Quarterly grade card)  
-They will be put on **Level 1 probation**. The student will be allowed to participate

in practices, games and/or competitions during the grading cycle.

- However, during that grading cycle, they **MUST** attend after school tutoring until 4:00 PM. ( It is encouraged that student athletes also work with teachers during non-core classes to bring up their grades)

- **Subsequent offenses**- After the three weeks of tutoring, the student receives an “F” at the next grade check. Then, they will be **Level 2 Probation** - suspended from games/competitions until the next grade check(progress/quarter). During that grading cycle, they will attend after school tutoring. The student will still be allowed to participate in practices as long as those practices are at a time other than tutoring.
- Student, Parent, Sponsor/Coach will be contacted by the Assistant Principal/Athletic Director when a student is placed on probation.
- Communication between the parent, teacher, and coaches is essential for student success. *(A phone call or meeting must take place to create a plan of action)*
- **Grading CHECKS** are three weeks after each grade cycle on a Friday. Then, *grade cards and progress reports* will come out 1-2 weeks after grade checks.
- If the activity/sports bus leaves before the tutoring time is finished, prior arrangements must be made with the Assistant Principal/Athletic Director to attend the event.

### **Eligibility for School Activities**

### **MSHSAA Policy**

Exeter High School is a member of the Missouri State High School Activities Association (MSHSAA). To participate in activities with other schools, a student must meet the guidelines set forth by MSHSAA and the Exeter Board of Education. Eligibility to participate in school activities is a privilege and not an inherent right.

Each coach will review the eligibility standards and procedures with students during the first week of practice for each activity. Coaches will also maintain a copy of the standards and procedures to be reviewed when requested by a student or parent. All students who intend to participate in a MSHSAA sanctioned activity must complete the following procedures unless otherwise indicated by MSHSAA guidelines.

1. Pass a physical examination.
2. Obtain written permission from their parents.
3. Have and show proof of insurance.

These conditions must be met before a student will be allowed to participate in the first practice.

**Any student who has been disciplined for improper conduct will not be allowed to participate in extracurricular activities in which he or she may be involved in until the next day after all administered discipline has been served.**

### **Inclement Weather (School Closing)**

Anytime school will not be in session due to inclement weather or mechanical failure of heating systems, water systems, etc., the announcement will be made over radio and television stations in Springfield and Joplin. Notifications will also be sent out through school messenger.

### **Closed Campus**

Once a student arrives on campus, they may not leave without permission. Students may not leave the campus during lunch period or at any other time during the school day without permission from the office. A parent/guardian must sign students out before any student will be allowed to leave. Students leaving without permission will be considered truant and the absence treated as such. No student is to remain after school or on the school campus unless under the supervision of a teacher.

### **Compulsory Attendance**

Parents are ultimately responsible for the regular attendance of their child. The following state laws pertain to compulsory attendance:

### **School Attendance Compulsory -- Who May Be Excused**

Every parent, guardian, or other person in this state having charge, control, or custody of a child between the ages of seven and seventeen years shall cause the child to attend regularly. Students with excessive absences will be reported to the Division of Family Services.

### **Attendance Policy Due Process**

Students and/or parents who disagree with the administration's decision concerning unexcused absences will be given the right to due process, first through a meeting with the Principal and followed by an appointment with the Superintendent of Schools.

### **ATTENDANCE POLICY**

All students are expected to attend school regularly in order to receive maximum benefit from their educational opportunities. Young people are setting lifetime habits with their school attendance, which will follow them to the world of work and in their personal lives. Poor attendance is the greatest contributing cause of failure. Conversely, students who have good attendance generally achieve higher grades, enjoy school more, and are much more attractive to prospective employers after completing school. The following guidelines, concerning school attendance, have been established by the Exeter R-VI Board of Education

Absences will be recorded by the teachers in the office as truant, unexcused, or excused. The following procedures will be used:

1. Truant students will be disciplined and be allowed to make up class work, which occurred during the truancy but will not receive credit.
2. Students whose absence was excused will be allowed to complete class work, which occurred during the absence. Students must arrange for makeup work within 24 hours of return to school. Students will be given one day for each day of absences, plus an additional day, to complete makeup work. **It is the responsibility of the student to initiate contact with the teacher(s) concerning work missed during an absence.**

An absence will be excused and makeup work accepted for the following:

1. Illness or other medically related problems confirmed by a parent, doctor, or county nurse.
2. Family emergency involving the welfare of the student.

3. Religious observance requested by parents in advance.
4. Authorized driver's license examination arranged in advance.
5. Death of a family member.
6. Seniors will be allowed one (1) day for senior pictures if arranged in advance.

Parents are asked to call the school at (417) 835-2922 by 9:00 a.m. the day of the student's **absence** to report the nature of the absence. Personnel in the office will call the parents if we have not been notified of an absence by 9:00 a.m. An absence will be recorded as **UNEXCUSED** until a parent contacts the school providing a reason for the absence and the reason is accepted.

### **Absence Policy**

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.

### **I. Absences**

- A. **All absences will be counted toward the total number of absences allowed, unless a student misses school due to a school activity.** Parents/guardians must call the office between 8:00 and 9:00 a.m. on the day of the child's absence. Parents will be contacted by the high school resource officer when students are absent if contact has not been made with the office by 9:00 am. Documentation must be given to the office upon the student's return to school. Documentation can be a note, written and signed by the parent, doctor, dentist, etc. The documentation will be kept on file in the principal's office and be taken under consideration by the Attendance Committee in the event the student exceeds the number of allowed absences in a semester. **Students in grades 7-12 who exceed 8 absences in any class period per semester may lose credit for that semester in that class.**
- B. If a student enters during the school year from another school district, the number of allowable absences will be prorated. For example, a student who enters at the end of the first nine weeks will be allowed four (4) absences per period for the remainder of that semester.
- C. After the 4<sup>th</sup> absence from any class period a letter will be sent to the student's parents/guardians with notification of the number of absences. After the 7<sup>th</sup> absence, the principal will notify the parents by letter of the possibility of the loss of credit. Upon the 9<sup>th</sup> absence from any class period, a letter will be sent to the student's parent/guardian notifying them of the loss of credit due to violation of the attendance policy. At this time, documentation of the absences will be forwarded for review by the Attendance Committee. The Attendance Committee will review absences and may assign after school detention or Saturday School to make up missed absences. **\*Excessive absences may result in a referral to the Children's Division of Family Services and forwarded to the prosecuting attorney.**
- D. The absences allowed in the policy are intended to be used for unavoidable reasons. Examples of these are personal illness, doctor appointments, funerals, or other reasons approved by the principal. Students who use them irresponsibly will be in danger of losing credit. **It is extremely important that students understand that the absences allowed by this policy are not to be considered as free absences.**

- E. After exceeding the allowed number of absences, the students **may not** receive credit for the course pending an appeal to the Attendance Committee. The loss of credit is serious and can ultimately affect graduation. Students who lose credit in a majority of classes due to excessive absences are at risk of failing out of school.
- F. If there are special or extenuating circumstances causing excessive absence, the Attendance Committee has discretionary authority to approve absences beyond the eight absence limit. The parents will be encouraged to attend the committee's review of the documentation of their child's absences. If the parent(s) attend this meeting and deem there was a lack of sufficient attention given to the information presented, they may request a hearing with the appeals committee within 10 days of receiving the committee's decision. However, no new documentation for absences will be accepted at the appeal stage. The appeals committee is comprised of the principal and superintendent. **The parents and student MUST attend the appeals committee hearing.** If the appeals committee does not grant an extension of the number of absences allowed, the parents and student may request a hearing in writing with the Board of Education within 10 days, in accordance with the Administrative Procedures Act. If the appeals committee's decision is appealed, the school board hearing will take place before credit is removed.

### **Attendance Incentive**

Final tests in all classes will be given at the end of each quarter. Students will be exempt from finals if they meet the following requirements:

0 Absences + C grade + no missing assignments

1 Absence + B grade + no missing assignments

2 Absences + A grade + no missing assignments

Students who meet the above requirements may take the final if they choose.

### **Early Release**

Any parent who picks up their child early must report to the High School office to complete the necessary paperwork. Unless written permission is received, students will only be released to parents/guardians. Attendance is important to your child's achievement. Please do not allow your child to miss school unless illness or an extreme emergency situation exists.

### **Custody of Student**

Students will not be released to the custody of anyone except their parent or legal guardian unless specific written instructions by the parent/guardian have been provided.

### **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.

### **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 policy is strongly encouraged to participate in the school insurance. The group rate is low in cost for the amount of coverage. ALL ATHLETIC STUDENTS AND CHEERLEADERS ARE REQUIRED TO BE COVERED BY AN APPROVED INSURANCE POLICY.

### **Master School Calendar**

An official school calendar is maintained in the Superintendent's Office. To eliminate conflicts and confusion, teachers, sponsors, and students are to schedule events with the Superintendent's Office as early as possible. The principal must approve all dates before they are entered on the calendar. No activity or event will be considered official until approved by the Superintendent and placed on the Master Calendar.

### **Dress Guidelines**

#### **STUDENT DRESS CODE**

The Board of Education recognizes the value of allowing individual student expression as well as the necessity of protecting student health and safety and maintaining an atmosphere conducive to education. Student dress code procedures must be designed with the goal of balancing these competing interests.

All dress code procedures will adhere to health and safety codes and comply with applicable law. Dress that materially disrupts the educational environment will be prohibited. No procedure will impose dress and grooming rules based on gender in violation of Title IX. District procedures will specifically define ambiguous terms, and examples will be provided when practicable.

\* \* \* \* \*

***Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.***

**Students who violate this code will be given the opportunity to change to appropriate attire at school. Those students who violate the code a second time will be assigned to After-School Detention. Students who refuse to change or violate the code the third time will be assigned three (3) days after school detention. Additional offenses will result in Saturday school or ISS.**

### **Lockers**

**ESD PRR: Page 5**

A locker will be assigned to each student for the purpose of storing books, coats, and other personal belongings. Under no circumstance will locker assignments be changed without approval from the Principal. Students are responsible for the condition and contents of their assigned locker. Failure to lock a locker in no way excuses a student from responsibility for the condition or the content of his or her locker. There is to be absolutely no writing or stickers anywhere on the lockers. Any damage that occurs to the lockers should be reported immediately

to the Principal's office. The school will not be responsible for lost or stolen articles that have been left in a locker.

Students will be allowed to use their locker only at specified times. These times are at the beginning of the school day, before/after each class, before and after the lunch period, and at the end of the school day. To use their locker at any other time of the day, students must have a signed permission slip from a teacher, guidance counselor, or administrator. No locks will be issued by the school district. A student may provide his or her own lock, but must give the combination or extra key to the office. The administration reserves the right to cut off any lock from a locker if a student has failed to provide access to the locker by the administration. The administration strongly encourages students to bring a lock and keep their lockers locked when not in use.

### **Immunizations**

### **MSBA FILE: JHCB**

Each student must be immunized in accordance with public school laws. State law regarding immunization of students attending school is as follows: It is unlawful for any student to attend school unless the child has been immunized against polio, diphtheria, measles, and rubella or unless exemptions have been signed by a physician or parent and filed with the school. All students must have current immunizations and have a current immunization record on file prior to admittance to Exeter School District. If there are any questions, please call the High School Office.

### **Student Medication Policy**

The Exeter R-VI School District recognizes that children are able to attend school on a regular basis because of the effective use of medication in the treatment of chronic disabilities or illness, or even short-term illness.

We believe that it is more desirable for medication to be administered at home. However, any student who is required to take medication during the regular school day must comply with the following guidelines:

- Prescription and non-prescription drugs must be maintained in the nurse's office and will be administered by the school nurse. All medications must be in the original bottle and must be accompanied by written directions and authorization of a physician. This includes over-the-counter medications as well. State law prohibits school to administer any medications without the written authorization of a physician.
- Written documentation of all medications administered will be maintained by the school nurse.
- Written documentation of all prescription drugs administered at the high school shall be maintained by authorized school personnel.
- All medications shall be maintained in a locked medication cabinet or safe.
- Minor injuries may necessitate the application of one or more of the following medications: Alcohol, Hydrogen Peroxide, Petroleum Jelly, Eye Wash Drops, and Orajel.
- Students caught with any type of medication will be disciplined according to the Code of Student Conduct.

### **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 rights.

1. Students will be given notice of the charges against them.
2. Students will have the opportunity to present their side of the story.
3. An explanation of the evidence will be given if the student denies the violation.
4. The student may appeal the decision successively to the Principal and the Superintendent of Schools.

### **Telephones**

The office telephone is for school business only. Students may use the office telephone only in cases of emergency with the permission of the secretary, School Nurse, Guidance Counselor, or Administrator. All emergency telephone calls made on school telephones must be conducted in the presence of a school official. Messages and deliveries from home should be left in the office. Students will not be called out of class for messages, unless an emergency exists. In case of an emergency, contact the Principal's Office.

**Cell Phone Policy** - Students are permitted to have cell phones on the school campus. However, during instructional time, students must place the phone in the teacher's designated location at the front of the room. (or must keep it away and out of sight) *recurring violations of this policy will result in discipline enforced by administration*

### **Student Automobiles and Parking**

Students must register all vehicles to be driven to school in the Principal's Office. The following guideline must be followed:

1. Obey all rules of safe and prudent driving; drive carefully and slowly while on campus.
2. Park only in designated parking areas.
3. Students may not return to their vehicle until dismissed from school without the Principal's permission.
4. Speeding or careless driving on school grounds is not permitted. Parking privileges can, and will be removed by the administration for those students who do not drive sensibly in, and around, school grounds. (See Discipline Policy for consequences)

### **Visitors**

Parents and guardians are encouraged to visit school during school hours. All visitors are required to notify the Principal's Office upon their arrival to the school. Any person of school age, or younger, will not be permitted as a guest during regular school hours and will be asked to leave by the administration.

### **Part-Time Students**

Seniors must attend at least four school hours each day through the first semester of their senior year. They may then request early dismissal for the remaining semester of the senior year. Their request must include:

- A. A letter from parents presented to the High School Principal giving permission for the student's early dismissal.
- B. A letter from employer (if they intend to work) or from college (if they are continuing their education at that time).
- C. A letter from the school guidance counselor showing sufficient credits to graduate.

Request for early dismissal must be presented to the High School Principal for approval before the December school board meeting (held the second Monday of the month). If students taking early dismissal discontinue their job or college classes they will be required to resume full time classes at Exeter. The High School Principal will periodically contact the employer or college being attended to insure the student is working or attending classes. Eligible students may also participate in the flex program.

Students participating in sports activities are required by the Missouri State High School Activities Association (MSHSAA) to be in attendance at least six hours each day to be eligible to compete in MSHSAA sanctioned activities.

### **Messages**

The office will not get students out of class or deliver messages to a student in class unless an emergency exists. Parents or guardians may request that messages be sent to their child. This will be handled by the Principal's Office only.

### **Release of Directory Information**

The Family Educational Rights and Privacy Act allows for the release of directory information, in regards to certain student data, unless there are parental objections. The Exeter School District considers the following information to be directory information: Name, address, telephone number, and date of birth, parent names, height, and weight. If there is any objection to the release of the listed information to outside sources, please contact the High School office.

### **Valuables At School**

Students, not the school, are responsible for their personal property. Personal property should be taken home after school and, when at school, kept locked in the student's personal locker. Sharing lockers is not allowed; too many items get lost. Be smart and take care of personal items by leaving them at home. These valuables include money, music boxes, cameras, radios, etc.

### **Complaint or Concern**

If a student or parent has a concern about a school policy or employee, the following procedure should be followed in order to resolve the problem as quickly as possible:

1. Contact the person who you have a complaint about to discuss both sides of the story.
2. If the problem still exists, contact the Principal.
3. If still unresolved, contact the Superintendent.
4. Finally, if unresolved, ask the Superintendent to place the complaint on the following month's Board of Education agenda for further discussion.

## **Standard Complaint Resolution Procedure for Improving America's Schools Act Programs**

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

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

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

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

FILE: KL-AP

1. Complaints on behalf of individual students should first be addressed to the teacher. 2. Unsettled matters from (1), or problems and questions concerning individual schools, should be directed to the principal of the school. 3. Unsettled matters from (2), or problems and questions concerning the school district, should be directed to the superintendent. 4. If the matter cannot be settled satisfactorily by the superintendent, it should be brought to the Board of Education. Questions and comments submitted to the secretary of the Board in letterform will be brought to the attention of the entire Board at a regularly scheduled or called meeting. If necessary, a Board hearing will be scheduled to resolve the complaint. However, the decision of the board shall be final except in the case of complaints concerning the administration of federal programs. If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

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

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

## **A+ SCHOOLS PROGRAM**

The Exeter R-VI School District will follow the requirements as established by state law and regulation for the implementation and administration of the A+ Schools Program. The district shall employ an A+ Schools Program coordinator, as required by law.

### **Program Goals**

The Exeter R-VI School District has established the following goals and performance standards:

1. All students graduate from high school.
  - ▶ The percentage of dropout reduction each year as compared to prior years

All students complete a selection of high school studies that is challenging and for which there are identified learning expectations.

- ▶ The rate of mastery of identified competencies as indicated by the locally designed assessments, state assessments or nationally normed referenced tests
3. All students proceed from high school graduation to a college, postsecondary career-technical school or high-wage job with workplace skill development opportunities.
    - ▶ The percentage of student placement in colleges and universities, student placement in vocational and technical schools, student placement in the workforce and student entries into the military as determined by follow-up studies conducted each year following graduation.

### **Citizenship Component**

An important component of the A+ Schools Program is the fostering of good citizenship in our district's students. A student demonstrates good citizenship by showing respect for self, law, property and the rights of others. Students have not demonstrated good citizenship if they have:

1. Pled guilty or *nolo contendere* (no contest) to, received a suspended imposition of sentence or suspended execution of

sentence for, agreed to a deferred prosecution for, or been convicted or found guilty of a misdemeanor or felony.

2. Unlawfully used or possessed drugs, drug paraphernalia or alcohol on or off school property during the three-year period immediately prior to graduation.
3. Had an out-of-school suspension during the three-year period immediately prior to graduation.
4. Violated the district's rules governing academic dishonesty (plagiarism, cheating, etc.).

### **Participation Agreement, Discipline and Appeal**

All students wishing to participate in the A+ program must submit a completed A+ participation agreement. If the coordinator determines that a student who has submitted a participation agreement has violated the terms of that agreement or district policies or procedures regarding participation, the coordinator will notify the student in writing and may put the student on probation or expel the student from the program. The student or the student's parents/guardians may appeal expulsions from this program, in accordance with written district procedures, to the Board of Education or to a committee of Board members appointed by the president of the Board and given the authority to act for the Board. The Board or the Board's committee will hear the student's appeal in closed session and will notify the student of its decision.

\* \* \* \* \*

## Exeter High School Code of Student Conduct

Students at Exeter High School are expected to conduct themselves appropriately and obey rules at all times. In an effort to insure a safe and pleasant learning environment for all, Exeter High School students are expected to:

1. Show respect for self, other students, and **ALL** adult staff members at all times. Always speak in a respectful tone of voice (loud talking and obscene language will not be permitted). Refrain from running, playing, or making excessive noise in the halls.
2. Be regular in attendance and punctual to school.
3. Attend all classes, arriving on time.
4. Be prepared for class. Bring all materials needed and an eagerness to learn to each class with you.
5. Remember that Exeter High School is for the students. **Take pride in your school.** Graffiti, vandalism, and trash on the floors and hanging out of the lockers will not be tolerated.
6. Ask permission and obtain a hall pass before leaving class.
7. Remember that Exeter High School does not have an open campus. Students must **NEVER** leave school grounds without permission.
8. Do not bring radios/tape/CD players and/or headsets, cassettes and CD's, games, electronic games, playing cards, etc. to school without proper permission.
9. Dress appropriately for school. Refer to the **DRESS GUIDELINES**.

As a part of understanding the *Exeter High School Code of Student Conduct*, students must realize that failure to comply will result in consequences based on the severity of their actions.

### BEHAVIOR

Development of good behavior is one of the most important goals of education. Discipline is the development of self-control, character, proper behavior, and proper consideration for other people. The objective of the student code is to establish rules with regard to the conduct and behavior of all students at Exeter High School. No code can list each and every offense that may result in the use of disciplinary actions. These rules have been deemed necessary and appropriate for the maintenance of a wholesome school climate for all students. However, the purpose of this code is to list certain rules and offenses, which, if committed by the student, will result in the imposition of a specific penalty. For offenses not listed, the Principal will impose consequences appropriate for the misbehavior. Students will be expected to be responsible for their own behavior and to act appropriately in all situations.

### EXPLANATION OF CONSEQUENCES

In determining the level of consequences or punishment for violating the standards of conduct, the Principal will examine facts and circumstances surrounding the case and impose consequences giving consideration to the following:

1. The seriousness of the act.
2. Intent of the student.
3. Any extenuating circumstances.

4. The degree of involvement of the student.
5. Prior incidents of misconduct by the student.
6. Maturity level of the student.
7. The appropriateness of the punishment.

The following is an explanation of the consequences for failing to observe the *Code of Student Conduct*.

1. **INFORMAL TALK** -- A school official (teacher, administrator, or counselor) will talk to the student and try to reach an agreement regarding how the student should behave.
2. **STUDENT CONFERENCE** -- A formal conference is held between the student and one or more school officials. During this conference, the student must agree to correct his/her behavior.
3. **PARENT INVOLVEMENT** -- Parent(s) or legal guardian(s) are notified of disciplinary action by telephone, personal contact, letter, or certified letter. A conference may be conducted between the student, parent/guardian, a school administrator, and/or teacher, as deemed appropriate.
4. **REFERRAL TO COUNSELOR (MSBA FILE: JHD)** -- A student may be required to meet with the counselor on a periodic basis. The counselor will advise the student on ways of improving his/her behavior. The counselor may recommend special projects to the student, which may include reading, attending seminars, etc.
5. **DEPRIVATION OF PRIVILEGES** -- Extracurricular activities are special privileges to enhance the student's overall learning experience. Privileges are not rights. Any, or all, privileges may be revoked as a result of the behavior of the student.
6. **DETENTION (MSBA FILE: JGB)** -- Detention is a form of punishment used for minor violation of school policies. Detention will be conducted on Tuesdays and Thursdays after school between 3:15 pm and 4:05 pm under the supervision of a certified teacher. Any violation of the Detention Rules may require the students to serve additional detentions. Parent(s) or guardian(s) will be notified a minimum of two (2) days, when possible, in advance of an assigned detention. Failure to serve an assigned detention may result in Saturday School or Out-of-School Suspension. Students will be required to serve the next scheduled detention or Saturday School. No special arrangements will be made. If a student cannot attend when assigned then the next level of discipline will be assigned.
7. **LUNCH DETENTION** -- Students may receive a detention to be served during his/her lunch period.
8. **SATURDAY SCHOOL**- Saturday School is a form of detention that will be served on Saturdays between 8:00 am and 12:00 pm. Students will be assigned Saturday School

when violating school policies according to the student handbook. Students and Parents will be notified in advance of an assigned Saturday School. Failure to attend an assigned Saturday School will result in an automatic three days of ISS.

**9. CORPORAL PUNISHMENT (SCHOOL LAW 536.061) (MSBA FILE: JGA) --**

Swats may be an option for some offenses. The Principal in the presence of a certified staff member will administer the swats. Oral or written permission from the parent(s) or guardian(s) will be obtained prior to the administration of corporal punishment. Only those students with corporal punishment consent slips on file may have the option of swats.

**10. IN-SCHOOL SUSPENSION-In-School suspension is the removal of a student from the regular classroom to a classroom**

that is isolated from his or her peers. Students will be counted as in attendance in their regular classroom and will be allowed to receive full credit for any work that is assigned in the regular classroom.

**11. OUT-OF-SCHOOL SUSPENSION (MSBA FILE: JGD)--** Out-Of-School

Suspension is the removal of a student from the regular school environment and not allowing the student to attend school or any school activities for a specified amount of time. The suspension could be short-term (1-10 days assigned by the Principal) or long-term (up to 90 days assigned by the Superintendent). Any student whose conduct is prejudicial to good order and discipline, or threatens the safety and security of other students, may be suspended. Parents will be notified before the suspended student is allowed to leave the school building. Students under suspension are allowed to make up work missed during their absence for credit. In addition, suspended students will not be allowed to attend any extracurricular activity sponsored by the school for the duration of their suspension. The Principal will make re-admission to school after a parental conference has occurred. In the event of a suspension for more than ten (10) days, where the student gives notice that he/she wishes to appeal the suspension to the Board of Education, the suspension will be stayed until the Board renders its decision unless, in the judgment of the Superintendent, the student's presence poses a continuing danger to the safety and security of the students and/or staff. Any student sent to the office five (5) times within a semester is subjected to automatic Out-Of-School Suspension. If the student continues to violate the code of conduct the Principal may recommend expulsion.

**12. STUDENT EXPULSION (SCHOOL LAW 167.161) (MSBA FILE: JGD) --**

Action taken to permanently deprive a student of the privilege of attending school shall be considered expulsion. Only the Board of Education has the authority to expel a student from school. If a student consistently refuses to conform to school policies and regulations, the Principal may recommend to the Superintendent of Schools that the student be expelled from school. The Superintendent will, in turn, notify the Board of Education if he is in agreement with the proposed expulsion. The Board of Education will then set a date for the expulsion hearing.

All disciplinary actions taken by the Principal will be recorded in an Administrative Log.

## 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 detention, corporal punishment, or suspension of any form, the Principal will take the following steps in order to protect the student's due process rights.

1. The student will be given notice of the charges against him/her, either in written or oral form.
2. The student will have the opportunity to present his/her side of the case.
3. An oral or written explanation of the evidence will be given to the student if the student denies the charges against him/her.
4. The student may appeal the decision successively to the Principal, Superintendent, and finally the Board of Education.

## DISCIPLINARY PROCEDURES

**\*\*\*MSBA FILE: JG-R\*\*\***

**\*\* In accordance with the *Safe Schools Act*, certain actions, if committed by students, require the immediate notification of legal authorities and may initiate further legal actions toward the students. A list of those actions is available to the public in the Principal's Office. \*\***

## 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 transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but 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 antidiscrimination 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 aggravated 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 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 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.

**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.

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 vehicle 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 device, 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 forged document. Principal/Student conference, detention, or in-school suspension. **Subsequent Offense:** Nullification of 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 stolen property. **First Offense:** Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension. **Subsequent Offense:** Return of or restitution for 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 product. 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 area 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

### **SEXUAL HARASSMENT POLICY**

It is the policy of Exeter School district to maintain a learning environment that is free from sexual harassment. It shall be a violation of this policy for any school employee or student to harass a student or school employee through conduct or communication 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 school employee to a student or school employee or when made by a student to another student or school employee constitutes sexual harassment when:

- A. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or advancement.
- B. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or
- C. Such conduct has the purpose or effect 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:

1. Verbal harassment or abuse.
2. Pressure for sexual activity.
3. Repeated remarks to a person with sexual or demeaning implications.
4. Unwelcome physical contact.
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's job, grades, safety, etc.

Sexual harassment charges may be filed with any administrator. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the reporting individual's status nor will it affect future employment, job assignment, grades, or extracurricular eligibility.

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

## **THEFT**

The acceptance, possession, purchase, taking/transfer of property belonging to another is forbidden. Offenders are subject to legal prosecution and/or suspension.

- Level I: One to five (1 - 5) days Out-of-School Suspension (Parent Conference with Principal).
- Level II: Five to ten (5 - 10) days Out-of-School Suspension (Parent Conference with Principal).
- Level III: Long-term suspension and contact Juvenile Authorities.

## **TRUANCY**

Absent from school or a class without permission.

- Level I: Principal - Parent/Guardian Conference and two-five (2-5) days After-School Detention.
- Level II: Three days (3) ISS
- Level III: Five Days (5) ISS
- Level IV: Three to ten (3 - 10) days Out-of-School Suspension.
- Level V: Punishment determined by the administrator.

## **PUBLIC DISPLAY OF AFFECTION (PDA)**

Physical contact that is inappropriate for the school setting.

- Level I: Student-Principal and/or Teacher Conference.
- Level II: One to five (1 - 5) days After-School Detention.
- Level III: One to three (1 - 3) days ISS or one to three (1 - 3) days Out-of-School Suspension.
- Level IV: Three to five (3 - 5) days ISS or three to five (3 - 5) days Out-of-School Suspension.
- Level V: Punishment determined by the administrator.

## **FALSE ALARMS**

Tampering with emergency equipment, setting off false alarms, making false reports.

- Level I: Principal/Student Conference
- Level II: 1 - 5 days Saturday School.
- Level III: 1 - 10 days Out-of-School Suspension
- Level IV: 10 - 180 days Out-of-School Suspension
- Level V: Expulsion

## **Pranks**

Pranks are strictly prohibited on School property; in school buildings; on school busses; at school sponsored events whether occurring on or off school property.

## **GANGS**

Gang activities, whether verbal, written or symbolic, which substantially disrupt the educational environment.

- Level I: Principal/Student Conference

|            |  |
|------------|--|
| Level II:  | 1 - 10 days Saturday School            |
| Level III: | 1 - 10 days Out-of-School Suspension   |
| Level IV:  | 10 - 180 days Out-of-School Suspension |
| Level V:   | Expulsion                              |

### **WEAPONS POLICY**

No student shall possess, handle, or transport any object that can reasonably be considered a weapon. This includes school property 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:**

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.

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.

Legal authorities will be notified of 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.

***\*\*\*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.\*\*\****

### **GRIEVANCE PROCEDURE**

Students, parents of students, members of the public and employees have the right to file a formal grievance alleging noncompliance with regulations outlined in 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.

**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.

**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. **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. 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, 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 designees 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 with the Missouri Department of Elementary and Secondary Education, the Office for Civil Rights, 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

### **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. 1

**Office Hours:** 7:30AM - 3:30PM

### **Notice of Non-Discrimination**

The Exeter R-VI School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts

and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Mr. Tim Jordan, Superintendent

101 Locust Street

Exeter, MO 65647

(417)835-2922 ext. 1

## **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):

High School Principal

101 Locust St.

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>.

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|--|--|
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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.

## **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 Districts related to the IASA are 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.

2020-2021 Exeter High School Staff

**Communication Arts-**

Alyson Strange

[astrange@exeter.k12.mo.us](mailto:astrange@exeter.k12.mo.us)

**Math-**

Veronica Leonard

[vleonard@exeter.k12.mo.us](mailto:vleonard@exeter.k12.mo.us)

**Science-**

Michael Pisanti

[mpisanti@exeter.k12.mo.us](mailto:mpisanti@exeter.k12.mo.us)

**History-**

Chad Thomas

[cthomas@exeter.k12.mo.us](mailto:cthomas@exeter.k12.mo.us)

**Business-**

Jeannetta McCammon

[jmccammon@exeter.k12.mo.us](mailto:jmccammon@exeter.k12.mo.us)

**AG-**

Rachael Brown

[rbrown@exeter.k12.mo.us](mailto:rbrown@exeter.k12.mo.us)

**Art-**

Michelle Bacarisse

[mbacarisse@exeter.k12.mo.us](mailto:mbacarisse@exeter.k12.mo.us)

**Counselor-**

Lisa Duncan

[lduncan@exeter.k12.mo.us](mailto:lduncan@exeter.k12.mo.us)

**PE-**

Tremanye Williams

[twilliams@exeter.k12.mo.us](mailto:twilliams@exeter.k12.mo.us)

Dustin Foster

[dfoster@exeter.k12.mo.us](mailto:dfoster@exeter.k12.mo.us)

**Music-**

Aubrey Hill

[ahill@exeter.k12.mo.us](mailto:ahill@exeter.k12.mo.us)

**Technology-**

Zoe Brown

[zbrown@exeter.k12.mo.us](mailto:zbrown@exeter.k12.mo.us)

**Secretary-**

**9-12 Principal**

Ashley Fly

[afly@exeter.k12.mo.us](mailto:afly@exeter.k12.mo.us)