

WRIGHT CITY HIGH SCHOOL HOME OF THE WILDCATS STUDENT & PARENT HANDBOOK 2024-2025

G.R.E.A.T.



WRIGHT CITY SCHOOL SONG:

*Hail to thee Wright City High School With your gold and blue.
To our noble alma mater We will ere be true.
Lift your voices loud in praises 'Til the rafters ring.
Hail to the Wright City High School
Hail to thee we sing*

PHONE NUMBERS

SCHOOL ADMINISTRATION

Dr. Amy Salvo	Superintendent	636.745.7200
Dr. Holly Broadway-Yates	Asst. Superintendent	636.745.7200
Dr. Jeremy Way	Asst. Superintendent	636.745.7200
Mr. Matt Brooks	High School Principal	636.745.7500
Mr. Devin Raney	Assistant Principal	636.745.7500
Mrs. Taylor Backues	Middle School Principal	636.745.7300
Mrs. Sara Meadows	West Elementary Principal	636.745.7400
Mrs. Dawn Hickman	East Elementary Principal	636.463.2710
Mrs. Kelly Brooks	Director of Special Ed.	636.791.2151

STUDENT SERVICES

Mr. David Evans	Activities Director	636.745.7500
Mrs. Michelle Kunkel	HS Attendance Secretary	636.745.7500
Mrs. Morgan Kohr	AD Secretary	636.745.7500
Mrs. Kathy Lewis	HS Counseling / A+ Secretary / Registrar	636.745.7500
Mrs. Kassandra Evans	HS Principal Secretary	636.745.7500
Mrs. Michelle Payton	HS Counselor - A-L	636.745.7500
Mrs. Jennifer Sommer	HS Counselor - M-Z	636.745.7500
Mrs. Abigail Jackson	6-12 Career Counselor	636.745.7500
Mrs. Donna Huddleston	HS Nurse	636.745.7500
Mrs. Brittany Oberndorfer	Special Ed. Coordinator	636.745.7500
Mrs. Jacqueline Curless	Bus Director	636.745.7077
Mr. Glen Oberle	Food Service Director	636.745.7200

School will begin at 8:35 each Monday due to staff Professional Development

Graduation: May 30th



WRIGHT CITY R-II SCHOOL DISTRICT 2024-2025 ACADEMIC CALENDAR

LEGEND:

- Holiday - District Closed
- No Student Attendance
- Half Day Student Attendance
- [Beginning of School/Semester
-] End of School/Semester

JULY 2024

M	T	W	R	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

JANUARY 2025

M	T	W	R	F
		1	2	3
6	[7	8	9
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

1-3: NO SCHOOL- Winter Break
6: NO SCHOOL- CSIP Day #2
7: 2nd Semester Begins

20: NO SCHOOL- MLK Day
if no snow days on or before Jan 3

AUGUST 2024

M	T	W	R	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	[20	21	22
26	27	28	29	30

8-9: New Teachers
14-19: Staff Development
20: Students Begin

FEBRUARY 2025

M	T	W	R	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

10-13 Parent Teacher Conferences
14: NO SCHOOL- Staff Development
17: NO SCHOOL- Presidents Day
if no snow days on or before Jan 31
28: Staff Workday

SEPTEMBER 2024

M	T	W	R	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

2: NO SCHOOL- Labor Day
20: Staff Workday
23: NO SCHOOL: CSIP Day #1
30: PTC for East and MS 4-7 pm

MARCH 2025

M	T	W	R	F
3	4	5	6	7
10	11	12	13	[
17	18	19	20	21
24	25	26	27	28
31				

14: End of 3rd Quarter
17-21: NO SCHOOL- Spring Break

OCTOBER 2024

M	T	W	R	F
1	2	3	4	5
7	8	9	10	11
14	15	16	17	18
21	22	23	24]
28	29	30	31	

1: PTC for West and EC 4-7 pm
2: PTC for HS 4-7 pm
3: Early Release for 4 hours of PTC
4: NO SCHOOL
25: End of 1st Quarter

APRIL 2025

M	T	W	R	F
1	2	3	4	
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

18-21: NO SCHOOL- Easter Break

NOVEMBER 2024

M	T	W	R	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

1: NO SCHOOL- Staff Development
27-29: NO SCHOOL- Thanksgiving

MAY 2025

M	T	W	R	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

23: Last Day of Semester/Year
if no snow days needed (half day)

DECEMBER 2024

M	T	W	R	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19]
23	24	25	26	27
30	31			

20: 1st Semester Ends
23-31: NO SCHOOL- Winter Break

JUNE 2025

M	T	W	R	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

Make-up/Snow Days: **1:** If school is cancelled on or before January 3, we will attend school on January 20 (if needed) **2:** If school is cancelled on or before January 31, we will attend school on February 17 **3-7:** 5 days of AMI (Alternative Methods of Instruction) **8-10:** May 27, 28, 29 (Traditional/Additional Days)

Wright City High School Bell Schedule 2024-2025

<u>Monday Bell Schedule</u>	<u>Bell Schedule</u>
<p style="text-align: center;"><u>Monday</u></p> <p>1st Period -- 8:35-9:15 (40)</p> <p>2nd Period -- 9:19-9:59 (40)</p> <p>3rd Period -- 10:03-10:43 (40)</p> <p>Wildcat Time -- 10:47-11:12 (25)</p> <p>4th Period -- 11:16-11:56 (40)</p> <p>5th Period -- 12:00-1:00 (40)</p> <p>1st shift -- 11:56 -12:16</p> <p>2nd shift -- 12:18-12:38</p> <p>3rd shift -- 12:40-1:00</p> <p>6th Period -- 1:04-11:44 (40)</p> <p>7th Period -- 1:48-2:28 (40)</p>	<p style="text-align: center;"><u>Tuesday, Wednesday, Thursday, Friday</u></p> <p>1st Period – 7:17-8:12 (55)</p> <p>2nd Period – 8:16-9:11 (55)</p> <p>3rd Period – 9:15-10:10 (55)</p> <p>4th Period – 10:14-11:09 (55)</p> <p>5th Period – 11:13-12:30 (57)</p> <p>1st shift -- 11:20-11:40</p> <p>2nd shift -- 11:45-12:05</p> <p>3rd shift -- 12:10-12:30</p> <p>6th Period – 12:34-1:29 (55)</p> <p>7th Period – 1:33-2:28 (55)</p>

- **Supervision of students starts at 7:00am when buses arrive.**
- **No student will be allowed in the building prior to 6:50 am.**
Allowances will be made for inclement weather.
- **Students should not leave campus once they arrive. Students arriving by bus are expected to immediately enter the building and stay during arrival. Students are not allowed to enter and exit the building during arrival multiple times.**
- **Students should leave the building no later than 5 minutes after school is released, unless supervised by a teacher.**

Graduation Requirements

The Wright City R-II School District graduation requirements are outlined in the Wright City Board of Education policy IKF.

28 total credits possible

24 credits needed to graduate

Required classes: 4 CA

4 SS

3 MA

3 SCI

1 PE

.5 Health

2 Practical Arts – 1 Business/Blended Class

1 Fine Art

6.5 Electives

- By state law all students receive instruction in personal finance in a semester length class.
- By state law all students must meet the Missouri and Federal Constitution requirements.
- Vocational School Students: students who earn three or more credits at Four Rivers Area Vocational Technical School in Washington, Missouri are required to earn 24 credits towards graduation.
- Students must meet the minimum graduation requirements as required by the Missouri Department of Elementary and Secondary Education.
- Students must take 1 core class (communication arts, social science, science, and mathematics) each semester.

Graduation Pathways starting for the Class of 2025:

WCHS Graduation Pathways

Credit / Course Requirements	Career / Technical Pathway	Universal Pathway	College Preparatory / Pathway
Total Credits	24	25	26
Math	3	3	4
ELA	4	4	4
Science	3	3	4
Social Studies	3	4	4
Physical Education	1	1	1
Health	.5	.5	.5

Practical Arts	2	2	2
World Languages	0	0	2 (Recommended)
Electives	6.5	6.5	3.5
Fine Arts	1	1	1

- Other specific district requirements and encouragements

1. Career Pathway: Possible Options

- Four Rivers Career Center
- Registered Apprenticeship
- Early Entry Military

Requirements:

- Complete Work Keys or ASVAB Tests
- Complete a resume on file with counselors office-Completed in Wildcat time- submitted Senior Yr
- Complete course requirements under the Career Pathway

Encouraged:

- Enroll in A+ Program

2. Universal: Ability to move between other pathways- career / technical / military / higher ed

Requirements:

- Complete a resume on file with counselors office- Completed in Wildcat time- submitted Senior Yr
- Complete course requirements under the Universal Pathway
- Complete Work Keys, ACT or ASVAB Tests

Encouraged:

- A+ Enrollment
- Enroll in advanced placement or dual enrollment courses

3. College Preparatory Pathway:

Requirements:

- Resume Completion- Completed in Wildcat time- submitted Senior Yr
- Maintain 3.0 GPA
- A+ Enrollment
- ACT / SAT Completion
- Complete Course Requirements under the College Preparatory Pathway

Encouraged:

- 2 yrs. Of Foreign Language
- Successful completion of 3 Advanced Placement and/or Dual Enrollment Courses

A+ School

Wright City High School has received the state granted A+ School designation. This recognition indicates the high school meets the highest standards in seeking to accomplish these program goals:

- All students will graduate from high school.
- All students will complete challenging studies with identified learning competencies.

- All students proceed to college or vocational technical school or high wage jobs with opportunities for workplace skill development and advancement.

The students must:

- Sign a Participation Agreement.
- Attend WCHS three consecutive years prior to graduation.
- Attain a qualifying score on a sanctioned math exam (EOC,ACT)
- Maintain a cumulative 95% attendance record.
- Maintain a good record of citizenship.
- Perform 50 hours of unpaid tutoring/mentoring for younger students.
- Make a good faith effort to obtain available federal funds for student financial assistance that require no repayment (FAFSA).

Extra-curricular Activities

Students are expected to participate in extracurricular activities. Wright City R-II offers a variety of opportunities for students to get involved. Please look over the activities and contact the sponsor listed below for more information:

ACTIVITY	SPONSOR / COACH
Academic Letter Program	Brooks
Academic Team-scholar quiz	Becker
Art Club	Chizmar
Band	Colvin/Luedtke
Baseball- V	C. Bair
Baseball- jv	J. Hammel / Pierce
Basketball- B V	Brown
Basketball- B jv	Busateri
Basketball- G V	Elledge
Basketball- G jv	Clark
Cheerleading- Football	Bair/Tabers
Cheerleading-Basketball	Tabers
Chorus	Luedtke
Color Guard-flags	Luedtke
Connection Newspaper	Bair
Cross Country	Heyel
Dance	Dougan
DECA	McClain
DnD Club	Schuenemeyer
Ella + Friends	Sieber
Epsilon Beta	Becker
FBLA	Bair

FCA	
FFA	Kemry
Football-V	Rickard
Football-jv	Lowe/Wallace/Wolk/Perkins
FTA	Pohl
Golf B	D. Evans
Golf G	Wells
HOSA	Schuenemeyer
Key Club	Bair
NHS	
Robotics	Stumpf / Brohammer
SADD	Schuenemeyer
Soccer B-V	Deal
Soccer B-jv	Pierce
Soccer G-V	Wallace
Soccer G-jv	Kohfeld
Softball-V	Ross
Softball-jv	Benne
Spanish Club	Hernandez
Speech/Drama	Englert
STUCO Student Council	Schuenemeyer
Track	Ross/Brooks/Sue Wright
Trap Shooting	Bruno-O'Leary/Lowe
Volleyball- V	Brunnert
Volleyball-jv	Buchheit
Wrestling - V B/G	Ross
Wrestling - JV B/G	Peacut/ Perkins
Yearbook	Brinkmeyer
Senior Class Sponsors	Pohl
Junior Class Sponsors	Chizmar
Sophomore Class Sponsors	Jakuboski / Buchheit
Freshmen Class Sponsors	Sieber

ATTENDANCE POLICY

AMI-Snow day expectations

Regardless of the format (traditional, AMI, or blended), students are expected to attend classes and participate in educational opportunities. School and district officials will work with students experiencing difficulty, but students must engage in the opportunities available to the maximum extent possible. Individual or family health emergencies and other crises will continue to be addressed through communication between school and families.

During traditional schooling, all school attendance guidelines remain in effect. A new state statute that went into effect beginning with the 2021-2022 school year allows for the use of AMI days. Use of AMI on days that school is canceled means that districts do not have to add make-up days to the calendar. The Missouri Department of Elementary and Secondary Education has developed guidelines for the use of AMI days. Districts are required to ensure that students are learning on AMI days and districts are required to develop a method to track attendance on AMI days; students who do not meet the requirements are to be marked absent for the day.

Engagement in AMI will be evaluated through attending virtual sessions as described in the Engagement Expectations section below. Additionally, students will be expected to engage and turn in assignments. Students who do not complete assignments during the AMI period (or who do not have assignments completed within 5 days of the end of AMI) will be counted as absent for AMI days. Assignments will still be allowed for submission.

As directed by the Board of Education, the following procedures will be used to implement the district's attendance policy.

Attendance – A student is considered to be in attendance if the student is physically present in a class; participating in a district-sponsored or district-approved activity; participating in a class through alternative methods or media as allowed by Board policy; receiving homebound services; or receiving services at another location pursuant to law or by arrangement of the district.

Parent – A parent, guardian or person acting as a parent in the absence of the parent or guardian if the student is under 18. If the student is 18 or otherwise emancipated, the student will serve as the parent for purposes of this procedure.

Tardy – A student is tardy if the student arrives after the expected time. Tardiness will be counted as an absence in situations where the student arrives too late to have meaningful participation in the class, lesson or activity.

Truancy – A student is truant if the student is absent from school without the knowledge and consent of the parents and the administration. A student is also considered truant if the student leaves school without the consent of the building principal or accumulates excessive unjustifiable absences, even with parental consent.

Attendance Standards

The following absences will be verified. Documentation must be provided as indicated.

1. Illness or injury of the student, with notification from parent.
2. Illness or injury of a member of the student's family when the student's presence is necessary or expected, with notification from parent.
3. Medical appointments, with notification from parent. The building principal may require written communication from the medical provider.
4. Funeral, with notification from parent. The building principal may require a program or other evidence from services as well.
5. Religious observances, with notification from parent.
6. Other appointments that cannot be scheduled outside attendance hours, such as court appearances, with notification from parent.
7. Out-of-School suspension.
8. Visits with a parent or legal guardian who is an active duty member of the military who has been called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or combat support posting, with permission of the superintendent or designee.

Attendance Regulations

1. A certified letter will be sent to parents after the fifth, seventh and ninth absences detailing absence dates and penalties for excessive absences.

Consequences for Violations

Students will be expected to make up all assignments from missed classes due to an absence. Attendance and participation are part of a successful learning experience.

Any student may reduce accrued absences by attending make-up study scheduled by the building principal during non-instructional times. The student must notify the principal that he or she wishes to make up attendance days, and the building principal will provide the student information on the next available session. Make-up sessions do not match the educational value of actual class attendance, so no student will be allowed to make up more than five absences by attending make-up sessions.

The district will contact the Children's Division (CD) of the Department of Social Services or the local prosecutor in cases where the district has a reasonable suspicion that a student's lack of attendance constitutes educational neglect on the part of the parents or that parents are in violation of the compulsory attendance law. No such action will be taken unless other strategies and interventions have been implemented and proven ineffective.

GENERAL INFORMATION

ACADEMIC LETTER

A student must receive a GPA of 3.7 or above for each semester of the school year in order to receive the Academic Letter Award for that year. The first year a letter will be awarded, the second year a bronze medal, the third year a silver medal, and the fourth year of eligibility the student will receive a gold medal and will have his or her picture placed on the plaque to be placed in the lobby.

ANNOUNCEMENTS

Announcements will be shared dailey via email, and the HS webpage. Announcements must be emailed to the office by noon.

ASSESSMENT PROGRAM

The district will use assessments as one indication of the success and quality of the district's education program. Further, the Board recognizes its obligation to provide for and administer assessments as required by law. The Board directs the superintendent or designee to create procedures governing assessments consistent with law and Board policy.

In cooperation with the administrative and instructional staff, the Board will regularly review student performance data and use this information to evaluate the effectiveness of the district's instructional programs, making adjustments as necessary.

The district will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the Individuals with Disabilities Education Act (IDEA).

In order to achieve the purposes of the student assessment program, the district requires all enrolled students to participate in all applicable aspects of the assessment program.

District Assessment Plan

The superintendent or designee shall ensure that the district has a written assessment plan that will test competency in the subject areas of English, reading, language arts, science, mathematics, social studies and civics, as required by law.

The purposes of the district wide assessment plan are to facilitate and provide information for the following:

1. *Student Achievement* – To produce information about relative student achievement so that parents/guardians, students and teachers can monitor academic progress.
2. *Student Guidance* – To serve as a tool for implementing the district's student guidance program.
3. *Instructional Change* – To provide data that will assist in the preparation of recommendations for instructional program changes to:
 - a. Help teachers with instructional decisions, plans and changes regarding classroom objectives and program implementation.
 - b. Help the professional staff formulate and recommend instructional policy.
 - c. Help the Board of Education adopt instructional policies.
4. *School and District Evaluation* – To provide indicators of the progress of the district and individual schools toward established goals.
5. *Accreditation* – To ensure the district maintains accreditation.

There shall be broad-based involvement of staff and others with appropriate expertise in the development of the assessment program and its implementation. Instructional staff will be given training and responsibilities in coordinating the program. Every effort will be made to ensure that testing contributes to the learning process rather than detracts from it and that cultural bias does not affect the accuracy of assessments.

Reading Assessment

The district will administer a reading assessment to students in third, fourth, fifth and sixth grades to determine whether additional reading instruction and retention are needed, as required by law. The district will also administer a reading assessment to all students who transfer to the district in grades four, five or six, and to all students attending summer school due to a reading deficiency, as required by law.

The reading assessment will be a recognized method, or combination of methods, of assessing a student's reading ability. Results of assessments will be expressed as reading at a particular grade level. The superintendent or designee will determine which methods of reading assessment the district will utilize.

English Proficiency Assessments

The district will annually assess the English reading, writing and oral language skills of district students with limited English proficiency.

Statewide Assessments

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the standards adopted by the Missouri State Board of Education.

End-of-course (EOC) assessments will be administered in accordance with law and the rules of the Department of Elementary and Secondary Education (DESE).

If a student is taking a course that requires an EOC assessment and is failing the course or for some other reason may be required to retake the course, the district may choose to delay administration of the EOC assessment until the student has completed the course the second time. A team consisting of the course instructor, the principal and a counselor will determine when delayed administration of an EOC assessment is appropriate. In the case of a student with an individualized education program (IEP), the IEP team will make the determination.

The School Board authorizes the superintendent to establish a process designed to encourage the students of this district to give their best efforts on each portion of any statewide assessment, which may include, but is not limited to, incentives or supplementary work as a consequence of performance.

The district's policy on student participation in statewide assessments shall be provided at the beginning of the school year to each student and the parent/guardian or other person responsible for every student under 18 years of age. The policy will also be kept in the district office and be available for viewing by the public during business hours of the district office.

Current state law does not allow for students to opt out of statewide assessments.

National Assessment of Educational Progress

If chosen, the district will participate in the National Assessment of Educational Progress (NAEP) as required by law.

ATTENDANCE

For information regarding attendance, see the attendance policy at the beginning of this section.

BIRTHDAYS, FLOWERS, GIFTS

A student will be notified to pick up at the end of the day flowers, gifts, etc. that may be delivered to the high school.

***Latex balloons and other latex items are prohibited from WCHS.**

BOOKS

The original text and workbook will be issued to students free of charge. Students are responsible for all books issued to them and will be charged the replacement cost of any book lost or stolen. The following charges may be levied for:

Broken backs, etc.-up to 50% of replacement cost
Writing in books- up to 50% of replacement cost
Obscenities, etc.- up to 100% of replacement cost

Grade cards for all classes may be held until debts are paid in full.

BUS REGULATIONS

Any offense committed by a student on a district owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student's assigned school. Suspension of bus riding privileges may be used as an alternative consequence.

CELL PHONE EXPECTATIONS

Cell phones should be silenced and (non-visible) during instructional time. Students may access their phones before/after school, hallway transitions, and lunch. Please contact the school office if you need to reach your student for emergencies only.

CHANGE OF ADDRESS

Any student whose last name, street address, telephone number or parent work number, or any other student data changes during the school year must notify the office. This is very important in keeping records up to date and contacting a parent/guardian in case of an emergency.

COLLEGE VISITS

Juniors and seniors will be allowed no more than two college days per year unless approved by the principal. A request form must be signed by the parents and turned in to the high school attendance secretary one day prior to the visit.

COMMONS AREA

Commons Area, hallways, and any other large open space will not be available for use for students before, during, and after school hours.

COMPLAINT OR CONCERN

With the exception of reports that are believed to be discrimination, harassment, or retaliation under Board Policy AC, if a student or parent has a concern about a school policy or an employee, the following procedure should be followed in order to resolve the problem as quickly as possible:

1. Contact the person with whom 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. The Board may refuse to address an issue that has not gone through the appropriate grievance procedure or that is inappropriate for Board review. The Board reserves the right to waive formalities in emergency situations, within limitations of the law.

CONFLICT OF ACTIVITIES POLICY

At times during the course of the school year, some students involved in several activities may find themselves scheduled to participate in more than one event on the same date. If this occurs, the student must make a choice as to which activity he/she is going to participate in. The coach or sponsor should be notified at least two weeks in advance of the scheduled date of that activity as to the student's decision. In the event a conflict occurs between two events or activities and one of those activities is a state sponsored competition-the state sponsored competition will always take precedence over the other activity.

CORRIDOR COURTESY

Travel in the hallways is two way. This means hallways can sometimes have congestion, and students will need to continue to move to their next location. Please follow the appropriate signs as posted. Large items such as sports equipment and instruments may be dropped off in an agreed upon location prior to 7:17am. Unless there is an emergency, there will only be three entry/exit locations to access our building.

CUM LAUDE SYSTEM

In an effort to recognize those students that go above and beyond in their school career in all areas, we will use the Wright City High School Cum Laude System that follows:

To achieve cum laude:

- a. Minimum of a 3.5 GPA
- b. One credit from the list of qualifying courses
- c. Two high school activities

To achieve magna cum laude:

- a. Minimum of a 3.75 GPA
- b. Two credits from the list of qualifying courses
- c. Three high school activities

To achieve summa cum laude:

- a. Minimum of a 4.0 GPA
- b. Three credits from the list of qualifying courses
- c. Four high school activities

Courses qualifying for Section (c): AP Government, Principles of Biomedical Science, Pre-calculus, Trigonometry, Health Occupations II, Classes for dual credit through Missouri Southern or St. Charles Community College.

Students wanting recognition through the Cum Laude System must apply by obtaining an application from the Guidance Office.

CUSTODIAL/NON-CUSTODIAL PARENT RIGHTS AND RESPONSIBILITIES

When parents of a student are separated, involved in divorce proceedings, or are divorced, the building principal will respect the rights of custodial and non-custodial parents equally except when a court order exists concerning special restrictions. It is the responsibility of the custodial parent to provide the school principal a copy of such a court order if restricted access to student(s) or student(s') information is requested. For the school's purpose, the parent who resides with the child(ren) is known as the custodial parent.

Parent rights include access to student records and school mailings, attendance at

parent-teacher conferences and Individual Educational Program (IEP) meetings, and authority to request that a student be released early or be absent from school for a legitimate reason. If the non-custodial parent asks to take the child from school, the custodial parent may be contacted.

It is the responsibility of the non-custodial parent to inform the school office of his/her name, address, and phone number if he/she wishes to be consulted regarding his/her child or wish to be placed on the school's mailing list.

DANCE POLICY

School dances will be scheduled through the Principal. Unless otherwise stated, dances are open to Wright City High School students. Guests must be cleared through the Principal's office prior to the end of school on the day of the dance. Guest forms may be obtained from the dance sponsor and must be turned in to the high school office. Middle school students are not allowed at high school dances. Wright City High School students are responsible for the actions of their guests. All school policies will be enforced at extracurricular activities. The school reserves the right to refuse admittance to any person not presently a WCHS student. Students will not be allowed to return to the dance if they leave the building and/or dance area at any time during the dance.

DRIVING (VO-TECH)

Students who have had their consent and release form signed by a parent/guardian and turned in to the front office will be

permitted to use private transportation to/from Four Rivers Career Center. Students may only drive if they meet the requirements below:

Requirements for private transportation to/from Four Rivers Career Center:

1. The student shall have a valid parking permit at both Wright City High School and Four Rivers Career Center.
2. Wright City High School will have the consent and release form signed by a parent/guardian and on file prior to the first day of school.
3. **The student may only transport themselves.**
4. The student must maintain passing grades at both Wright City High School and Four Rivers Career Center.
5. The student shall not have any discipline issue related to driving at Wright City High School or Four Rivers Career Center. Any driving related disciplinary issue will result in the private transportation privilege being revoked, and the student riding the bus the remainder of the year.

EARLY GRADUATION AND PART-TIME ATTENDANCE

A student becomes eligible for graduation when he/she completes the requirements for graduation as outlined in board Policy IKF. Mid-year graduation may be requested. Students who wish to graduate early will be required to meet with a guidance counselor and submit written notification to the principal. Any student who accepts a mid-year graduation will not be allowed to participate in any class/school sponsored activities except for prom and commencement activities, but will be allowed to apply for any local scholarship awards available. Junior and senior students who are in the School Flex program may leave school to report to their job assignment. Students must sign out in the office.

ELECTRONIC HALL PASS

Teachers will utilize the electronic hall pass feature in Infinite Campus to write all passes for students to leave the room. This will create hall passes for students as least restrictive to classroom instruction as possible.

EXTRA CURRICULAR PARTICIPATION

All students are encouraged to participate in the extra-curricular activities program. Each activity has its own rules and regulations. Students who compete, perform, or otherwise represent the school in extra-curricular activities must meet all MSHSAA eligibility rules.

1. To be eligible for participation, the student must have earned a minimum of 3 credits the previous semester and must be enrolled in 3.5 credits for the current semester.
2. To be eligible to participate in athletic practices, all students must first have a current athletic physical and confirmation that student and parent/guardian have read concussion materials on file in the athletic director's office.
3. If a student is absent for part of or all of a school day on the day of an extracurricular activity, he or she will not be allowed to participate in that activity unless the absence is excused by the principal. A student may not participate in an extracurricular activity the days following an absence when those days are non-school days unless excused by the principal.
4. Students must be in good standing with the school in order to participate in an activity. Students who have been suspended out-of-school for disciplinary reasons, will be denied the privilege of practice or participation until the suspension has been served.
5. If school is canceled or dismissed early due to inclement weather, all extra-curricular activities, unless otherwise stated, will be canceled as well.

EXTRA HELP/TUTORING

If a student needs extra help, he or she should contact the teacher(s) to schedule an appointment before and/or After-School. Students and/or parents may request additional help at any time. Tutoring sessions will be provided during Wildcat Time and After-School hours on a regular basis.

FIELD TRIPS – SCHOOL-SPONSORED ACTIVITIES

Students who are on a school-sponsored activity are responsible to all sponsors. School rules apply at all school activities regardless of their locations. Students are to be in school the day of the activity in order to participate. Students are expected to travel both to and from such events with the school sponsor or teacher. Any deviation from these will need to be cleared through the Principal or Activities Director prior to departure.

Students are expected to follow rules of common courtesy and safety. Sponsors will provide specific expectations for all students.

FINAL EXAMINATION

End of course exams will be given in all classes and taken by all students. Students with an A in the course may be exempted from the final or if they choose to take the exam their score can only help their grade. Exams will cover all material from the semester and be weighted at 10% of the final semester grade. The Wright City R-II School District participates in statewide assessments as outlined in the Wright City Board of Education policy IL.

FINES AND FEES

Financial obligations for books, fundraisers, library items, parking fees, etc. must be paid before grade cards and/or records are issued. Parents will be notified of outstanding fines.

FOOD, SODA, SNACK

Food and drinks are not to be dropped off for students during the school day through the office or any entry/exit doors. Soda, juice, and snack machines are available for student use during passing periods only. Food and drink are not allowed in the classrooms without special permission. These are not available during class.

FOREIGN EXCHANGE STUDENTS

Wright City High School welcomes the enrollment of foreign exchange students. Foreign exchange students will receive a certificate of attendance during the graduation ceremonies. Foreign exchange students are not eligible for class rank. School policy requires 3 semesters of enrollment for rankings. Foreign exchange students are eligible for participation in extracurricular activities.

FUND RAISING

Sales of any kind (candy, raffles, sports cards, etc.) may not be conducted on school property without written consent of the principal.

GRADE REPORTS

Grades will be determined on a semester basis. The progress report period will be every six weeks.

GRADE POINT AVERAGE

A student grade point average (GPA) is computed by dividing the total grade points earned by the number of courses attempted.

GRADING SYSTEM

A 93-100	B+ 87-89	C+ 77-79	D+ 67-69	F 0-59
A- 90-92	B 83-86	C 73-76	D 63-66	
	B- 80-82	C- 70-72	D- 60-62	

WEIGHTED CLASSES

AP Government, Principles of Biomedical Science, Human Body Systems, Introduction to Engineering Design, Principles of Engineering, Trigonometry, Health Occupations II, Classes for dual credit through Missouri Southern or St. Charles Community College.

HAZING (Policy JFCG)

In order to promote a safe learning environment for all students, the Wright City R-II 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 the district's discipline code. 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.

HOMEWORK

The purpose of homework is to review, reinforce and check comprehension of the learning presented in the classroom. Parental support is encouraged for student success.

ILLNESS DURING THE SCHOOL DAY

A student may go home only after:

1. Receiving a pass from a teacher to be sent to the nurse for attention.
2. Parental contact has been made by the office. Any other method of leaving school for illness will be considered truancy.

COMMUNICABLE DISEASES

The Wright City R-II School District School Board recognizes its responsibility to protect the health of students and employees from the risks posed by communicable diseases. The Board also has a responsibility to protect individual privacy, educate all students regardless of medical condition and treat students and employees in a nondiscriminatory manner.

It is very important that we attempt to control the spread of communicable disease. Students or employees with communicable diseases that pose a risk of transmission in school or at school activities (such as, but not limited to, chicken pox, influenza and conjunctivitis) will be managed as required by law and in accordance with guidelines provided by the Department of Health and Senior Services (DHSS) and local county or city health departments. Such management may include, but is not limited to, exclusion from school or reassignment as needed for the health and safety of students and staff. We would appreciate your consideration in following these guidelines.

- Students should be fever-free (without the influence of fever-reducing medication) for 24 hours before returning to school.
- Students should be free of continuous coughing.
- Students should remain at home for 24 hours after the last episode of vomiting or diarrhea.
- Students should remain at home for 24 hours after taking the first dose of an antibiotic for an infection.

IMMUNIZATIONS

Missouri law regarding immunization of your child reads: “It is unlawful for any child to attend school unless the child has been immunized and can provide satisfactory evidence of the immunization or unless the parent or guardian has signed and placed on file a statement of medical or religious exemption with the school according to state law. All students in noncompliance must be excluded.”

Grades 8-12:

DTaP/DTP/DT – four doses

Tdap – one dose

MCV (meningococcal conjugate) – two doses (8th grade - one dose, 12th grade – two doses unless first was administered on or after 16 years of age)

IPV (Polio) – three doses

MMR (measles, mumps, rubella) – two doses

Hepatitis B – three doses

Varicella – two doses.

All new students to the Wright City School District must present their immunization record at the time of enrollment. This must include the month, day and year vaccine was received.

INCLEMENT WEATHER

In the event of inclement weather, the following radio and TV stations will carry information concerning the closing of school. Listen for the Wright City R-II School District.

RADIO STATIONS: KFAV (FM) 99.9
 KWRE (AM) 730

TELEVISION: KTVI Channel 2
 KSDK Channel 5
 KMOV Channel 4

LIBRARY AND MEDIA CENTER

A wide variety of information and research services are provided in the Library/Media Center. The Library/Media specialist stresses instruction in information skills through group and independent orientation.

LOCKERS

Lockers will be assigned upon request and availability to students. Lockers are the property of the school, not the student. They may be inspected/searched at any time when the safety of the school or students is in question. Lockers are periodically inspected for the contents and cleanliness. You will be held directly accountable for all items in the locker assigned to you. Students may not use any locker other than the one assigned to them. Disciplinary action will result for the use of a locker other than assigned.

LOST AND FOUND

Lost and found articles are maintained in the office lost and found box. Lost valuables will be held in the office. To guard against loss: do not bring items of unusual value to school, label your possessions, lock your locker, and do not bring a lot of cash to school.

LUNCHROOM PROCEDURES

Money should be deposited into lunch accounts before school. Students must throw away trash, clean up tables, and take trays to the dishwashing area.

Wright City High School is a closed campus. Students, including vo-tech students and newspaper/yearbook students, are not allowed to leave campus for lunch.

MAKE-UP WORK

Make-up work is the responsibility of the student. It is your responsibility to make all necessary arrangements with your teachers, at their convenience, to make up for missed work due to an absence.

*If a student is to be absent for an extended period of time, the office may be contacted to collect homework assignments from the teachers. If student work is requested early, every effort will be made to have work ready by the end of the day that the request is made.

MEDICATIONS

If under any circumstance a child is required to take oral medication during school hours, the parents must authorize personnel to give the medication in accordance with Board Policy JHCD. The authorization must be in writing on the Medication-Parent form provided by the school. These forms are available to you at registration. Medication must be in the original bottle.

MOCAP

The district will inform students and parents/guardians in handbooks, registration documents and on the homepage of the district's website of the option to enroll in virtual courses, including courses offered through MOCAP, as required by law.

In accordance with state law, the district will pay the cost of student enrollment in MOCAP virtual courses as long as:

1. The student meets eligibility requirements;
2. The student has approval for enrollment in accordance with this policy; and
3. Taking the course does not cause the student to exceed full-time enrollment in the district.

In addition to the requirements listed above and in accordance with law, a student is eligible to enroll in a MOCAP course through the district if:

1. The student resides in and is enrolled in the district on a full-time basis;
2. The student has attended a public school or charter school full-time for at least one semester immediately prior to enrolling in a MOCAP course;* and
3. The enrollment is approved by the principal or designee.

*A student will be excused from this requirement if he or she has a documented medical or psychological diagnosis or condition that prevented the student from attending a school in the district during the previous semester.

The district is not obligated to provide students computers, equipment or Internet access to take a MOCAP course unless otherwise required by law to accommodate a student with a disability.

District counselors or certificated staff will develop an individual career and academic plan (ICAP) for district students enrolled in three or more virtual courses. If a student already has an ICAP, the plan will be reviewed and modified as necessary. In accordance with law, school counselors cannot be required to make the final decision regarding a student's enrollment in a MOCAP course.

APPEAL

If the principal or designee determines that it is not in a student's best educational interest to take a virtual course, the student and the parents/guardians will be notified in writing, provided an explanation for the decision and informed that the student or parents/guardians may appeal the decision to the Board. However, if the student is receiving special education services, the student's IEP team will make the final decision regarding student enrollment in a virtual course in accordance with federal law, and the decision must be appealed through the special education process rather than through the Board. If the student or parent/guardian appeals to the Board, the principal or designee will provide the Board written reasons for denying the student's enrollment, and the student or parent/guardian will provide written reasons the student should be allowed to take the course. Both documents will be retained by the Board and will be incorporated into the minutes. In addition, the student, parents/guardians and the principal or designee will be allowed to present their arguments at a Board meeting.

The appeal to the Board shall be held in closed session. The Board will consider the information presented and release a written decision within 30 calendar days of the meeting. The student or parents/guardians may appeal the decision to DESE. The appeal to DESE must be filed within seven days of the Board's final decision.

PAYMENT

The district will pay a MOCAP course provider a monthly pro rata amount based on a student's completion of assignments and assessments, subject to the cost limitations in state law. The district will stop making monthly payments if a student discontinues enrollment. The superintendent or designee is authorized to negotiate lower course rates with MOCAP course providers when possible.

MONITORING AND REPORTING

The district will monitor the progress and success of students enrolled in MOCAP courses. The district may remove a student from a course if it does not meet the educational needs of the student. The district may terminate access to a course or refuse to allow students to enroll in a MOCAP course if the district determines that the course is not meeting the educational needs of the students enrolled in the course.

All concerns regarding the quality or delivery of a MOCAP course will be reported to DESE. The district may consider concerns regarding the quality of a course when making approval decisions for other students. In addition, the district will consider recommendations made by DESE regarding continued or future enrollment in MOCAP courses.

TRANSFERS

The district will accept transfer credits students earn by successfully passing approved MOCAP courses if the course provider gives the district an official record of the completed course and the grade earned. Students who transfer to the district while enrolled in MOCAP courses will be allowed to continue enrollment in those courses even if the course provider is not one used by the district.

PARKING LOT

Students are advised that driving a car to school is a privilege and not a right. There are several basic rules that must be followed by student drivers. Failure to obey the rules may result in disciplinary action including suspension of the driving privilege as well as student discipline. Only those individuals currently enrolled and attending Wright City High School will be allowed in the student parking lot. Violators will be subject to city and county trespassing ordinances. At any time, any vehicle parked on school property by a student is subject to search by any school official.

PARKING RULES

1. Students will be issued an assigned parking permit. Students are to park only in designated areas.
2. There will be an annual \$20.00 parking fee. A copy of driver's license and insurance card must be filed in the office.
3. Parking tags are to be visible in parked cars.
4. Driving privileges shall be suspended if a student violates regulations or displays careless or unsafe operation on, or near, the school grounds.
5. Students are to park upon arriving at the high school and leave cars immediately.
6. Students' cars are not to be visited during the day, unless permission is granted from the Principal.
7. No student will be allowed to drive a car during the school day without permission from the Principal.
8. Cars are to exit from the northwest exit only: cars will be stopped as the buses leave the east exit and will resume after the buses have passed.
9. Parking will be available based on grade level priority.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are scheduled each semester. Please make every effort to attend.

PHYSICAL EXAMS

No student may participate in a performance, practice or game until the exam has been received. Student health forms will be filed with the school nurse. Physical exams are required for all students new to the district and annually for all students participating in athletics.

PICKING UP STUDENTS

Parents are asked to pick up students in the parking lot near the band room, after the last bell rings.

PUBLIC DISPLAYS OF AFFECTION

There is a proper place for expressing affection to another person. The public school setting and extracurricular activities are not considered an appropriate place for this expression. Any outward physical display of affection, other than holding hands, in the hallways, classrooms or at school-sponsored activities is not permitted. Violators will be subject to disciplinary action.

RELEASE OF STUDENTS

Students shall be released from school only to their parents, guardians, or to persons authorized by the parent or guardian. Parents must report to the office to sign a student out. Students may be released to law enforcement officers. The school will make every attempt to contact parents or guardians to inform them prior to release to law enforcement officers. In cases of family dissension, requests shall be honored only if legal status is established.

RESTROOMS

Students should use the restroom during the four-minute passing time between the start of classes. Students issued a pass by a staff member should go directly to the restroom and return to class as quickly as possible. There is a maximum occupancy per restroom of **six**. Students will utilize the electronic hall pass program to create their passes to the restroom once given permission to go.

SCHOOL HOURS

School rules and regulations begin at the bus stop or upon arrival to the school grounds. The building opens 20 minutes before school starts. Students should not arrive before that time. Breakfast is available in the cafeteria. Students should not leave campus once they arrive in the morning; leaving campus will be considered truancy and disciplinary action will result. A warning bell will ring 5 minutes before classes begin. Students should vacate the building no later than 5 minutes after school is dismissed unless supervised by a teacher.

SCHOOL PROPERTY

Students are expected to respect school property. According to Board of Education Policy JFCB, any student who carelessly or intentionally defaces or damages school property shall be required to pay for all damages, and may be subject to additional disciplinary action.

SEARCHES BY SCHOOL PERSONNEL

Students have no expectation of privacy in lockers, desks, computers, or other district-provided equipment or areas. The district will conduct periodic and unannounced administrative searches of lockers, computers, and other district equipment. The district uses dogs to indicate the presence of alcohol, drugs, or other prohibited substances on campuses, including parking lots. Additional searches of bags, purses, coats, electronic devices, and other personal possessions and cars will be conducted in accordance with Board policy and law.

SIGNING IN/SIGNING OUT

Students must sign in when arriving after the beginning of their 1st class. Students who must leave during the school day must sign out in the front office prior to leaving and must receive permission from school authorities. Failure to sign in or out will result in disciplinary action.

SPECTATOR CONDUCT AT EXTRA-CURRICULAR ACTIVITIES

Students are encouraged to attend student activities and to support those who participate in them, but this support is expected to reflect good sportsmanship. Crowd behavior and respect for those performing and for those against whom we are competing is an expectation of good sportsmanship. No student has the right to intimidate, insult, threaten, or distract in any way, the performers, our guests, officials, or players. The audience should express support for our participants and do it in a positive way. Those spectators who fail to show good sportsmanship at school activities will be warned of their behavior. Continued poor sportsmanship can result in their removal from the premises and if necessary, they can be barred from attendance at any or all school activities.

STUDENT PUBLICATIONS

Wright City High School sponsors a school newspaper and a school yearbook. These publications are a part of the Wright City High School curriculum and are subject to review by the faculty member teaching the course and the school administration. These publications are expected to address the interests of the students, but also must meet the demands of the curriculum.

STUDENT RECORDS

In order to provide students with appropriate instructional and educational services, it is necessary for the district to maintain extensive and sometimes personal information about students. This information is available only to appropriate school personnel, the student's parents or guardians and the student, in accordance with the law. These records are otherwise treated as confidential information.

An eligible student (18 years of age or older) or the parents/guardians will have access to the student's records under administrative supervision during those times the school is normally in session unless arrangement for another time has been made in writing.

Examination of the record will be permitted under conditions that will prevent its alteration or mutilation.

If the eligible student or parents/guardians are in disagreement with the data on the student's record, they may challenge the information by following the appeals procedures outlined in the Board of Education policy. Staff members who have a legitimate interest and need will be allowed information concerning the record of any student. The

Principal will ensure that such use will be limited to specific needs for providing the student with educational services.

TELEPHONE

Students will not be called to the office telephone during class periods unless it is an emergency. In the case of an emergency, the secretary will contact the parent. If an emergency arises, parents should call the office.

VALUABLES

Large amounts of money and other valuables not related to school should not be brought to school. During athletic practices or games and physical education classes, students should always lock up their clothes and valuables.

VISITORS AT SCHOOL

Wright City High School welcomes parents and other adult members of this and neighboring communities to visit our school. In order to ensure the safety of our students and to reduce the potential disruption to the learning process, all visitors are expected to check in at the office upon their arrival at school. Individual guests of Wright City High School students are not permitted because of the potential disruption of the learning process. Social visits by outside students are prohibited. Unauthorized persons found on the school grounds are subject to prosecution for trespassing.

WITHDRAWAL FROM SCHOOL

A student intending to withdraw from school must report to the office to receive a withdrawal form. A parent contact will be made before the withdrawal form will be processed. No transcript or refunds will be available until all obligations are completed, books are returned and the withdrawal form is processed.

STUDENT DISCIPLINE

This discipline policy, adopted by the Wright City R-II Board of Education, states guidelines for dealing with some, but not all offenses that may occur and provides guidelines for the manner in which discipline policy violations will be handled. 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. These will be considered maximum guidelines. Students with disabilities will be disciplined in accordance with this policy subject to the modifications of the discipline process mandated by law. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law. The district recognizes the value of handling student discipline infractions equitably, which in the context of this policy strongly considers student development. The district also believes in the power of handling student discipline through a lens that focuses on the restoration of relationships and emphasizes that student discipline should be framed as a learning experience. Through these efforts, the district will empower a discipline approach that aligns with restorative practices and maintains a trauma-informed approach.

The district defines *restorative practices* as a relational approach to building school climate and addressing student behavior that fosters belonging over exclusion, social engagement over control, and meaningful accountability over punishment.

The district, pursuant to the Missouri Trauma-Informed Schools Initiative, defines a *trauma-informed approach* as an approach that involves understanding and responding to the symptoms of chronic interpersonal trauma and traumatic stress across the lifespan. The district defines a *trauma-informed school* as a school that realizes the widespread impact of trauma and understands potential paths for recovery; recognizes the signs and symptoms of trauma in students, teachers and staff; responds by fully integrating knowledge about trauma into its policies, regulations, procedures and practices; and seeks to actively avoid re-traumatization.

The district believes that through an intentional approach to discipline, this policy will create an environment most conducive to learning and will allow for the highest level of school safety.

Impact on Grades

Students will be allowed to make up work for days missed as a result of out-of-school suspension (OSS). Students with disabilities will be disciplined in accordance with this policy subject to the modifications of the discipline process mandated by law.

Reporting to Law Enforcement

It is the policy of the Wright City R-II 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. The superintendent has the ability to suspend students from activities for additional periods for violations of the discipline code. Likewise, a student may become ineligible for or be required to forfeit any honors and awards as a disciplinary consequence. 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.

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 the student's residence.

Students who violate the prohibitions in this section may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

Pursuant to law, no student will be confined in an unattended locked space except in an emergency situation while awaiting the arrival of law enforcement personnel.

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.

Principal's Discretion Clause - Building administrators reserve the right to alter the consequences should circumstance warrant.

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. Suspension of transportation privileges may be used as an alternative consequence.

District Property/District-Sponsored Activity -- Any offense committed by a student on district property or at a district-sponsored activity shall be punished in the same manner as if the offense had been committed at the student's assigned school.

Student Discipline

This discipline policy, adopted by the Wright City Board of Education, states guidelines for dealing with most, but not all, offenses that may occur. These are considered guidelines for maximum consequences.

Disciplinary Programs

The consequences enumerated below are guidelines used by building administrators to implement the Wright City School District policy JG. Offenses are divided into three classes:

Class A – Minor violations that disrupt the learning environment

Class B – Major violations that disrupt the learning environment

Class C – Major violations that disrupt the learning environment and violate Missouri state statutes

Consequences for violations fall within one of four levels. Building administrators have the discretion to select among the consequences within each level. Each time a student commits a specific violation, the student moves to the next level.

Level 1

1. Restorative conversation with student, staff and other students involved
2. Contact with parent/guardian
3. Reteaching of classroom expectations, positive reteaching opportunities

And/Or

4. Loss of privileges, such as, but not limited to:
 - a. Lunch privileges
 - b. District technology
5. Up to 3 days after school detention
6. Up to 3 days AR
 - a. Completion of restorative packet

Level 2

1. Restorative conversation with student, staff and other students involved
2. Contact with parent/guardian

3. Reteaching of classroom expectations, positive reteaching opportunities

And one of the following:

4. Loss of privileges, such as, but not limited to:
 - Lunch privileges
 - District technology
5. Up to five days restorative room
6. Up to three days OSS
 - Final day of OSS should be served in the restorative room.
 - Optional re-entry meeting with student, staff members, family

Level 3

1. Restorative conversation with student, staff and other students involved
2. Contact with parent/guardian
3. Reteaching of classroom expectations, positive reteaching opportunities

And one of the following:

4. Loss of privileges, such as, but not limited to:
 - Lunch privileges
 - District technology
5. Up to ten days restorative room
6. Up to ten days OSS
 - Final day of OSS should be served in the restorative room.
 - Optional re-entry meeting with student, staff members, family
 - Notification of SRO

Level 4

1. Restorative conversation with student, staff and other students involved
2. Contact with parent/guardian

And one of the following:

3. Up to ten days restorative room
4. Ten days OSS
 - Final day of OSS should be served in the restorative room.
 - Optional re-entry meeting with student, staff members, family
5. Referral to superintendent for up to 180 days OSS
6. Review for possible expulsion
7. Involvement of SRO

Class A Offenses

1. **Class Disruptions**

Level 1, 2, or 3

2. **Dress Code** (see board policy JFCA) – All students are expected to dress appropriately. Examples of unacceptable dress are bare feet, bare midriffs, open backs, muscle shirts, short shorts or skirts, low necklines, tube tops, halter tops, sagging pants (undergarments are not to be visible), clothing with profane or suggestive language imprinted (including drug, alcohol, or tobacco advertisements).
*The office will provide a T-shirt or sweatpants to be worn for the day.

Level 1 or 2

3. **Horseplay, running in halls, poor attitude, wandering halls** – Students who do not act in a mature manner.

Level 1, 2, or 3

4. **Nuisance Items** – Possession or use of items such as toys, games and portable media players that are not authorized for educational purposes. Parents may be required to come to school to pick up confiscated items.

Level 1 or 2

5. **Public Displays of Affection (PDA)** – Consensual physical contact which is inappropriate for the school setting, including, but not limited to, kissing and groping.

Level 1 or 2

6. **Technology Misuse**

Using, displaying or turning on pagers, cell phones, personal digital assistants (PDAs), personal laptops, or any other electronic communication devices, without teacher permission during instructional class time. Using district technology for anything other than educational purposes as assigned by teachers.

Level 1, 2, or 3

7. **Late Arrivals to School/Excessive Tardies**

Level 1

Class B Offenses

1. **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.

Assignment must be redone.

Level 2 or 3

2. **Dishonesty** – Act of lying, whether verbal or written, including forgery.

Forged documents must be nullified.

Forged assignment must be redone.

Level 1, 2 or 3

3. **Disrespectful or Disruptive Conduct or Speech** (see board policies AC and ACA 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.

Level 2 or 3

4. **Failure to Care for or Return District Property** – Loss of, failure to return, or damage to district property, including, but not limited to, books, computer, calculators, uniforms, and sporting and instructional equipment.

Level 2 or 3

5. **Inappropriate Physical Contact**

Level 2 or 3

6. **Insubordination**

Level 2 or 3

7. **Profanity**

Level 1 or 2

8. **Failure to act Serve Detention**

Level 1

9. **Skiping Class**

Level 1 or 2

10. **Automobile/Vehicle Misuse** – Discourteous 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.

Level 1 or 2

Class C Offenses

Law enforcement officials will be notified in any or all of these offenses.

1. **Arson** – Starting or attempting to start a fire, or causing or attempting to cause an explosion.

Level 3 or 4

2. **Assault**

- 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.

Level 3 or 4

- 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.

Level 3 or 4

3. **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 their 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.

Level 3 or 4

4. **Drugs** (see board policies JFCH and JHCD)

- Possession, sale, purchase, or distribution of any over-the-counter drug, herbal preparation of imitation drug, or herbal preparation.

Level 3 or 4

- Possession of drug paraphernalia or possession of or attendance while under the influence of, or soon after consuming, any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalant, counterfeit drug, or imitation controlled substance, including controlled substances and illegal drugs defines as substances identified under schedules I, II, III, IV, V in section 202(c) of the Controlled Substances Act.

Level 3 or 4

- Sale, purchase, or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalant, counterfeit drug, imitation controlled substance, or drug-related paraphernalia, including controlled substances and illegal drugs defines as substances identified under schedules I, II, III, IV, V in section 202(c) of the Controlled Substances Act.

Level 3 or 4

5. **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.

Level 3 or 4

6. **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, disturbing,

disrupting or causing the evacuation or closure of district property.

Level 2, 3, or 4

7. **Fighting** (see also, "Assault") – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.
Level 3 or 4
8. **Harassment, including Sexual Harassment** (see board policies AC and ACA and note that additional provisions of the code of conduct may apply to the student's behavior)
 - 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.
Level 2, 3 or 4
 - 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.
Level 3 or 4
 - Student is found "responsible" for sexual harassment under Title IX upon conclusion of a formal complaint under policy ACA.
Level 4
9. **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
Level 2, 3, or 4
10. **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.
Level 3 or 4
11. **Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material** (see board policies AC and ACA) – 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.
Level 2, 3, or 4
12. **Sexual Activity** – Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.
Level 3 or 4
13. **Technology Misconduct** (see board policies EHB and KKB and procedure EHB-AP1)
 - 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.
Level 2, 3, or 4
 - Violations, other than those listed above, of board policy EHB, procedure EHB-AP1, or any policy or procedure regulating student use of personal electronic devices.
Level 2, 3, or 4
 - Use of audio or visual recording equipment in violation of board policy KKB.
Level 2, 3, or 4
14. **Theft** – Theft, attempted theft, or knowing possession of stolen property.
Level 2, 3, or 4

15. **Threat or Verbal Assault** – Verbal, written, pictorial, or symbolic language or gestures that create a reasonable fear of physical injury or property damage.
Level 2, 3, or 4
16. **Tobacco, Electronic Cigarettes (vaping products) other nicotine-delivery products or imitation tobacco products, as defined in policy AH and/or Tobacco Paraphernalia, Use or Possession (on district grounds)** – Nicotine patches or other medications used in a tobacco cessation program may be possessed only in accordance with district policy JHCD.
Level 2, 3, or 4
17. **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.
Level 3 or 4
18. **Vandalism** (see board policy ECA) – Damage to district, staff, or student property.
Level 3 or 4
19. **Weapons** (see board policy JFCJ)
 - 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. which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.
Level 3 or 4
 - 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).
Level 3 or 4
 - Possession or use of ammunition or a component of a weapon.
Level 3 or 4

Parent Notification and/or Conferences

1. Parents will be notified by the administration office of AR or OSS assignments (phone call or note).
2. Parent conferences may be required with student, parent and principal in order to be readmitted into the regular school setting following an OSS assignment.
3. Parent conferences will be requested by the staff, principal, superintendent when situations deem such a conference necessary.
4. Parents are encouraged to set up a conference any time they feel the need to discuss their child's best interests.

Due Process

All students will be afforded due process as guaranteed by the constitutional provisions. The process will be in accordance with state law and with provisions outlined in the board's policy.

Bullying (see Board Policy JFCF)

In order to promote a safe learning environment for all students, the Wright City R-II 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 not limited to, a telephone, wireless telephone or other wireless communication device, 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 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.

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

Student Alcohol/Drug Abuse (see Board Policy JFCH)

The Wright City R-II School District is concerned with the health, welfare and safety of its students. Therefore, use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation controlled substances is prohibited on any district property, in any district-owned vehicle or in any other district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district-approved activity, event or function, such as a field trip or athletic event, where students are under the supervision of the school district. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited.

For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, § 195.010, RSMo., and in schedules I, II, III, IV and V in section 202(c) of the Controlled Substances Act, 21 U.S.C. 812(c).

Students may only be in possession of medication as detailed in Board policy JHCD.

Searches of persons reasonably suspected to be in violation of this policy will be conducted in accordance with Board policy.

Any student who is found by the administration to be in violation of this policy shall be referred for prosecution and may be suspended from all extracurricular activities for a maximum of 90 school days, regardless of whether such periods may span semesters or school years. In addition, any student violating this policy shall be subject to disciplinary action up to and including suspension, expulsion or other discipline in accordance with the district's discipline policy. Strict compliance is mandatory. The school principal shall immediately report all incidents involving a controlled substance to the appropriate local law enforcement agency and the superintendent. All controlled substances shall be turned over to the law enforcement. Students with disabilities who violate this policy will be disciplined in accordance with policy JGE.

Notice of Non-discrimination

The District does not discriminate on the basis of race, color, national origin, ancestry, ethnicity, sex, religion, disability, age, genetic information, sexual orientation or perceived sexual orientation in its programs, activities or employment practices. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Section 504 Coordinator Doug Smith Assistant Superintendent 90 Bell Road Wright City MO 63390 Telephone: 636.745.7200	Title VI Coordinator Jeremy Way Assistant Superintendent 90 Bell Road Wright City MO 63390 Telephone: 636.745.7200	Title IX Coordinator Jeremy Way Assistant Superintendent 90 Bell Road Wright City MO 63390 Telephone: 636.745.7200
Americans with Disabilities Act (Title II) Coordinator Jeremy Way Assistant Superintendent 90 Bell Road Wright City MO 63390 Telephone: 636.745.7200	Age Discrimination Act and Age Discrimination in Employment Act Coordinator Jeremy Way Assistant Superintendent 90 Bell Road Wright City MO 63390 Telephone: 636.745.7200	Title VII Coordinator Jeremy Way Assistant Superintendent 90 Bell Road Wright City MO 63390 Telephone: 636.745.7200

Any person may also contact the Kansas City Office for Civil Rights, U.S. Department of Education, regarding the District's compliance with Section 504, Title II, Title VI, Title IX, and the Age Discrimination Act.

Office for Civil Rights
 U.S. Department of Education 8930
 Ward Parkway, Suite 2037
 Kansas City, MO 64114-3302
 Telephone: 816-268-0550

Any person may also contact the Equal Employment Opportunity Commission for concerns relating to the Age Discrimination in Employment Act, or Title VII.

Missouri Commission for Human Rights

Robert A. Young Federal Building
 1222 Spruce Street
 Room 8.100
 St. Louis, MO 63103 Telephone:
 800-669-4000

Other agencies dealing with non-discrimination issues include:

U.S. Department of Justice Department of Labor and Industrial Relations
 950 Pennsylvania Ave., NW
 P.O. Box 1129, 3315 W. Truman Blvd.
 Washington, DC 20530-0001
 Telephone: 573-751-3325

ESSA Parent/Guardian Notification

Under the Every Student Succeeds Act of 2015 (ESSA), parents and guardians may request information regarding the professional qualifications of their students' classroom teachers and paraprofessionals. You have a right to request the following:

- Whether the student's teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the student's teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether the teacher is teaching in a field or discipline of the certification of the teacher.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area which the teacher has been assigned.

**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 programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
General Information 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
Complaints filed with LEA 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	Complaints filed with the Department 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
Appeals 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?	

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.

¹ Programs include Title I, A, B, C, D, Title II, Title III, Title IV, A, Title V
² In compliance with ESSA Title VIII-Part C, Sec. 8304(a)(5)(C)

Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.

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.

Surveying, Analyzing or Evaluating Students

Inspection: Any parent may inspect, upon request, any instructional material used as part of the educational curriculum and all instructional material, that will be used in connection with any survey, analysis or evaluation as part of any applicable program. Further, a parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student. The term “instructional material” does not include academic tests or academic assessments.

In general, the district will not collect, disclose or use personal student information for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose. In the rare case where the district may collect information from students for the purpose of marketing or selling that information, parents may inspect any instrument used before the instrument is administered or distributed to a student, upon request and in accordance with Board policy.

Consent Required: In accordance with law, no student, as part of any program wholly or partially funded by the U.S. Department of Education, shall be required to submit to a survey, analysis or evaluation (hereafter referred to as “protected information survey”

that reveals any of the following information without written, positive parental consent (must opt student in).

- Political affiliations or beliefs of the student or the student’s parent,
- Mental or psychological problems of the student or the student’s family,
- Sex behavior or attitudes,
- Illegal, antisocial, self-incriminating or demeaning behavior,
- Critical appraisals of other individuals with whom respondents have close family relationships,
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers,
- Religious practices, affiliations or beliefs of the student or the student’s parent.
- Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program

Notice and Opportunity to Opt Out: In accordance with law, parents will receive prior notice and an opportunity to opt a student out of:

1. Any protected information survey, funded by any source other than the U. S. Department of Education.
2. Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of a student, or any physical exam or screening permitted or required under state law, except for hearing, vision or scoliosis screenings.
3. Activities involving the collection, disclosure or use of personal information obtained from students for marketing, selling or otherwise distributing information to others.

[Disclosure Opt Out Form](#)

The district will directly notify parents at the beginning of the school year of the specific or approximate dates during the school year when the above-listed activities will occur or are expected to be scheduled.

Notification of Privacy

The district will take measures to protect the identification and privacy of the students participating in a protected information survey, regardless of the source of funding. These measures may include limiting access to the completed surveys and the survey results as allowed by law. All student educational records will be protected in accordance with law and Board policy JO.

The provisions of this policy applicable to parents will transfer to a student who is 18 years old or emancipated.

Teaching about Human Sexuality (Policy IGAEB)

The Board of Education recognizes that parents/guardians are the primary source of sexuality education for their children. The Board also recognizes that effective sexuality education, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults. Therefore, pursuant to the requirements of state law, any course materials and instruction relating to human sexuality and sexually transmitted diseases shall be medically and factually accurate. For more information regarding the content of the District's human sexuality instruction, please see Policy IGAEB, Teaching About Human Sexuality. Please note that parents/guardians have the right to remove their student from any part of the district's human sexuality instruction. Further, the district is required to make all curriculum materials used in the district's human sexuality instruction available for public inspection as a public record prior to the use of such materials in actual instruction.

Distribution of Non-curricular Student Publications (Policy IGDBA)

Guidelines: Students may distribute, at reasonable times and places, unofficial material, including but not limited to petitions, buttons, badges, or other insignia. However, students cannot distribute expressions which:

- Are obscene to minors.
- Are libelous
- Are pervasively indecent or vulgar (secondary schools) /contain any indecent or vulgar language (elementary schools).
- Advertise any product or service not permitted to minors by law.
- Constitute insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin)
- Present a clear and present likelihood that, either because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Procedures: Anyone wishing to distribute unofficial material must first submit for approval a copy of the material to the principal or designee 24 hours in advance of desired distribution time, together with the following information:

- Name and phone number of the person submitting the request.
 - Date(s) and time(s) of day of intended distribution.
 - Location where material will be distributed.
 - The grade(s) of students to whom the distribution is intended.
- Within 24 hours of submission, the principal (or his/her designee) will render a decision.

Student Records

Family Educational Rights and Privacy Act (FERPA)

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about students and families. These records must be kept confidential in accordance with law, but must also be readily available to district personnel who need the records to effectively serve district students.

The superintendent or designee will provide for the proper administration of student records in accordance with law, develop appropriate procedures for maintaining student records and standardize procedures for the collection and transmittal of necessary information about individual students throughout the district. The superintendent and building principals will develop a student records system that includes protocols for releasing student education records. Principals are responsible for maintaining and protecting the student education records in each school. The superintendent or designee will make arrangements so that all district employees are trained annually on the confidentiality of student education records, as applicable for each employee classification.

Definitions

Eligible Student – A student or former student who has reached age 18 or is attending a postsecondary school.

Parent – A biological or adoptive parent of a student, a guardian of a student, or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

Student – Any person who attends or has attended a school in the school district and for whom the district maintains education records.

Health Information

Student health information is a type of student record that is particularly sensitive and protected by numerous state and federal laws. Student health information shall be protected from unauthorized, illegal or inappropriate disclosure by adherence to the principles of confidentiality and privacy. The information shall be protected regardless of whether the information is received orally, in writing or electronically and regardless of the type of record or method of storage.

Parent and Eligible Student Access

All parents may inspect and review their student's education records, seek amendments, consent to disclosures and file complaints regarding the records as allowed by law. These rights transfer from the parent to the student once the student becomes an eligible student; however, under the Missouri Sunshine Law, parents maintain some rights to inspect student records even after a student turns 18. The district will extend the same access to records to either parent, regardless of divorce, custody or visitation rights, unless the district is provided with evidence that the parent's rights to inspect records have been legally modified.

If a parent or eligible student believes an education record related to the student contains information that is inaccurate, misleading or in violation of the student's privacy, the parent or eligible student may use the appeals procedures created by the superintendent or designee to request that the district amend the record.

Directory Information

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The district will designate the types of information included in directory information and release this information without first obtaining consent from a parent or eligible student unless a parent or eligible student notifies the district in writing as directed.

Parents and eligible students will be notified annually of the information the district has designated as directory information and the process for notifying the district if they do not want the information released.

Even if parents or eligible students notify the district in writing that they do not want directory information disclosed, the district may still disclose the information if required or allowed to do so by law. For example, the district may require students to disclose their names, identifiers or district e-mail addresses in classes in which they are enrolled, or students may be required to wear, publicly display or disclose a student identification card or badge that exhibits information that is designated as directory information.

The school district designates the following items as directory information.

General Directory Information - The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications, or to any person without first obtaining written consent from a parent or eligible student:

Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or course-work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

Limited Directory Information - In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental

entities including, but not limited to, law enforcement, the juvenile office and the Children’s Division (CD) of the Department of Social Services:

The student’s address, telephone number and the parents’ addresses, telephone numbers.

Military and Higher Education Access

The district will disclose the names, addresses and telephone numbers of secondary school students to **military** recruiters or institutions of higher education as required by law. However, if a parent, or a secondary school student who is at least 18, submits a written request, the district will not release the information without first obtaining written consent from the parent or the student. The district will notify parents, and secondary school students who are at least 18 that they may opt out of these disclosures.

PROGRAMS FOR HOMELESS STUDENTS (Policy IGBCA)

The Wright City R-II School District Board of Education recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school 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 school district have access to a free and appropriate public education.

PROGRAMS FOR STUDENTS WITH DISABILITIES (Policy IGBA)

The district seeks to identify, evaluate and provide free and appropriate educational services in the least restrictive environment to all qualified students with disabilities within the definitions of the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). No qualified student with a disability shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any district program, including nonacademic services and extracurricular activities.

Students with disabilities may be eligible for accommodation under district policy even though they are not eligible for services pursuant to the IDEA. The district will initiate a referral if a student requiring accommodation is also believed to be a student with a disability under the IDEA. Implementation of an IEP in accordance with the IDEA satisfies the district's obligation to provide a free and appropriate education under Section 504. If a student is in need of special services which are not currently being provided, contact should be made with the Office of Special Student Services through the administrative office of the district.

If you know of a child needing services, please contact the director of special education:

Kelly Brooks
80 Bell Road
Wright City, MO 63390
636-791-2150

AUDIO AND VISUAL RECORDING (Policy KKB)

Because the district predominantly serves minors, is subject to a number of confidentiality laws, respects parent/guardian and community concerns about privacy, and seeks to minimize disruption to the education environment, the district prohibits audio and visual recordings on district property, district transportation or at a district activity unless authorized in this policy.

Any recording activity, even activity permitted under this policy, will be prohibited if the activity creates a disruption to the education environment. No recording equipment will be used or placed in areas of the building where the occupant would have a reasonable expectation of privacy, such as restroom facilities or locker rooms.

Definitions

Audio Recording – Registering sounds on tape, digitally or by other mechanical or electronic means.

Outside Entity – Any individual, group, organization or corporation other than the administration, officers, staff or students of the Wright City R-II School District or individuals authorized to act for the district.

Visual Recording – Registering visual images on film, tape, digitally or by other mechanical or electronic means.

Recording by Outside Entities

The Wright City R-II School District prohibits the use of visual or audio recording equipment on district property or at district activities by outside entities without permission from the superintendent or designee unless otherwise authorized by law. This prohibition shall not apply to:

1. Performances or activities to which the general public is invited such as athletic competitions, concerts and plays.
2. Recording of staff for the sole purpose of professional training or development.
3. Open meetings of the Wright City R-II School District Board of Education or committees appointed by or at the direction of the Board.
4. Recording of an event sponsored by an outside entity using or renting district facilities in accordance with Board policies and established administrative procedures.

Recording by District Personnel or District Agents

The district or designated agents of the district may make audio or visual recordings to provide security, to maintain order, for professional staff development use, for educational purposes or for other purposes related to furthering the educational mission of the district. This may include the use of visual recording equipment in district buildings and on district transportation. Recordings by or on behalf of district personnel that include students will be considered student records and will be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) and other applicable laws.

Pre-Service and Student Teachers

The district may allow student teachers or pre-service teachers to record themselves teaching or otherwise interacting with students when the recording is used for educational purposes in the student teacher or pre-service teacher preparation program. The student teacher or pre-service teacher must obtain permission to do so from the cooperating teacher and the building principal and must have signed Missouri Pre-Service Teacher Assessment permission forms from all students and adults who will appear or can be heard in the recordings if those recordings will be viewed by any person who is not employed by the district. The district reserves the right to refuse to allow recording or to limit the time and place for such recordings in order to minimize disruption to the educational process.

Recording by Students

The Wright City R-II School District prohibits the use of visual or audio recording equipment, including cellular devices on district property or at district activities by students except:

1. If required by a district-sponsored class or activity.
2. At performances or activities to which the general public is invited, such as athletic competitions, concerts and plays.
3. At open meetings of the Board of Education or committees appointed by or at the direction of the Board.
4. As otherwise permitted by the building principal.

Recording of Meetings

The Board of Education prohibits the use of audio, visual or other recording devices at meetings held pursuant to the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973, as well as other meetings among district employees and between district employees and parents/guardians. Exceptions to this prohibition will be made only in accordance with Board policy and law. Requests for such exceptions must be made within a reasonable period of time prior to the scheduled meetings. This prohibition does not apply to conversations held within view of district security cameras.

Secretive Recording or Transmission

The district prohibits secretive recordings where persons involved do not consent to the recording and it is not otherwise obvious that recording equipment is present or being used, unless the superintendent or designee determines in rare circumstances that such recordings are necessary for educational or security reasons. The district prohibits the simultaneous electronic transmission of any conversation by any person to a third party without the consent of all involved in the conversation, even if the conversation is not recorded.

Use of Unmanned Aircraft Systems

All unmanned aircraft systems (UAS) operators seeking to operate a UAS on or over district property or at a district event must receive authorization from the superintendent or designee. Authorization will be granted only when such operation is on behalf of the district, supports the mission of the district or otherwise serves a public purpose.

All UAS with the potential to capture or produce visual images of district property or district events must be operated in accordance with applicable Federal Aviation Administration regulations or safety guidelines.

NOTICE TO BUILDING OCCUPANTS, PARENTS/GUARDIANS, AND WORKERS

Please be advised that steps are continually being taken to manage or remove the asbestos in our high school within the Wright City School District in Wright City, Missouri. The administration will annually update the progress we make such as, inspections, re-inspections, response actions, post response action activities, including periodic re-inspection and surveillance activities that are planned or in progress.

This past year we have chosen Environmental Consultants, LLC as our asbestos consultants who have provided the AHERA asbestos three year re-inspection services for the district. Awareness training has been provided to the maintenance and custodial staff.

Every six months a periodic inspection will occur throughout the building. This inspection will insure that all asbestos has been checked for any changes in condition.

All asbestos has been inspected as part of the management plan. Each area has been categorized and sampled as part of the record keeping. The only building affected is the high school. All other buildings on our campus have an "all clear" letter provided by the architect for that building. Our copy of this management plan is available for review in the office by appointment and is to be kept in the office bylaw.

INTEGRATED PEST MANAGEMENT PROGRAM (IPM)

The Integrated Pest Management (IPM) program is specifically designed for the sensitive environment of the Wright City School District and its guests, employees, and vendors. It involves a thorough inspection of your facilities and a monitoring program that utilizes the products and treatment methods that have the least impact on the staff, children, visitors and non-targeted organisms.

FOOD SERVICE MANAGEMENT - (Meal Charges) (Policy EF-AP(1))

Unless meals are provided at no charge, the district expects students and employees to pay for meals prior to or at the time of receipt. The ability to charge meals is a privilege, not a right, and is subject to the limitations established in this procedure.

Notice

At the beginning of each school year, a copy of this procedure will be provided to every parent/guardian in the district as required by law. In addition, a copy of this procedure, along with information about free and reduced-price school meals, will be provided to the parents/guardians of all students who enroll after the beginning of the school year.

A copy of this procedure will also be provided to all building administrators, staff responsible for collecting payment for meals at the point of service, staff involved with notifying parents/guardians about account balances, school social workers, nurses, counselors, the district liaison for homeless children and youths, and any other staff who regularly assist students in need.

A copy of this procedure will also be posted on the district's website, and information about charging meals will be included in the student handbook.

Students

1. A student may not accumulate more than two unpaid meal charges.
2. Students may not charge à la carte items.
3. A student with enough money in hand to cover the cost of the meal will not be denied a meal even if the student has past due charges.
4. Students will not be identified, singled out, shamed or punished by the district for the failure of their parents/guardians to pay for or provide meals, and the district will not withhold student records in violation of law.

Interventions

After a student accumulates two unpaid meal charges, the district will encourage the parents/guardians to submit an application for free and reduced-price meals if an application has not been recently submitted, and the student will be referred to a counselor for intervention. The counselor will:

1. Meet with the student to assess to the extent possible whether the student or the student's family is experiencing hardships, barriers or other circumstances with which the counselor could assist.
2. Make repeated attempts to contact the parents/guardians to notify them of the lunch charges, discuss the situation and any other concerns the counselor may have after meeting with the student, and resolve the situation.
3. Encourage the parents/guardians to submit the free and reduced-price meals application and inquire about any assistance that might be needed to complete the application.
4. Provide other resources as applicable.

District employees are mandated by the state of Missouri to report any instances of suspected abuse or neglect to the Children's Division (CD) of the Department of Social Services. District personnel will report to the CD any instance where a student's arrival at school with no provision for food leads to a reasonable cause to suspect neglect.

Debt Collection

Delinquent Debt

Unpaid meal charges will be considered a delinquent debt 90 days after notice that charges are due when no payment or payment plan agreement has been made. Unpaid charges will be considered delinquent as long as the district determines the debt is collectible and efforts to collect the debt are ongoing. The district will make reasonable efforts to collect delinquent debt, including turning over unpaid meal charge balances to a collection agency when the superintendent or designee determines such action is in the best interest of the district. The district's Nonprofit School Food Services Account (NSFSA) funds may be used to cover the costs of reasonable efforts to collect delinquent debt, including costs associated with using a collection agency.

Bad Debt

When the district determines that collection of delinquent debt is impossible or too costly, the debt will be reclassified as bad debt. Bad debt is debt that will be written off as an operating cost. These costs must be restored using nonfederal funds. NSFSA resources may not be used to cover any costs related to bad debt. Instead, local funds will be used to cover the costs. Local funds include:

1. State revenue matching funds in excess of state revenue matching-fund requirements.
2. State and local funds provided to cover the cost of student meals.
3. Local contributions from organizations or individuals.
4. Revenue from adult meals prepared using resources outside the district's food service and not funded by the NSFSA.
5. Revenue from the sale of à la carte items and profits from foods not purchased with NSFSA funds and funded by an account separate from the NSFSA.
6. Revenues from catering or contracting services that operate from an account separate from the NSFSA.

Records

The district will maintain detailed records pertaining to delinquent and bad debt, including:

1. Evidence of efforts to collect unpaid meal charges.
2. Evidence that collection efforts fell within the time frame and methods established by this procedure.
3. Financial records showing when delinquent debt became bad debt.
4. Evidence that funds written off as bad debt were restored to the NSFSA from nonfederal sources.

Suicide Prevention and Awareness (Policy JHDF)

Purpose

Suicide is a leading cause of death among youths in Missouri and is a public health concern impacting all Missouri citizens. The Wright City R-II School District is committed to maintaining a safe environment to protect the health, safety and welfare of students.

This policy will outline key protocols and procedures the district will use to educate employees and students on the resources and actions necessary to promote suicide awareness and prevent suicide. The goal of the district is to help students who may be at risk of suicide without stigmatizing or excluding students from school. No student will be excluded from school based solely on the district's belief that the student is at risk of suicide.

Definitions

Crisis Response Team (CRT) – A team of district employees trained in suicide awareness and prevention.

Student at Risk of Suicide – A student who is demonstrating individual, relationship, community or societal factors that are associated with suicide and that in combination indicate that an individual might be contemplating suicide.

Suicide Crisis – A situation in which a person is attempting to kill him- or herself or is seriously contemplating or planning suicide. Planning may include, but is not limited to, a timeframe and method for attempting suicide or obtaining or attempting to obtain the means to attempt suicide. A suicide crisis is considered a medical emergency requiring immediate intervention.

Crisis Response Team

The district will establish a district-level CRT and, if practical, a team in each building. CRT members will include administrators, counselors and the school nurse and may also include school social workers, school resource officers, teachers and community members as appropriate. The CRT will be responsible for implementation of the district's response plan.

The district will use an evidence-based/informed tool for determining whether a student is at risk of suicide or is having a suicide crisis. The CRT members, the building administrator and a designee will receive training and coaching in using this tool to assist in making these determinations and appropriately responding.

Response Plan

District employees will respond immediately in situations where they have a reasonable belief that a student may be at risk of suicide or may be having a suicide crisis.

Students Who May Be at Risk of Suicide

Any district employee who has a reasonable belief that a student may be at risk of suicide, even though the student is not having a suicide crisis as defined in this policy, will take the following steps:

1. Make every effort to locate the student immediately, and do not leave the student alone.
2. Notify a CRT member or the building administrator or designee. If the employee cannot reach the building administrator, designee or any of the CRT members, the employee will contact the student's parent/guardian. If the parent/guardian is also unavailable, or at the parent's/guardian's request, the employee will contact emergency services.

When a CRT member or the building administrator or designee receives notification that a student may be at risk of suicide, he or she will take the following steps:

1. If the student cannot be located or leaves after being located, a CRT member or the building administrator or designee will contact the parent/guardian to explain the district's concern.
2. If the student has been located, a CRT member or the building administrator or designee will use an evidence-based/informed tool to determine whether the student is at risk of suicide and the appropriate response. Regardless of the determination, the building administrator or designee will contact the student's parent/guardian to discuss the concern.
3. If it is determined that the student may be at risk of suicide, a school counselor and a CRT member will meet with the student and his or her parents/guardians to discuss support and safety systems, available resources, coping skills and collaborative ways to support the student.

Students Who May Be Having a Suicide Crisis

If an employee reasonably believes that a student is having a suicide crisis, the employee will take the following steps:

1. Make every effort to locate the student immediately, and do not leave the student alone.
2. Immediately report the situation to a CRT member or the building administrator or designee. If the employee cannot reach the building administrator, designee or any of the CRT members, the employee will notify the student's parent/guardian and contact emergency services. The employee may also contact the National Suicide Prevention Lifeline (800-273-8255) for assistance. As soon as practical, the employee will notify the building administrator or designee.

When a CRT member or the building administrator or designee receives notification that a student is believed to be having a suicide crisis, he or she will take the following steps:

1. If the student cannot be located or leaves after being located, a CRT member or the building administrator or designee will contact the parent/guardian to explain the district's concern.
2. If the student has been located, the CRT member or the building administrator or designee will, based on his or her training and an assessment of the student, determine the appropriate action, including whether to call emergency services, and implement the appropriate response.
3. At an appropriate time after the crisis has passed, a school counselor and a CRT member will meet with the student and his or her parents/guardians to discuss support and safety systems, available resources, coping skills and collaborative ways to support the student.

Confidentiality

Employees are required to share with the CRT and administrators or their designees any information that may be relevant in determining whether a student is at risk of suicide, is having a suicide crisis or is otherwise at risk of harm. Employees are prohibited from promising students that information shared by the student will be kept secret when the information is relevant to the student's safety or the safety of another person.

Release of a student's individually identifiable education records will be made in accordance with the Family Educational Rights and Privacy Act (FERPA). In accordance with FERPA, information contained in a student's education records may be revealed at any time to the student's parents/guardians and school personnel who have a legitimate interest in the information. Education records may be shared with other appropriate persons when necessary to protect the health or safety of the student or others.

Abuse and Neglect

If any employee of the district has reasonable cause to believe a student has been or may be subjected to abuse or neglect or observes the student being subjected to conditions or circumstances that would reasonably result in abuse or neglect, the employee will contact the Child Abuse and Neglect Hotline in accordance with law and Board policy.

Accommodating a Disability

If at any time a parent/guardian informs the district that a student has a medical condition or impairment that could require accommodation, district employees will contact the district's compliance coordinator to determine whether the student has a disability.

School and Community Resources

The district will, in collaboration with local organizations and the Missouri Department of Mental Health, identify local, state and national resources and organizations that can provide information or support to students and families. Copies of or links to resources will be available to all students and families on the district's website and in all district schools.

A school counselor or a CRT member will periodically follow up with students and parents/guardians of students who have been identified as being at risk of suicide or who have had a suicide crisis to offer additional assistance.

Response to Incidents Impacting the School

When the school community is impacted by the attempted suicide or death by suicide of a student, staff member or other person in the school community, the superintendent or designee will confer with the district-level CRT and, when appropriate, confer with local community resources and professionals to identify and make available supports that may help the school community understand and process the behavior or death.

The CRT and the superintendent or designee will determine appropriate procedures for informing the school community of an attempted suicide or death by suicide and the supports that will be offered. Staff and students who need immediate attention following an attempted suicide or death by suicide will be provided support and resources available through the district and will be given information about other resources.

Staff Education on Suicide Prevention and Response Protocol

All district employees will receive information regarding this policy and the district's protocol for suicide awareness, prevention and response. This information will be provided to current employees and each new employee hired. The information will focus on the importance of suicide prevention, recognition of suicide risk factors, strategies to strengthen school connectedness, and response procedures.

The district will also provide opportunities for district staff to participate in professional development regarding suicide awareness and prevention. Opportunities may include district-led training, access to web-based training, or training provided in other school districts or by local organizations or health professionals.

Suicide Prevention Education for Students

Starting no later than fifth grade, students will receive age-appropriate information and instruction on suicide awareness and prevention. Information and instruction may be offered in health education, by the counseling staff or in other curricula as may be appropriate.

Policy Publication

The district will notify employees, students and parents/guardians of this policy by posting this policy on the district's website and providing information about the policy to district employees. The district may also include information about the policy in appropriate district publications and student handbooks.

Staff Student Relations (Policy GBH)

Definitions

Educational Purpose – A reason associated with the staff member's duties in the district including, but not limited to: counseling, the treatment of a student's physical injury, or coordination of an extracurricular activity, depending on the staff member's job description.

Staff Member – For the purposes of this policy, a staff member is any individual employed by the district, including part-time and substitute employees and student teachers.

Student – Individuals currently enrolled in the Wright City R-II School District.

General

Staff members are expected to maintain courteous and professional relationships with students. All staff members have a responsibility to provide an atmosphere conducive to learning through consistently and fairly applied discipline and the maintenance of physical and emotional boundaries with students. These boundaries must be maintained regardless of the student's age, the location of the activity, whether the student allegedly consents to the relationship, or whether the staff member directly supervises the student. Maintaining these boundaries is an essential requirement for employment in the district.

Although this policy applies to the relationships between staff members and district students, staff members who inappropriately interact with any child may be disciplined or terminated when the district determines such action is necessary to protect students.

Absolute Prohibitions

There are some interactions between staff members and students that are never acceptable and are absolutely prohibited including, but not limited to:

1. Touching, caressing, fondling or kissing students in a sexual or sexually intimate manner.
2. Dating a student or discussing or planning a future romantic or sexual relationship with a student.
3. Making sexual advances toward a student or engaging in a sexual relationship with a student.
4. Engaging in any conduct that constitutes illegal harassment or discrimination as defined in policy AC or that could constitute a violation of that policy if pervasive.
5. Engaging in any conduct that violates Board policies, regulations or procedures or constitutes criminal behavior.

Exceptions to This Policy

The goal of this policy is to protect students from harm and staff members from allegations of misconduct by requiring staff members to maintain professional boundaries with students. The district does not intend to interfere with or impede appropriate interactions between staff members and students.

An emergency situation or an educational purpose might justify deviation from some of the professional boundaries set out in this policy. Likewise, staff members might be related to students or have contact with students outside the school environment through friends, neighborhood or community activities, or participation in civic, religious or other organizations. These contacts might justify deviation from some of the standards set in this policy, but under no circumstance will an educational or other purpose justify deviating from the "Absolute Prohibitions" section of this policy.

The staff member must be prepared to articulate the reason for any deviation from the requirements of this policy and must demonstrate that he or she has maintained an appropriate relationship with the student. To avoid confusion, the district encourages staff members to consult with their supervisors prior to engaging in behaviors or activities that might violate professional boundaries as defined in this policy.

Failure to Maintain Boundaries

Unless an educational purpose exists or an exception as defined in this policy applies, examples of situations where professional physical and emotional boundaries are violated include, but are not limited to:

1. Being alone with a student in a room with a closed or locked door or with the lights off. Counselors or others who need to work with students confidentially must discuss with their supervisors the appropriate manner of meeting with students.
2. Meeting students in nonwork settings without the parent/guardian being present, even if the parent/guardian grants permission.
3. Associating with students in any setting where students are provided, are consuming or are encouraged to use or consume alcohol, tobacco, drugs or any other product or service prohibited to minors.

4. Communicating with students about sexual topics verbally or by any form of written, pictorial or electronic communication outside of Board approved curriculum or related to curriculum topics.
5. Discussing the staff member's personal problems with or in the presence of students.
6. Sponsoring parties, as an act related to employment, for students outside of school unless as part of an extracurricular activity that is appropriately supervised by additional staff members.
7. Inviting students to the staff member's home.
8. Being present when students are fully or partially nude.
9. Sending students on personal errands.
10. Allowing a student to drive the staff member's vehicle.
11. Providing a student (other than the staff member's children, stepchildren or other children living in the staff member's home) transportation in the staff member's personal vehicle without a supervisor's approval, unless another staff member or the student's parent/guardian is also present in the vehicle.
12. Allowing any student to engage in behavior that would not be tolerated if done by other similarly situated students.
13. Giving gifts to individual students.
14. Frequently pulling a student from another class or activity to be with the staff member.

Electronic Communication

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages or other forms of electronic communication.

The district's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate. Staff members are discouraged from communicating with students electronically for educational purposes between the hours of 10:00 p.m. and 6 a.m. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose.

1. When communicating electronically with students for educational purposes, staff members must use district-provided devices, accounts and forms of communication (such as computers, phones, telephone numbers, e-mail addresses and district-sponsored webpages or social networking sites), when available. If district-provided devices, accounts and forms of communication are unavailable, staff members communicating electronically with students must do so in accordance with number two below. Staff members may communicate with students using district-provided forms of communication without first obtaining supervisor approval. These communications may be monitored. With district permission, staff members may establish websites or other accounts on behalf of the district that enable communications between staff members and students or parents/guardians. Any such website or account is considered district sponsored and must be professional and conform to all district policies, regulations and procedures.
2. A staff member's supervisor may authorize a staff member to communicate with students using the staff member's personal telephone numbers, addresses, district sponsored webpages or accounts (including, but not limited to, accounts used for texting) to organize or facilitate a district-sponsored class or activity if the communication is determined necessary or beneficial, if a district-sponsored form of communication is not available, and if the communication is related to the class or activity. The district will provide notification to the parents/guardians of students participating in classes or activities for which personal electronic communications have been approved. Staff members will be required to send the communications simultaneously to the supervisor.

3. Staff use of any electronic communication is subject to the district's policies, regulations and procedures including, but not limited to, policies, regulations, procedures and legal requirements governing the confidentiality and release of information about identifiable students. Employees who obtain pictures or other information about identifiable students through their connections with the district are prohibited from posting such pictures or information on personal websites or personal social networking websites without permission from a supervisor and parent/guardian.
4. The district discourages staff members from communicating with students electronically for reasons other than educational purposes. When an electronic communication is not for educational purposes, the section of this policy titled "Exceptions to This Policy" applies, and if concerns are raised, the staff member must be prepared to demonstrate that the communications are appropriate. This policy does not limit staff members from communicating with their children, stepchildren or other persons living within the staff member's home who happen to be students of the district.

Consequences

Staff members who violate this policy will be disciplined, up to and including termination of employment. Depending on the circumstances, the district may report staff members to law enforcement and the Children's Division (CD) of the Department of Social Services for further investigation, and the district may seek revocation of a staff member's license(s) with the Department of Elementary and Secondary Education (DESE).

Reporting

Any person, including a student, who has concerns about or is uncomfortable with a relationship or activities between a staff member and a student should bring this concern immediately to the attention of the principal, counselor or staff member's supervisor. If illegal discrimination or harassment is suspected, the process in policy AC will be followed.

Any staff member who possesses knowledge or evidence of possible violations of this policy must immediately make a report to the district's administration. All staff members who know or have reasonable cause to suspect child abuse shall immediately report the suspected abuse in accordance with Board policy. Staff members must also immediately report a violation or perceived violation of the district's discrimination and harassment policy (AC) to the district's nondiscrimination compliance officer. Staff members may be disciplined for failing to make such reports.

The district will not discipline, terminate or otherwise discriminate or retaliate against a staff member for reporting in good faith any action that may be a violation of this policy.

Training

The district will provide training to district staff that includes current and reliable information on identifying signs of sexual abuse in children and potentially abusive relationships between children and adults. The training will emphasize legal reporting requirements and cover how to establish an atmosphere where students feel comfortable discussing matters related to abuse.

Technology Usage (Policy EHB)

The Wright City R-II School District's technology exists for the purpose of enhancing the educational opportunities and achievement of district students. Research shows that students who have access to technology improve achievement. In addition, technology assists with the professional enrichment of the staff and increases engagement of students' families and other patrons of the district, all of which positively impact student achievement. The district will periodically conduct a technology census to ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students.

The purpose of this policy is to facilitate access to district technology and to create a safe environment in which to use that technology. Because technology changes rapidly and employees and students need immediate guidance, the superintendent or designee is directed to create procedures to implement this policy and to regularly review those procedures to ensure they are current.

Definitions

For the purposes of this policy and related procedures and forms, the following terms are defined:

Technology Resources – Technologies, devices and services used to access, process, store or communicate information. This definition includes, but is not limited to: tablets, iPods/iPads, eReaders, computers; modems; printers; scanners; fax machines and transmissions; telephonic equipment; mobile phones; audio-visual equipment; Internet; electronic mail (e-mail); electronic communications devices and services, including wireless access; multi-media resources; hardware; and software. Technology resources may include technologies, devices and services provided to the district by a third party.

User – Any person who is permitted by the district to utilize any portion of the district’s technology resources including, but not limited to, students, employees, School Board members, community members and agents of the school district.

User Identification (ID) – Any identifier that would allow a user access to the district’s technology resources or to any program including, but not limited to, e-mail and Internet access.

Password – A unique string of characters that a user must enter to gain access to a resource.

Authorized Users

The district’s technology resources may be used by authorized students, employees, School Board members, community members and other persons approved by the superintendent or designee, such as consultants, legal counsel and independent contractors. All users must agree to follow the district’s policies and procedures and sign or electronically consent to the district’s User Agreement prior to accessing or using district technology resources, unless excused by the superintendent or designee. Use of the district’s technology resources is a privilege, not a right. No potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the superintendent or designee.

User Privacy

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district’s technology resources including, but not limited to, voice mail, telecommunications, e-mail and access to the Internet or network drives. By using the district's network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the district. A user ID with e-mail access will only be provided to authorized users on condition that the user consents to interception of or access to all communications accessed, sent, received or stored using district technology.

Electronic communications, downloaded material and all data stored on the district’s technology resources, including files deleted from a user’s account, may be intercepted, accessed, monitored or searched by district administrators or their designees at any time in the regular course of business. Such access may include, but is not limited to, verifying that users are complying with district policies and rules and investigating potential misconduct. Any such search, access or interception shall comply with all applicable laws. Users are required to return district technology resources to the district upon demand including, but not limited to, mobile phones, laptops and tablets.

Technology Administration

The Board directs the superintendent or designee to assign trained personnel to maintain the district’s technology in a manner that will protect the district from liability and will protect confidential student and employee information retained on or accessible through district technology resources.

Administrators of district technology resources may suspend access to and/or availability of the district’s technology resources to diagnose and investigate network problems or potential violations of the law or district policies and procedures. All district technology resources are considered district property. Authorized district personnel may remove, change or exchange hardware or other technology between buildings, classrooms or users at any time without prior notice. Authorized district personnel may install or remove programs or information, install equipment, upgrade any system or enter any system at any time.

Content Filtering and Monitoring

The district will monitor the online activities of minors and operate a technology protection measure (“content filter”) on the network and all district technology with Internet access, as required by law. In accordance with law, the content filter will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography, as required by law. Content filters are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evading or disabling, or attempting to evade or disable, a content filter installed by the district is prohibited.

The superintendent, designee or the district's technology administrator may fully or partially disable the district's content filter to enable access for an adult for bona fide research or other lawful purposes. In making decisions to fully or partially disable the district's content filter, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

The superintendent or designee will create a procedure that allows students, employees or other users to request that the district review or adjust the content filter to allow access to a website or specific content.

Online Safety, Security and Confidentiality

In addition to the use of a content filter, the district will take measures to prevent minors from using district technology to access inappropriate matter or materials harmful to minors on the Internet. Such measures shall include, but are not limited to, supervising and monitoring student technology use, careful planning when using technology in the curriculum, and instruction on appropriate materials. The superintendent, designee and/or the district's technology administrator will develop procedures to provide users guidance on which materials and uses are inappropriate, including network etiquette guidelines. All minor students will be instructed on safety and security issues, including instruction on the dangers of sharing personal information about themselves or others when using e-mail, social media, chat rooms or other forms of direct electronic communication. Instruction will also address cyberbullying awareness and response and appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms.

This instruction will occur in the district's computer courses, courses in which students are introduced to the computer and the Internet, or courses that use the Internet in instruction. Students are required to follow all district rules when using district technology resources and are prohibited from sharing personal information online unless authorized by the district.

All district employees must abide by state and federal law and Board policies and procedures when using district technology resources to communicate information about personally identifiable students to prevent unlawful disclosure of student information or records.

All users are prohibited from using district technology to gain unauthorized access to a technology system or information; 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 technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto district technology; or evade or disable a content filter.

Closed Forum

The district's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law. The district's web page will provide information about the school district, but will not be used as an open forum.

All expressive activities involving district technology resources that students, parents/guardians and members of the public might reasonably perceive to bear the imprimatur of the district and that are designed to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school district for legitimate pedagogical reasons. All other expressive activities involving the district's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

Inventory and Disposal

The district will inventory all district technology equipment in accordance with the district's policies on inventory management. Technology resources that are no longer needed will be disposed of in accordance with law and district policies and procedures related to disposal of surplus property.

Violations of Technology Usage Policies and Procedures

Use of technology resources in a disruptive, inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Any violation of district policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of the district's technology resources.

Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's technology policies and procedures. Any attempted violation of the district's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation. The district will cooperate with law enforcement in investigating any unlawful use of the district's technology resources.

Damages

All damages incurred by the district due to a user's intentional or negligent misuse of the district's technology resources, including loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

No Warranty/No Endorsement

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district's technology resources are available on an "as is, as available" basis.

The district is not responsible for loss of data, delays, nondeliveries, misdeliveries or service interruptions. The district does not endorse the content nor guarantee the accuracy or quality of information obtained using the district's technology resources.

Technology Usage - Technology Safety (EHB-AP1)

Student Users

All student users and their parents/guardians must sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources, unless otherwise excused by this policy or the superintendent or designee. Students who are 18 or who are otherwise able to enter into an enforceable contract may sign or consent to the User Agreement without additional signatures. Students who do not have a User Agreement on file with the district may be granted permission to use the district's technology resources by the superintendent or designee.

Employee Users

All employees must sign or electronically consent to the district's User Agreement prior to accessing or using district's technology resources. Authorized employees may use the district's technology resources for reasonable, incidental personal purposes as long as the use does not violate any provision of district policy or procedure, hinder the use of the district's technology resources for the benefit of its students or waste district resources. Any use that jeopardizes the safety, security or usefulness of the district's technology resources or interferes with the effective and professional performance of the employee's job is considered unreasonable. Unless authorized by the employee's supervisor in advance, employees may not access, view, display, store, print or disseminate information using district technology resources that students or other users could not access, view, display, store, print or disseminate.

External Users

Consultants, legal counsel, independent contractors and other persons having business with the district may be granted user privileges at the discretion of the superintendent or designee after consenting to the district's User Agreement and for the sole, limited purpose of conducting business with the school. Members of the community will be allowed access to the district's computers during "community usage" hours. The user must sign or electronically consent to the district's User Agreement before using the equipment and a staff member must be present at all times. External users must abide by all laws, district policies and procedures.

General Rules and Responsibilities

The following rules and responsibilities will apply to all users of the district's technology resources:

1. User identifications and passwords are the property of the Wright City School District and should never be shared. A user may only use his or her own user identification or password and should never provide his or her user identification or password to any user other than the technology department staff.
2. Sharing user IDs or passwords with others is prohibited except when shared with the district's technology department for the purpose of support. Individuals who share IDs or passwords may be disciplined and will be held responsible for any actions taken by those using the ID or password. A user will not be responsible for theft of passwords and IDs, but may be responsible if the theft was the result of user negligence.
3. Users must adhere to district policies procedures and other district guidelines. All users shall immediately report any security problems or misuse of the district's technology resources to an administrator or teacher.
4. Applying for a user ID under false pretenses or using another person's ID or password is prohibited.
5. Deleting, examining, copying or modify district files or data without authorization is prohibited.
6. Deleting, examining, copying or modifying files or data belonging to other users without their prior consent is prohibited.
7. Unauthorized mass consumption of technology resources, including mass electronic mailings is prohibited.
8. Use of district technology for soliciting, advertising, fundraising, commercial purposes or financial gain is prohibited, unless authorized by the district or in accordance with policy KI. Use of district technology resources to advocate, support or oppose any ballot measure or candidate for public office is prohibited.
9. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
10. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
11. The district prohibits the use of district technology resources to access, view or disseminate information that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, or pervasively indecent or vulgar.
12. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
13. The district prohibits the use of district technology resources to access, view or disseminate information that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a

material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful district policies and procedures.

14. The district prohibits any use that violates any person's rights under applicable laws, and specifically prohibits any use that has the purpose or effect of discriminating against or harassing any person on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information, pregnancy or use of leave protected by the Family and Medical Leave Act (FMLA).
15. The district prohibits any unauthorized intentional or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction. The district will hold users responsible for such damage and will seek both criminal and civil remedies, as necessary.
16. Users may install and use only properly licensed software and audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district.
17. Installation of personal hardware is prohibited unless authorized by the district.
18. Software installed on district equipment must be approved prior to installation by the technology department.
19. At no time will district technology or software be removed from district premises, unless authorized by the district.
20. All users will use the district's property as it was intended. Technology resources will not be moved or relocated without permission from the technology department. All users will be held accountable for any damage they cause to district technology resources.

Technology Security and Unauthorized Access

1. All users shall immediately report any security problems or misuse of the district's technology resources to a teacher or administrator.
2. Use of district technology or any personally-owned device in an attempt to hack into or gain unauthorized access to any technology resources or to connect to other systems either inside or outside of the district is prohibited.
3. The unauthorized copying of software, system files or other district-owned resources is prohibited.
4. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited, unless authorized by the district.
5. Users will be granted access privileges to district technology resources as determined appropriate by the superintendent or designee. Any attempt to secure a higher level of privilege without authorization is prohibited.
6. The introduction of computer viruses, Malware, hacking tools or other disruptive or destructive programs onto district resources or any external resources is prohibited.
7. Disabling, altering or uninstalling district antivirus software is prohibited unless authorized by the district.
8. Attempting to compromise the district's network security by any means is prohibited.
9. Attempting to bypass the district's content filter is prohibited.

Online Safety and Confidentiality

Curricular or non curricular publications distributed using district technology will comply with the law and Board

policies on confidentiality.

All district employees will abide by state and federal law, Board policies and district rules when using district technology resources to communicate information about personally identifiable students. Employees will take precautions to prevent negligent disclosure of student information or student records.

All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet and are prohibited from sharing such information about themselves or others over the Internet, unless authorized by the district. Student users shall not agree to meet with someone they have met online without parental approval and must promptly disclose to a teacher or another district employee any message the user receives that is inappropriate or makes the user feel uncomfortable.

Electronic Mail and Messaging

1. A user is generally responsible for all e-mail and other electronic messages originating from the user's accounts; however, users will not be held responsible when the messages originating from their accounts are the result of the account being hacked.
2. All electronic accounts and the contents thereof are the property of the Wright City School District.
3. Electronic messages should not be regarded as private, as the district cannot guarantee the confidentiality of e-mail and other electronic messages.
4. The district reserves the right to monitor, inspect, disclose or discontinue electronic messages without consent or notice.
5. Forgery or attempted forgery of electronic messages is illegal and prohibited.
6. Unauthorized attempts to read, delete, copy or modify electronic messages of other users are prohibited.
7. Users are prohibited from sending unsolicited mass e-mail or other electronic messages. The district considers more than five addresses per message, per day a violation, unless the communication is a necessary, employment-related function or an authorized publication. Electronic messages containing religion or other potentially controversial subjects are prohibited unless authorized by administration.
8. Accessing or utilizing personal e-mail accounts (i.e., not district issued) on district resources is prohibited unless authorized by administration.
9. All users must adhere to the same standards for communicating electronically that are expected in the classroom and that are consistent with district policies and procedures.
10. Users must obtain permission from the superintendent or designee before sending any districtwide electronic messages.

Communication Devices

Employees and others to whom the district provides mobile phones or other electronic communication devices must use them professionally and in accordance with district policies, regulations and procedures. These devices shall not be used in a manner that would distract the employee or other user from adequate supervision of students or other job duties.

Personal Electronic Devices

Personally-owned handheld wireless electronic devices including, but not limited to, e-readers, iPods/iPads, tablets and cell phones are permitted for use by staff, students (grades 6-12), guests and other persons approved by the superintendent or designee. Personal Laptops, netbooks and similar devices with Ethernet ports are prohibited unless approved by the technology department. Student use of personal electronic devices is subject to individual building guidelines.

Personal handheld electronic devices may only access the Internet through the district's designated guest wireless network and not through personal cellular data plans or other networks available, including other wireless networks and wired networks. Users are prohibited from connecting personal electronic devices to the district's private network.

Technical support will not be provided for personal devices. Users must take full responsibility for setting up and maintaining their personal handheld electronic devices.

Exceptions

Exceptions to district rules will be made for district employees or agents conducting an investigation of a use that potentially violates the law, district policies or procedures. Exceptions will also be made for technology administrators who need access to district technology resources to maintain the district's resources or examine and delete data stored on district computers as allowed by the district's retention policy.

Waiver

Any user who believes he or she has a legitimate educational purpose for using the district's technology in a manner that may violate any of the district's policies, regulations or procedures may request a waiver from the building principal, superintendent or their designees. In making the decision to grant a waiver to a student, the administrator shall consider the student's purpose, age, maturity and level of supervision involved.

Technology Usage - Access to Blocked or Filtered Content (EHB-AP2)

This procedure allows students, employees or other users to request that the district review or adjust the content filter to allow access to a website or specific Internet content.

Unblocking Content

District technology users who believe that a website or web content has been inappropriately blocked by the district's content filter must use the following process to request access to the blocked Internet content:

1. Users must submit a request, by e-mail or anonymously in writing, to the superintendent or designee for access. The request should include reasoning in support of the request.
2. Requests will be acted on within ten business days of the superintendent or designee receiving the request. The superintendent or designee may consult the district's attorney prior to making a decision. Unless the request was made anonymously, the user requesting access will be notified of the decision.
3. If access is denied, the user may request to be put on the agenda for the next Board meeting to discuss the issue. The Board has the discretion to grant or deny the agenda request. The requested material will remain blocked until the Board makes a decision, if any.



What To Do Before, During, and After an Earthquake

Recent earthquakes remind us that we live on a restless planet. But there are many important things we can do before, during, and after an earthquake to protect ourselves, our homes, and our families.

Before an Earthquake

It is important for individuals, families, organizations, and communities to identify their risk, make a plan, create a disaster kit, and remove, relocate, or secure anything that can:

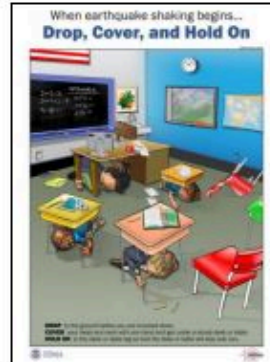
- Fall and hurt someone
- Fall and block an exit
- Fall and start a fire
- Require a lengthy or costly clean-up

During an Earthquake

DROP to the ground; take **COVER** by getting under a sturdy table or other piece of furniture; and **HOLD ON** until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.

DO NOT RUN OUT OF THE BUILDING DURING THE SHAKING AS OBJECTS MAY BE FALLING OFF THE BUILDING AND CAUSE SERIOUS INJURIES OR DEATH.

For more information, visit [Ready.gov](https://www.ready.gov) and [ShakeOut](https://www.shakeout.gov).



After an Earthquake

Safely evacuate. Please note that aftershocks could happen. These additional shaking events can be strong enough to do additional damage to already weakened structures and can occur in the first hours, days, weeks, or even months after the main earthquake. Have a professional engineer or local building official inspect the structural integrity of your home and/or building for potential damages. This should also include:

- Inspecting your chimney for unnoticed damage that could lead to fires. Even a few cracks not obvious at first glance can create an unsafe condition the next time the fire place is used.
- Checking for gas, electrical, sewer, and water line damages to avoid fire and hazardous leaks.

Also visit [Earthquake Publications for Individuals and Homeowners](#) and [FEMA Earthquake](#).



Chromebook Handbook

Procedures and Information 2024-25



Wright City R-II School District

Parent/Student Handbook

1:1 Mission

The Wright City 1:1 program has been put into place to support the twenty-first century student where technology is a tool to increase critical thinking, problem solving, communication, collaboration, creativity, and innovation. Technology immersion does not diminish the vital role of the teacher. Instead, it transforms the teacher from a director of learning to a facilitator of learning.

Program Overview

The School District of Wright City R-II purchases and owns student Chromebooks and distributes them to students to use for educational purposes during the academic year. As long as students follow the expectations set forth in their student handbook, follow the District's Technology Usage Policies and Procedures and purchase the district insurance, students in grades 7-12 will be allowed to take their assigned chromebooks home to complete their studies. Whenever students leave our school district or advance to the next school building, their Chromebooks will be collected by the Wright City School District staff.

Chromebook Distribution

All students in grades K-6 will be issued Chromebooks for educational use in school with proper paperwork on file. Students in grades 7-12 will be issued Chromebooks for educational use in school and at home with proper paperwork on file. Wright City School District retains sole right of possession of the Chromebook. Additionally, Wright City School District administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add, or delete installed software or hardware. Students in grades K-12 will be issued a single Chromebook during each school building tenure. A new Chromebook will be issued at the start of 2nd, 5th, and 9th grades. The student will have the same device for multiple years, so they need to ensure that they take good care of it. Chromebooks will be collected when the student advances to the next school building.

Day loaners will be available for students who have a Chromebook out for repair. These are given to students on a first come, first serve basis and there is no guarantee that a loaner will be available. Day loaners will be issued to the student at the start of the school day through the library and returned to the library at the end of each school day. Day loaners will not be allowed to leave the school building for any reason. Day loaners will be individually checked out to students and students are responsible for any damage that happens to the device during that time.

Vendor Warranty

Chromebooks are purchased with a limited warranty. This limited warranty covers manufacturer defects. It **does not** warrant damage caused by misuse, theft, fires, abuse, accidents, or malware. Please report all Chromebook problems to the library. If a Chromebook becomes defective (**at no fault of the student**) after the vendor warranty expires, Wright City School District will replace the Chromebook at no charge with a similar model.

Chromebook Insurance Program and Fees

Wright City School District requires students in grades 7-12 to purchase an annual \$20 Chromebook Insurance plan. Insurance must be paid by September 1st each year. Late insurance payments are accepted as long as the device is inspected before payment. The coverage takes effect once payment is received and it is not retroactive. Any Chromebook damage that occurs prior to receiving the annual insurance payment will be billed at the cost of repairs. Buying into the program provides coverage only during the current school year and will need to be renewed at the start of each school year. The program fee is non-refundable, and does not transfer to the next school year if the insurance is not used. The Chromebook Insurance Program covers a **single repair** each year. If additional repairs are needed, students will be charged the cost of the replacement parts.

Insurance does not cover devices or chargers that are deliberately damaged, lost, stolen, or needing to be totally replaced. Willful and deliberate damages to the device will result in the student being charged for the cost of the replacement parts or for a replacement device.

Students in grades K-6 are not included in the insurance program. Students may be charged at cost for excessive or intentional damage to the device. Examples of excessive damage include damage to multiple pieces of the Chromebook (keyboard and lcd, charging port and case, etc). Examples of intentional damage include but are not limited to: picking keys off, picking pieces of the case off, removing stickers or throwing the chromebook.

Students will be charged a \$5 fee for removing identification or asset stickers from the device.

Chromebook Parts Pricing ****Prices Effective 08/21/2023****

**Note pricing could change based on manufacturer availability*

Model	Acer	Dell
LCD	\$50	
USB Board	\$10	

Main Board	\$100	
Plastics Damage (keyboard, case, etc)	\$20	
Replacement Cost	\$305	\$435
Charger	\$20	
Asset Tag Replacement	\$5	

Chromebook Repair

Students will bring their Chromebook, that is in need of repair, to the library to be evaluated. Each step of the repair process will be logged and recorded by the librarian. All fees and fines will need to be paid before the device is returned to the student. If available, the student will receive a day loaner Chromebook while a Chromebook is in the repair process.

- A student borrowing a Chromebook will be responsible for any damage to or loss of the loaned device.
- Chromebooks on loan to students while having devices repaired must be returned to the Library the last hour of the day and then checked out at the start of the next day.
- The student will be contacted through email when their device is repaired and available to be picked up.

Chromebook Theft /Loss of Chromebook

A Chromebook or any of its accessories that are lost (whereabouts unknown) or intentionally damaged is the responsibility of the student and parent involved in the loss of property. It is the responsibility of the student and parents to work with the school district and/or law enforcements to help cover lost or stolen items. **Lost or stolen devices are not covered under the District Insurance Plan.**

Replacement devices and accessories must be purchased through the school and not through an outside retailer. The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school.

Chromebook Loss to a Catastrophic Event

A Chromebook or any of its accessories that are destroyed or damaged due to a catastrophic event need to be reported to the school librarian. Anything that remains of the device and its parts will also need to be returned. Documentation of the Chromebook loss will be filled by the school librarian at that time. Students can file a Request for Replacement Chromebook form with the librarian. The request will be reviewed by the district 1:1 team. All approved requests will be charged a replacement deductible fee (up to the cost of the Chromebook, pending the event that led to the total loss).

Fines

Fines surrounding Chromebooks will be handled in the same fashion as the textbook or equipment fine. Unpaid fines may be turned over to the collection agency. Students and Parents will be notified of outstanding fines.

Digital Citizenship

School issued Chromebooks are to be used for educational purposes and students are to adhere to the [Technology Acceptable Use Policy](#) and all of its corresponding administrative procedures at all times. Students will be working in a digital and collaborative environment and will be expected to conduct themselves as model digital citizens by adhering to the following:

1. **Respect Yourself**
2. **Protect Yourself**
3. **Respect Others**
4. **Protect Others**
5. **Respect Intellectual Property**
6. **Protect Intellectual Property**

District Internet Filtering

The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected, logged, and monitored by the district. This filtering is very good, however, it is not perfect. We ask that parents and guardians monitor their child's Internet activity as an additional precaution. If an educationally valuable site is blocked, students should contact their teachers to request the site to be unblocked. **Any evidence of trying to get around the filter to inappropriate material will result in disciplinary action.**

Taking Care of Your Chromebook

- Food or drink is not recommended near your Chromebook.
- Your Chromebook and it's accessories should be protected from water and extreme heat/cold.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook and removed before storing or transporting.
- Chromebooks should be handled with care.
- Never lift or carry Chromebooks by the screen.
- The Chromebook can be damaged if heavy objects are stacked on them or subjected to rough treatment, cleaning solvents, and liquids. The screens are particularly sensitive to damage from excessive pressure.
- Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or jump drives).

Account Security

Students are required to use their Wright City R-II Google Apps for Education user ID and password when using their Chromebooks. Personal accounts should not be used. Students must protect their accounts and are required to keep their login credentials confidential.

- The Wright City R-II School District has the authority and ability to monitor any and all school district devices.
- Students should not allow anyone else to use their Chromebook while the student is logged in.

Storing Your Chromebook

- Nothing should be placed on top of the Chromebook when stored.
- Students in grades 6-12 are encouraged to take their Chromebooks home everyday after school, regardless of whether or not they are needed.
- Chromebooks should not be stored in a student's vehicle at school or at home for security and temperature control measures.

Chromebooks left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in an unsupervised area.
- Teachers are not responsible for students leaving an unsupervised Chromebook in their classroom.
- If an unsupervised Chromebook is found, notify a staff member immediately or bring to the school librarian.
- **Unsupervised Chromebooks will be confiscated by staff and brought to the school librarian.**

Using Your Chromebook at School

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher. Chromebooks should be stored in a locked location when the Chromebook is not being managed by the owner (i.e. while in gym, art, or lunch).

Students will always log into their Chromebooks using their school-issued Google Apps for Education account. Students should never share their account passwords with others. The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an internet connection and most mobile Internet devices. However, files may be stored on the Chromebook's hard drive for offline work when internet services are not available. It is the student's responsibility to safely store their digital media. The school will not be responsible for the loss of any student work. Additionally, students are encouraged to maintain backups of their important work on portable storage devices as well as on the Google Apps for Education Cloud storage.

Chromebook & Cover Personalization

- Students are not allowed to apply stickers or other sticker-like embellishments to their chromebook.
- Students are not allowed to draw, write, paint or otherwise permanently alter their chromebook, cover, or case.
- Students can use removable static clings to personalize their Chromebook cover as long as it is appropriate for school and does not cover any identification stickers. These clings must not leave any residue behind and will need to be removed each year when checking your chromebook in.
- Students are not allowed to remove asset tags or other identification stickers from their chromebook. Students will be charged a \$5 fine if any identification stickers are removed.

Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- All student work will be stored in an Internet/cloud application. Students will have very limited printing from their Chromebook at school.

Using Your Chromebook at Home

Students are encouraged to use their Chromebooks at home and other locations outside of school. A Wi-Fi Internet connection will be required for the majority of Chromebook use: however, some applications can be used while not connected to the Internet. Some documents saved in Google Drive as a (Google Doc, Sheet, Slide and email/calendar) will be accessible to the student without the need for an Internet connection. This enables students to work on documents offline at home. The offline feature will need to be enabled before the student leaves a Wi-Fi Internet connection. Students are bound by the Wright City R-II Technology Acceptable Use Policy, Wright City R-II Chromebook User Agreement, and all other guidelines in this document wherever they use their Chromebook. Chromebooks are only for student use. Parents, siblings, family, and friends are not allowed to use the student's device.

Managing & Saving Your Digital Work with a Chromebook

The majority of student work will be stored in Internet/cloud-based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices. Any modifications made while offline in Google Drive will be stored, and once the device is connected back to the Internet, the file will be updated. Some files may be stored on the Chromebook hard drive. Ultimately it is the student's responsibility to make sure all work is stored and backed up.

- Students should always remember to save frequently when working on digital media.
- The district will not be responsible for the loss of any student work.

- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage applications.

ALL FILES SAVED UNDER THE DISTRICT STUDENT GAFE (GOOGLE APPS FOR EDUCATION) WILL BE CLEARED WHEN THE STUDENT GRADUATES OR LEAVES THE WRIGHT CITY R2 SCHOOL DISTRICT. THE DISTRICT RECOMMENDS THAT STUDENTS UTILIZE GOOGLE TAKEOUT TO SAVE COPIES OF THEIR WORK IF NEEDED.

Operating Systems on Your Chromebook

Students may not use or install any custom operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the district. Wiping/altering the operating system will result in disciplinary action. Students should not power-wash or factory reset their device.

Google Apps, Extensions and Add-ons

GAFE extensions and applications will be loaded to student Chromebooks through the school district based on educational need, district discretion, and admin/teacher request.

Returning Your Chromebook

Students will need to turn in their Chromebooks when they are advancing to the next school building. Chromebooks will need to be turned in to the building they are advancing from before the end of the school year. Failure to turn in the Chromebook and an OEM charger will result in the students being charged the full replacement cost (Chromebook, charger/power adapter). Unpaid fines and fees of students may be turned over to a collection agency along with restricting participation privileges at Wright City R-II School District events. The District may also file a report of stolen property with the local law enforcement agency.

Students that transfer out of or withdraw from Wright City must turn in their Chromebooks and the OEM chargers to the Library Media Center on their last day of attendance. Failure to turn these items in will result in the students being charged the full replacement cost. Unpaid fines and fees of students may be turned over to a collection agency along with restricting participation privileges at Wright City R-II School District events. The District may also file a report of stolen property with the local law enforcement agency.

Chromebook FAQ's

Q. What is a Chromebook?

A. "Chromebooks are mobile devices designed specifically for people who live on the web. With a comfortable, full-sized keyboard, large display and clickable trackpad, all-day battery life, lightweight and built-in ability to connect to Wi-Fi, the Chromebook is ideal for anytime, anywhere access to the web. They provide a faster, safer, more secure online experience for people who live on the web, without all the time-consuming, often confusing, high level of maintenance required by typical computers."

Q: When will my student receive their device?

A: Devices will be distributed at the beginning of the school year. At that time, students will receive a Chromebook and a charger. Students will only be given a device if their annual Online Enrollment is completed.

Q: Will students have access to the devices beyond the school day?

A: Students in grades 6-12 will be able to bring the device home throughout the school year. Students in grades K-5 will be able to bring their device home for virtual learning.

Q: Are students required to have them at school each day?

A: Yes. We do expect these devices at school each day as they are fundamental learning tools for the types of instructional experiences that are now being built in the Wright City R-II School District. Students will need to charge their device overnight so that it is fully charged at the beginning of the day.

Q: Who should we see, call, or e-mail if there is a problem?

A: Students in grades 6-12 should contact their school librarian for assistance. Students in grades K-5 should contact their teacher.

Q: Can my student use their device at home if we don't have access to the internet?

A: The Chromebook is heavily dependent on an internet connection, but there are word processing, spreadsheet, and presentation options that will work in offline situations as well.

Q: Will students be able to access inappropriate sites when using their Chromebook off campus?

A: The Chromebook Management Console will provide the same filtering on devices no matter the device location. Chromebooks will be filtered at home but web filters are not foolproof and are not a replacement for supervision.

Q: How can a student access a device if their Chromebook is being repaired?

A: The district has purchased a number of loaner devices that we will have for distribution through the library at each building.

Q: Does the district have the ability to track technology that may be lost or stolen?

A: Steps have been taken to allow us to track devices in these scenarios. We are also coordinating with law enforcement to prevent avenues for resale.

Q: Can I or another family member use my student's Chromebook?

A. No. Chromebooks should only be used by the student assigned to it. Parents/Guardians, family, friends, or other individuals are not allowed to use it.

Q: My student has a personal google account, can they use that account on their chromebook?

A. No. Students should only use their district assigned GAFE account on their Chromebook.

Wright City School District Chromebook Policy Handbook Agreement and Student Pledge



Student Name: _____ (Please Print) **Grade Level:** _____

- I will take good care of my Chromebook and know that I will be issued the same Chromebook each year.
- I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- **I will charge my Chromebook battery to full capacity each night and bring it to school daily.**
- I will keep food and beverages away from my Chromebook as they may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
- I will use my Chromebook in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of Wright City School District.
- I have read and will follow the policies outlined in the Chromebook Policy Handbook and the District Acceptable Use Policy while at school as well as outside the school day.
- I will file a police report in case of theft or damage caused by fire.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my Chromebook, power cord/charger, and ID tag in the event that any of these items are lost or intentionally damaged.
- I agree to return the Chromebook, power cord/charger, and ID tag in good working condition.
- **I agree to be 100% responsible for any costs for damage to a day loaner when my assigned Chromebook is being repaired, charged, or left at home.**