

Welcome to
WRIGHT CITY MIDDLE SCHOOL
2024-2025
Dedicated to Our Students' Success



“Home of the Wildcats”

Wright City Middle School
100 Bell Road
Wright City, Missouri 63390
Phone: 636-745-7300
Fax: 636-745-7304
www.wrightcity.k12.mo.us
Business Hours: 6:45 am – 3:00 pm

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Contents of this handbook are subject to change in accordance with Wright City R-II School Board Policies and Expectations

Phone Numbers

SCHOOL ADMINISTRATION

Dr. Amy Salvo Superintendent	636-745-7200
Dr. Holly Broadway Yates Assistant Superintendent	636-745-7200
Dr. Jeremy Way Assistant Superintendent	636-745-7200
Mr. Matthew Brooks High School Principal	636-745-7500
Mr. Devin Raney High School Asst. Principal	636-745-7500
Mrs. Taylor Backues Middle School Principal	636-745-7300 Ext.11904
Mr. Ryan Heyel Middle School Asst. Principal	636-745-7300 Ext.11905
Ms. Sara Meadows Elementary School Principal	636-745-7400
Mrs. Erin Hammel Elementary Asst. Principal	636-745-7400
Mrs. Dawn Hickman East Elementary Principal	636-463-2710
Mrs. Angela Woodson East Elementary Asst Principal	636-463-2710
Mrs. Kelly Brooks Director of Special Education	636-791-2150 Ext. 13904
Mr. David Evans Athletic Director	636-745-7500 Ext. 10922
Mrs. Jazmine Fullerton School Counselor	636-745-7300 Ext. 11907
Mrs. Barbra Hargrove Administrative Assistant	636-745-7300 Ext. 11902
Mrs. Erica McGowan Administrative Assistant	636-745-7300 Ext. 11901
Mrs. Jacquelynn Vehige School Nurse Transportation	636-745-7300 Ext. 11906 636-720-3220
Mr. Glen Oberle Director of Food Services	636-745-7200 Ext. 14946

Social Media Contacts School Name	Facebook Page	Twitter Handle	Instagram
Wright City R-II School District	Wright City R-II Schools	@WCR2info	@WCR2info
High School	Wright City High School	@wcr2high	@wcr2high
Middle School	Wright City Middle School	@wcr2middle	@wcr2middle
West Elementary	Wright City West Elementary	@wcr2west	@wcr2west
East Elementary	Wright City East Elementary	@wcr2east	@wcr2east

MIDDLE SCHOOL STAFF

Taylor Backues

Ryan Heyel

Barbra Hargrove

Erica McGowan

Jacquelynn Vehige

Jazmine Fullerton

Tracy McLaren

Principal

Asst. Principal

Administrative Asst.

Administrative Asst.

Nurse

School Counselor

Kitchen Manager

5th Grade

Anna Waltke

Alyssa Watkins

Alison Corregia

Madison Mielke

English Language Arts

Math

Social Studies

Science

6th Grade

Holly Shipley

Lily Carey

Scott Blackson

Dawn Ridgeway

Math

Science

Social Studies

English Language Arts

7th Grade

Caitlyn Wagner

Melinda Bowden

Jennifer Schumacher

David Schnell

Social Studies

Math

Science

English Language Arts

8th Grade

Evan King

Brianna Guptill

Brandon Clark

Donald Boenker

Science

Math

Social Studies

English Language Arts

Specials

Dave Chapman	PE
Hunter Perkins	PE
Cluadia Adam	PE
Brittany Oberndorfer	Special Education Coordinator
Amanda Bilyeu	Special Education
Emily Dillon	Special Education
Alex Luter	Special Education
Sara Clark	Special Education
Jade Crotty	Special Education
Elisabeth Nourse	Special Education
Allison Barnhart	Reading/Math specialist
Jennifer Zgiet-Burtelow	Art
Deborah Heisler	Project Lead the Way
Lisa Janas	Computers
Mindy Heuser	ESL
Amber Smith	Band/Choir
Ashley Green	Band/ 5th grade music
Jani Wilkens	Librarian
Cody Bair	Project-Based Learning
Chris Schniepp	Academic Reassignment
Shane Johnson	Spectrum
Emily Crain	Speech and Drama

Wright City Middle School BELL SCHEDULES

Monday

<small>First Bell</small>	<small>8:17</small>
1 st	8:19-9:06
2 nd	9:08-9:56
3 rd	9:58-10:46
4 th	10:48-11:36
5 th	11:38-12:42
	1 Lunch 11:38 -11:58
	2 Lunch 12:00 -12:20
	3 Lunch 12:22 -12:42
6 th	12:44-1:28
7 th	1:30-2:15

Tuesday- Friday

<small>First Bell</small>	<small>7:02</small>
1 st	7:04 - 7:58
2 nd	8:00 - 8:54
3 rd	8:56 - 9:50
4 th	9:52 -10:46
Jr Wildcat Time	10:48 - 11:13
5 th	11:15-12:27
	1 Lunch 11:15 -11:35
	2 Lunch 11:42 -12:02
	3 Lunch 12:07 -12:27
6 th	12:29-1:21
7 th	1:23-2:15

Assembly Schedule

First Bell 7:02
Jr. Wildcat Time 7:04 - 7:29
Assembly 7:31 - 8:17

1st 8:19-9:06
2nd 9:08-9:56
3rd 9:58-10:46
4th 10:48-11:36
5th 11:38-12:42
 1 Lunch 11:38 -11:58
 2 Lunch 12:00 -12:20
 3 Lunch 12:22 -12:42
6th 12:44-1:28
7th 1:30-2:15

EXTRA EARLY RELEASE

First Bell 7:02
1st 7:04-7:48
2nd 7:50-8:29
3rd 8:31-9:10
4th 9:12-9:51
5th 11:17 - 12:21
6th 9:53-10:32
7th 10:34-11:15
 1 Lunch 11:17-11:39
 2 Lunch 11:40-12:00
 3 Lunch 12:01-12:21

Wright City R-II District Calendar

<https://www.wrightcity.k12.mo.us/parents/academic-calendar>

Academic Reassignment

Students may be assigned Academic Reassignment or Out-of-School Suspension depending on the infraction. The principal or designee will place a phone call to the parent/guardian using contact information provided in the student's school records regarding any discipline incident. Students assigned Academic Reassignment (AR) will serve their time in the Academic Reassignment room located in the middle school building. Students will be required to sign a contract of expected behavior. Any violation of the contract may result in an Out-of-School Suspension (OSS). Involvement in any school-sponsored activity will be forfeited until the AR is served i.e. football games, athletic practices, dances, field trips. Students will not be allowed to participate in any school-sponsored activities on the same day an assigned Academic Reassignment is served. Students assigned an Out-of-School Suspension will have the following consequence. They will serve their suspension at home and will receive full credit for work completed during their suspension. Students with an OSS may not be on any Wright City R-II School District properties until the suspension is served.

Animals on District Property

Animals are not allowed on district property, including district transportation, except in accordance with law and policy.

Animals Used in Instruction

General

1. Animals with venom that are harmful to humans will not be allowed on district property.
2. Mammals will not be allowed on district property without proof of current rabies vaccination.
3. Animals are prohibited from being on district property if anyone has been ticketed or charged for the behavior of the animal.
4. Animals will never be maintained in or near an area where outside air is brought into district buildings.
5. Live animals may not be transported on district transportation and, given otherwise, must be kept in a pen, cage or tank while on district property.
6. If students will be handling live animals, the employee responsible for the animal must instruct the students in proper handling techniques designed to minimize the danger of injury to the students and the animal. Protective clothing or equipment must be used when warranted.

Animals Uses as Part of the Curriculum

Staff members who wish to use live animals to implement the curriculum must obtain permission from the administrator of the building where the animal will be used prior to introducing an animal into the curriculum. Before permission to use live animals to implement the curriculum is granted, staff members must provide their building administrators with:

1. A statement that the animal does not present a danger to students or staff members.
2. A statement of the instructional purpose, tied to the district's curriculum that the animal will serve.
3. A plan for how the staff member will provide for the care and control of the animal.
4. A plan for how the staff member will accommodate students with allergies to the animal.

Animal Habitats

As part of the instructional program, students and staff members may be granted permission to develop habitats that attract various forms of wildlife. Any plan to develop a habitat must be presented to the appropriate building administrator in advance of the project. The building administrator will consult with the central office administrator responsible for facilities and ground prior to giving approval for the project.

Animals Used for Law Enforcement

The district allows the use of animals by law enforcement personnel in conjunction with the performance of their official duties. The district will work with law enforcement to avoid frightening students or unduly disrupting instruction when using animals.

Annual Asbestos Notification

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 ensure 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.

Arriving Before School/Departing After School

Supervision for the general student population begins at 6:50 am. All students should be off campus within ten minutes of the dismissal bell unless participating in co-curricular or extra-curricular activities.

Assessments

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). In courses where EOC assessments are given, the superintendent will determine what percent of the course grade will be decided by performance on EOC assessments.

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 policy will also be kept in the district office and be available for viewing by the public during business hours of the district office.

National Assessment of Educational Progress

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

Assignment Policy

See Grading Scale & HOWLs below

Athletic Activities Participation Requirements

The Wright City Middle School is a member of MSHSAA. As such, we must meet the requirements set forth in the official MSHSAA handbook.

Grades 6th (as needed), 7th & 8th

1. A student must have been promoted to a higher grade or a higher level in special education at the close of the previous year. However, any such student who failed more than two scheduled subjects, or failed to make standard progress in special education, shall be ineligible the following grading period regardless of promotion to the higher grade.
2. The student shall be currently enrolled in, and regularly attending the normal course for that grade or must have enrolled in a full course at his or her level in any public school special education program for the handicapped approved by DESE which, though ungraded, enrolls pupils of equivalent chronological age.
3. *Entry into seventh grade:* This section shall not apply to students promoted for the first time into the 7th grade prior to the first day of classes.
4. A student who becomes academically ineligible shall lose the privilege to represent the school the fifth day of classes into the new grading period.
5. Credit earned or completed after the close of the grading period shall not count as having been earned that semester, except in cases of illness verified by a physician.

Building requirements: In addition, any student with a non-proficient Howl Score (3 or higher are considered proficient) for any scheduled course will not be allowed to participate in scheduled games until their Howl grades have improved to proficient or higher. The coach may require that the student dress out and sit with the team during the game regardless of their eligibility to play.

Attendance Policy (JED-API)

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.

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

- *Illness or injury of the student, with notification from the parent.
- *Illness or injury of a member of the student's family when the student's presence is necessary or expected, with notification from the parent.
- *Medical appointments, with notification from parents. The building principal may require written confirmation from the medical provider.
- *Funeral, with notification from parents. The building principal may require a program or other documentation.
- *Religious observances, with notification from parent
- *Other appointments that cannot be scheduled outside attendance hours, with notification from parent
- *Out of school suspension
- *Visits with a parent or legal guardian who is an active duty member of the military who has been called to duty for, on leave from, or is immediately returned from deployment to a combat zone or combat support posting, with permission of the superintendent or designee.

All other absences and any absence for which required documentation is not provided are unverified.

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.

Birthdays, Flowers and Gifts

Students will be called down to the office at the end of the school day to pick up any flowers or gifts delivered to them at school. Balloons will not be allowed on the bus. Classroom Treats for Birthdays or special occasions will only be passed out during Jr. Wildcat Time. Jr. Wildcat time will take place on the following days at the time of 10:48 - 11:13: Tuesday, Wednesday, Thursday, and Friday. All consumable items must have a nutrition label on them to be considered eligible to be passed out during Jr. Wildcat time.

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.

Books Con't

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.

BULLYING (Policy JFCF)

General

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.

Policy Publication

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

Training and Education

The district's anti bullying coordinator will provide information and appropriate training designed to assist employees, substitutes and volunteers who have significant contact with students in identifying, preventing and responding to incidents of bullying.

The district will provide education and information about bullying and this policy to students every year. The principal of each school, in consultation with school counselors and other appropriate school employees, will determine the best methods for facilitating the discussion. Methods may include, but are not limited to: assemblies; homeroom presentations; class meetings; team or club meetings; special presentations by counselors, social workers or mental health professionals; and open-house events. When practical, parents/guardians will be invited to attend.

In addition to educating students about the content of this policy, the district will inform students of:

1. The procedure for reporting bullying.
2. The harmful effects of bullying.

3. Any initiatives the school or district has created to address bullying, including student peer-to-peer initiatives.
4. The consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying.

School counselors, social workers, mental health professionals, school psychologists or other appropriate district staff will educate students who are victims of bullying about how to overcome the negative effects of bullying including, but not limited to:

1. Cultivating the student's self-worth and self-esteem.
2. Teaching the student to defend him- or herself assertively and effectively without violence.
3. Helping the student develop social skills.
4. Encouraging the student to develop an internal locus of control.

Additional School Programs and Resources

The Board directs the superintendent or designee to implement programs and other initiatives to address bullying, respond to such conduct in a manner that does not stigmatize the victim, and make resources or referrals available to victims of bullying. Such initiatives may include educating parents/guardians and families on bullying prevention and resources.

Buses and Transportation

Wright City R-II School District leases and operates buses through Durham School Services. Riding the school bus is a privilege. This privilege is maintained by the student's proper conduct on the bus. Misconduct on a bus may result in suspension of the privilege. Students are to be waiting at their assigned pick-up spot at the designated time. No student will be allowed off the bus at an undesignated stop. Students are allowed one pick up address and one drop address only. **** Students will not be allowed to ride a different bus.****

Students, parents/guardians, bus drivers and school officials must work together to provide for the safe transportation of students. The school buses, bus stops, and all other forms of transportation provided by the district or provided incidental to a school activity are considered school property. Students are subject to district authority and discipline while waiting for, entering and riding district transportation. The superintendent or designee will create and enforce administrative procedures detailing the conduct expected of students and will make that information available to students and parents.

Students who fail to observe district rules or fail to contribute to a safe transportation environment will be subject to disciplinary action including, but not limited to, suspension of the privilege of riding the bus. Students with disabilities will be disciplined in accordance with their Individualized Education Program (IEP) or applicable law. The bus driver or other authorized personnel shall report all misbehavior or dangerous situations to the principal as soon as possible.

BYOD: Bring Your Own Device

This program is **NOT** available at this time.

Care of School Property By Students (Policy JFCB)

Students are expected to take reasonable care of school property. Students shall pay for books, school supplies, school equipment or other school property lost or damaged beyond ordinary wear and tear. Payment shall be assessed by the principal of the school concerned, or a designated person, in accordance with the price of the book or other article lost or damaged.

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.

According to state law, parents or guardians of juveniles under the age of 18 are responsible for vandalism, loss or damage caused by their children, up to an amount of \$2,000. Proceedings against the unemancipated minor may be

initiated for any balance not paid by the parent or guardian. In default of payment, the case shall be reported to the proper legal authorities or filed in small claims court.

Cell Phones and other Electronic Devices

Cell phones and other electronic devices will be **OFF & AWAY** during the instructional time from 6:50 am to 2:20 pm. Parents/guardians are requested to call the school office at 745-7300 if they need to contact a student during business hours, especially during family emergencies, so that we may provide support for our students. Confiscated phones which have been misused will be kept at the office and may only be returned to the parent/guardian. Students recording videos or taking pictures of students/staff violates district policy and disrupts the learning environment. Cell phones, laser pointers, gaming devices, cameras, and other similar electronic devices substantially disrupt the educational process and prevent our students from reaching their full potential. Consequences will be assigned according to our discipline policy. The Wright City Middle School is not liable for lost or stolen devices.

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 according to Board Policy EBB, as required by law, 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 parents, and secondary school students who are at least 18 that they may opt out of these disclosures.

Discipline and Conduct Code

The student code of conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the safe and orderly operation of Wright City Middle School. ***All board policies relating to discipline can be viewed on the district website.***

Distribution of Materials (Policy IGDBA)

Only district-sponsored advertisement may be distributed directly to students by placing the item in the student's backpack, folder or other conveyance; handing the material to students; placing the material at the student's assigned place; or instructing the student to pick up material at a designated location. Placing items in a designated location where they are available to students is not direct distribution if students are not instructed to pick up the materials. The district may control the content of advertising as allowed by law.

Distribution of Non Curricular Student Publications (Policy IGDBA)

I. Guidelines

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

- A. Are obscene to minors.
- B. Are libelous.

- C. Are pervasively indecent or vulgar (secondary schools)/contain any indecent or vulgar language
- D. Advertise any product or service not permitted to minors by law.
- E. 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).
- F. 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.

II. Procedures

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

- A. Name and phone number of the person submitting the request.
- B. Date(s) and time(s) of day of intended distribution.
- C. Location where material will be distributed.
- D. The grade(s) of students to whom the distribution is intended. Within 24 hours of submission, the superintendent (or designee) will render a decision whether the material violates the Guidelines in Section I or the time, place and manner restrictions in Section III of this policy. In the event that permission to distribute the material is denied, the person submitting the request should be informed in writing of the reasons for the denial.

Permission to distribute material does not imply approval of its contents by the school, the administration, the Board, or the individual reviewing the material submitted.

If the person submitting the request does not receive a response within 24 hours of submission, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person. If the person has made this verification and there is no response to the request, the material may be distributed in accordance with the time, place and manner provisions in Section III.

The person submitting the request may appear and present the reasons supported by relevant witnesses and material, as to why distribution of the unofficial material is appropriate.

III. Time, Place and Manner of Distribution

The distribution of unofficial material shall be limited to a reasonable time, place and manner as follows:

- A. School principals may designate a bulletin board, table or other specific location where information regarding student non curricular publications targeting students and parents may be posted or distributed. Such advertising must clearly state "Not affiliated with the Wright City R-II School District", in order to be considered. Building principals may establish uniform rules about the length of time a student may distribute a non curricular publication and may limit the number of publications available at one time.
- B. No unofficial material may be distributed if it is reasonably likely to cause a material and substantial disruption of that activity.
- C. Distribution of unofficial material is prohibited when it blocks the safe flow of traffic around the designated location.

IV. Definitions

The following definitions apply to the following terms as used in this policy:

A. "Obscene to minors" is defined as:

1. The average person, applying contemporary community standards, would find that the unofficial material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested; and/or

2. The unofficial material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and/or

3. The unofficial material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.

B. "Minor" means any person under the age of 18.

C. "Material and substantial disruption" of a normal school activity is defined as follows:

1. Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.

2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods), "material and substantial disruption" is defined as student rioting, unlawful seizures of property, widespread shouting or boisterous conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out or other related forms of activity.

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the material in question.

D. "School activities" means any activity of students sponsored by the school and includes -- by way of example, and not by way of limitation -- classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays, and in-school lunch periods.

E. "Unofficial material" includes all written or pictorial communications except school publications funded and/or sponsored or authorized by the school. Examples include leaflets, buttons, badges, insignia, brochures, flyers, petitions, placards, underground newspapers, whether created by students or others.

F. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation, or to lower him or her in the esteem of the community.

G. "Distribution" means circulation or dissemination of unofficial material by means of handing out free copies, selling or offering copies for sale and accepting donations for copies. It includes displaying unofficial material on the building's bulletin board or a table in a designated area which is generally frequented by students.

V. Disciplinary Action

Distribution by a student of unofficial material prohibited in Section I or in violation of Section III may be treated as a violation of the student discipline code.

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.

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. Parents/guardians 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 in 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)(3)(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.



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:

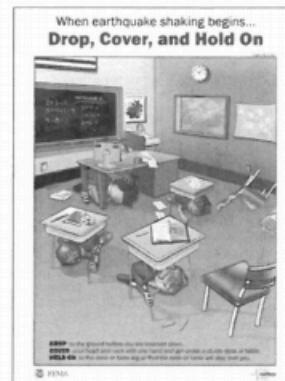
- Fall and hurt someone
- Fall and block an exit
- Fall and start a fire
- Require a lengthy or costly clean-up

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 and ShakeOut.



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 Safety Guide for Homeowners](#) and [FEMA Earthquake](#).

FERPA Notice

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 transmission 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 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.

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 email 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.

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 this will need to be cleared through the Principal or designee prior to departure. Sponsors will be given specific expectations for all students.

Grade Reporting

Grade reports will be available on our online platform of Infinite Campus, unless requested by a guardian to have the report printed and mailed.

Grading Scale

All assignments and assessments should be aligned to Missouri Learning Standards. Teachers will have the autonomy and responsibility to report accurate grades that reflect student learning in relation to those standards. Classroom assignments and assessments come in many forms. Teachers will communicate with students, parents, and administration how assignments are aligned to learning objectives and at what level students are in their learning progression. At this time, teachers will only report assessment scores through our Infinite Campus learning management system. Parents and students are encouraged to monitor grades weekly. It will be the students responsibility to provide evidence to move forward on the grading scale. It will be the teachers responsibility to provide continued opportunities, as appropriate, for students to show growth and provide new evidence. Teachers have the authority and responsibility to adjust grades as needed so long as students have demonstrated with evidence reason to do so.

The percent ranges below with an assigned letter grade for each course based on our Evidence Based Grading Rubrics. (4-Advance Level of Understanding, 3- Proficient Level of Understanding 2- Basic Level of Understanding, 1 - Below Basic Level of Understanding). Grades will be reported at least twice a semester per priority standard.

A: 90-100 3.0 - 4.0

B: 89-80 2.5 - 2.9

C: 79-70 1.5 - 2.4

D: 69-60 0.5 - 1.4

F: 59 - 0 0 - 0.4

Habits of Work & Learning (HOWL)

It is clear that certain behaviors or habits impact student achievement. HOWL (Habits of Work & Learning) scores will be logged through Infinite Campus every two weeks. Scores will also be reported on a 4 point scale to provide feedback for students and families on the following: Student has attempted all classwork. Students had zero behavioral referrals accepted by the office. Students have been engaged in all learning environments. Students are on time and present in class.

Guidance Department

Wright City Middle School offers the services of a guidance department to each student. Counseling services assist students in the areas of academics, social development, and achievement.

Hall Passes

During class time students are not to leave their classrooms without a designated hall pass.

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.

HOMELESS

Missouri school districts are responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. Our school district has programs designed to help meet the unique educational needs of children working to learn the English language, students who are advanced learners, students with disabilities, homeless students, the children of migratory workers, and neglected or delinquent students. If you need assistance or have questions regarding homelessness, please contact our Homeless Coordinator, Abigail Jackson @ 636-745-7500 Ext. 10909

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." All new students to the Wright City R-II School District must present their immunization record at the time of enrollment. This must include the month, day and year vaccine was received. All incoming 8th graders, for the year 2018 and after, are required by the Department of Health and Senior Services to receive a Tdap vaccine and MCV (meningococcal conjugate). If you have medical or religious reasons that your child should not receive this vaccine an exempt form must be signed.

Inclement Weather

In the event of inclement weather and school must be dismissed, the following radio/TV stations will carry information concerning the closing of school:

*KWRE 730 AM *KFAV 99.9FM *KSDK Channel 5

*KTVI Channel 2 *KMOV Channel 4 *KDNL Channel 30

Integrated Pest Management System (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.

Leaving School After Arrival

Students must have parent permission to leave the building for any reason. Parents/guardians who pick up their child during school hours must sign them out at the office before departure. Only adults on the list provided by parents/guardians may remove students from school. **Please have a picture ID available when picking up your child.**

Library

The middle school library has a wide selection of books for student check-out. Books are checked out for two weeks. Students with overdue book(s) may not be allowed to check out more books until those materials are returned. If books are lost or not returned, parents/guardians will be billed for the missing book(s). Refunds will NOT be provided when/if the book(s) are returned. The building librarian has discretion in all library matters.

Lockers

Hallway lockers will NOT be in use for the 2024-25 school year with the exception of PE or Athletics as needed. Please note that 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 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 in the use of a locker other than assigned.

Lost and Found Articles

Items found in the course of the week are placed in a box located outside of the office. Students should bring items found to the office. These items will be donated to Goodwill Inc. or other similar charities, if not claimed by the owner by the end of the week.

Soda/Food

There are no longer soda and snack machines in the middle school for students. Students may purchase healthy snacks and water from the cafeteria. No food or drink is allowed in any classroom without permission from the teacher and school administration. No 3rd party food vendors will be allowed to drop off student food. Any food dropped off for a student must be dropped off by a parent or guardian.

Lunch/Breakfast

Students are to eat lunch/breakfast in the middle school commons area and or an assigned classroom. While eating lunch, students must remain seated until dismissed by a staff member. Misconduct in the cafeteria may result in disciplinary action. *Applications for the Free and Reduced Lunch Program may be obtained at any time during the school year from the middle school office.* The price for reduced/regular breakfast is \$.30/\$2.15. The price for reduced/regular lunch is \$.40/\$3.05 (Prices may vary.)

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 the 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 a 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

If 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 operation cost. These costs must be restored using non federal 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 a 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 record showing when delinquent debt became bad debt.
4. Evidence that funds written off as bad debt were restored to the NSFSA from non federal sources.

Make-Up Assignments

Make-up work assignments will be extended one (1) day for every one day of absence. Students who are absent more than one day may request homework by calling the middle school office at 745-7300 no later than 10:00am. If students know they are going to be absent, they may be able to pick up homework in advance from their classroom teachers.

Media

Photographs of students may at times be placed on school district websites or social media sites. Any parent/guardian who chooses not to have his/her student's photograph used in this manner can call the Wright City Middle School office at [\(636\) 745-7300](tel:6367457300) to make such a request.

Medication

All medications, both prescription and over the counter (OTC) must be taken to the nurse's office by the parents/guardians. Medication must be in the original container only (**no zip-locked bags**). OTC medicines will not be provided by the school. This includes Ibuprofen, Tylenol, etc. These items must be provided to the nurse if you want your student to have access to such medicines.

The district does not permit the possession or administration of marijuana or marijuana-infused products for medicinal purposes on district property or at district events since these products are prohibited under federal law.

In accordance with state law, parents/guardians with a valid hemp extract registration card may possess CBD oil on district property for the purpose of administering it to their students who are less than 18 years old for the treatment of epilepsy. Students 18 and older with a valid hemp extract registration card may possess CBD oil on district property for the limited purpose of bringing it to the health office where it will be stored with other medications and administered to the student by the nursing staff for the treatment of epilepsy. Students who have an actual prescription for a medication containing CBD will be permitted to possess and administer the prescription medication in accordance with this policy.

PUBLIC INFORMATION PROGRAM (Policy KB-AP(1))

In addition to the information addressed in the district's communications plan and notices provided to district employees, the district will provide information to the public and the media as required by law, including the Missouri Sunshine Law. The following information will be provided to the public upon request or as otherwise designated:

1. Notice of all Board meetings and meetings of committees created by or at the direction of the Board will be posted at the district's administrative offices and on the district's website when required by law. (§ 610.020, RSMo.)
2. All written Board policies, related documents and district handbooks will be available on the district's website. (§ 162.208, RSMo.)
3. A written copy of the district's discipline policy will be provided to the student and parent/guardian of every student enrolled in the district at the beginning of every school year and made available in the superintendent's office during normal business hours for inspection. (§ 160.261, RSMo.)
4. A school accountability report card for each school building in the district and the district as a whole will be produced in accordance with law and made available to the public on the district's website. The district will provide information included in the report card to parents/guardians, community members, the print and broadcast news media, and legislators by December 1 annually or as soon thereafter as the information is available to the district. The district will distribute the information in substantive official communications such as student report cards. The district will make reasonable efforts to supply copies of the reports or other information regarding the reports to businesses such as real estate and employment firms, so that parents/guardians and businesses from outside the district that may be contemplating relocation have access to this information. (20 U.S.C. § 6311, § 160.522, RSMo.)
5. The district's policy on student participation in statewide assessments will be distributed to each student and parents/guardians of minor students at the beginning of each year. A copy will also be maintained in the district office for public viewing during business hours. At the beginning of each school year, the district shall notify the parents/guardians of each student that the district will provide, upon request and in a timely

manner, information regarding any state or district policy regarding student participation in any assessments. The notice will include information on whether a parent/guardian can opt a student out of an assessment and, if so, the procedure for doing so. (20 U.S.C. § 6312, § 160.570, RSMo., Policy IL))

6. The district shall post on the district's website and, where practicable, on the website of each district school, information on any assessments required by state or federal law, including any assessments required by the district. The information shall include the subject matter being assessed, the purpose for the assessment, the source of the requirement for the assessment, and where the information on the assessment is available. The information shall also include the amount of time students will spend taking the assessments, the schedule for the assessments, and the time and format for disseminating the results, when such information is available. (20 U.S.C. § 6312)
7. Information, presented in terms understandable to a layperson, on the methods and materials used to teach reading in kindergarten through fourth grade will be available in the district's administrative offices. (§ 167.645, RSMo.)
8. Information, presented in a way that does not permit personal identification of any student or educational personnel, on the number and percentage of students receiving remediation because they have not met reading standards on the state-mandated reading assessment will be available in the district's administrative offices. (§ 167.645, RSMo.)
9. All human sexuality curriculum materials will be available to the public at the district's administrative offices. Parents/Guardians will be notified regarding the basic content of sexuality instruction and of their right to remove the student from any aspect of the program. (§ 170.015, RSMo.)
10. Notification that the district does not tolerate illegal discrimination or harassment and information about the procedures for filing a harassment or discrimination complaint will be posted in all buildings and included in district publications in addition to being available in the district's administrative offices. (34 C.F.R. § 104.8, 106.8, 106.9; OCR Guidance)
11. Information regarding schools identified as persistently dangerous under federal law and an explanation of any options that parents/guardians have as a result of the designation will be available in the district's administrative offices. (Federal Guidance)
12. Information on the district's obligations under the Individuals with Disabilities Education Act (IDEA) will be provided to the public by conducting the following activities prior to November 1 each year:
 - ▶ Publish one public notice on the district's website that describes the school district's responsibility to provide special education and related services to children ages 3 to 21. The notice must also describe the district's responsibility to refer infants and toddlers suspected of having a disability to the state early intervention system.
 - ▶ Air one public notice on local radio and/or television stations during general viewing/listening hours that describes the school district's responsibility to provide special education and related services to children ages 3 to 21.
 - ▶ Place posters/notices in all administrative offices of each building operated by the school district that describe the district's responsibility to provide special education and related services to children ages 3 to 21.
 - ▶ Provide written information through general distribution to the parents/guardians of students enrolled in the school district that describes the school district's responsibility to provide special education and related services to children ages 3 to 21. (State Plan for Special Education)

13. The district will provide information about the state children's health insurance program, MO HealthNet for Kids (MHK), to parents/guardians enrolling students in the district. If a parent/guardian indicates on an application for free and reduced-price meals that a child does not have health insurance, the district will notify the parent/guardian that the MHK program is available, if household income is within eligibility standards. (§ 208.658, RSMo.)
14. The district will distribute information about the district's nutrition program, including breakfast, lunch and snack programs administered pursuant to the National School Lunch Program. Information about the School Breakfast Program must be distributed just prior to or at the beginning of the school year. In addition, schools are encouraged to send reminders regarding the availability of the School Breakfast Program multiple times throughout the school year. (7 C.F.R. § 210.12) The district will publicly announce the eligibility criteria for free and reduced-price meals to each parent/guardian at the beginning of each school year or within ten days after the state notifies the district of the approved eligibility criteria if such notice is received after the beginning of the school year. Any subsequent changes in a school's eligibility criteria during the school year shall be publicly announced in the same manner as the original criteria were announced. The announcement will be made in the following manner:
 - ▶ Except in situations where students are directly certified for the program, on or about the beginning of each school year, the district will distribute a free and reduced-price meals application and a letter or notice explaining the eligibility criteria for the Free and Reduced-Price Meals Program and other details of the program to the parents/guardians of all children in attendance at the school.
 - ▶ On or about the beginning of each school year, the district will provide a public release containing the same information supplied to parents/guardians, including free and reduced-price meals eligibility criteria, to the informational media, the local unemployment office and any major employers contemplating large layoffs in the area. Copies of the public release shall be made available upon request in the district's administrative offices to any interested persons. (7 C.F.R. § 245.5)
15. The district will cooperate with Summer Food Service Program (SFSP) sponsors in the area, if any, to distribute materials informing families of the availability and location of free SFSP meals for students when school is not in session. (7 C.F.R. § 210.12)
16. The district will provide written notice of the district's procedure on unpaid meal charges to each household in the district at the beginning of each school year and maintain a copy of the procedure on the district's website. In addition, a copy of the procedure will be provided to households of students who transfer into the district during the school year. (Federal Guidance)
17. The district will annually distribute information about concussions and brain injuries to each student participating in district athletic activities. Parents/Guardians must submit a signed acknowledgment of having received the information before the student will be allowed to participate. (§ 167.765, RSMo.)
18. The district will annually notify parents/guardians and eligible students of their rights under the Family Educational Rights and Privacy Act (FERPA). The district will also provide:
 - ▶ Notice of the categories of information the district has designated as public directory information. (34 C.F.R. §§ 99.7, 99.37)
 - ▶ Notice to parents/guardians of secondary school students of the district's obligation to release the names, addresses and telephone listings of secondary school students to representatives from institutions of higher education and military recruiters. Parents/Guardians and secondary school students who are at least 18 may submit a written request not to release the information without prior written consent of the parent/guardian or student. (20 U.S.C. § 7908)
19. The district will provide notice to parents/guardians and students at the beginning of every school year, and within a reasonable time after any substantive change to the district's policies, detailing the following:

- ▶ No student, without prior parental consent, or the consent of the student if the student is an adult or an emancipated minor, shall be required as part of any federally funded program to submit to a survey, analysis or evaluation that reveals the political affiliations or beliefs of the student or student's parent/guardian; mental or psychological problems of the student or student's family; sex behavior and attitudes; illegal, antisocial, self-incriminating and demeaning behavior; critical appraisals of other individuals with whom there is a close family relationship; legally recognized privileges; income, unless required to determine eligibility for financial aid or participation in a program; or religious practices, affiliations or beliefs of the student or the student's parent/guardian.
 - ▶ Prior notice of a survey the district administers on any of the above subjects, even if they are not federally funded, and information on how parents/guardians can opt their students out of the survey.
 - ▶ The right of a parent/guardian to inspect surveys before they are given and instructional material upon request, and the procedures for doing so. (20 U.S.C. § 1232h)
20. At the beginning of every school year, and within a reasonable time after any substantive change in the district's policies, the district will notify parents/guardians of the specific or approximate dates on which any nonemergency invasive physical examination or screening will be performed that is required as a condition of attendance, administered by the school, scheduled in advance, not necessary to protect the immediate health or safety of the student and that exposes private body parts or includes incision, insertion or injection into the body. The notice need not include hearing, vision or scoliosis screenings. The notice will offer an opportunity for the parents/guardians or a student of appropriate age to opt out of the activity. Currently the district does not conduct such examinations, and there are no plans to initiate them in the future. (20 U.S.C. § 1232h)
 21. At the beginning of every school year, and within a reasonable time after any substantive change in the district's policies, the district will notify parents/guardians of the specific or approximate dates on which personal information about students will be collected, disclosed or used if that information will be used for marketing or selling or otherwise provided to others for that purpose. The notice will offer an opportunity for the parents/guardians or a student of appropriate age to opt out of the activity. (20 U.S.C. § 1232h)
 22. The district will inform students or their parents/guardians about asbestos inspections, reinspections, surveillance, response actions and post-response action activities at least once a year. (40 C.F.R. § 763.84)
 23. At the beginning of each school year the district will distribute earthquake information prepared by the Federal Emergency Management Agency (FEMA), the State Emergency Management Agency (SEMA) or by other agencies that are experts in the area of earthquake safety. (§ 160.455, RSMo.)
 24. The district will provide current, accurate and complete information to each new employee regarding eligibility for public service loan forgiveness. The notice will be provided within ten days following the start of employment. (§ 105.1445, RSMo.)
 25. The district will notify parents/guardians at the time of initial enrollment of their student in district-sponsored preschools, daycare centers or nursery schools that they may request notice from the district as to whether any students currently enrolled in or attending the facility have an immunization exemption on file with the district. (§ 210.003, RSMo.)
 26. The district will post in a public area of each school and in all student restrooms a sign that contains the toll-free child abuse and neglect hotline number established by the Children's Division of the Department of Social Services. The text of the signs will be in both English and Spanish, be on a poster at least 11 x 17 inches, contain large print and be placed at eye level to the student. (§ 160.975, RSMo.)

27. The district will provide the address of the Department of Elementary and Secondary Education's website on the Trauma-Informed Schools Initiative to parents/guardians before October 1 of each school year. (§ 161.1050, RSMo.) Missouri DESE Trauma-Informed Schools Initiative: <https://dese.mo.gov/traumainformed>
28. The district will provide annual notice to students, parents/guardians and staff of policy JFCF, Bullying. (§ 160.775, RSMo.)
29. At the beginning of each school year, the district will notify parents/guardians with students attending a school that receives Title I funds that they may request information regarding whether the student's teacher is certified to teach in the grade levels and subject areas in which the teacher provides instruction; whether the student's teacher is teaching under emergency or other provisional certification status; and whether the student is provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. (20 U.S.C. § 6312, Policy GBL)
30. In accordance with federal law, if a student attends a school that receives Title I funds and has been assigned to or taught for four or more consecutive weeks by a teacher who is not certified at the grade level and subject area in which the teacher provides instruction, the district will provide timely notification to the student's parents/guardians. (20 U.S.C. § 6312)
31. If the district receives a grant or subgrant from the U.S. Department of Education (ED) under the Elementary and Secondary Education Act of 1965, the district will display in a public place the hotline contact information for the Office of Inspector General of the ED, so that any individual who observes, detects or suspects improper use of taxpayer funds can easily report such improper use. (20 U.S.C. § 7933)
32. The district will disseminate notice of the rights of homeless children and youth in locations frequented by parents/guardians of such children and youth, and unaccompanied youth, including schools, shelters, public libraries and soup kitchens. (42 U.S.C. § 11431)

Residency

Missouri school laws (167 RSMO), states that students attending Wright City R-II School District must be a permanent resident within the defined Wright City R-II School District boundaries and reside with their parent(s) or court-appointed, legal guardian within such boundaries. Individuals who attempt to attend Wright City R-II School District without proper residency may be dropped from the attendance rolls.

If a student moves during the school year, it is vital that the parent/guardian come to the middle school office or call and request a change of address/phone.

Retention Policy

Middle school students in fifth through eighth grade who fail three or more semesters of core classes (Communication Arts, Mathematics, Science, or Social Studies) may be retained in the same grade for the following school year.

Per school policy, if a student is absent more than 20 days in a year, she/he may be retained. Upon the twentieth absence, the administrator, or designee will convene a meeting involving the following parties; Parent/guardian, student, guidance counselor, administrator and a classroom teacher. The participants will analyze each absence and determine if they have negatively affected the student's learning. This team will determine if retention will benefit this particular student in this situation. Appeals concerning the outcome of the meeting may be made directly to the Superintendent's office. Unit course work may be recovered by attending classes during summer school. This option will be available free-of-charge. A maximum of two semester core courses may be made up in unit course work recovery. If more than one class, or two semesters, is required for promotion, then the student may obtain credit via correspondence. Students may avoid retention by submitting credit via correspondence. This credit must be obtained, at parent/guardian expense, and submitted to the building counselor by the designated date in order for the student to be promoted. Interested parents should contact the following organization as soon as they are notified by the counselor toward the end of the school year:

CAPAHA Correspondence School
3112 Laurel Lane

Cape Girardeau, MO 63701-4108
Phone: 573-335-3875 Email: CapahaCS@showme.net
Fax: 573-335-7070 Web: www.CapahaCS.com

School Search Policy

Students have no expectation of privacy in lockers, desks, computers or other district-provided equipment or areas. b.) The district may conduct periodic and unannounced administrative searches of lockers, computers and other district equipment. c.) The district may use dogs to indicate the presence of alcohol, drugs or other prohibited substances on campus, including the parking lot. d.) Additional searches of bags, purses, coats, electronic devices, other personal possessions and cars in accordance with law. e.) The district may require a student to submit to a drug or alcohol test if there is reasonable suspicion that the student has consumed prohibited substances. (Fourth Amendment of U.S. Constitution, Policy JFG and JFCI when applicable)

Special Education

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

Sporting Events

All students are required to be accompanied by a parent, guardian, or a responsible adult when attending sporting events.

Standard Complaint Resolution Procedure

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education (DESE). A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by DESE personnel. Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted. The written, signed complaint must be filed and the resolution pursued in accordance with local district policy GBM.

If the issue cannot be resolved at the local level, the complainant may file a complaint with DESE. If there is no evidence that the parties have attempted, in good faith, to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself. Anyone requiring more information regarding this procedure or how complaints are resolved may contact their local district or Department personnel.

STUDENT ALCOHOL/DRUG ABUSE

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.

STUDENT DISCIPLINE (Policy JG)

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The Wright City School District understands the importance of maintaining a safe school environment and a climate that allows teachers to communicate effectively with all students in classes so that student learning can be maximized. The Wright City School District views student discipline as a learning opportunity for all students that has as its ultimate goal improved student behavior and a safe school environment. Discipline will be trauma-informed (Missouri DESE Trauma-Informed Schools Initiative: <https://dese.mo.gov/traumainformed>), equitably applied, restorative in nature, and will be developmentally appropriate. The district seeks to minimize the exclusion of students from classrooms and schools and encourages the superintendent and district staff to exclude students only when necessary to maintain a safe and appropriate learning environment.

The superintendent or designee is authorized to contact the district's attorney for advice on the legality of district discipline or the discipline process. The board encourages the superintendent to recommend changes to board policy related to student discipline as needed.

Discipline Code

To assist district staff in maintaining the necessary education environment, the board of education has created a discipline code that addresses the consequences for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students.

The district's comprehensive written code of conduct includes, but is not limited to, this policy, JG R1, JG-R2, JG-R3, JG-R4, JGA, JGB, JGD, JGE, JGF and associated procedures. The district's comprehensive written code of conduct will be placed on the district's website, and a copy will be available in the superintendent's office during normal business hours. The code of conduct will be distributed to all students and their parents/guardians at the beginning of each school year, which may be accomplished by directing students and parents/guardians to the district's website. These policies, regulations and procedures will apply to all students in attendance in the district's instructional and support programs as well as at district-sponsored activities.

Equity

All district staff are required to enforce district policies, regulations and procedures in a manner that is consistent, developmentally appropriate and equitable. District staff may increase or decrease the consequences for student behavior based on individual circumstances. Documentation explaining the reasons for the variance will be included in the discipline resolution report as logged in the school information system. The superintendent or designee will review district data on a regular basis to determine whether district policies are being equitably enforced and, when necessary, make recommendations to the board of education for policy changes, additional training for staff, or resources to further the district's goal of providing equitable discipline for all students.

Discipline for Off Campus Misconduct

Students may be disciplined for misconduct that occurs off district grounds and outside a district activity when allowed by law including, but not limited to, the following situations:

1. The district's technology is used.
2. The student's conduct creates a substantial negative disruption to the educational environment during school hours and programming.
3. The student has been charged with, convicted of, or pled guilty to the commission of a felony in a court of general jurisdiction(not a juvenile court). The board may suspend such students after a hearing in accordance with law.
4. The student has been indicted on, charged with or convicted of one of the specific crimes listed in ' 167.171, RSMo. (see in policy JEC) or a petition has been filed or adjudicated in juvenile court involving one of the specific crimes listed in ' 167.171, RSMo. The district shall exclude such students from school or from the general education environment after appropriate due process.
5. The student transfers to the district during a suspension or expulsion from another public school or a private or parochial school, and the district determines that the conduct would have resulted in a suspension or expulsion in this district. The district may honor a student's suspension or expulsion in such cases after providing appropriate due process when necessary.

Immediate Removal

The board authorizes the immediate removal of a student upon a finding by a principal or superintendent that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures and in accordance with law.

Enforcement

Building principals are responsible for the development and enforcement of additional student conduct rules needed to maintain proper behavior in schools under their supervision. All such rules shall be consistent with board-adopted

discipline policies and regulations, and will reflect the board's commitment to utilizing trauma-informed approaches and restorative practices.

The board expects each teacher to maintain an ethical standard of conduct in the classroom. Teachers have the authority and responsibility to make and enforce necessary rules for discipline in the classroom, subject to review/approval by the building principal as long as they are consistent with board-adopted discipline policies and regulations and reflect the board's commitment to utilizing trauma-informed approaches and restorative practices.

All district staff enforcing student discipline should seek to minimize, as much as possible, the amount of instructional time the student loses and emphasize discipline as a learning experience.

Training

All district employees shall annually receive instruction related to the specific contents of the district's comprehensive code of conduct and any interpretations necessary to implement its provisions including, but not limited to, confidentiality requirements and the approved methods for dealing with acts of school violence and disciplining students with disabilities.

Search the index for this section and the cross references to identify related policies, administrative procedures and forms.

Board Policy Manual Wright City R-II

(5th – 8th Grade)

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.

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. When appropriate, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school. Likewise, a student may become ineligible for or be required to forfeit any honors and awards as a disciplinary consequence.

In accordance with law, any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline, shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian, custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.
2. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.
3. The student resides within 1,000 feet of a public school in the district and is on the property of 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.

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.

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.

Disciplinary response options implemented by teacher or staff member for minor misbehaviors which interfere with the orderly operation of the school (i.e., classroom disturbances such as talking, out of seat, failure to complete assignments, etc):

One-to-one counseling between teacher and student. Withdrawal of recess or other privileges.

Assigned seating in class or in the lunchroom. Time-out.

Communication with the parent by phone or letter.

Restricted use of restroom when appropriate (i.e., escorted to restroom, etc.) Detention time after 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.

5th grade

Level 1
<ul style="list-style-type: none">● Restorative conversation with student, staff and other students involved● Contact with parent/guardian● Reteaching of classroom expectations, positive reteaching opportunities
<u>AND/OR</u>
<ul style="list-style-type: none">● Loss of privileges, such as, but not limited to,<ul style="list-style-type: none">○ Recess time○ Lunch privileges○ District technology

Level 2

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

AND ONE OF THE FOLLOWING

- Loss of privileges, such as, but not limited to,
 - Recess time
 - Lunch privileges
 - District technology
- Up to 5 days AR
 - Completion of restorative packet is required
- Up to 3 days OSS
 - Final day of OSS should be served in Restorative Room to complete restorative packet
 - Optional re-entry meeting with student, staff members, family

Level 3

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

AND ONE OF THE FOLLOWING

- Loss of privileges, such as, but not limited to,
 - Recess time
 - Lunch privileges
 - District technology
- Up to 10 days AR
 - Completion of restorative packet is required
- Up to 10 days OSS
 - Final day of OSS should be served in Restorative Room to complete restorative packet
- Notification of SRO

Level 4

- Restorative conversation with student, staff and other students involved
- Contact with parent/guardian

AND ONE OF THE FOLLOWING

- Up to 10 days AR
 - Completion of restorative packet is required
- 10 days OSS
 - Final day of OSS should be served in Restorative Room to complete restorative packet
- Referral to superintendent for up to 180 days OSS
- Review for possible expulsion
- Involvement of SRO

3-5 Elementary

Class A Offenses

	Level 1	Level 2	Level 3	Level 4
Class Disruptions	✓	✓	✓	
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) Hats, head coverings, jackets, coats and backpacks are not to be worn during the school day. Visible piercings include ears only. (** Office will provide a T-shirt or sweatpants to be worn for the day. Students will receive personal clothing back in exchange for school-issued clothing at the end of the day.)				
Horseplay, Running in Halls, Poor Attitude, Wandering Halls- Students who do not act in a mature matter	✓	✓	✓	
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)	✓	✓		
Public Displays of Affections (PDA) - Consensual physical contact which is inappropriate for the school setting, including, but not limited to kissing and groping.	✓	✓		
Technology Misuse: 1. 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. 2. Using district technology for anything other than educational purposes as assigned by teachers.	✓	✓	✓	
Class B Offenses				
Academic Dishonesty- Cheating on tests, assignments, projects or similar activities; plagiarism, claiming credit for author 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	✓	✓	✓	
Dishonesty- Act of lying, whether verbal or written, including forgery. - Forged document must be nullified - Forged assignment must be redone	✓	✓	✓	
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.		✓	✓	
Failure to Care for or Return District Property- loss of, failure to return, or damage of district property, including, but not limited to, books, computer, calculators, uniforms, and sporting and instructional equipment.		✓	✓	
Inappropriate Physical Contact		✓	✓	

Insubordination		✓	✓	
Profanity	✓	✓		
Class C Offenses Law Enforcement officials will be notified in any or all of these offenses				
Arson- starting or attempting to start a fire, or causing or attempting to cause an explosion.			✓	✓
Assault				
1. Using physical force, such 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 of 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.			✓	✓
2. Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes assault in the first or second degree			✓	✓
Bullying and Cyberbullying (see board policy JFCF) Intimidation, unwanted aggressive behavior, or harassment that is repetitive or os 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.			✓	✓
Drugs (see board policies JFCH and JHCD)				
1. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation of imitation drug or herbal preparation			✓	✓
2. 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 defined as substances identified unders schedules I, II, III, IV, V in section 202(c) of the Controlled Substances Act.			✓	✓

<p>3. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV, V in section 202(c) of the Controlled Substances Act.</p>			✓	✓
<p>Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences - Violation the conditions of a suspension, expulsion or other disciplinary consequences including, but not limited to, participating in por 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.”</p> <p>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 a district property during a suspension, consideration shall be given to whether the students poses a threat to the safety of any child or school employee and whether the student’s presence id disruptive to the educational process or undermines the effectiveness of the district’s discipline policy.</p>			✓	✓
<p>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 fighting, disturbing, disrupting or causing the evacuation or closure of district property.</p>	✓	✓	✓	
<p>Fighting (see also, “Assault”) Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.</p>		✓	✓	✓
<p>Harassment, including Sexual Harassment (see board policy AC and ACA and note that additional provisions of the code of conduct may apply to the student’s behavior)</p>				
<p>1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sec, national origin, ancestry, disability or any other characteristic protected by law.</p>		✓	✓	
<p>2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sec, national origin, ancestry, disability or any other characteristic protected by law.</p>			✓	✓
<p>3. Student is found “responsible” for sexual harassment under Title IX upon conclusion of a formal complaint under policy ACA.</p>				✓
<p>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 purpose 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.</p>		✓	✓	

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			✓	✓
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.		✓	✓	
Sexual Activity- Consensual acts of sex or consensual simulations or sex including, but not limited to intercourse or oral or manual stimulation			✓	✓
Technology Misconduct (see board policies EHB and KKB and procedure EHB-API)				
1. Attempting, regardless of success, to; gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.		✓	✓	✓
2. Violations, other than those listed above, of board policy EHB, procedure EHB-API or any policy or procedure regulating student use of personal electronic devices		✓	✓	✓
3. Use of audio or visual recording equipment in violation of board policy KKB.		✓	✓	✓
Theft - theft, attempted theft or knowing possession of stolen property.		✓	✓	✓
Threat or Verbal Assault - verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.		✓	✓	✓
Tobacco, electronic cigarettes (vaping products), or 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.		✓	✓	✓
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 authorized persons to enter a district facility through any entrance.			✓	✓
Vandalism (see board policy ECA) - Damage to district, staff or student property.		✓	✓	✓
Weapons (see board policy JFCJ)				

1. Possession or use of any weapon as defined in board policy, other than those defined in 18 U.S.C. 921, 18 U.S.C 930(g)(2) or 57010, RSMo. which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.			✓	✓
2. Possession or use of a firearm as defined in 18 U.S.C. 921 or any instrument or device defined in 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C 930(g)(2).			✓	✓
3. Possession or use of ammunition or a component of a weapon.			✓	✓

6th - 8th Grade

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: Lunch privileges District technology

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

Completion of restorative packet is required

6. Up to three days OSS

Final day of OSS should be served in restorative room to complete restorative packet 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

Completion of restorative packet is required

6. Up to ten days OSS

Final day of OSS should be served in restorative room to complete restorative packet 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. Completion of restorative packet is required
4. Ten days OSS

Final day of OSS should be served in restorative room to complete restorative packet 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).* Hats, head coverings, jackets, coats and backpacks are not to be worn during the school day. Visible piercings include ears only.

*The office will provide a T-shirt or sweatpants to be worn for the day. Students will receive personal clothing back in exchange for school-issued clothing at the end of 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 2, 3, or 4

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 Serve Detention

Level 1

9. Skipping Class

Level 1 or 2

Class C 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

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.

Search the index for this section and the cross references to identify related policies, administrative procedures and forms.

Board Policy Manual Wright City R-II

For the purposes of this policy, corporal punishment is the use of physical force as a method of correcting student behavior. No person employed by or volunteering on behalf of the Wright City R-II School District shall administer corporal punishment or cause corporal punishment to be administered upon a student attending district schools.

A staff member may, however, use reasonable physical force against a student for the protection of the student or other persons or to protect property. Restraint of students in accordance with the district's policy on student seclusion, isolation and restraint is not a violation of this policy.

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Board Policy Manual Wright City R-II

The following procedures apply to all students. However, additional procedures for discipline for students with disabilities are sometimes required, as discussed in policy JGE, Discipline of Students with Disabilities.

The Board of Education believes that the right of a child to attend free public schools carries with it the responsibility of the child to attend school regularly and to comply with the lawful policies, rules and procedures of the school district. This observance of school policies, rules and procedures is essential for permitting others to learn at school.

Therefore, the administration may exclude a student from school because of violation of school rules and procedures, conduct which materially or substantially disrupts the rights of others to an education, or conduct which endangers the student, other students or the property of the school. Furthermore, if a student poses a threat to self or others, as evidenced by the prior conduct of such a student, the administration may immediately remove the student from school. Such actions will be taken in accordance with due process and with due regard for the welfare of both the student and the school.

The terms "suspension" and "removal" refer to an exclusion from school that will not exceed a specific period of time and shall be subject to the due process procedures set forth for "suspensions" in this policy. The term "expulsion" refers to exclusion for an indefinite period.

The district may honor suspensions and expulsions from another in-state or out-of-state school district including a private, charter or parochial school or school district pursuant to law and policy JEC, Student Admissions. Before making any decision to honor such suspensions or expulsions, the superintendent or designee will consider whether the student has received the due process required by law.

Suspensions

In Missouri, a principal may suspend a student for up to ten (10) school days. A superintendent may suspend a student for up to 180 school days. Procedures for suspending a student are outlined below.

1. Before suspending a student, a principal or superintendent must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension; and (c) give the student an opportunity to present his or her version of the incident.
2. If the principal or superintendent concludes that the student has engaged in misconduct punishable by suspension, the procedures described below apply. If the student has a disability as defined in the Individuals with Disabilities Education Act (IDEA) as amended or Section 504 of the Rehabilitation Act, additional procedural safeguards described in the policy dealing with the discipline of students with disabilities apply.
3. The principal or superintendent should determine whether the student should be suspended or whether less drastic alternative measures would be appropriate. In many cases, the principal or superintendent may decide not to suspend a student unless conferences (between the teacher, student and principal and/or between the parent, student and principal) have been held and have failed to change the student's behavior.
4. If suspension is imposed, the student's parents or guardians must be promptly notified of the suspension and the reasons for the action.
5. Any suspension by a principal must be reported, immediately and in writing, to the superintendent, who may revoke the suspension, either part or in full, at any time.
6. If a student is suspended for more than ten (10) school days, the following rules also apply:
 - a. The student, his or her parents, guardians or others having custodial care have a right to appeal the superintendent's decision to the Board or a committee of the Board appointed by the Board president.
 - b. If the student gives notice that he or she wishes to appeal the suspension to the Board, the suspension shall be stayed until the Board renders its decision, unless in the superintendent's judgment, the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.
 - c. All notices of appeal shall be transmitted, either by the appealing party or by the superintendent, to the secretary of the Board. Oral notices, if made to the superintendent, shall be reduced to writing and communicated to the secretary of the Board.
 - d. The superintendent, when notified of an appeal, shall promptly transmit to the Board a full written report of the facts relating to the suspension, the action taken by the superintendent, and the reasons for the action.
 - e. Upon receipt of a notice of appeal, the Board will schedule a hearing and within a reasonable time in advance of the scheduled date, will notify, by certified mail, the appealing party of the date, time and place of the hearing and of the right to counsel, to call witnesses, and to present evidence at the hearing.
 - f. Hearings of appealed suspensions will be conducted as described in the section of this policy dealing with student disciplinary hearings.

Suspensions For More Than 180 School Days and Expulsions

Only the Board may expel a student or suspend a student for more than 180 school days. The applicable procedures are outlined below.

1. Before recommending to the Board that a student be expelled or suspended for more than 180 school days, the superintendent must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension/expulsion; and (c) give the student an opportunity to present his or her version of the incident.

2. If the superintendent concludes that the student has engaged in misconduct and should be expelled or suspended for more than 180 school days, the procedures described below apply unless the student has a disability. (In the case of a student with a disability, the procedures described in the policy dealing with the discipline of students with disabilities shall apply.)

a. The superintendent will recommend to the Board that the student be expelled or suspended for more than 180 school days. The superintendent may also immediately suspend the student for up to 180 school days.

b. Upon receipt of the superintendent's recommendation, the Board will follow the procedures described in the section of this policy dealing with student disciplinary hearings.

3. If the student is expelled, he or she may later apply to the Board for readmission. Only the Board can readmit an expelled student.

Student Discipline Hearings

The Board of Education may originate student discipline hearings upon recommendation of the superintendent. In such cases, the Board of Education will review the superintendent's report and determine whether to conduct a disciplinary hearing. In addition, student discipline hearings also will be held upon written request of the student or the student's parents, to consider appeals from student suspensions in excess of ten (10) school days. A discipline hearing will always be held in cases of suspensions in excess of 180 school days or expulsions, unless after meeting with the superintendent or designee, the parent or guardian waives, in writing, the right to an expulsion hearing.

In all hearings, whether initiated by the Board of Education or by appeal, the following procedures will be adhered to:

1. The student and the parents/guardians will be advised of the charges against the student; their right to a Board hearing; the date, time and place of the hearing; their right to counsel; and their procedural rights to call witnesses, enter exhibits and cross-examine adverse witnesses. All such notifications will be made by certified mail, addressed to the student's parents or guardians. The Board shall make a good-faith effort to have the parents or guardians present at the hearing.

2. Prior to the Board hearing, the student and the student's parents/guardians will be advised of the identity of the witnesses to be called by the administration and advised of the nature of their testimony. In addition, the student and the student's parents/guardians will be provided with copies of the documents to be introduced at the hearing by the administration.

3. The hearing will be closed unless the Board decides otherwise. The hearing will only be open with parental consent. At the hearing, the administration or their counsel will present the charges and such testimony and evidence to support such charges. The student, his or her parents/guardians or their counsel shall have the right to present witnesses, introduce exhibits, and to cross-examine witnesses called in support of the charges.

4. At the conclusion of the hearing, the Board of Education shall deliberate in executive session and shall render a decision to dismiss the charges; to suspend the student for a specified period of time; or to expel the student from the schools of the district. The administration or its counsel, by direction of the Board of Education, shall promptly prepare and transmit to the parents/guardians written notice of the decision.

Remedial Conference

Prior to the readmission or enrollment of any student who has been suspended out of school more than ten

(10) consecutive days or expelled in accordance with this policy for any "act of school violence" as defined in

§ 160.261.2, RSMo., and Board policy JGF, a conference must be held to review the student's conduct that resulted in the suspension or expulsion and any remedial actions needed to prevent future occurrences of such conduct or related conduct. The conference shall include the appropriate school officials including any teacher directly involved with the conduct that resulted in the suspension or expulsion, the student, and the parent or guardian of the student

or any agency having legal jurisdiction, care, custody or control of the student. The Board of Education shall notify, in writing, the parents or guardians and all other parties of the time, place and agenda of any such conference. Failure of any party to attend this conference shall not preclude holding the conference. This requirement applies to enrolling students transferring from another school as well, regardless of whether the "act of school violence" was committed at a public school or at a private school in Missouri, provided that such act shall have resulted in the suspension or expulsion of such student in the case of a private school.

NOTE: When a suspension occurs, the student is not to be on any school district property, and may not attend any school-sponsored or related activity home or away from school. Violation of this could result in a longer suspension.

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Board Policy Manual Wright City R-II

It is the goal of the Wright City R-II School District to provide a safe and productive learning environment for all students. The district does not believe in a double standard for misbehavior and holds the welfare and safety of all persons in the district in highest regard. Students with disabilities will be disciplined in accordance with the district's discipline code applicable to all students, subject to the modifications mandated by law. All students, including those with disabilities, will be referred for law enforcement action when required by law and when their conduct constitutes a crime.

The district will comply with all state and federal laws governing the discipline of students with disabilities, including the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, applicable regulations and state and local plans for compliance with the law. In addition to the process outlined in special education law, students with disabilities will receive the same due process afforded other students.

The Board delegates to the superintendent or designee the authority to seek the removal of a student with a disability as allowed by federal or state law to an alternative educational setting through the state hearing process or to seek a court injunction ordering removal or a different educational placement.

The superintendent or designee will provide all district employees training on violence prevention, the district's discipline code and the legal requirements for disciplining students with disabilities. The Board delegates to the superintendent or designee the authority to contact the district's legal counsel for legal advice or training on the district's responsibilities.

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Board Policy Manual Wright City R-II

Administrative Procedure JGE-AP(1): DISCIPLINE OF STUDENTS WITH DISABILITIES - (Students Eligible for Special Education Services)

Original Adopted Date: 08/08/2005 | Last Revised Date: 06/24/2010

Status: ADOPTED

The following procedure is intended to give guidance to district personnel when disciplining students who are eligible for special education services under state and federal law and relevant regulations. This procedure is not intended to replace adequate training and the guidance of the special education director. The special education director or designee must be contacted when a student receiving special education services is suspended from school or school services. Current law will govern and may supersede this procedure.

Definitions

Short-Term Suspension – Suspension for ten (10) school days or fewer of a student receiving special education services who violates a code of student conduct, but only to the extent that such an alternative is applied to students without disabilities. In-school suspension is not usually considered a “suspension” under this procedure unless the student is not receiving the necessary special education services while in that setting or unless it occurs so frequently that it constitutes a change in placement.

Long-Term Suspension or Expulsion – Suspensions in excess of ten (10) consecutive school days, or suspensions in excess of ten (10) school days cumulatively in a school year where a pattern of suspension is created. A long-term suspension or expulsion is a change of placement and may not be imposed if the manifestation determination team concludes the conduct subject to discipline is related to the disability.

Pattern of Suspension – Determination of whether a "pattern of suspension" is created is based on factors such as the length of each removal, total amount of time a student is removed and the proximity of the removals to one another. The type of conduct involved in each incident has no bearing on whether a pattern is created. The special education director or designee will determine whether the suspension will create a pattern.

Manifestation Determination Team – The manifestation determination team is composed of the parent/guardian, representatives of the school district and relevant members of the Individualized Education Program (IEP) team, as determined by the parent/guardian and the district. Although membership of the manifestation determination team may be similar or identical to an IEP team, the manifestation determination is not a function of the IEP team.

Interim Alternative Educational Setting – An alternative setting in which the student continues to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the student's IEP. As appropriate, it includes the student receiving a functional behavioral assessment, behavioral intervention services and modifications that are designed to prevent unacceptable behavior from recurring.

Selection of Discipline Options

The selection of the appropriate discipline option for a student with disabilities will be based on:

1. The nature of the behavior subject to discipline.
2. The number of days of suspension warranted by the misconduct.
3. The history of suspensions or other disciplinary actions imposed during the current school year.
4. Violent or dangerous characteristics of the student's behavior.
5. Other unique circumstances on a case-by-case basis.

School personnel may not impose disciplinary measures to a greater degree than those applied to students without disabilities for the same or a comparable offense.

Discipline Options and Procedures

Suspension for Ten (10) School Days or Fewer (Consecutive or Cumulative in a School Year)

1. The principal suspends the student for up to ten (10) school days in accordance with the discipline code.
2. The principal notifies the parents/guardians of the decision to suspend on the day the decision is made and will contact law enforcement if a crime has occurred.
3. No services or other special procedures are required.

Short-Term Suspension when Services May Need to Be Provided

1. In accordance with the discipline code, the principal imposes a suspension for up to ten (10) school days that in combination with prior suspensions for the school year exceeds a total of ten (10) cumulative school days.

2. The principal notifies the parents/guardians of the decision to suspend on the day the decision is made and will contact law enforcement if a crime has occurred.

3. A determination is made as to whether a pattern of suspension will be created by the suspension. This determination is made by the director of special education or designee.

▶ If it is determined that a pattern of suspension does exist, the suspension will constitute a change of placement, and the procedures under long-term suspension or expulsion must be followed, including providing a copy of the procedural safeguards and "The Parents' Bill of Rights" or a document that integrates the procedural safeguards and "The Parents' Bill of Rights."

▶ If it is determined that a pattern of suspension does not exist, proceed to Step 4.

4. Services are required on the eleventh cumulative school day of removal in a school year and thereafter if necessary to enable the student to appropriately progress, as determined by school staff. The special education director or designee, in consultation with the student's teacher, will determine which, if any, services are needed.

Long-Term Suspension/Expulsion

1. The principal suspends the student for up to ten (10) school days and recommends a longer period of suspension to the superintendent in accordance with the discipline code. The principal notifies the parents/guardians of the decision to suspend on the day the decision is made and, in accordance with law, provides them with a copy of the procedural safeguards and a copy of "The Parents' Bill of Rights" or a document that integrates the procedural safeguards and "The Parents' Bill of Rights." The district will contact law enforcement if a crime has occurred.

2. If the superintendent concludes the misconduct warrants a long-term suspension, he or she will notify the director of special education or designee.

3. Within ten (10) school days of the suspension or as soon as practical when a pattern of suspension is created, the manifestation determination team shall review all relevant information in the student's file—including the student's IEP, any teacher observations and any relevant information provided by the parents/guardians—to determine if the conduct in question was:

▶ Caused by or had a direct and substantial relationship to the student's disability.

▶ The direct result of the local educational agency's failure to implement the IEP.

If the manifestation determination team determines that either of the two (2) situations above is applicable to the student, the conduct will be determined to be a manifestation of the disability.

4. If the manifestation determination team determines that the behavior is a manifestation of the disability, the IEP team shall:

▶ Conduct a functional behavioral assessment and implement a behavioral intervention plan if one has not been developed already.

▶ Review the behavioral intervention plan, if one has been developed, and modify it to address the behavior, if necessary.

▶ Return the student to the prior educational placement, unless the parent/guardian and the district agree to a change of placement as part of the modification of the behavioral intervention plan, or follow the procedure for a 45-day removal if applicable.

5. If the manifestation determination team concludes that the behavior is not a manifestation of the disability, the relevant disciplinary procedures may be applied to the student in the same manner and for the same length of time applicable to students without disabilities.

- ▶ If the superintendent or designee decides to assign a long-term suspension or expulsion, he or she will notify the parents/guardians of the decision and the right to appeal to the Board.
- ▶ The IEP team will determine how the student will continue to receive educational services so that the student can participate in the general education curriculum and progress toward meeting IEP goals.
- ▶ As appropriate, the student may receive a functional behavioral assessment, behavioral intervention services and modifications designed to address the behavior violation.

Automatic Removal for 45 School Days

School personnel may remove a student to an interim alternative educational setting for up to 45 school days, regardless of whether the behavior is a manifestation of the student's disability, for the following acts if committed on school grounds or at a school function:

1. Carrying or possessing a weapon as defined in 18 U.S.C. § 930.
2. Knowingly using, possessing, selling or soliciting a sale of certain illegal drugs identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.
3. Inflicting serious bodily injury upon another person.

This 45-day removal is not considered a "suspension" in accordance with law. The following procedures are used to implement a 45-day removal:

1. The principal contacts law enforcement, the superintendent and the special education director or designee immediately.
2. The principal suspends the student for ten (10) school days in accordance with the discipline code. The principal will notify the parents/guardians of the decision on the day the decision is made and, in accordance with law, provide them with a copy of the procedural safeguards and a copy of "The Parents' Bill of Rights" or a document that integrates the procedural safeguards and "The Parents' Bill of Rights." The principal will also notify the parents/guardians that the student will be removed to an interim alternative educational setting for 45 school days.
3. The IEP team will conduct an IEP meeting to determine how the student will receive a free appropriate education while in the interim alternative educational setting, and the manifestation determination team will conduct a manifestation determination.
4. If the manifestation determination team determines that the behavior is a manifestation of the disability, the IEP team shall:
 - ▶ Conduct a functional behavioral assessment and implement a behavioral intervention plan if one has not already been developed.
 - ▶ Review the behavioral intervention plan, if one has been developed, and modify it to address the behavior, if necessary.
 - ▶ Return the student to the prior educational placement after the initial 45-day removal unless the parent/guardian and the district agree to a change of placement as part of the modification of the behavioral intervention plan.
5. If the manifestation determination team determines that the behavior is not a manifestation of the disability, the student will be suspended for the same length of time applicable to other students after the 45-day removal ends.
 - ▶ As appropriate, the student may receive a functional behavioral assessment, behavioral intervention services and modifications designed to address the behavior violation.

Expedited Hearing by Hearing Officer

A parent/guardian who disagrees with any decision regarding placement or the manifestation determination will be provided an expedited hearing in accordance with law. The student will remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the disciplinary action, whichever occurs first, unless the parent/guardian and the district agree otherwise.

If the district believes that the current placement of a special education student is substantially likely to result in injury to the student or others, the district may request an expedited hearing through the Department of Elementary and Secondary Education (DESE), Division of Special Education.

Court Injunction

The district, through legal counsel, may seek a court injunction ordering the removal of or a change of placement for a dangerous or violent student.

Students Not Yet Identified

A student who has not been determined to be eligible for special education and related services under the Individuals with Disabilities Education Act (IDEA) may assert any of the protections afforded to special education students if the district had knowledge that the student was a student with a disability before the behavior that precipitated the disciplinary action occurred.

If the district did not have such knowledge prior to taking disciplinary measures against the student, the student may be disciplined in the same manner as students without disabilities who engage in comparable behaviors. However, if a request is made for an evaluation during the time period in which the student is subject to disciplinary measures, an expedited evaluation will be conducted.

If the student is determined to be eligible for special education and related services, the district will provide those services. Pending the results of the evaluation, the student will remain in the educational placement determined by school authorities.

The district will be considered to have knowledge that a student is a student with a disability if, prior to the behavior subject to disciplinary action, any one (1) of the following conditions exists:

1. The parent/guardian has expressed concern in writing to supervisory or administrative personnel or the student's teacher that the student is in need of special education and related services.
2. The parent/guardian has requested an initial evaluation of the student.
3. The student's teacher or other district personnel have expressed specific concerns directly to the special education director or to other district supervisory personnel in accordance with the agency's established Child Find or special education referral systems about a pattern of behavior demonstrated by the student.

The district is considered not to have knowledge that a student has a disability requiring special education services if any of the following apply:

1. The parent/guardian of the student has not allowed an evaluation.
2. The parent/guardian of the student has refused services.
3. The student has been evaluated and it was determined that the student was not a student with a disability pursuant to the IDEA.

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Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.

Board Policy Manual Wright City R-II

Administrative Procedure JGE-AP(2): DISCIPLINE OF STUDENTS WITH DISABILITIES - (Students Receiving Accommodations under Section 504 but Not Special Education Services)

Original Adopted Date: 08/08/2005 Status: ADOPTED

The following procedure is intended to give guidance to district personnel when disciplining students with disabilities as defined by Section 504 of the Rehabilitation Act of 1973. However, this procedure is not intended to replace adequate training and the guidance of the district's 504 coordinator. The district's 504 coordinator or designee must be notified when a student with disabilities is suspended from school or school services. Current law will govern and may supersede this procedure.

Students with disabilities may also qualify for special education services. Special education students must be disciplined in accordance with state and federal law, as outlined in JGE-AP1.

Definition

Suspension -- Removal of a student receiving accommodations under Section 504 from the student's current placement or to another educational setting that is not contemplated by a student's 504 plan. In-school suspension is not a "suspension" under this procedure unless the student is not receiving the necessary accommodations while in that setting.

Suspension for Ten (10) School Days or Fewer

1. The principal suspends the student for up to ten (10) school days in accordance with the discipline code, and the parents are notified.
2. The student is not entitled to educational services during the suspension unless those services are offered to students without disabilities during a suspension.

Suspension for More than Ten (10) School Days

1. The principal suspends the student for ten (10) school days in accordance with the discipline code, recommends a longer suspension to the superintendent and notifies the 504 coordinator and the parents.
2. If the superintendent determines that a longer suspension is warranted, the superintendent notifies the 504 coordinator.
3. A multidisciplinary team meets to determine whether the behavior is a manifestation of the student's disability and forwards the results of that determination to the superintendent. This meeting will be held during the period of the ten-day suspension imposed by the principal.

If the multidisciplinary team determines that the behavior is a manifestation of the student's disability, the student will not be suspended beyond ten (10) school days and the team will consider whether additional accommodations are necessary.

4. If the behavior that resulted in the suspension is not a manifestation of the student's disability, the superintendent will assign additional suspension time as he or she determines is appropriate and notify the parents of their rights to appeal to the Board. The student is not entitled to receive educational services during the suspension unless those services are offered to students without disabilities.

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Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.

Board Policy Manual Wright City R-II

In compliance with state law, the Board of Education establishes clear channels of communication between teachers, administrators, law enforcement officials and other schools concerning acts of school violence and other behaviors

that endanger the welfare or safety of students, staff or patrons of the district. The purpose of this policy is to designate specific actions committed by students that must be reported to teachers, administrators and/or law enforcement officials as well as those actions that must be documented in a student's discipline record.

Definitions

The following definitions and terms apply to this policy:

Act of School Violence/Violent Behavior – The exertion of physical force by a student with the intent to do serious physical injury to another person while on school property, including while on school transportation in service on behalf of the district or while involved in school activities.

Need to Know – Relates to school personnel who are directly responsible for the student's education or who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.

School or District Property – Property utilized, supervised, owned, rented, leased or controlled by the school district including, but not limited to, school playgrounds, parking lots, school transportation and any property on which any school activity takes place.

Serious Physical Injury – Physical injury that creates a substantial risk of death or that causes serious disfigurement or protracted loss or impairment of any part of the body.

Serious Violation of District's Discipline Policy – One or more of the following acts if committed by a student enrolled in the district:

1. Any act of school violence/violent behavior.
2. Any offense that occurs on district property, on district transportation or at any district activity and that is required by law to be reported to law enforcement officials.
3. Any offense that results in an out-of-school suspension for more than ten school days.

Reporting to School Staff

School administrators shall report acts of school violence to all teachers at the attendance areas in which the involved students are educated and to other school district employees with a need to know the information to adequately supervise the students and to protect themselves or others. In addition, any portion of a student's individualized education program (IEP) that is related to demonstrated or potentially violent behavior shall be provided to any teachers and other district employees with a need to know the information.

The superintendent or designee will inform district employees with a need to know of any criminal act committed or allegedly committed by a student in the district that is reported to the district by a juvenile officer or an employee of the Children's Division (CD) of the Department of Social Services, sheriff, chief of police or other appropriate law enforcement entity in accordance with state law. Such reports shall not be used as the sole basis for denying educational services to a student.

Reporting to Law Enforcement Officials

School administrators are required by law to report certain crimes to law enforcement. In an effort to support timely and accurate reporting, the Board encourages all employees who have information about any criminal act to share that information with their supervisors. The Board expects employees to share information regarding serious criminal acts, and employees must report criminal acts when required by law and Board policy.

Any crime listed in this section, or any act that if committed by an adult would be a crime listed in this section, that is committed on school property, on any school transportation or at any school activity must be reported immediately by the appropriate school administrator to the appropriate law enforcement entity. The following criminal acts are subject to this reporting requirement:

1. First- or second-degree murder under §§ 565.020, .021, RSMo.
2. Voluntary manslaughter under § 565.023, RSMo.
3. Involuntary manslaughter in the first or second degree under §§ 565.024, .027, RSMo.
4. First- or second-degree kidnapping under §§ 565.110, .120, RSMo.
5. First-, second- or third-degree assault under §§ 565.050, .052, .054, RSMo.*
6. Rape in the first or second degree under §§ 566.030, .031, RSMo.
7. Sodomy in the first or second degree under §§ 566.060, .061, RSMo.
8. Burglary in the first or second degree under §§ 569.160, .170, RSMo.
9. Robbery in the first degree under § 570.023, RSMo.
10. Possession of a weapon under chapter 571, RSMo., 18 U.S.C. § 921
11. Manufacture of a controlled substance under § 579.055, RSMo.
12. Delivery of a controlled substance under § 579.020, RSMo.
13. Arson in the first degree under § 569.040, RSMo.
14. Property damage in the first degree under § 569.100, RSMo.
15. First-, second- or third-degree child molestation under §§ 566.067, .068, .069, RSMo.
16. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
17. Sexual abuse in the first degree pursuant to § 566.100, RSMo.
18. First-degree harassment under § 565.090, RSMo.
19. First-degree stalking under § 565.225, RSMo.

* Immediate reporting of third-degree assault under § 565.054, RSMo., may not be required if an agreement with law enforcement exists.

If the district is aware that a student who is suspended for more than ten days or expelled is under court jurisdiction, the superintendent shall notify the appropriate division of the juvenile or family court of the suspension or expulsion.

All employees shall immediately report to the principal any incident that constitutes a crime, including any incident in which a person is believed to have committed an act that if committed by an adult would be first-, second- or third- degree assault, rape in the second degree or sodomy in the second degree against a student or school employee, while on school property, school transportation or at school activities. Employees shall also inform the principal if a student is discovered to possess a controlled substance or weapon in violation of the district's policy. The principal shall immediately report these listed offenses to the appropriate law enforcement entity and the superintendent. However, if the district has entered into an agreement with law enforcement regarding the reporting of third-degree assaults, the district will report third-degree assaults to law enforcement in accordance with that agreement.

School districts may report or disclose education records to law enforcement entities and juvenile justice authorities if the disclosure concerns the law enforcement entities or juvenile justice authority's ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in state and federal law.

Reporting Third-Degree Assault

The superintendent and the appropriate local law enforcement entity may develop a written agreement outlining the procedure for reporting any incident in which a student is believed to have committed an act that if committed by an adult would be third-degree assault. If such an agreement exists in the district, the principal shall report third-degree assaults to the appropriate local law enforcement entity in accordance with the agreement.

Student Discipline Records

The Board of Education directs the superintendent or designee to compile and maintain records of any serious violation of the district's discipline policy for each student enrolled in the district. Such records shall be made available to all district employees with a need to know and shall be provided to any school district in which the student subsequently attempts to enroll within five business days of receiving the request, in accordance with state law. If a student is placed in another school by the CD, the records will be transferred to the new school within two business days after notification by the CD. Personally identifiable student records will only be released or destroyed in accordance with state and federal law.

Pursuant to Department of Secondary and Elementary Education (DESE) data reporting requirements, the district shall report rates and durations of, and reasons for, student suspensions of ten days or longer and expulsions.

Confidentiality

Any information received by a school district employee relating to the conduct of a student shall be received in confidence and used for the limited purpose of assuring that good order and discipline are maintained in the schools.

Liability

Teachers and authorized district personnel, including volunteers selected with reasonable care by the district, shall not be civilly liable when acting in accordance with the Board's policies, including the Board's discipline policies, or when reporting acts of school violence or threatened acts of school violence to the appropriate supervisor or other person, pursuant to law and district policy.

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Board Policy Manual Wright City R-II

Purpose

Through the adoption of this policy, the Board of Education expects to:

1. Promote safety and prevent harm to students, school personnel and visitors in the school district.
2. Approach the use of discipline and behavior-management techniques with dignity and respect.
3. Provide school personnel with clear guidelines about the use of seclusion, isolation and restraint on district property or at any district function or event.
4. Provide parents/guardians information about state guidelines and district policies related to the use of discipline, behavior management, behavior interventions and responses to emergency situations.
5. Promote the use of nonaversive behavioral interventions, including positive behavioral support techniques.

Policy Applicability

This policy applies to all district personnel. District personnel assigned to facilities not located on district premises (hospitals, detention centers, juvenile facilities and mental health facilities) will follow the policies and procedures for the facilities or programs where they work.

The terms of any written agreement between the district and any facility that provides services to district students will require that facility to have a policy on the use of seclusion, isolation and restraint that complies with state and federal law.

Parents/Guardians who consent to their child receiving services by facilities not located on district premises also consent to the use of that facility's seclusion, isolation and restraint policy.

Definitions

Assistive Technology Device – Any item, piece of equipment or product system that is used to increase, maintain or improve the functional capacities of a student with a disability.

Aversive Behavioral Intervention or Aversive Intervention – An intervention that is intended to inflict pain or discomfort upon a student for the purpose of eliminating or reducing maladaptive behaviors, including such interventions as: contingent application of noxious, painful or intrusive stimuli or activities; any form of noxious, painful or intrusive spray, inhalant or tastes; or other similar interventions. The term does not include such interventions as voice control limited to loud, firm commands; time-limited ignoring of a specific behavior; token fines as part of a token economy system; brief physical prompts to interrupt or prevent a specific behavior; interventions medically necessary for the treatment or protection of the student; or other similar interventions. Corporal punishment administered in accordance with state law is not an aversive intervention for the purpose of this policy.

Behavioral Intervention – An individualized instructional and environmental support that teaches students appropriate behaviors to replace problem behaviors. Behavioral interventions are guided by a functional behavioral assessment (FBA) that identifies the communicative intent of problem behavior and takes into consideration any known medical, developmental or psychological limitation(s) of the student.

Behavior Intervention Plan (BIP) – A plan that sets forth specific behavior interventions for a specific student who displays chronic patterns of problem behavior.

Behavior Management – Comprehensive, schoolwide procedures applied in a proactive manner that constitute a continuum of strategies and methods to support and/or alter behavior in all students.

Chemical Restraint – Administration of a drug or medication to manage a student's behavior that is not a standard treatment and dosage for the student's medical condition.

Confinement – The act of preventing a student from leaving an enclosed space.

Discipline – Consequences for violating the district's student code of conduct.

Emergency Situation – A situation in which a student's behavior poses a serious, probable threat of imminent physical harm to self or others or destruction of property.

Functional Behavior Assessment – A formal assessment to identify the function or purpose the behavior serves for the student so that classroom interventions and behavior support plans can be developed to improve behavior. The assessment could include observations and charting of the behavior and interviews with family, teachers and the student to determine the frequency, antecedent and response of the targeted behavior.

Individualized Education Program (IEP) – A student's individualized education program as defined by the Individuals with Disabilities Education Act (IDEA).

Isolation – The confinement of a student alone in an enclosed space without locking hardware. Isolation does not include supervised in-school suspension, detention or time-out used as disciplinary consequences in accordance with the district's student discipline code.

Law Enforcement Officer – Any public servant having both the power and duty to make arrests for violations of local, state or federal law.

Locking Hardware – Mechanical, electrical or other material devices used to lock a door or to prevent egress from a confined area.

Mechanical Restraint – A device or physical object that the student cannot easily remove that restricts a student's freedom of movement or normal access to a portion of his or her body. This includes, but is not limited to: straps, duct tape, cords or garments. The term does not include assistive technology devices.

Physical Escort – The temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student who is acting out or eloping to walk to a safe location.

Physical Restraint – The use of person-to-person physical contact to restrict the free movement of all or a portion of a student's body. It does not include briefly holding a student without undue force for instructional or other purposes, briefly holding a student to calm the student, taking a student's hand to transport him or her for safety purposes, physical escort, or intervening in a fight.

Positive Behavior Supports – A range of instructional and environmental supports to teach students pro-social alternatives to problem behavior and allow them multiple opportunities to practice pro-social skills and receive high rates of positive feedback.

Restraint – See the definitions for chemical restraint, mechanical restraint and physical restraint.

School or District Employee or Personnel – Any person employed by the district, volunteering for the district or performing services on behalf of or at the direction of the district. "School or district employee or personnel" may include persons working with students as independent contractors or on behalf of an independent contractor or persons employed by another agency who are providing educational or related services to students.

Section 504 Plan – A student's individualized plan as defined by Section 504 of the Rehabilitation Act of 1973.

Time-Out – Brief removal from sources of positive reinforcement that does not meet the definition of seclusion or isolation. The purpose of time-out is to separate the student from the attention of staff and other students.

Use of Time-Out

Nothing in this policy is intended to prohibit the use of time-out as defined in this policy.

Use of Aversive Interventions

Aversive interventions will be used only in accordance with this policy. District personnel shall never use aversive interventions that compromise health and safety.

Use of Seclusion, Isolation and Restraint

Isolation

Isolation shall be used only:

1. In an emergency situation, or
2. When less restrictive measures have not effectively de-escalated the situation and the school has a plan for how to respond in such situations, or with parental approval as specified in a student's IEP, Section 504 plan or other agreed-upon plan to address a student's behavior.

Isolation shall never be used as a form of punishment or for the convenience of district personnel.

A student in isolation must be monitored by district personnel who are in close proximity and able to see and hear the student at all times. Monitoring shall be face to face unless personal safety is significantly compromised, in which case technology-supported monitoring may be utilized. The total time in isolation is to be reasonably calculated based on the age of the student and the circumstances and is not to exceed 40 minutes without a reassessment of the situation and consultation with parents/guardians or administrative staff unless otherwise specified in an IEP, Section 504 plan or other parentally agreed-upon plan to address a student's behavior.

The space in which the student is isolated should be a normal-sized meeting room or classroom commonly found in a school setting with standard lighting, ventilation, heating, cooling and ceiling height and that is free of objects that could cause harm to the student.

Physical Restraint

Physical restraint shall be used only:

1. In an emergency situation, or when less restrictive measures have not effectively de-escalated the situation and the school has a plan for how to respond in such situations, or with parental approval as specified in a student's IEP, Section 504 plan or other agreed-upon plan to address a student's behavior.

Physical restraint will:

1. Be used only for as long as necessary to resolve the actual risk of danger or harm that warranted the use of physical restraint.
2. Be no greater than the degree of force necessary to protect the student or other persons from imminent bodily injury or to protect property.
3. Not place pressure or weight on the chest, lungs, sternum, diaphragm, back, neck or throat that restricts breathing.
4. Be done only by district personnel trained in the proper use of physical restraint.

District personnel who use physical restraint shall only use restraint methods in which they have received district-approved training. Further, district personnel who use physical restraint may only do so in the presence of at least one additional adult who is in the line of sight unless no other adult is immediately available due to an unforeseeable emergency situation.

Physical restraints should never be used as a form of punishment or for the convenience of district personnel.

Mechanical Restraint

Mechanical restraint shall be used only as specified in a student's IEP or Section 504 plan with two exceptions:

1. Vehicle safety restraints shall be used according to state and federal regulations.
2. Mechanical restraints employed by law enforcement officers in school settings should be used in accordance with appropriate professional standards and applicable policies.

Chemical Restraint

Chemical restraints shall never be used by district personnel.

Emergency Situation Follow-ups

Following any emergency situation involving the use of seclusion, isolation or restraint, a meeting shall occur as soon as possible but no later than two school days after the emergency situation. The meeting shall include, at a minimum, a discussion of the events that led to the emergency and why the de-escalation efforts were not effective;

any traumatic reactions on the part of the student, other students or school personnel; what, if anything, could have been done differently; and an evaluation of the process. All staff members directly involved with the emergency situation will be included in the meeting, which will be scheduled and led by the building principal or designee.

Positive Behavior Supports

The superintendent or designee is responsible for implementing the district wide use of appropriate positive behavior supports designed to support or alter behavior in all students.

Training

The superintendent or designee shall ensure that all district personnel are informed about policies and procedures involving the use of seclusion, isolation and restraint.

In addition to the information provided to all district personnel, those who utilize seclusion, isolation or restraint will receive training in:

1. The appropriate use of physical restraint.
2. Professionally accepted practices in physical management and use of restraints.
3. The best way to explain the proposed restraint methods to students and parents/guardians.
4. The appropriate use of isolation.

Records

The superintendent or designee will maintain records documenting the use of seclusion, isolation and restraint showing when they were used and the reason for use; the duration of the use; names of district personnel involved; whether students or school personnel were injured; the name and age of the student; whether the student has an IEP, Section 504 plan or BIP; when the parents/guardians were notified; whether the student was disciplined; and any other documentation required by federal or state law.

Notice to Parents/Guardians

Except as otherwise specified in a student's IEP or Section 504 plan, following an emergency situation involving the use of, isolation or restraint, the parent/guardian of the student shall be notified through verbal or electronic means of the incident as soon as possible but no later than the end of the day of the incident.

The parent/guardian shall receive a written report of the emergency situation within five school days of the incident. The written incident report shall include all of the following:

1. Date, time of day, location, duration and description of the incident and interventions.
2. Event(s) that led up to the incident.
3. Nature and extent of any injury to the student, when applicable.
4. Name of an employee the parent/guardian can contact regarding the incident.

Students with Disabilities

If the IEP or Section 504 plan of a student with a disability includes the use of seclusion, isolation, restraint or aversive behavior intervention:

1. The IEP or Section 504 plan must specify the conditions under which seclusion, isolation, restraint or aversive behavior intervention may be used.

2. The IEP or Section 504 plan must include steps to eliminate the need for the use of seclusion, isolation, restraint or aversive behavior intervention.

3. Any use of seclusion, isolation, restraint or aversive behavior intervention must be limited to what is set forth in the IEP or Section 504 plan.

Before adding the use of seclusion, isolation, restraint or aversive behavior intervention to an IEP or Section 504 plan, the student must have undergone appropriate assessments including, but not limited to, an FBA, and the student must have a BIP in place.

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BULLYING INCIDENT REPORT FORM

- There is an available online form as well. The form can be located on the Middle School Web Page.

BULLYING INCIDENT REPORT FORM

If you have been the target of bullying or have witnessed the bullying of a District student, complete this form and submit to the building principal. Complaints against building principals should be submitted to the Superintendent. Complaints against the Superintendent should be submitted to the Board of Education. Reports of bullying will be investigated and disciplinary action will be taken as warranted.

Date Filed: _____ Your Name*: _____

Phone Number(s): _____

Indicate the appropriate response to the following with a check mark(s):

- You are a: Student Parent Employee Volunteer

Date(s) of alleged bullying: _____

Name of student(s) subjected to bullying: _____

Person(s) alleged to have committed the bullying or harassment: _____

Summarize the incident(s) or occurrence(s) of bullying as accurately as possible. Attach additional sheets or use back side of the form, if necessary.

Names of Witnesses: _____

Have you reported this to anyone else: Yes No. If so, who? _____

*Signature of Complainant _____

***Students have the right to complete this form anonymously. However, it will be easier for the District to investigate this matter if as much information as possible is provided. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning, or working environment. A complainant that falsely accuses someone will be subject to disciplinary action.**

This Section is for use of District Administration

Date Received by Principal: _____

Investigative Action taken: _____

Result of Investigation/Action taken: _____

Signature of Principal: _____

Staff-Student 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.

Student Handbooks

All students will have access to a student handbook containing current policy and procedural information. Parents/guardians and students must sign and date the sheet indicating they have received the student handbook. Questions and concerns regarding the information contained in this handbook may be directed to the building principal at 745-7300.

Suicide Awareness

July 16, 2022: 988 will replace the current 1-800 number and Missouri will have 24/7 coverage of all 988 calls, chats, and texts.

- 988 will aid Americans in receiving rapid access to suicide prevention and mental health support through connection with trained crisis specialists.
- Missouri's 7 Lifeline centers will handle all state contacts made to 988.
- Crisis specialists will address immediate needs, make referrals for ongoing care, and offer follow-up services.
- The goal of Missouri's 988 Task Force is to improve access to services for individuals with urgent mental health needs as well as suicide-related crises.

Board Policy JHDF

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.

Surveying, Analyzing, or Evaluating Students (Policy JHDA)

SURVEYING, ANALYZING, OR EVALUATING STUDENTS (POLICY JHDA)

Inspection

Any parent may inspect, upon request, any instructional material used as part of the educational curriculum and all instructional materials, including teachers' manuals, films, tapes, or other supplementary 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 parents.
- 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, affiliation, 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 a 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:

- Any protected information survey, funded by any source other than the U.S. Department of Education
- 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 of hearing, vision, or scoliosis screenings.
- Activities involving the collection, disclosure, or use of personal information obtained from students for marketing, selling, or otherwise distributing information to others.
- Any photographed, audio taped, and/or videotaped in public school activities of child/children.

[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 & Sexual Predators

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. Notice regarding the district's requirement to teach students the characteristics of, and ways to identify, sexual predators; the safe and responsible use of the Internet, including the dangers of online sexual predators; the potential consequences of inappropriate texting and the importance of open communication with responsible adults regarding any inappropriate situation, activity, or abuse.

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.**

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 Holly Broadway-Yates 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.

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:

Missouri Commission for Human Rights
 U.S. Department of Justice
 Department of Labor and Industrial Relations