

WRIGHT CITY R-II SCHOOL DISTRICT



2025-2026
HANDBOOK

Introduction

The Parent and Student Handbook has been developed to provide important information concerning specific rules, policies and procedures related to the safety and operation of our schools. For the safe and efficient operations of schools, you and your student(s) must become familiar with and follow the expectations and procedures outlined in this handbook. This handbook summarizes district policy and contains general guidelines and information. Please refer to official policy and procedure/regulation documents for specific information at <https://simbli.eboardsolutions.com/Policy/PolicyListing.aspx?S=507&Sch=507>.

In the event of a conflict between this handbook and a Board policy or procedure/regulation, the Board policy or procedure/regulation takes precedence and controls. In the event of a conflict between this handbook and any applicable law, the applicable law takes precedence and controls.

This handbook's content may be changed from time to time throughout the 2025-2026 school year. An up-to-date version will be maintained online at wrightcity.k12.mo.us. It is the responsibility of students, parents, and families to review such changes and to remain apprised of the current version of the handbook.

Please contact your student's building principal if you have any questions regarding this handbook.

Wright City R-II Board of Education

Austin Jones	President	austin.jones@wrightcity.k12.mo.us
Erin Williams	Vice President	erin.williams@wrightcity.k12.mo.us
David Mikus	Secretary	david.mikus@wrightcity.k12.mo.us
Mary E. Groeper	Treasurer	mary.groeper@wrightcity.k12.mo.us
Heidi Halleman	Director	heidi.halleman@wrightcity.k12.mo.us
Kyle Lewis	Director	kyle.lewis@wrightcity.k12.mo.us
Beth Dean	Director	beth.dean@wrightcity.k12.mo.us

Board of Education Meetings and Agendas

The regularly scheduled meetings of the Board of Education are held on the third Thursday of each month (meeting dates are subject to change). The meetings begin at 6:00 pm and are held at Wright City R-II Central Office, 90 Bell Rd, Wright City, Missouri 63390. Scheduled meetings and agendas are posted on the district website at wrightcity.k12.mo.us.

Mission

The mission of the Wright City School District is “Dedicated to our students’ success.”

Vision

The vision of the Wright City School District will be a Professional Learning Community that promotes high expectations of student achievement as assessed by Annual Performance Report (APR) and by consistently improving stakeholder involvement.

Strategic Plan

The district has a Board-approved [Strategic Plan](#) guided by the mission statement and based on the district's fundamental beliefs about teaching and learning. This plan is aligned with the Missouri School Improvement Program (MSIP 6) standards and serves as the district's foundation for allocating resources, developing policies and procedures, and selecting and implementing instructional programs designed to raise student achievement. The District Strategic Plan was developed through the combined efforts of Board members, staff, administrators, students, parents/guardians and community members and is ongoing. Goals, outcomes or objectives are provided in sufficient detail to direct the improvement efforts of the district for at least a five-year period. The District Strategic Plan is evaluated and updated as necessary.

Communication

Multiple resources are available on the district website at wrightcity.k12.mo.us/. Links can be found to newsletters, survey results, and much more.

When enrolling students, please make sure to carefully check your contact preferences so that you may receive the appropriate emails, text messages and/or phone calls regarding district communications.

You can follow Wright City R-II and individual buildings on [Facebook](#).

District Administration

Dr. Amy Salvo	Superintendent
Dr. Holly Broadway-Yates	Assistant Superintendent of Curriculum, Instruction and Assessment
Matt Abernathy	Assistant Superintendent of Operations
Dr. Brian Duffie	Data Coordinator
Glen Oberle	Director of Food Service
Andrea Schremp	Director of Technology
Veronica Klaus	Director of Finance
Kelly Brooks	Director of Special Education

District Building Information

<p><u>Wright City R-II School District</u></p> <p>90 Bell Rd Wright City, MO 63390 (636) 745-7200 (636) 745-3613 (fax) Hours: 7:30 am - 4:00 pm</p>	<p><u>Wright City High School</u></p> <p>159 Roelker Road Wright City, MO 63390 (636) 745-7500 (636) 745-7518 (fax) Hours: 8:35 am - 2:30 pm Mondays 7:20 am - 2:30 pm Tuesday-Friday Jason Theodorakos, Principal Devin Raney, Assistant Principal David Evans, Activities Director</p>
<p><u>Wright City Middle School</u></p> <p>100 Bell Road Wright City, MO 63390 (636) 745-7300 (636) 745-7304 (fax) Hours: 8:19 am - 2:15 pm Mondays 7:04 am - 2:15 pm Tuesday - Friday Taylor Backues, Principal Ryan Heyel, Assistant Principal</p>	<p><u>Wright City West Elementary</u></p> <p>100 Wildcat Drive Wright City, MO 63390 (636) 745-7400 (636) 745-7411 (fax) Hours: 9:29 am - 3:20 pm Mondays 8:14 am - 3:20 pm Tuesday-Friday Sara Meadows, Principal Erin Hammel, Assistant Principal</p>
<p><u>Wright City East Elementary</u></p> <p>3675 West Meyer Foristell, MO 63348 (636) 463-2710 (636) 463-2711 (fax) Hours: 9:48 am - 3:40 pm Mondays 8:33 am - 3:40 pm Tuesday - Friday Dawn Hickman, Principal</p>	<p><u>Wright City Early Childhood</u></p> <p>80 Bell Road Wright City, Mo 63390 (636)791-2150 (636)745-0725 Hours: 8:20-11:20 AM Session (Tues-Fri) 12:00 - 3:00 PM Session (Tues-Fri) 8:45-3:30 MOQPK (Mon-Fri) 8:20 am - 3:00 Full Day Transitional (Tues-Fri) Kelly Brooks, Director</p>



WRIGHT CITY R-II SCHOOL DISTRICT 2025-2026 ACADEMIC CALENDAR

LEGEND:



Holiday - District Closed

[Beginning of School/Semester

] End of School/Semester



No Student Attendance



Half Day Student Attendance

AUGUST 2025

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

7-8: New Teachers

11-14: Staff Development

18: Students Begin (full day)

JANUARY 2026

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

1-2: NO SCHOOL- Winter Break

5: NO SCHOOL- Staff Development

6: 2nd Semester Begins

19: NO SCHOOL- MLK Day
possible makeup day

SEPTEMBER 2025

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

1: NO SCHOOL- Labor Day

19: Staff Workday

22: NO SCHOOL: Staff Development

29: PTC for East and MS 4-7 pm

30: PTC for West and EC 4-7 pm

FEBRUARY 2026

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

9-12 Parent Teacher Conferences

13: NO SCHOOL- Staff Development

16: NO SCHOOL- Presidents Day
possible makeup day

27: Staff Workday

OCTOBER 2025

M	T	W	R	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

1: PTC for HS 4-7 pm

2: Early Release

3: NO SCHOOL

24: End of 1st Quarter

31: NO SCHOOL

MARCH 2026

M	T	W	R	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

13: End of 3rd Quarter

23-27: NO SCHOOL- Spring Break

NOVEMBER 2025

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

3: NO SCHOOL- Staff Development

26-28: NO SCHOOL- Thanksgiving

APRIL 2026

M	T	W	R	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

3-6: NO SCHOOL- Easter Break
possible makeup day April 3

DECEMBER 2025

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

19: 1st Semester Ends

22-31: NO SCHOOL- Winter Break

MAY 2026

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

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

MAKE-UP/INCLEMENT WEATHER DAYS:

1-2: Traditional snow days may be made up on January 19, February 16 or April 3, depending on if there are at least 10 school days before the makeup day.

3-7: 5 days of AMI (Alternative Methods of Instruction)

Any additional days will be added to the end of the school year if needed.

Table of Contents

Wright City R-II Board of Education	1	Dismissal Procedures	26
Board of Education Meetings and Agendas	1	Electronic Devices	26
Mission	1	Emergency Drills	26
Vision	1	English Language Development Programs	27
Strategic Plan	2	Enrollment	27
Communication	2	Excused Participation from Physical Education Classes	28
District Administration	2	Field Trips	28
District Building Information	3	Flyers and Informational Brochures	28
Table of Contents	5	Fundraising Activities	29
Access to and Release of Student Information	8	Gift Giving	29
Bell Schedules	9	Hall Passes	29
Change of Address/Telephone Number	9	Health Services	29
Communication in the District	10	Homebound Instruction	32
Emergency Procedures	10	Human Sexuality Instruction	32
Federal Programs Complaint Resolution Procedures	10	Personal Property	32
Every Student Succeeds Act of 2015	11	Public Displays of Affection	32
Image and Contact Information Opt-Out Procedures	13	Riding Bicycles	33
Infinite Campus Parent Portal	14	Sale of Personal Property	33
Missouri Course Access & Virtual School Program	14	School Counseling Services	33
Multi-Tiered System of Support	14	School Nutrition Program	33
Neglect and Abuse	14	Standards of Dress	34
Non-Discrimination in School Nutrition Programs	14	Statewide Assessments	35
Notice of Non-Discrimination	15	Students on Premises After School	35
Open House	16	Substance Abuse Prevention	35
Parent-Teacher Conferences	16	Transportation	35
Protection of Pupil Rights Amendment (PPRA)	16	Use of School Cameras	36
Public Notice: Public Education for Students with Disabilities	17	Withdrawal from School	36
Reporting Concerns Regarding School Safety	18	<u>EARLY CHILDHOOD</u>	
School Closing Information	18	After-School, Day and Evening Events	37
Severe Weather Information	18	Arrival and Dismissal	37
Suicide Awareness and Prevention Program	19	Attendance at WCECC	38
Student Insurance	19	Birthday Celebrations	38
Student & Parent/Guardian Chromebook 1:1 Program	19	Clothing	38
Google Apps for Education Consent	19	Communication	38
Student Use of Technology Resources	20	Enrollment Requirement	39
Tobacco-Free Policy	20	Family Involvement	39
Visitors to the Building	20	Identifying Delays or Disabilities	39
Volunteering in the Wright City R-II School District	21	Injuries/Accidents	39
Wellness Program	21	Meals Early Childhood	39
Arrival at School	22	Playground	40
Assessment Program	22	Preschool Curriculum Overview	40
Attendance and Absences	23	Program Overview	40
Bathroom Usage	25	Program Times and Days	41
Bullying	26	Toilet Training	42
Care of School Property	26	Toys	42
Deliveries to School	26	Behavior & Discipline	42

ELEMENTARY

After-School and Evening Events	43
Assemblies	43
Birthday Party Invitations	43
Classroom Placement	43
Classroom Treats	43
Discipline	44
Due Process	58
Grading System	59
Items from Home	59
Parties	59
Progress Reports	59
Recess	60
Inclement Weather	60
Proper Dress	60
Health	60
Playground Safety Rules	60
Retention	60
School Hours	61
Parent/Student Lunch Regulations	61
Arrival and Dismissal	62

MIDDLE SCHOOL

Activities/Athletics	63
Lockers	63
Cell Phones/Personal Electronic Devices	63
Discipline (Policy JG)	64
5th grade	66
6th - 8th Grade	67
Due Process	72
Grading & Reports	72
Library	73
Lunchroom Procedures	73
Prohibited Items	73
School-Sponsored Activity Nights and Dances	73

HIGH SCHOOL

Bell Schedule	74
Graduation Requirements	74
A+ School	75
Extra-curricular Activities	76
Academic Letter	76
Announcements	76
Books	76
Cell Phone Expectations	77
College Visits	77
Commons Area	77
Conflict of Activities	77
Corridor Courtesy	77

Cum Laude System	78
Dance Policy	79
Driving (Vo-Tech)	79
Early Graduation and Part Time Attendance	79
Electronic Hall Pass	79
Extra Curricular Participation	79
Extra Help/Tutoring	80
Field Trips/School Sponsored Activities	80
Final Examinations	80
Fines and Fees	80
Food, Soda, and Snacks	81
Foreign Exchange students	81
Fundraising	81
Grade Reports	81
Weighted Classes	81
Hazing (Policy JFCG)	81
Homework	82
Illness During the School Day	82
Immunizations	82
Library and Media Center	83
Lost and Found	83
Lunchroom Procedures	83
Make-up Work	83
Medications	83
MOCAP	84
Parking Lot	85
Physical Exams	86
Picking Up Students	86
Public Displays of Affection	86
Release of Students	86
Restrooms	86
School Hours	86
School Property	86
Searches by School Personnel	87
Signing In/Signing Out	87
Spectator Conduct at Extracurricular Activities	87
Student Publications	87
Telephone	87
Valuables	87
Withdrawal	87
Student Discipline	88
Parent Notification and/or Conferences	95
Due Process	96
Bullying (see Board Policy JFCF)	96
Student Alcohol/Drug Abuse (see Board Policy JFCH)	96

General Information

Access to and Release of Student Information

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 unless a court order, statute or legally binding document prohibits such access. 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. The district will annually notify parents and eligible students of their rights in accordance with law.

Directory Information

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The district will designate the types of information included in directory information and release this information without first obtaining consent from a parent or eligible student unless a parent or eligible student notifies the district in writing as directed. Parents and eligible students will be notified annually of the information the district has designated as directory information and the process for notifying the district if they do not want the information released.

Even if parents or eligible students notify the district in writing that they do not want directory information disclosed, the district may still disclose the information if required or allowed to do so by law. For example, the district may require students to disclose their names, identifiers or district 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 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; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or coursework 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 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 for the purposes of encouraging membership or participation in the group or club; parents of other students enrolled in the same school as the student whose information is released when the release is for the purpose of facilitating communication between parents; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services for official governmental purposes:

The student's address, telephone number and e-mail address and the parents' addresses, telephone numbers and e-mail addresses.

The district may require a person or entity that requests limited directory information to certify in writing or through the provided form (<https://forms.gle/44AVgDLfEHKfZNM19>) that the information will not be redisclosed without the prior written consent of the parent or eligible student.

Military and Higher Education Access

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

See [Board Policy JO-1](#) for additional information.

Bell Schedules

Please find building bell schedules on the website as linked below or by visiting the appropriate building page. From the building page, hover over the “Our School” tab and choose “Bell Schedule”. The start/stop times and period schedules are subject to change as final plans are laid out over the summer months.

[Early Childhood](#)

[East Elementary](#)

[West Elementary](#)

[Middle School](#)

[High School](#)

Change of Address/Telephone Number

Please notify district offices immediately if you have a change of mailing address, email address or telephone number (home, work, mobile) or name.

Communication in the District

If you have a question concerning your child, please follow the chain of command below unless directed otherwise:

1. Teacher
2. Counselor
3. Building Administrator
4. Assistant Superintendent
5. Superintendent
6. Board of Education

The majority of questions can be addressed at the building level. If further assistance is needed, contact the appropriate individual at the district office at (636) 745-7200.

Emergency Procedures

Emergency drills are conducted periodically during the school year. These drills provide the students and staff practice in following correct procedures in case of a fire, a tornado, an earthquake, and intruders. Proper student behavior is expected during the drills. Emergency exiting procedures are posted near the door in all instructional areas. At all times the students' well-being is the first priority.

In the event of a natural disaster or terrorist attack, we will follow the directives of local law enforcement agencies. Students will only be released to parents/legal guardians with valid identification. Be sure to keep all work, home and emergency contact numbers up to date throughout the school year.

Federal Programs Complaint Resolution Procedures

The Elementary and Secondary Education Act requires certain notifications to parents and guardians when school districts receive federal funds. School districts must annually disseminate federal programs complaint resolution procedures to parents and guardians of students and appropriate private school officials or representatives. The Every Student Succeeds Act of 2015 (ESSA) complaint procedures can be found next in this document or at <https://dese.mo.gov/media/pdf/essa-complaint-procedures>.

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)

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.

Image and Contact Information Opt-Out Procedures

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Wright City R-II School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Wright City R-II School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Wright City R-II School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

Wright City R-II has designated the following information as directory information:

- Student's name
- Parent's name
- Address Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized & school-based activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Artwork or coursework displayed by the District
- Photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

If you do not want Wright City R-II to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing or through the [Disclosure Opt Out Form](#). Please send your written statement to opt out of allowing your child's directory information to be disclosed to:

Morgan Kohr, Communications Specialist

159 Roelker Road | Wright City, MO 63390 | morgan.kohr@wrightcity.k12.mo.us

Infinite Campus Parent Portal

Infinite Campus is a web-based student information system that allows educators, parents/guardians, and students to share information. Infinite Campus allows parents access to their student's grades, attendance and other information online, anytime. For information on how to set up your free Infinite Campus account, please contact your child's school. Privacy and security are very important to the district. User information is never sold and will not be shared with organizations outside of Infinite Campus unless required or permitted by law. Parents can access Infinite Campus at <https://campus.wrightcity.k12.mo.us/campus/portal/parents/wrightcity.jsp> Students can access Infinite Campus at <https://campus.wrightcity.k12.mo.us/campus/portal/students/wrightcity.jsp>

Missouri Course Access & Virtual School Program (MOCAP) Guidance

In accordance with Missouri state law, parents/guardians may enroll their child in virtual courses offered by the Department of Elementary and Secondary Education (DESE) and as part of the Missouri course access and virtual school program under Section 167.670, RSMo. For more information, please refer to Wright City School Board policies [IGCD](#) and [IGCDA](#), or <https://mocap.mo.gov/> for DESE's guidance document.

To enroll in a full-time, hosted online MOCAP program for grades K-12, families will reach out directly to the provider using contact information listed on the MOCAP website. There is no approval needed from your local school district for full-time hosted MOCAP program enrollment.

K-12 students in Missouri can request to enroll in 1 to 5 online courses from MOCAP course providers. Wright City R-II has entered into a partnership agreement with [Launch](#) as the district's preferred virtual learning provider.

Multi-Tiered System of Support

The Missouri School Improvement Program (MSIP 6), defines MTSS as a comprehensive multi-tiered system of support that addresses the academic, emotional, behavioral, social, and physical needs of each student. The MTSS framework in Wright City is a multi-tiered, multi-domain model supporting students in the areas of academics, behavioral/social-emotional supports, and attendance/college and career readiness.

Neglect and Abuse

As mandated reporters with responsibility for the care of children, all Wright City R-II staff who know or have reasonable cause to suspect a child has been subjected to abuse or neglect, or who observes a child being subjected to conditions or circumstances which would reasonably result in abuse or neglect will immediately report or cause a report to be made to the Children's Division of the Department of Social Services in accordance with the provisions of sections 210.009 to 211.059 of Missouri Child Abuse and Neglect Law.

Non-Discrimination in School Nutrition Programs

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

(1) **mail:**

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil
Rights 1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil
Rights 1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

(2) **fax:**

(833) 256-1665 or (202) 690-7442; or

(3) **email:**

program.intake@usda.gov

Notice of Non-Discrimination

The Wright City School District Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination, harassment and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Wright City School District is an equal opportunity employer.

The Assistant Superintendent of Operations has been designated as the district's compliance officer. In the event the Assistant Superintendent is unavailable or is the subject of the report, reports should be directed instead to the acting compliance officer.

District Compliance Officer
Wright City R-II School District
90 Bell Road | Wright City, MO 63390
Phone: 636-745-7200 / Fax: 636-745-3613

Email: compliance@wrightcity.k12.mo.us

See Board [Policy AC](#) and [Policy ACA](#) for more information regarding the district's non-discrimination policies and procedures.

Open House

Each school in the district typically schedules an open house during the first quarter of the school year. Specific information regarding these open house events will be communicated by your child's school.

Parent-Teacher Conferences

Parent-teacher conferences are held in the fall for students. Parents are encouraged to attend a conference with their child's teacher(s) during parent-teacher conferences. Schools will facilitate the scheduling of conferences. Additional individual conferences may be held to communicate information about a child's progress and behavior. These conferences can be initiated by either the parent or the teacher. Parents who wish to schedule a conference with their child's teacher should contact the teacher to schedule an appointment. Teachers are responsible for instruction and the supervision of students during school hours. Generally, teachers are not available to meet with parents/guardians outside of scheduled plan times. Parents who would like to meet with a teacher are welcome to leave a message with the office staff to request the teacher contact the parent to set up a time to meet.

Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
 - a. Political affiliations or beliefs of the student or student's parent;
 - b. Mental or psychological problems of the student or student's family;
 - c. Sex behavior or attitudes;
 - d. Illegal, anti-social, self-incriminating, or demeaning behavior;
 - e. Critical appraisals of others with whom respondents have close family relationships;
 - f. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - g. Religious practices, affiliations, or beliefs of the student or student's parent; or
 - h. Income, other than as required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of
 - a. Any other protected information survey, regardless of funding;
 - b. Any non-emergency, 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, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 - c. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)
3. Inspect, upon request and before administration or use
 - a. Protected information surveys of students and surveys created by a third party;
 - b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and

- c. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. Wright City R-II has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Wright City R-II will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Wright City R-II will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. Wright City R-II will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys.

Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with: Student Privacy Policy Office
U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202

Public Notice: Public Education for Students with Disabilities

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. Wright City R-II School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

Wright City R-II School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

Wright City R-II School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

Wright City R-II School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Wright City R-II School District's Central Office from 7:30 a.m. to 3:30 p.m. Monday through Friday.

This notice will be provided in native languages as appropriate.

Wright City R-II School District | Phone: 636-745-7200 | MO Relay Number: 1.800.735.2966 TDD

Reporting Concerns Regarding School Safety

Students, parents/guardians, and staff members are strongly encouraged to report all dangerous and potentially dangerous situations and/or events directly to an administrator. Wright City R-II also participates in the Missouri Highway Patrol's Courage2Report program. Students, parents/guardians, and staff members can submit a tip [online](#), over the phone (toll free: 1-866-748-7047), via text by messaging C2R to 738477, or through the Courage2ReportMO mobile app (available on Google Play and iTunes).

School Closing Information

Wright City R-II is prepared for the inevitable inclement weather day. Officials consider many things when making decisions on inclement weather days; however, the final decision is always determined by what is best for the students. Student safety is the priority of our school district.

Cancellation of School

The district will launch the Mass Notification system to call or text the phone number you have provided the school upon enrollment of your child. (Please make sure this information is correct). The district will also notify TV stations KTVI, KMOV and KSDK along with Radio stations KMOX and KFAV. The school district asks parents or guardians not to call schools or television and radio stations about the cancellation of school. Our website – wrightcity.k12.mo.us will be updated with early dismissal and cancellation notices as well as [Facebook --Wright City R-II School District](#).

Early Dismissal

Occasionally, school will be dismissed early due to bad weather. If an early dismissal is required, an announcement will be made that school will be dismissed a specific number of hours early from the building's normal dismissal time.

Buses Running on Snow Routes

Snow routes have been established for those days when transportation is reasonable yet some areas are not passable. Parents/guardians are notified of snow routes early in the school year and the routes are posted on the district website. Snow routes will be announced via local television stations and by text messaging.

Severe Weather Information

In the event of severe weather and students taking shelter, students will not be released to leave until the schools have been given the all clear from Central Office according to the National Weather Service. We advise that parents/adults take shelter until the weather is clear and students are safe for pickup. We strive to keep your child(ren) safe and releasing them into a negative weather situation is not safe for your child. All doors are locked. No staff member will be available to buzz you in because they are taking shelter with the students.

Suicide Awareness and Prevention Program

Wright City RII Schools offers age-appropriate information and instruction on mental illness awareness and suicide prevention to students in grades 5-12. The program's goals are to prevent suicide attempts, increase knowledge about suicide and mental illness, develop desirable attitudes toward preventing suicide and depression, and increase help-seeking behavior among youth. Parents/Guardians and students have an opportunity to opt out of this program. See Board [Policy JHDF](#) for additional information regarding suicide awareness and prevention.

Student Insurance

The Board of Education recommends that all students have accident insurance. Although arranging for such insurance is the responsibility of the student and parents/guardians, the Board may name an insurance carrier each year to offer group rates. Participation in the group plan is optional. Parents/Guardians and students will deal directly with the insurance carrier.

Students participating in interscholastic athletics and certain other activities governed by the Missouri State High School Activities Association (MSHSAA) are required to have accident insurance coverage before being allowed to practice or compete for a school team. A student will not be allowed to participate in these activities, including practices, until proof of insurance coverage is received in the principal's office.

MO HealthNet for Kids Children's Health Insurance Program

The Federal Children's Health Insurance Program (CHIP), part of the MO HealthNet for Kids program, is a health insurance program for uninsured children of low-income families who do not have access to affordable health insurance. Additional information can be found [Here](#).

See Board [Policy JHA](#) and [Policy IGD](#) for additional information.

Student & Parent/Guardian Chromebook 1:1 Program

As part of online registration, and as a condition of using any Wright City R-II technology (e.g. tablets, chromebooks, and other similar device), parents and students will be required to accept responsibility for the student's device through the Chromebook 1:1 Program. This agreement outlines the care, handling and expectations for student use of district devices, and includes an acknowledgment that students will be responsible for damages to the device. Damage incurred to a device that involves multiple parties will be investigated by district administration. [Click here](#) to review the Chromebook 1:1 Program.

Google Apps for Education Consent

At Wright City R-II School District, we use Google Workspace for Education. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Wright City R-II School District, students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital citizenship skills.

The notice linked [here](#) provides answers to common questions about what Google can and can't do with your child's personal information.

By signing the annual handbook agreement, you are giving permission for Wright City R-II School District to create/maintain a Google Workspace for Education account for your child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below.

If you don't provide your consent, we will not create a Google Workspace for Education account for your child and they will not be able to use a district issued Chromebook.

Student Use of Technology Resources

Students will have access to online tools, digital resources and applications that support curricular objectives, and these online services may collect, use and disclose personal information such as student names and email addresses. These online services are only permitted for the use and benefit of the school for the purpose of student learning. In accordance with Board policies and procedures/regulations, students will be strongly discouraged from providing any other personal information. Parents and guardians should contact their child's teacher if additional information is needed about websites and online services being used for learning in their child's classes.

See Board [Policy EHB](#) for additional information.

Tobacco-Free Policy

The district prohibits all employees, students and visitors from using, possessing, smoking, vaping, consuming, displaying, promoting or selling any tobacco products, imitation tobacco products, vaping products or tobacco-related devices, such as e-cigarettes, vapes, vaporizers, vape pens, hookah pens, JUUL products, and e-pipes, in all district facilities, on district transportation, on all district grounds at all times and at any district-sponsored event or activity while off campus. This prohibition extends to all facilities the district owns, contracts for or leases to provide educational services, or early childhood development services to children. No student may leave the school campus during the school day to engage in the activities prohibited by this paragraph and Board [Policy AH](#).

Visitors to the Building

Families and patrons of the district are welcome to attend district events. Visits during business hours are strongly discouraged due to the potential disruption they may cause to the educational environment. If a visit is required, these visits must be arranged with the building principal or designee at least one day in advance. The building principal or designee has the discretion to set reasonable parameters on school visits (designated areas, length of stay, number of visitors, etc). Upon arrival, all visitors must sign or check in at the building office prior to proceeding elsewhere in the building. Visitors should limit their visit to the area(s) of the building they have indicated upon check-in with the office. Unauthorized persons found on school property may be subject to arrest or other legal action.

Please note that the exterior doors are locked during the school day. No one should allow any person into the building or open a door for any person at any time. Visitors, including traveling district employees, must enter the building using the front doors and report to the office. If a visitor, including a district employee, needs to enter the building beyond the school office, they will be required to present a valid form of identification (e.g., state-issued ID, district ID) and to sign-in to the visitor log. Visitors will need to check-out of the school office at the conclusion of their visit. If a parent/guardian needs to check-out a student, they will report to the school office, present a state-issued ID to the school's office staff, and sign-out their student.

Friends of students may not be brought to school or arrive at school as visitors. Unruly or disruptive conduct by visitors that interferes with the educational environment or with extracurricular activities may result in limited access or revocation of visitor privileges to school property or functions.

In order to assure health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a disability. Staff members may use live animals as part of the curriculum only after permission is obtained from a building administrator.

See Board [Policy KK](#) and [Policy ECG](#) for additional information.

Volunteering in the Wright City R-II School District

Wright City R-II's volunteers make valuable contributions to our schools. To keep students safe, we screen all volunteers who might ever be alone with students or have access to student education records. Those interested in volunteering should complete the [Volunteer Registration process](#) and update the Volunteer Agreement annually. If you have any questions please contact one of the district schools, or Central Office at: 636-745-7200.

Wellness Program

Wright City RII Schools has a multidisciplinary Wellness Committee that addresses all areas of wellness and nutrition within the school district and establishes guidelines in accordance with the U.S. Department of Agriculture's Nutrition Standards and Smart Snacks in Schools. Parents are encouraged to become familiar with the wellness policy and check with school personnel prior to purchasing birthday treats or snacks for distribution to students other than their own child.

See Board [Policy ADF](#) and [Administrative Procedure ADF-AP\(1\)](#) for additional information.

Student Information

Arrival at School

Students may arrive at school when their designated building opens, and are to report to assigned areas. All students are to be in class by the school's designated start time.

Assessment Program

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

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

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

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

District Assessment Plan

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

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

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

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

Reading Assessment

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

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

English Proficiency Assessments

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

Statewide Assessments

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

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

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

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

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

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

National Assessment of Educational Progress

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

Attendance and Absences

Wright City RII is committed to the philosophy that every student should attend every class, every period, every day. Regular school attendance is a necessary part of the learning process and reinforces skills for students to be productive citizens and employees. Students who are frequently absent, especially truant, are at an increased risk of developing patterns of behavior that may seriously impact their future potential. Therefore, once a student is enrolled in the district, daily attendance and promptness are expected in all classes, and parents/guardians or other adults having charge, control or custody of the student are expected to communicate regularly and honestly with the district regarding their student's absence. This attendance expectation is [compulsory by law](#) (RSMo. 167.031), the school district is expected to enforce (RSMo. 167.11), and has Board Policy reinforcing this attendance expectation for students between the ages of 7 and 17 years of age ([JEA](#), [JEA-AP1](#), [JED](#), [JED-AP1](#), [JED-AP2](#), [JEDB](#)).

The impact of missing school is more than you might expect. Review the table below to see how quickly chronic absenteeism can negatively impact student learning.

Attendance during one school year	Equates to days absent	Which is approximately	Which means the number of lessons missed
94%	10	2 weeks	70
90%	17	3 weeks	119
85%	25	5 weeks	175
80%	34	7 weeks	238
75%	42	8 weeks	294
70%	51	10 weeks	357
65%	59	12 weeks	413

The district understands that some absences may be unavoidable. The following are some examples of acceptable reasons for an absence:

- Personal illness
- Death, serious illness, or injury in the family or funeral of a close personal friend
- Professional appointments (i.e., dental or doctor)**
- Prearranged absences that are unavoidable

**Although professional appointments will be excused with a doctor's note, parents are encouraged to schedule appointments and vacations outside school hours.

Once arriving at school, students must remain on school grounds and in the building until dismissal. Any student needing to leave must check out through the school's offices. Students are expected to attend their scheduled classes and follow building expectations. Without proper authorization, students who arrive at class 10 minutes after class has begun, leave class without permission, whose location is unknown during the day, or leave school during the day will be considered truant. Students who are tardy to class and those who are considered truant may be subject to disciplinary measures.

If a student cannot attend school for a reason other than a school-sponsored activity, it is assumed that the student is not in a position to attend or participate in extracurricular activities (e.g., school clubs, dances, sports). If extenuating circumstances exist, special permission must be granted through building administration.

The primary goal of this policy is to promote regular school attendance so that every student's educational experience is maximized. As part of the district's larger mission, clear and reasonable attendance standards have been developed, as have protocols to partner with and support students and families experiencing chronic absenteeism.

Attendance Reporting Procedures

A comprehensive system of attendance records will be maintained for each student. Each teacher is responsible for accurately reporting daily attendance in the classroom. The building Principal is responsible for supplying information to parents regarding student absences and for submitting attendance information to the Superintendent's Office.

Parents should notify the school each day a student is absent. If the parent/guardian cannot contact the office, the student should bring a dated, written note signed by a parent/guardian giving the reason for the absence upon return to school. If the parent, for some reason, fails to notify the school, the school may contact the parent. Students who miss school and fail to provide verbal or written verification of the absence will be marked as "unexcused/unverified" and may be considered truant. Parents/guardians may be required to submit

supporting documentation to excuse their student's absence. For example, for the absence to be excused, parents/guardians may be asked to submit written notification from a licensed physician stating why a student cannot attend school. All absences, including those approved by parents/guardians or school officials, except those for school-sponsored activities, will count against a student's attendance. The district encourages doctor and dental appointments to be made after school hours to avoid missing instruction.

Resolving Attendance Concerns

The district will attempt to engage with parents/guardians and students to resolve attendance concerns. Regular communication attempts will be made throughout the year to inform parents of their child's attendance. These attempts include, but are not limited to, automated phone calls, emails, informational letters, phone calls, conferences, and home visits. When those attempts have been unsuccessful, Wright City Schools may partner with local authorities (e.g., local law enforcement agencies, the Children's Division of the Department of Social Services, the Warren County Juvenile Office, the Warren County Prosecuting Attorney's Office) to provide additional support to students and families and to mitigate any barriers hindering regular attendance. While referrals to other agencies are meant to be used as a last resort, if a history of chronic absenteeism is prevalent, immediate action will be taken to support a student's regular attendance. In instances where the district has reasonable suspicion that a student's lack of attendance constitutes educational neglect on the part of the parents/guardians or that parents/guardians violate the compulsory attendance law, district personnel are mandated reporters and are obligated to report these concerns to the appropriate agencies.

AMI-Snow day expectations

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

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

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

Bathroom Usage

Students are permitted to use the bathroom to attend to their personal needs throughout the school day. Students are not to hang out, vape, or eat in the bathroom. Only one student is allowed to use a bathroom stall at a time. If more than one student is found in a bathroom stall, all students found together in the stall will be referred to a school administrator and subject to investigatory and/or disciplinary measures.

Bullying

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.

See policy [JFCF](#) for complete guidelines.

Care of School Property

Students will be held responsible for the proper care of all books, supplies, devices, accessories or equipment furnished to them by the district. Students who deface, damage or lose school property shall be required to pay for the damage or loss.

All instructional resources, including textbooks) are furnished by the school and are the student's responsibility. The school is not responsible for resources that are either lost or stolen from a student. If a student does not return a resource, the student who was issued the resource is responsible for its replacement cost. The teacher and student will note the condition of the resource before checking them out. Students are then responsible for the condition of the resource until they are returned to the teacher. If a resource is damaged, the student will be assessed the cost of repair or replacement of the resource. Students with outstanding fines may incur consequences in the form of loss of privileges as determined by the school on a case-by-case basis.

Deliveries to School

Deliveries are not permitted due to student allergies, limited storage and disruption to the education environment. All items will be held in the office until the end of the day, or parents/guardians may be contacted to pick them up if deemed appropriate. These items will not be permitted to be transported on the school bus. Personal items needed during the school day must be dropped off by a parent/guardian, adult household member or person authorized by the parent/guardian.

Dismissal Procedures

Safe dismissal procedures will be established at the building site. Students should be picked up at dismissal time. If a student is not picked up 15 minutes after the end of the school day and the parent/guardian cannot be contacted, law enforcement may be contacted.

Electronic Devices

All personal electronic devices such as but not limited to laptops, cell phones, tablets, headphones connected to personal devices, and any other device should not be used during active instructional time or when the use of such devices is disruptive to the educational environment or in violation of building site guidelines. The school district will not be responsible for lost or stolen items.

Emergency Drills

Students will be informed of the appropriate action to take in an emergency. Drills for fire, weather, intruder and other emergencies shall be conducted each school year in accordance with the requirements of counties, municipalities or fire protection districts in which school buildings are located.

English Language Development Programs

Students who speak languages other than and are learning English may require specialized instruction. Wright City Schools offer a program to teach the English language that includes listening, reading, writing and speaking. For more information on English Language Development (ELD) program services, please contact your child's school. Parents of all new students enrolling in Wright City RII will complete the Language Information survey found as part of the online enrollment system process for their neighborhood school.

- If a language other than English is indicated on the form, the student(s) will be administered an assessment to determine possible placement into the program.
- Once placement has been determined, if appropriate, a letter indicating placement and specifics regarding instruction will be sent home, along with annual Parental Rights in the native language.
- Interpreters are available to assist with communication between school personnel and family.

See Board [Policy IGBH](#) for additional information.

Enrollment

Returning Students

Each year, parents/guardians will be required to complete the online enrollment process. This process provides parents/guardians an opportunity to update registration information for their student(s). Students who have an incomplete enrollment will not be allowed to attend school. Information about the enrollment process can be found at: <https://www.wrightcity.k12.mo.us/parents/student-enrollment>.

New Students

Parents/guardians will be required to complete the online enrollment process for any students that were not previously enrolled in the district. This includes students moving into the district for the first time, incoming kindergarten students, as well as students transferring from private, parochial or homeschool for the first time.

During this process, parents/guardians will be required to submit the following documentation:

- Photo ID of parent/legal guardians (e.g., driver's license, passport, other state ID).
- Relevant guardianship documents, when applicable.
 - Guardianship forms signed and a copy of relevant court authorization
 - Custody documentation is required in case of divorce or emergency placement.
 - Temporary guardianship form notarized by natural parent(s) (NOTE: power of attorney and hand-written letters are not acceptable documents).
- Documentation of a child's date of birth (e.g., birth certificate, hospital document, religious document, physician's certificate). Note: Kindergarteners must be 5 years old on or before July 31.
- Proof of residency for Wright City RII acceptable documents include:
 - Real estate tax receipt.
 - Personal property tax receipt.
 - Lease agreement.
 - Mortgage statement.
 - Current (dated within the last 60 days) utility bill (NOTE: hand-written letters, disconnection and past due notices, and cell phone bills are NOT acceptable forms of documentation).

If you are unable to provide proof of residency in your name, please call (636)745-7200 for assistance.

- Immunization records - as required by state law, children are required to meet immunization requirements on the FIRST Day of school, and cannot enroll without immunization records. If you have questions regarding your child's immunization status or for more detailed information, please check with your school's nurse.

Information about the enrollment process can be found at:
<https://www.wrightcity.k12.mo.us/parents/student-enrollment>.

Excused Participation from Physical Education Classes

If your child is to be excused from activity participation in physical education classes for health reasons, a written doctor's recommendation is required. Students will be required to attend the classes for the instructional component and observation and to complete an alternative assignment or to complete missed activities when physically able to participate.

Field Trips

All field trips will be taken as extensions of classroom learning activities. As such, field trips are only for students enrolled in Wright City RII Schools courses (non-school-age children and non-Wright City School students are not allowed on field trips). Supervision is the responsibility of certified staff member(s) sponsoring the activity. Wright City RII will only endorse field trips that are directly related to the instructional program and designated as a segment of the division or grade level's ongoing curriculum program.

Considerations regarding participation will be given to students with disabilities. The disciplinary rules pertaining to students on the school campus also pertain to students during school field trips. Students who engage in inappropriate behavior on field trips may be required to be escorted by a parent/guardian for future field trips or may be subject to loss of field trip privileges. Visits to gift shops are not allowed during field trips.

Flyers and Informational Brochures

As part of our efforts to be more environmentally friendly, embrace innovative technology, and maintain fiscal responsibility, we have transitioned from paper to electronic flyer delivery.

Please visit our website to view all fliers
[wrightcity.k12.mo.us/parents/flyers](https://www.wrightcity.k12.mo.us/parents/flyers)

To request flyer approval, contact Morgan Kohr, District Communications
morgan.kohr@wrightcity.k12.mo.us | (636)745-7500

Distribution of Non-curricular Student Publications:

Students may distribute, at reasonable times and places, unofficial material, including but not limited to petitions, buttons, badges, or other insignia. If the district allows students to use its technology resources for non curricular purposes, any exchange of unofficial material which is delivered or accessed using district technology resources is also subject to this policy.

However, students cannot distribute expressions which:

1. Are obscene
2. Are libelous
3. Are pervasively indecent or vulgar (secondary schools)/contain any indecent or vulgar language (elementary schools).
4. Advertise any product or service not permitted to minors by law.
5. Constitute insulting or fighting words, the very expression of which injure or harass other people (e.g., threats of violence, defamation of character or of a student's race, religion or ethnic origin).
6. Present a substantial 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, the commission of unlawful acts or the violation of lawful school procedures.

See Board [Policy IGDBA](#) for procedures and additional information.

Fundraising Activities

The superintendent and principals will be directly responsible for all district-sponsored fundraising activities conducted in the district or sponsored in any manner by the district. All district-sponsored fundraising activities must first be approved by the building principal and/or the superintendent or designee and must comply with the requirements set out in district policies and procedures, including the district's wellness program and district funds management rules. All funds collected in a district-sponsored fundraiser will be deposited in district accounts.

See Board [Policy IGDF](#) for additional information.

Gift Giving

The Board discourages the exchange of gifts among students, parents/guardians, and staff. The term “gifts” does not include nominal items provided to all students. Class gifts must be presented from the entire class, regardless of whether all students were able to contribute.

See Board [Policy GBH](#) and [Policy KH](#) for additional information.

Hall Passes

To ensure a safe and secure learning environment, students who need to travel outside the classroom should have permission from the teacher, an appropriate hall pass, and required identification. Teachers or other staff will issue high school students a digital hall pass before leaving the classroom.

Students are expected to travel directly to the location on their passes and return to class thereafter. Failure to comply with building expectations may result in disciplinary action.

Health Services

The mission of the Health Services Department is to serve the health needs of each student. Health and Education work together so the students may be educated while in an optimal state of health. This is accomplished by:

- Providing care to students who become ill or are injured while in school
- Performing health screenings according to the guidelines of the Missouri Department of Health & Senior Services
- Educating the student body on issues pertaining to their health and wellness

Our goal is to minimize the time a student is away from school and out of class by prompt and appropriate nursing interventions.

Health & Safety

There is a direct relationship between health and learning. If a child is sick, the ability to learn is greatly decreased. Parents have a basic responsibility for the health of their child. The school health program exists to help parents. Our job is to keep all students as healthy as possible. This means that when a child has a contagious illness, they must go home or stay at home until there is a doctor release or symptoms are gone for 24 hours without medication.

When to keep your child at home:

- **Temperature of 100.4°F or greater:** must be fever free without medicine for at least 24 hours.
- **Vomiting:** with associated signs of illness (vomited three or more times in the previous 24 hours, fever, unable to keep food down, lethargic, decrease in normal activity, pale, headache). May return when vomiting has resolved overnight, and the child can keep food and liquids down in the morning.
- **Diarrhea:** diarrhea that leads to accidents, is bloody, or causes more than two bowel movements beyond what the child normally has in a 24-hour period. May return when the child's diarrhea has improved. They are no longer having accidents and have no more than two bowel movements above normal each day. If there is any bloody diarrhea, a healthcare provider must evaluate the child before they can return to school.
- **Unusual or unexplained rash:** including a fever accompanied by a new rash. May return when the fever accompanied by a new rash was evaluated by a healthcare provider, and the fever has since resolved.
- **Severe cough or cold:** worsening or unchanging respiratory virus symptoms not caused by seasonal allergies. May return when respiratory virus symptoms have improved within the last 24 hours. It is recommended that students and staff take additional steps to minimize the spread before returning to school after a respiratory illness.
- **Red, inflamed eyes:** itching, pain, or drainage are present, consult a doctor. May return until pus clears or child is cleared to return by a healthcare provider.
- **Ringworm:** area must be covered during treatment.
- **Head lice:** If discovered at school, hair will be combed and parent notified. Students are not sent home that day unless severe infestation. When a student who had a live head lice infestation returns to school, the student will be examined by the school nurse. If live head lice are found at that time, the parent/guardian will again be called and reinstructed concerning treatment. The student will be excluded from class until treatment is given.
- **Scabies:** must provide doctor's statement of diagnosis and treatment.
- **Chickenpox:** keep home for 7 days from onset of rash, at that time all blisters must be dry crusts.
- **Strep Throat:** must be on antibiotics for at least 12 hours and without fever for 24 hours.
- **Mononucleosis:** may attend school upon the approval of a physician, as long as without fever and precautions are taken with water fountain use.
- **Mouth sores with drooling:** must stay home if your child has mouth sores AND they are drooling. May return when sores have healed or if child is cleared to return by a healthcare provider.
- **Skin sores:** fluid-draining skin sores on an uncovered area of the body that cannot be covered with a bandage. May return when the child has uncovered skin sores that are crusting over and is currently receiving treatment from a healthcare provider.
- **Generally feeling ill:** if your child does not feel well and cannot participate in school activities. May return when your child is feeling better, does not have symptoms, and can participate in school activities.
- **Concern for severe illness:** if your child is unusually tired or irritable, has uncontrolled coughing, difficulty breathing, or there is a concern for severe illness. May return when your child is feeling better or has been cleared to return by a healthcare provider.

If any of the above symptoms are visible or should occur during the day, the child will be sent home. It is **VERY IMPORTANT** that the school has a current working phone number for parent/guardian contact. Please provide the name and contact numbers of another person who will assume responsibility when you are not available.

To decrease the spread of illness, children need to be picked up quickly. Many students have mild symptoms and are relieved by basic care. Phone calls are not made for these visits. However, if the student continues to complain or the symptoms worsen, parents will be notified.

Medication:

It is the policy of the Board of Education that the giving of medicine to students during school hours be discouraged and restricted to medication that cannot be given on an alternative schedule. If your child should need to take prescription or over-the-counter medication during the school day, please be sure to complete the parent authorization medication administration form. This form is available online and in school health offices. All medication should be delivered, with the form, to the school's health office by the parent/guardian in the original container. Students are **NOT** allowed to have medication with them in the classroom. Medication will be given by trained staff. Asthma/Anaphylaxis medication **CAN** be carried by students who have doctor's orders stating that the student is capable and has been instructed on how to use it along with the self-administration form on file. This form, which includes a place for the doctor's signature, is available in the nurse's office.

Accidents, Injuries, and Emergencies:

If an accident occurs at school, first aid is given as soon as possible. The nurse, teacher or principal will contact the home as necessary. In a serious accident or emergency, when the parent cannot be reached, an ambulance will be called to transport the student to the emergency room specified on the enrollment/emergency form. All minor cuts, bruises, nose bleeds, etc., are cared for by health office personnel. **It is not the purpose or duty of the staff to treat or diagnose beyond what is covered with first aid.**

Immunizations:

Immunizations keep students healthy and are essential in the protection of students if there is a disease outbreak. Adequate immunizations are required by The Missouri Department of Health and Senior Services for school attendance. Students must show proof of immunizations to attend school. If your child gets an immunization during the school year, please give a copy to the nurse's office. [Click here](#) to view the required immunizations for 2025-26.

Special Health Concerns:

It is important for the parent/guardian to inform the health office/nurse of any special health conditions of their child. The school needs to know and be prepared for any possible emergency care the child may require at school. Examples: hearing loss, allergies, asthma, diabetes, seizures, mental illness, and medications the child takes at home. Any information you provide helps us better support your child at school. Please fill out the enrollment health form completely and include all information concerning your child.

Allergies:

Families will be notified of the allergy issues and special procedures within each building. We reserve the right to refuse any items that may be a risk to our students.

Screenings:

Vision and hearing screenings at the secondary level are completed on new students and students that are referred by parent, teacher, or student.

Head Lice:

If live head lice are found on a student, the health office staff will attempt to comb and remove them as possible. The student will return to class and the parent/guardian will be notified. The student will need to be treated and brought to the health office the next day by the parent/guardian to be checked. If we are unable to remove all live lice, the student will be sent home that day. Written instructions on lice treatment will be sent home with the student. If only nits are found, the student will return to class and parents will be notified. The student will be monitored at school as needed.

Homebound Instruction

In some extenuating circumstances, it may be determined that it is medically or otherwise necessary for a student to not physically attend school. In those instances, the district will attempt to provide at least five hours of alternative instruction (e.g., in-home instruction, off-site instruction, virtual instruction) each week for the duration of the event restricting the students from physically attending school. Due to the restrictive nature of this type of educational placement, homebound services are reserved for students when a physician advises that it is medically necessary to consider such placement (e.g., surgery, accidents, pregnancies, prolonged illnesses) or for disabled students when the Individual Education Plan or 504 team considers the placement necessary.

Human Sexuality Instruction

The Board of Education recognizes that parents/guardians should be 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.

The district will offer instruction in human sexuality and will provide instruction regarding sexual abuse prevention as required by law. All instruction will be appropriate to the age of the students receiving the instruction, and students may be separated by gender for the instruction.

Notice and Opt-Out

The district will notify parents/guardians of the basic content of the district's human sexuality and sexual abuse instruction. The district will also notify parents/guardians of their right to remove their student from any part of the district's instruction on these topics upon written request. The district will make all curriculum materials used in the district's human sexuality and sexual abuse instruction available for inspection prior to the use of such materials in actual instruction.

See Board [Policy IGAEB](#) for additional information.

Personal Property

Wright City RII is not responsible for recovery, reimbursement, or replacement of lost, stolen or damaged personal property brought to school by students and strongly recommends that valuable personal property remain at home. Examples of personal property include but are not limited to: purses, wallets, watches, jewelry, band instruments, electronic devices, credit cards, cash, checks, books, notebooks and book bags. Personal property should never be left unattended and, when present, should be secured at all times.

Public Displays of Affection

Wright City RII strives to maintain an educational atmosphere conducive to learning and marked by responsible and appropriate behavior. Public displays of affection as defined in Board [Policies JG-R1](#), [JG-R2](#), [JG-R3](#), [JG-R4](#) are not appropriate to the environment we promote for Wright City students, and this behavior is not permitted. A student's failure to comply with a staff member or administrator's direction or request may result in disciplinary action.

Riding Bicycles

Wright City RII recognizes that for some students it may be necessary for students to ride a bicycle to school. In those instances, the district asks parents/guardians to educate their student that they must obey the same rules as a motorist and encourage the use of a safety helmet. When arriving at school, the district asks that students dismount and walk their bicycle to the approved school site for bicycle parking. It is recommended students use bicycle locks during school hours. The district is not responsible for the theft of or damage to a bicycle parked on school property.

Sale of Personal Property

Students are not allowed to sell clothing, candy, personal property or other goods for any purpose other than district-approved fundraising purposes. Students who violate this rule will be subject to disciplinary action, including possible suspension from school.

School Counseling Services

Wright City RII strives to implement the Missouri Comprehensive School Counseling Program, a framework developed in collaboration between Missouri's Department of Elementary and Secondary Education and the American School Counseling Association. The organizational framework of the program consistent of supporting student development in the areas of academic, career and social/emotional development through the delivery of the following program components:

- School counseling curriculum that supports academic, career, and social/emotional development through classroom and group activities.
 - Individual planning includes counseling activities that assist students to plan, monitor and manage their academic and career interests beyond high school.
 - Responsive services include counseling or referral activities to meet the immediate needs and concerns of students.
 - System support includes indirect counseling services that manage and promote the academic, career, and social/emotional developmental needs of students.
-

School Nutrition Program

The Board promotes healthy, high-quality school meals, recognizing that students need adequate, nourishing food in order to learn, grow and maintain good health. The Wright City RII Food Services team offers a variety of nutritious foods and beverages at every school café in the district. School Menus can be found at:

<https://www.wrightcity.k12.mo.us/our-district/food-service/menus>

Allergies: Food substitutions will be offered to students that have food allergy documentation from a medical professional/Doctor. Provide the school nurse with allergy information on your child. Food allergy information is entered into our computer lunch program and carries over from one year to the next.

Meal Accounts: Every student in Wright City RII has a meal account. Students are set up with an individual account. Unless the district provides free meals, it is expected that parents/guardians or students pay for meals before or at the time of receiving their meal. Families are encouraged to deposit funds into this account for purchase of meals and a la carte items. The Nutrition Services department uses a computerized system that allows parents to prepay any amount into their child's account. Parents may make online deposits to their students' accounts through the Infinite Campus Parent Portal and may use a debit or credit card to prepay or cash or check payments are accepted by the cashiers at each school building. As the student purchases food, money is deducted from the account. Elementary Students may charge up to \$6 to their account. Students may

not charge a la carte items to an account with a negative balance. Parents/guardians will receive reminder notices when their accounts are running low on funds.

All outstanding negative account balances will receive additional communication in an attempt to resolve the debt. After two charges, the account will be suspended pending payment in full. Any student with a suspended account can receive an alternative meal. A student with money in hand, regardless of account status, will not be denied a meal.

Employees are encouraged to pay in advance or at the time of receiving their meal. Employees may not charge to their account.

Meal Benefit Assistance: Students may be eligible for family benefit assistance, including free or reduced priced meals, based on federal household income guidelines. If approved for school meal benefits, students are also eligible for discounted fees related to health care, college applications, academic testing, athletic participation, and more. Benefit applications are available in school offices and on the Wright City R-II website at wrightcity.k12.mo.us/our-district/food-service/fram. Applications should be submitted annually for each household, as income guidelines are updated each year.

Closed Lunch Policy: Wright City RII has a closed lunch policy that prohibits students from leaving the building for lunch. Students who leave the building for lunch or who have not received permission to report to other areas of the building will be considered truant.

Please contact the Food Services Department with any questions at (636) 745-7200.

Standards of Dress

Students must wear clothing including footwear, both a shirt with pants, shorts, skirt, or the equivalent that fully cover undergarments.

1. Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff. Hoodies must allow the student's full head to be visible to staff.
2. Clothing, accessories, appearance may not:
 - a. cause a disruption to the learning environment
 - b. create a safety hazard to the student or others
 - c. depict or advertise alcohol, tobacco, or drug products
 - d. depict pornography, nudity, sexual acts or be of a sexual nature.
 - e. use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.

If a student's dress is found to be disruptive or unsafe to the educational environment and/or not meeting the criteria above, an opportunity to fix the dress or appearance will be given to the student. Students not complying with this policy shall be subject to disciplinary action including but not limited to loss of privilege, detention, or in-school-suspension.

This policy may not address all of the potential problems. School administration will have final decisions on all dress code matters. These decisions are made so that the school setting is able to keep a safe and non-disruptive learning environment.

Statewide Assessments

Wright City R-II will use high-quality academic assessments as one indication of the success and quality of the district's education program. The district requires all enrolled students to participate in all applicable aspects of the district assessment program, including 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 or designee will determine what percent of the course grade will be decided by performance on EOC assessments. See Board [Policy IL-1](#) for additional information about the district's assessment program.

Students on Premises After School

All students must vacate the premises at the end of the school day unless participating in an approved extracurricular activity, receiving after-school tutoring or participating in other activities properly scheduled in advance. All students must be under the direct supervision of a staff member. Students should have transportation available within 15 minutes after all student activities and are to wait in the designated area.

Substance Abuse Prevention

In accordance with Board [Policy IGAEA](#) and [Administrative Procedure ADF-AP\(1\)](#), all students will receive comprehensive substance abuse prevention education in grades K-12 through the district health curriculum. Students and parents can obtain a list of local resources for substance abuse counseling and treatment from the school social counselor.

Transportation

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. District vehicles carrying students will be considered extensions of the school environment. Bus drivers and monitors are responsible for students and have the delegated responsibility for maintaining discipline on the bus. In accordance with Board [Policy JFCC](#), 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 according to law. See Board [Policy EEA](#) for more information.

According to [Policy EEAB](#), Students will ride their assigned bus, getting on and getting off at their regularly assigned stops unless a note from their parent or guardian authorizes students to depart at other than their regular stop or to ride a bus other than their assigned bus. Notes will be subject to approval by the superintendent or designee. In unusual or emergency situations, parents/guardians may request to have their child picked up or dropped off at a different spot by directly communicating to the superintendent or designee.

Student Conduct on School Transportation

In accordance with [Administrative Procedure JFCC-AP\(1\)](#), all persons riding in school district vehicles shall adhere to the following rules. Please note that video cameras are in operation on the school buses.

1. Bus riders shall be at the designated loading point before the bus arrival time.
2. Bus riders shall wait until the bus comes to a complete stop before attempting to enter.
3. Riders must not extend arms or heads out of the windows at any time.
4. Aisles must be kept cleared at all times.
5. All bus riders shall load and unload through the right front door. The emergency door is for emergencies only.
6. A bus rider will depart from the bus at the designated point unless written permission to get off at a different location is given to the driver.
7. A rider may be assigned a seat by the driver.
8. Riders who damage seats or other equipment will reimburse the district for the cost of the repair or replacement.
9. Riders are not permitted to leave their seats while the vehicle is in motion.
10. Permission to open windows must be obtained from the driver.
11. Classroom conduct is to be observed by students while riding the bus except for ordinary conversation.
12. The driver is in charge of the students and the vehicle, and the driver is to be obeyed promptly and courteously.
13. A bus rider who must cross the roadway to board or depart from the bus shall pass in front of the bus (no closer than ten feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
14. Students shall not throw objects about the vehicle nor out the windows.
15. Students shall keep feet off the seats.
16. The student discipline code will apply to students using school transportation services. This includes conduct occurring at or in the close vicinity of a bus stop while students are waiting for the bus, or immediately after the students have disembarked.

Use of School Cameras

In accordance with Board [Policy ECA-1](#), Wright City R II utilizes surveillance equipment on district property and in district facilities for safety and security purposes. This includes district transportation and parking lots. Information obtained through camera footage may also be used in the course of disciplinary procedures.

Withdrawal from School

Parents/guardians of children who are leaving the district should notify the school a few days prior to the last day of attendance.

Chromebooks, library materials, texts and other school property must be returned before transfer is complete. Failure to follow these procedures may make it difficult for a student to be enrolled and classified properly in another school. Students will be required to pay for books or other equipment that is lost or damaged.

Early Childhood Center Information

After-School, Day and Evening Events

Students and siblings must be accompanied by a parent or guardian at after-school/evening events (e.g., sensory night, painting night, etc.). A student may not attend an after-school/evening event unless the student was in attendance for the full school day on the day of the event. Exceptions may be made to this practice on a case-by-case basis with the approval of the building administrator. Often we have events, such as parties, during the school day. We have to limit the number of guests that a student can have. Information about events will be sent home.

Arrival and Dismissal

Safety is our number one priority with student drop off and pick up. Parents are expected to abide by Missouri State law by not passing stopped buses while they are loading and unloading students. For the safety of the child and adult, please wait for your child's teacher to come to you to get your child, unless it is past the drop off time.

As a reminder, Missouri's Child Restraint Law (RSMo 307.179) is as follows:

Children less than 4 years old or less than 40 pounds must be in an appropriate child safety seat.

Children ages 4 through 7 who weigh at least 40 pounds must be in an appropriate child safety seat or booster seat unless they are 80 pounds or 4'9" tall. If you need assistance with a safety seat or booster seat, please let the principal know.

During arrival, students will be picked up by staff from the carpool line starting at 8:10 AM or 11:55 AM, when doors open. Arrival carpools will be located in the circle drive around the flagpole. Parents will be required to get their child out of the carseats and hand them off to a staff person. Please do not exit your vehicle until you have reached the sidewalk of the circle drive. Hallway doors will be locked at 8:20 and 12:00 PM. Parents will be required to sign their child in if they arrive after these times. No student supervision is available prior to doors opening.

Dismissal's carpool is located in the parking lot directly in front of WCECC at either 11:20 AM or 3:00 PM. Parents are solely responsible for securing their children into their vehicles following dismissal. Enter through the southern entrance (closest to highway 70,) beginning at the dumpster, two lines are formed that stretch to the southern entrance. Do not block this entrance or the road leading to the bus garage, this impedes transportation for other buildings in the district. Staff members will release carpool lines after all students have been safely loaded into their vehicles.

MOQPK student arrival and dismissal procedures- carpool is located in the parking lot directly in front of WCECC at 8:45 AM and 3:30 PM. Parents are solely responsible for securing their children into their vehicles following dismissal. Enter through the southern entrance (closest to highway 70,) beginning at the dumpster, three lines are formed that stretch to the southern entrance. Do not block this entrance or the road leading to the bus garage, this impedes transportation for other buildings in the district. Staff members will release carpool lines after all students have been safely loaded into their vehicles.

Students who require specialized transportation will be escorted to their bus safely.

Attendance at WCECC

Regular and punctual patterns of attendance are expected of each student enrolled in the district. Student attendance at school is primarily the responsibility of the parents/guardians. Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process. When the benefit of regular classroom instruction is lost it cannot be entirely regained. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each individual child. The regular contact of the pupils with one another in the classroom and their participation in well-planned instructional activity under the supervision of a competent teacher are vital to this purpose. Attendance and punctuality play a significant role in a student's success at school and are essential life skills. This is a well-established principle of education which underlies and gives purpose to the requirement of compulsory schooling.

Typically developing peer students are expected to strive to achieve a 95% attendance goal throughout the school year. Drop off and pick up promptness of students at school is included in our attendance goal. Typically developing peer students who do not strive to meet our attendance goal may have their standing in the Early Childhood program reevaluated.

Birthday Celebrations

Parents are welcome to bring store bought treats for your child's birthday. Please bring something that is not high in sugar. Granola bars, fruit, fruit snacks, cheese, and other items work well. A note will be sent home early in the year with other suggestions (see below). Homemade treats cannot be brought to school to pass out to other students.

Healthy Eating Guidelines

At Wright City R-II, we strive to ensure that your child is eating healthy food. We ask that you help us with this by providing healthy snacks. Snacks need to be store bought. If you have any questions feel free to contact us at (636)791-2150.

Clothing

Your child should be dressed in comfortable clothing that is suitable for play. We play outdoors each day except in cases of extreme heat/cold or rainy weather. Please dress your child appropriately for the weather including a jacket-coat, mittens, hat, and boots. We encourage parents to send their children in tennis shoes or other comfortable shoes that will not come off easily during active play. Please send your child in clothes that they are able to independently manage in the restroom. Please label all outerwear with your child's name. Please put an extra set of clothing in your child's backpack in case of accidents. The change of clothing needs to be changed out as the seasons change. Closed toe shoes are required throughout the year to allow for optimal movement on our playground.

Communication

Families and teachers both want the best education possible for children. The staff will make active efforts to communicate with families, establishing a two-way process for sharing information. Teachers will be sending home newsletters about classroom activities that are going on in each classroom. The principal will have a monthly newsletter that will be uploaded to the school website.

Enrollment Requirement

Enrollment into the Early Childhood program is by invitation only for Typically Developing Peers.

Students who qualify for enrollment after district screenings held by Parents as Teachers (PAT) and therapy staff and who are selected based on qualifying for special education services will be instructed to follow district procedures for enrollment as outlined.

Class placement is made on the basis of the Individual Education Program (IEP) and need for Typically Developing Peers.

Open enrollment for the MOQPK classrooms is based on Free and Reduced status with some seats open for non-Free and Reduced. These classrooms are dependent on awarding of the grant with DESE.

Family Involvement

Families are encouraged to be actively involved in your child's education. Some ways to be involved include attending family nights, participating in class parties and other special occasions. We may also periodically ask for family involvement and support in special school functions.

Identifying Delays or Disabilities

At WCECC, we are committed to providing the education that every child needs. If a child exhibits signs of needing additional assistance and data is gathered supporting this need, we have a process, which is outlined below:

1. Parents are contacted and dialogue is established to discuss the concerns they may have as well as those of the teacher. Data is collected on the strategies or interventions, and progress is monitored.
2. If concerns continue, the team (parents, teachers, coordinator) determines whether a special education referral is necessary.
3. If a referral is made, parents are invited to a special education team meeting. Parents and teachers will give input as to how the child is doing in each area of development and the decision is made whether or not to evaluate.
4. If evaluation is decided, the team has 60 days to complete the evaluation.
5. After the evaluation is complete, parents are invited to an eligibility meeting. If the child meets Missouri Criteria to be identified with a disability, an IEP is written for the child, with specific goals and support to be given.

Injuries/Accidents

If a child has an accident that results in an injury at school, parents will be notified through an e-mail report or phone call, depending on severity. Detailed information will be given in regards to the injury, and depending on severity, parents will either have the choice of picking their child up, or will be required to come get their child for medical attention. In the case of an emergency, 911 will be called first, and then the parent.

Meals Early Childhood

At WCECC breakfast is offered to students whose parents have requested it. Breakfast is served between 8:10 am and 8:25 am for those students. Price for breakfast is set by the food service department annually. Contact the Early Childhood office for current pricing. Students qualifying for reduced breakfast price pay a lesser amount or no cost if eligible for free breakfast. Free/Reduced Application forms can be filled out on the District's website, will be handed out to families, and are also available in the office.

Full day classes have the opportunity to purchase lunch. Lunch is served per the classroom schedule. Menus are sent home with students or via email every month. Price for lunch is set by the food service department annually. Contact the Early Childhood office for current pricing. Students qualifying for reduced lunch price pay a lesser amount or no cost if eligible for free lunch.

All children have a daily snack. Classroom teachers will send home a snack calendar at the beginning of each month. You will be asked to bring in a snack for the entire class periodically. It is important that you check the calendar each month so you know when it is your turn to bring in a snack. Snacks must be store bought so ingredients for students with allergies are known. Make sure your child's teacher is informed of any known allergies your child has. Please be sure to check the contents of your child's backpack each night so that you can find important information. If your child has food allergies or other food related health concerns, please let your child's teacher know so that we may accommodate their needs.

Playground

School employees supervise play periods. Children are expected to participate in play activities unless excused by a doctor for medical reasons. Weather permitting, students are given recess time each day. Decisions to have outside recess during hot and cold weather depend upon the temperature and the wind chill factor. Shorter recess times may be scheduled. The National Weather Service Heat Index Guide cautions are used as a basis to determine if students are allowed to go on the playground during hot weather.

Preschool Curriculum Overview

Wright City Early Childhood is guided by the Missouri State Standards for pre-kindergarten education in conjunction with research and best practices on a child's ability to learn. Students with disabilities have Individual Education Programs. As needed, teachers provide instruction and assessment of a child's growth in the following learning domains:

- Social Emotional Development
- Language & Literacy
- Mathematical Thinking
- Scientific Thinking
- Physical Health and Development

Our preschool programming is aligned with Missouri Early Learning Standards and follows a curriculum that is tailored to meet the needs of each child. Lessons and activities are generally crafted into theme based units that encompass all aspects of learning, to best ensure success for each child at their appropriate level of development.

Program Overview

The Wright City Early Childhood Center (WCECC) is a preschool that was funded by a grant from the Early Childhood Special Education Department of Missouri's Department of Elementary and Secondary Education (DESE) for the purpose of housing the District's growing Early Childhood Special Education population. Wright City Early Childhood Center is an integrated preschool where children with disabilities participate in classes with their typically developing peers. It is located at 80 Bell Road Wright City, Missouri.

Early Childhood Special Education (ECSE)

ECSE services are provided for preschoolers with disabilities. MO ECSE eligibility criteria are used for initial eligibility determination for students who are identified as disabled. Many of those ECSE students are determined to be in need of an integrated setting per their Individual Education Program (IEP). A variety of settings are available in order to provide the Least Restrictive Environment, or most integrated setting, at Wright City Early Childhood Center.

Typically Developing Peers

Typically developing peers are invited to participate as spaces are needed for Least Restrictive Environment considerations at no charge. The District considers initial criteria such as age in relation to going to kindergarten, Parents As Teachers (PAT) DIAL-4 Screening scores, employee dependents and parent availability for transportation as factors in selecting typically developing peers. All children have much to contribute in an inclusive setting where learning is enriched by diversity among students. Wright City R-II School District does not discriminate on race, color, religion (creed), gender, or national origin (ancestry) on who is selected for typically developing peers. Parents/Guardians are required to provide transportation for typically developing peers. The Wright City R-II School District goal is for students to have 95% attendance.

PLEASE NOTE: On occasion, a program is not an optimal fit for a child or family. WCECC is a school that will make every effort to work collaboratively with families to resolve any challenges that arise including attendance concerns. Additional resources may need to be used to support a child's success in the school environment. If, after all reasonable efforts are exhausted, and the problem cannot be resolved, WCEC reserves the right to dismiss a typically developing child from the program.

MOQPK (Missouri Quality Preschool Program Grant Classroom)

Two additional classrooms are made possible through the MOQPK (Missouri Quality Pre-K) Grant. This is a grant that was started last school year. To be eligible for the 5 full days a week program, students must be 4 years of age by July 31, 2024 and qualify for Free & Reduced Meals. The program does allow for some non Free & Reduced Meal students. Transportation is not provided for students participating in this program.

Many developmentally appropriate opportunities are provided for speaking, listening, reading, writing, and critical thinking. Our program fosters children's social competence and helps in the development of independence and daily living self-help skills.

Program Times and Days

AM Session *no class on Mondays	8:20-11:20
PM Session *no class on Mondays	12:00-3:00
MOQPK	8:45am-3:30pm

Full Day Transitional class *no class on Mondays	8:20am-3:00pm
--	----------------------

Toilet Training

We will support and reinforce any toileting training efforts you are implementing at home if reasonable to do so at school. Please inform your child's teacher what you are doing at home so we can follow through at school. Once a child is toilet trained, we will supervise them in the bathroom but the children are expected to use the bathroom independently.

Toys

Please do not send toys to school with your child in order to prevent disruption or loss of items. If the teacher needs something brought in for a special activity, or specific to a certain student, a note will be sent home.

Behavior & Discipline ([Board Policies JFCF, JFCH, JFCJ, JG, JG-R1, JGA, JGE, JGF](#))

Our goal of positive behavior is to have the children feel safe in the classroom. We follow these steps:

- Set limits and expectations. We establish classroom rules. We review and remind the children of the rules when needed. We talk about expectations when new materials are brought in or new situations occur.
- Create a sense of belonging. We recognize and greet each child daily. We involve children in cooperative and interactive activities with peers each day.
- Help children learn how to behave appropriately in social situations. We try to consistently praise the positive choices the children make. We redirect children to make a better choice. At times we separate the child from the whole group until they regain self control.
- Help children process and accept their feelings and the feelings of their peers. Use and create teachable moments to allow children to think through what is happening and what might be a positive solution.
- Allow children to make choices. As teachers, we then help the children understand the natural consequences of the choices they made.

In the event discipline is required for a student, discipline policy JG-R1, adopted by the Wright City R-II School District Board of Education, states guidelines for dealing with some, but not all offenses that may occur. 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 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, 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.

Please refer to Wright City R-II District website for complete details of this policy.

Elementary School Information

After-School and Evening Events

Students and siblings must be accompanied by a parent or guardian at after-school/evening events (e.g., music programs, academic nights, etc.). A student may not attend an after-school/evening event unless the student was in attendance for the full school day on the day of the event. Exceptions may be made to this practice on a case-by-case basis with the approval of the building administrator.

Assemblies

Assemblies may be scheduled throughout the school year, with the primary aim to provide educational experiences that cannot normally be provided in a classroom. Since assemblies represent a part of the educational program, attendance may be required of all students. Students will be supervised by teachers at assemblies. Students are expected to conduct themselves in keeping with school-wide expectations.

Birthday Party Invitations

Elementary staff will only pass out birthday party invitations if they are provided by a student's family and distributed to the entire class. Teachers will not send out emails or other electronic birthday invitations/RSVP reminders to parents.

Classroom Placement

Wright City R-II elementary schools assign students to their next year class through collaborative efforts of their current classroom teacher, counselor, assistant principal and principal. When applicable, special education teachers and/or intervention specialists also provide input. Many factors are considered in the process of creating balanced classroom groups, including learning styles, gender equity, academic achievement level, behavior, study/work habits and peer relations. Parent/guardian requests for specific classroom teachers are not accepted. However, some parents/guardians may like to offer input as to their children's learning needs. Once class placements have been made, requests for changes will not be considered. If you have questions about the specific process at your child's school, please contact the building principal or counselor.

Reference Board [Policy JECC-1](#) for more information.

Classroom Treats

Families may send classroom or birthday treats if they want to, as long as the treat they send is an approved treat that meets current guidelines used to protect the health and safety of students and staff who have allergies and other food intolerances. All treats must be sent in their original packaging and will be distributed in accordance with school guidelines.

Discipline

Student Discipline ([Board Policy JG](#))

It is essential that the district maintain a classroom environment that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. To assist district staff in maintaining the necessary classroom environment, the Board of Education has created a discipline code that addresses the consequences, including suspension or expulsion, 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 comprehensive written code of conduct of the district is composed of this policy and includes, but is not limited to, the following policies, procedures and regulations: JG-R1, JG-R2, JGA, JGB, JGD, JGE and JGF. A copy of the district's comprehensive written code of conduct will be distributed to every student and the parents/guardians of every student at the beginning of each school year and will be available in the superintendent's office during normal business hours.

Application

These policies, regulations and procedures will apply to all students in attendance in district instructional and support programs as well as at school-sponsored activities. Off-campus misconduct that adversely affects the educational climate will also be subject to these policies, regulations and procedures. Students who have been charged, convicted or plead guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law.

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.

No student may be confined in an unattended locked space except in an emergency situation while awaiting the arrival of law enforcement personnel. For the purpose of this policy, a student is unattended if no person has visual contact with the student, and a locked space is a space that the student cannot reasonably exit without assistance.

Enforcement

Building principals are responsible for the development of additional regulations and procedures regarding student conduct needed to maintain proper behavior in schools under their supervision. All such regulations and procedures shall be consistent with Board-adopted discipline policies.

Teachers have the authority and responsibility to make and enforce necessary rules for internal governance in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom. All district staff are required to enforce district policies, regulations and procedures in a manner that is fair and developmentally appropriate and that considers the student and the individual circumstances involved.

All employees of the district shall annually receive instruction related to the specific contents of the district's discipline policy and any interpretations necessary to implement the provisions of the policy in the course of their duties including, but not limited to, approved methods of dealing with acts of school violence, disciplining students with disabilities and instruction in the necessity and requirements for confidentiality.

(Board Policy [JG-R1](#) & [JG-R2](#))

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, 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:

The district's technology is used.

1. The student's conduct creates a substantial negative disruption to the educational environment during school hours and programming.
2. 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.
3. 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.

4. 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.

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:

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.

1. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.
2. 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.

Level 1

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

AND/OR

- Loss of privileges, such as, but not limited to,
 - 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 Restorative Room
 - 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 Restorative Room
 - 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
 - Optional re-entry meeting with student, staff members, family
- 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 Restorative Room
- Completion of restorative packet is required
- 10 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
- Referral to superintendent for up to 180 days OSS
- Review for possible expulsion
- Involvement of SRO

K-2 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 under Schedules I, II, III, IV, V in section 202(c) of the Controlled Substances Act.			✓	✓
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.			✓	✓
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 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 a 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.			✓	✓
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.	✓	✓	✓	
Fighting (see also, “Assault”) Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.		✓	✓	✓
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)				

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law.		✓	✓	
2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law.			✓	✓
3. Student is found “responsible” for sexual harassment under Title IX upon conclusion of a formal complaint under policy ACA.				✓
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.		✓	✓	
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-AP1)				
1. Attempting, regardless of success, to; gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.		✓	✓	✓
2. 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		✓	✓	✓
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.			✓	✓

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 midriiffs, 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 under Schedules I, II, III, IV, V in section 202(c) of the Controlled Substances Act.			✓	✓
3. Sale, purchase or distribution or 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.			✓	✓
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.” 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.			✓	✓

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.	✓	✓	✓	
Fighting (see also, “Assault”) Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.		✓	✓	✓
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)				
1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law.		✓	✓	
2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law.			✓	✓
3. Student is found “responsible” for sexual harassment under Title IX upon conclusion of a formal complaint under policy ACA.				✓
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.		✓	✓	
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-AP1)				
1. Attempting, regardless of success, to; gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.		✓	✓	✓

2. 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		✓	✓	✓
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.			✓	✓

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.

PLEASE NOTE THAT THE SCHOOL HANDBOOK PROVIDES MANY OF THE SCHOOL RULES, POLICIES, AND GUIDELINES. THIS IS NOT DESIGNED TO BE A COMPREHENSIVE LIST OF EVERY RULE, POLICY, OR GUIDELINE THAT MAY BE IN PLACE OR ENFORCED. THIS IS SUBJECT TO CHANGE.

PLEASE CONTACT, PRINCIPAL, WITH ANY QUESTIONS OR FOR ADDITIONAL INFORMATION

Grading System

The elementary grading system utilizes objective marks and letter grade marks. A table is provided below with descriptors based on the grading format.

<i>Objective Marks</i>
N = Not yet on track to meet the grade-level standard expectation.
I = Improving or requires adult support, assistance, or intervention to meet the grade-level standard expectation.
P = Proficient in meeting the grade-level standard expectation.
E = Exceeds the grade-level standard expectation

Items from Home

Students are not to bring toys, games, sports equipment or electronic devices to school unless special permission has been granted. In case of special permission, only E-rated games will be allowed. Other electronic items, such as cell phones, should not be seen, heard or used in the school building during school hours without permission. If a student violates this rule, the student is subject to disciplinary action, and the item will be held in the office until the parent/guardian can pick it up. Students should not carry extra money to school. Students are not allowed to sell items of any kind at school, with the exception of school-sponsored activities. Wright City R-II is not responsible for valuables students bring to school.

Parties

Social events are planned to help students develop and mature socially. Events are planned according to the maturity and age level of the students who participate. All social events are chaperoned by the school staff. Parties are not for children living outside of the district, who are non-school aged, in other grades, or peers from a different school within the district. Principals are responsible for determining when special events, parties or special activities are to occur.

Progress Reports

Quarterly report cards may be accessed by parents/guardians through Infinite Campus at the end of each grading period with the teacher's evaluation of a child's academic and behavioral progress. Should a paper copy be needed, please contact the office where your child attends school. Both teachers and parents/guardians should emphasize the importance of daily school attendance, consistent effort and individual goal-setting with regard to learning.

Recess

Inclement Weather

Cold Weather Guidelines for Elementary

It is the elementary school's procedure that during cold weather, the decision for outside recess and activities will be based on weather as listed on the Accuweather website (www.accuweather.com) for Wright City, Mo. If the air temperature or "feels like" temperature is at or below 25°F, no outdoor activities or outdoor recess will be held. Indoor recess will be available to students.

Extremely cold weather can be very dangerous. Parents and guardians should be certain that their children are appropriately clothed with mittens, hats, coats, etc., so they can be comfortable both inside and outside. Most days your student will be going outside for some period of time either at recess or traveling to/from school.

Heat Advisory Guidelines for Elementary

A primary focus of our teachers and staff is to ensure that we provide our children with a safe and caring learning environment during school and while traveling to and from school. Consistent with this commitment, we have established the following procedures to safeguard elementary students that aligns with the MSHSAA recommendations for heat/humidity levels. Outdoor activities and outdoor recess will be indoors when the wet bulb globe thermometer reads 90°F or higher.

Please take special precautions on extremely hot days including dressing your children in lightweight clothing, limiting outdoor activity and drinking plenty of fluids. In the event, outside recess is not an option students will be provided indoor recess and supervised by staff.

Proper Dress

The responsibility for proper dress of your child rests with you as the parent/guardian. Children should be dressed for outside play during winter months. We trust that each parent will exercise good judgment in the selection of clothing worn to school.

Health

Rarely do health conditions warrant changing recess policy, although in some cases, it may be necessary. A written statement from your physician must be obtained in order to excuse the student from recess for additional days and include when they can return to normal activities. When students must remain inside, they may choose from teacher-selected activities and are supervised.

Playground Safety Rules

We expect every child to remember that they share all the playground equipment and activities with the other children. If a child encounters a problem with another child, we want them to first attempt to solve the situation themselves through use of their skills with conflict resolution and peer mediation. A child may talk to the supervisor on duty if he or she is unable to solve the situation. While on the playground, students are expected to follow all classroom and outdoor expectations.

Retention

In recognizing that students' progress through the developmental continuum at different rates, the district provides for individual student needs through varied and adaptable educational programs. Most students progress annually from grade to grade.

Only a limited number of retentions are appropriate or effective. Retention is considered only when there is a reasonable chance of its benefit for the student. Retention is based on multi-criteria and occurs only after:

- A very thorough and complete professional analysis of a student's academic, social, and emotional needs has been completed.
- Sufficient data (e.g., academic achievement, attendance, interventions, observations) have been reviewed.
- Communication with parents has taken place with the first notification letter of possible (considered for) retention being sent before February 1.

Parents/Guardians will receive prior notification and explanation concerning possible retention. However, the decision will rest with the school administration. Parents may appeal this decision to the Board of Education.

School Hours

School rules and regulations begin at the bus stop or upon arrival to the school grounds.

West Elementary:

Monday Doors open at 9:15am, School Hours-9:29am- 3:20pm

Tuesday-Friday Doors open at 8:00am, School Hours 8:14am -3:20pm

East Elementary:

Monday Doors open at 9:40am, School Hours 9:48am-3:40pm

Tuesday-Friday Doors open at 8:25am, School Hours 8:33am-3:40pm

Students should not arrive before the time doors open and everyone should remain in their cars. Breakfast is available in the cafeteria. Students should not leave campus once they arrive in the morning; leaving campus will be considered truancy and disciplinary action will result.

Parent/Student Lunch Regulations

Parents/Guardian having lunch with their child can sit at the designated table with their child only, not other students. Parents are only allowed to bring lunch for their child, not other students. Parents are not allowed to bring lunch for an entire class.

Arrival and Dismissal

Procedures have been established to provide for safe and efficient morning arrival of all elementary students. Supervision for students is not provided until doors open., doors will remain locked until that time. The district will not be responsible for supervising before school hours.

Students arriving after doors have closed will need to be signed in at the office by a parent/guardian and will be counted as absent for each minute late. Bus Riders: Staff members are on duty to greet bus students and will help escort them into the building when doors open. Students will not be counted absent when bus delays occur.

DISMISSAL – DURING SCHOOL DAY Procedures have been established to provide for the safety of students being dismissed during the school day. Any person picking up a child from school must be prepared to identify him/herself (e.g., driver's license, photo identification). Telephone requests for early dismissal of a student will not be honored due to the inability of positive caller identification. Students may only be released to those persons listed on their Family Registration, Health, or Transportation forms.

DISMISSAL – END OF DAY CHANGE Procedures have been established to provide for the safety of those students requiring end-of-the-day dismissal changes. In order to allow time for notification to be given to the classrooms, we ask that any change be made prior to 2:00 p.m. Student supervision is provided through the end of the school day and for students participating in extracurricular school activities. Students on school property after school closes– unless participating in an extracurricular activity, extended day learning program, or having made special arrangements with the principal – will not be provided supervision.

Middle School Information

Activities/Athletics

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.

Co-Curricular Activities: Co-curricular activities are part of the educational curriculum of the Wright City R-II School District and often include activities outside the classroom and beyond traditional classroom instruction.

Students receive grades for their performance in courses associated with co-curricular activities (e.g., band and vocal music programs). A certified teacher/advisor will be assigned to each co-curricular activity.

Sporting Events: All students are required to be accompanied by a parent, guardian, or a responsible adult when attending sporting event.

Lockers

Hallway lockers will NOT be in use for the 2025-26 school year with the exception of PE or Athletics as needed.

Cell Phones/Personal 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 636-745-7300 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.

If a student has a phone out at an inappropriate time:

- **First offense** - phone or personal electronic device is turned into the office, student will pick up phone or personal electronic device at the end of the day
 - **Second offense** - office referral, phone or personal electronic device is turned into the office, parent/guardian pick up of the phone or personal electronic device
 - **Third offense** - office referral, phone or personal electronic device is turned into the office, parent/guardian pick up of the phone required, the phone or personal electronic device will not be allowed at school the remainder of the year.
-

Discipline (Policy JG)

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

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.

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.

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

Restorative conversation with student, staff and other students involved

Contact with parent/guardian

Reteaching of classroom expectations, positive reteaching opportunities

AND/OR

Loss of privileges, such as, but not limited to,

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

6th - 8th Grade

Level 1

Restorative conversation with student, staff and other students involved

Contact with parent/guardian

Reteaching of classroom expectations, positive reteaching opportunities

And/Or

Loss of privileges, such as, but not limited to: 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: Lunch privileges District technology

Up to five days restorative room

Completion of restorative packet is required

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

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: Lunch privileges, District technology

Up to ten days restorative room

Completion of restorative packet is required

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

Restorative conversation with student, staff and other students involved

Contact with parent/guardian

And one of the following:

Up to ten days restorative room. Completion of restorative packet is required

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

Referral to superintendent for up to 180 days OSS

Review for possible expulsion

Involvement of SRO

Class A Offenses

1. *Class Disruptions*, Level 1, 2, or 3
2. *Dress Code* (see board policy JFCA) Level 1 or 2 – 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.

3. *Horseplay* Level 1, 2, or 3 , running in halls, poor attitude, wandering halls – Students who do not act in a mature manner.
4. *Nuisance Items* Level 1 or 2 – 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.
5. *Public Displays of Affection (PDA)* Level 1 or 2 – Consensual physical contact which is inappropriate for the school setting, including, but not limited to, kissing and groping.
6. *Technology Misuse* Level 2, 3, or 4: 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.
7. *Late Arrivals to School/Excessive Tardies* Level 1

Class B Offenses

1. *Academic Dishonesty* Level 2, or 3 – 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.
2. *Dishonesty* Level 1, 2 or 3– Act of lying, whether verbal or written, including forgery. Forged documents must be nullified. Forged assignment must be redone.
3. *Disrespectful or Disruptive Conduct or Speech* Level 2 or 3(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.
4. *Failure to Care for or Return District Property* Level 2 or 3– Loss of, failure to return, or damage to district property, including, but not limited to, books, computer, calculators, uniforms, and sporting and instructional equipment.
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. *Skiping Class* Level 1 or 2

Class C Offenses

1. *Arson* Level 3 or 4 – Starting or attempting to start a fire, or causing or attempting to cause an explosion.
2. *Assault* Level 3 or 4: 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.

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.

3. *Bullying and Cyberbullying* Level 3 or 4 (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.
4. *Drugs* Level 3 or 4 (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.

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.

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.
5. *Failure to Meet Conditions of Suspension, Expulsion, or Other Disciplinary Consequences* Level 3 or 4 – 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.
6. *False Alarms* Level 2, 3, or 4 (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.
7. *Fighting* Level 3 or 4 (see also, "Assault") – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.
8. *Harassment, including Sexual Harassment* Level 2, 3, or 4 (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.

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.

Student is found "responsible" for sexual harassment under Title IX upon conclusion of a formal complaint under policy ACA. Level 4

9. *Hazing* Level 2, 3, or 4 (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
10. *Incendiary Devices or Fireworks* Level 3 or 4 – 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.
11. *Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material* Level 2, 3, or 4 (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.
12. *Sexual Activity* Level 3 or 4– Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.
13. *Technology Misconduct* Level 2, 3, or 4 (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.

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* Level 2, 3, or 4– Theft, attempted theft, or knowing possession of stolen property.
15. *Threat or Verbal Assault* Level 2, 3, or 4– Verbal, written, pictorial, or symbolic language or gestures that create a reasonable fear of physical injury or property damage.
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)* Level 2, 3, or 4 – Nicotine patches or other medications used in a tobacco cessation program may be possessed only in accordance with district policy JHCD.
17. *Unauthorized Entry* Level 3 or 4 – 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.
18. *Vandalism* Level 3 or 4 (see board policy ECA) – Damage to district, staff, or student property.
19. *Weapons* Level 3 or 4 (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.

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.

Grading & Reports

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. Infinite campus will reflect three categories: 1. Course Work (30% of students overall grade) 2. Assessments (70% of student's overall grade) 3. HOWL Score (Bi weekly behavioral grade for each course). 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.

A: 90-100

B: 89-80

C: 79-70

D: 69-60

F: 59 - 0

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.

Test Retake Policy: We want to enable all students to succeed through a consistent and equitable Retake Policy. Our retake requirements are designed to encourage students to prepare appropriately the first time, if they are capable of doing so. Below are the retake policy guidelines:

- Test corrections cannot be done for credit (they cannot be counted as the retake grade).
 - There is no minimum or maximum score that allows a student to be eligible for a retake.
 - It is teacher discretion to determine appropriate preparation requirements for a retake.
-

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.

Lunchroom Procedures

The eating area is generally limited to the cafeteria. Eating in the cafeteria is a privilege, and students may be assigned an alternate location for lunch if they are unable to follow the lunchroom expectations. Lunch may be purchased or brought from home. Lunch will be enjoyable and pleasant if everyone remembers the following procedures:

Cafeteria Expectations

- Take their place in line without pushing or crowding in front of others;
- Ask friends to wait their turn in line and buy their own food;
- Move to the eating area quickly after purchasing food instead of waiting for friends at the exit;
- Once seated, raise hand to ask permission before moving about the cafeteria during lunch;
- Bring their own money and not borrow from others;
- Use their best manners;
- Clean up after themselves by picking up all food and by putting all papers in the trash can.

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 venders will be allowed to drop off student food. Any food dropped off for a student must be dropped off by a parent or guardian.

Prohibited Items

The following items are not to be brought to school:

1. Aerosol cans, lighters
2. Laser lights
3. Drugs, tobacco, or alcohol, including vapes or e-cigarettes
4. Weapons
5. Any item that could distract from learning opportunities
6. Blankets
7. Wireless headphones (Bluetooth, AirPods, etc.)
8. Personal Fidgets

*Any items brought from home are the responsibility of the student. The school is not held responsible for lost item.

School-Sponsored Activity Nights and Dances

Only students enrolled in Wright City Middle School are eligible to attend dances and activity nights. Students serving OSS or ISS the day of an activity night and/or dance may not attend unless approved by administration. Students must attend school the day of the activity night and/or dance in order to attend unless approved by administration.

High School Information

Bell Schedule

The 2025-2026 WCHS Bell Schedule will be available here on the website as it is finalized.

- School will begin at 8:35 each Monday due to staff Professional Development
 - Supervision of students starts at 7:00am when buses arrive.
 - No student will be allowed in the building prior to 6:50 am. Allowances will be made for inclement weather.
 - Students should not leave campus once they arrive. Students arriving by bus are expected to immediately enter the building and stay during arrival. Students are not allowed to enter and exit the building during arrival multiple times.
 - Students should leave the building no later than 5 minutes after school is released, unless supervised by a teacher.
-

Graduation Requirements

The Wright City R-II School District graduation requirements are outlined in the Wright City Board of Education [Policy IKF](#).

WCHS Graduation Pathways

Credit / Course Requirements	Career / Technical Pathway	Universal Pathway	College Preparatory / Pathway
Total Credits	24	25	26
Math	3	3	4
ELA	4	4	4
Science	3	3	4
Social Studies	3	4	4
Physical Education	1	1	1
Health	.5	.5	.5
Practical Arts	2	2	2
World Languages	0	0	2 (Recommended)
Electives	6.5	6.5	3.5
Fine Arts	1	1	1

- Other specific district requirements and encouragements

1. Career Pathway: Possible Options

- a. Four Rivers Career Center
- b. Registered Apprenticeship
- c. Early Entry Military

Requirements:

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

Encouraged:

1. Enroll in A+ Program

2. Universal:

Ability to move between other pathways- career / technical / military / higher ed

Requirements:

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

Encouraged:

4. A+ Enrollment
5. Enroll in advanced placement or dual enrollment courses

3. College Preparatory Pathway:

Requirements:

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

Encouraged:

11. 2 yrs. Of Foreign Language
12. Successful completion of 3 Advanced Placement and/or Dual Enrollment Courses

A+ School

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

- All students will graduate from high school.
- All students will complete challenging studies with identified learning competencies.
- All students proceed to college or vocational technical school or high wage jobs with opportunities for workplace skill development and advancement.

To qualify for A+, students must:

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

Extra-curricular Activities

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

Athletic Directory: <https://www.wrightcity.k12.mo.us/athletics/athletic-directories>

Clubs/Co-curricular Opportunities: <https://wchs.wrightcity.k12.mo.us/activities/clubs>

Class Officers: <https://wchs.wrightcity.k12.mo.us/activities/class-officers>

Academic Letter

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

Announcements

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

Books

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

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

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

Cell Phone Expectations

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

College Visits

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

Commons Area

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

Conflict of Activities

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

Corridor Courtesy

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

Cum Laude System

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

To achieve cum laude:

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

To achieve magna cum laude:

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

To achieve summa cum laude:

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

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

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

Dance Policy

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

Driving (Vo-Tech)

Students who have had their consent and release form signed by a parent/guardian and turned in to the front office will be permitted to use private transportation to/from Four Rivers Career Center. Students may only drive if they meet the requirements below:

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

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

Early Graduation and Part Time Attendance

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

Electronic Hall Pass

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

Extra Curricular Participation

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

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

Extra Help/Tutoring

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

Field Trips/School Sponsored Activities

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

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

Final Examinations

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

Fines and Fees

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

Food, Soda, and Snacks

Food and drinks are not to be dropped off for students during the school day through the office or any entry/exit doors.

Soda, juice, and snack machines are available for student use during passing periods only. Food and drink are not allowed in the classrooms without special permission. These are not available during class.

Foreign Exchange students

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

Fundraising

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

Grade Reports

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

Grade Point Average

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

Grading System

. 93-100	+ 87-89	+ 77-79	+ 67-69	0-59
- 90-92	83-86	73-76	63-66	

Weighted Classes

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

Hazing (Policy JFCG)

In order to promote a safe learning environment for all students, the Wright City R-II School District prohibits all forms of hazing.

For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity.

Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing inhalation or consumption of any food, liquor, drug, tobacco product, or other substance; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

Hazing can occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

District staff, coaches, sponsors and volunteers will not permit, condone or tolerate any form of hazing or plan, direct, encourage, assist in, engage in or participate in any activity that involves hazing. District staff will report incidents of hazing to the building principal. The principal shall promptly investigate all complaints of hazing and administer appropriate discipline to all individuals who violate this policy. District staff who violate this policy may be disciplined or terminated.

Students participating in or encouraging inappropriate conduct will be disciplined in accordance with the district's discipline code. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. The district will report hazing incidents to law enforcement when required by law. Students who have been subjected to hazing are instructed to promptly report such incidents to a school official.

The superintendent will provide for appropriate training designed to assist staff, coaches, sponsors and volunteers in identifying, preventing and responding to incidents of hazing.

Homework

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

Illness During the School Day

A student may go home only after:

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

Immunizations

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

Grades 8-12:

DTaP/DTP/DT – four doses

Tdap – one dose

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

IPV (Polio) – three doses

MMR (measles, mumps, rubella) – two doses

Hepatitis B – three doses

Varicella – two doses.

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

Library and Media Center

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

Lost and Found

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

Lunchroom Procedures

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

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

Make-up Work

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

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

Medications

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

MOCAP

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

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

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

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

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

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

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

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

Appeals

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

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

Payment

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

Monitoring and Reporting

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

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

Transfers

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

Parking Lot

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

Parking Rules

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

Physical Exams

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

Picking Up Students

Parents are asked to pick up students by the front office, after the last bell rings.

Public Displays of Affection

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

Release of Students

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

Restrooms

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

School Hours

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

School Property

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

Searches by School Personnel

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

Signing In/Signing Out

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

Spectator Conduct at Extracurricular Activities

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

Student Publications

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

Telephone

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

Valuables

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

Withdrawal

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

Student Discipline

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

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

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

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

Impact on Grades

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

Reporting to Law Enforcement

It is the policy of the Wright City R-II School District to report all crimes occurring on district property to law enforcement including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten days or expulsion of any student who the district is aware is under the jurisdiction of the court.

Documentation in Student's Discipline Record

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

Conditions of Suspension, Expulsion and Other Disciplinary Consequences

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district

activity for any reason, unless permission is granted by the superintendent or designee. The superintendent has the ability to suspend students from activities for additional periods for violations of the discipline code. Likewise, a student may become ineligible for or be required to forfeit any honors and awards as a disciplinary consequence. When appropriate, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school.

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

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

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

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

Prohibited Conduct

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

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

Bus or Transportation Misconduct (see Board policy JFCC) - Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. Suspension of transportation privileges may be used as an alternative consequence.

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

Student Discipline

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

Disciplinary Programs

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

Class A – Minor violations that disrupt the learning environment

Class B – Major violations that disrupt the learning environment

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

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

Level 1

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

And/Or

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

Level 2

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

And one of the following:

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

Level 3

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

And one of the following:

4. Loss of privileges, such as, but not limited to:

- Lunch privileges
 - District technology
5. Up to ten days restorative room
 6. Up to ten days OSS
 - Final day of OSS should be served in the restorative room.
 - Optional re-entry meeting with student, staff members, family
 - Notification of SRO

Level 4

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

And one of the following:

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

Class A Offenses

1. Class Disruptions

Level 1, 2, or 3

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

**The office will provide a T-shirt or sweatpants to be worn for the day.*

Level 1 or 2

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

Level 1, 2, or 3

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

Level 1 or 2

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

Level 1 or 2

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

assigned by teachers.

Level 1, 2, or 3

7. Late Arrivals to School/Excessive Tardies

Level 1

Class B Offenses

1. **Academic Dishonesty** – Cheating on tests, assignments, projects or similar activities; plagiarism, claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

Assignment must be redone.

Level 2 or 3

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

Forged documents must be nullified.

Forged assignment must be redone.

Level 1, 2 or 3

3. **Disrespectful or Disruptive Conduct or Speech** (see board policies AC and ACA if illegal harassment or discrimination is involved) – Verbal, written, pictorial, or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities, or school functions.

Level 2 or 3

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

Level 2 or 3

5. **Inappropriate Physical Contact**

Level 2 or 3

6. **Insubordination**

Level 2 or 3

7. **Profanity**

Level 1 or 2

8. **Failure to act Serve Detention**

Level 1

9. **Skiping Class**

Level 1 or 2

10. **Automobile/Vehicle Misuse** – Discourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials, or failure to follow established rules for parking or driving on district property.

Level 1 or 2

Class C Offenses

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

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

Level 3 or 4

2. **Assault**

- Using physical force, such as hitting, striking, or pushing to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person, knowing the other person will regard the contact as offensive or provocative, or any other act that constitutes criminal assault in the third or fourth degree.

Level 3 or 4

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

Level 3 or 4

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

Level 3 or 4

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

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

Level 3 or 4

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

Level 3 or 4

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

Level 3 or 4

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

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

Level 3 or 4

6. **False Alarms** (see also "Threats or Verbal Assault") – Tampering with emergency equipment, setting off false alarms, making false reports, communicating a threat or false report for the purpose of frightening, disturbing, disrupting or causing the evacuation or closure of district property.
Level 2, 3, or 4
7. **Fighting** (see also, "Assault") – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.
Level 3 or 4
8. **Harassment, including Sexual Harassment** (see board policies AC and ACA and note that additional provisions of the code of conduct may apply to the student's behavior)
- Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law.
Level 2, 3 or 4
 - Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law.
Level 3 or 4
 - Student is found "responsible" for sexual harassment under Title IX upon conclusion of a formal complaint under policy ACA.
Level 4
9. **Hazing** (see board policy JFCG) – Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing can occur even when all students involved are willing participants
Level 2, 3, or 4
10. **Incendiary Devices or Fireworks** – Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.
Level 3 or 4
11. **Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material** (see board policies AC and ACA) – Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value.
Level 2, 3, or 4
12. **Sexual Activity** – Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.
Level 3 or 4
13. **Technology Misconduct** (see board policies EHB and KKB and procedure EHB-AP1)
- Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

Level 2, 3, or 4

- Violations, other than those listed above, of board policy EHB, procedure EHB-AP1, or any policy or procedure regulating student use of personal electronic devices.

Level 2, 3, or 4

- Use of audio or visual recording equipment in violation of board policy KKB.

Level 2, 3, or 4

14. **Theft** – Theft, attempted theft, or knowing possession of stolen property.

Level 2, 3, or 4

15. **Threat or Verbal Assault** – Verbal, written, pictorial, or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

Level 2, 3, or 4

16. **Tobacco, Electronic Cigarettes (vaping products) other nicotine-delivery products or imitation tobacco products, as defined in policy AH and/or Tobacco Paraphernalia, Use or Possession (on district grounds)** – Nicotine patches or other medications used in a tobacco cessation program may be possessed only in accordance with district policy JHCD.

Level 2, 3, or 4

17. **Unauthorized Entry** – Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

Level 3 or 4

18. **Vandalism** (see board policy ECA) – Damage to district, staff, or student property.

Level 3 or 4

19. **Weapons** (see board policy JFCJ)

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

Level 3 or 4

- Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).

Level 3 or 4

- Possession or use of ammunition or a component of a weapon.

Level 3 or 4

Parent Notification and/or Conferences

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

Due Process

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

Bullying (see Board Policy JFCF)

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

Definitions

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

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

School Day – A day on the school calendar when students are required to attend school.

Designated Officials

The principal of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion.

The district compliance officer appointed in [Policy AC](#) will serve as the district wide anti bullying coordinator. The anti bullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's antidiscrimination and anti bullying education and training programs. In addition, the anti bullying coordinator will assist in making any relevant reports as required by state and federal law.

Reporting Bullying

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a

report shall promptly transmit the report to the building principal or designee.

If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

Investigation

Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building involved, or those principals may request that the district's compliance officer designated in policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment or retaliation as described in policy AC, the principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director.

The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and findings and send a copy of the completed report to the district's anti bullying coordinator. The principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law.

If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy.

The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

Consequences

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.

Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

District employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, prohibition from being on district property or at district activities, mandated training or other appropriate remedial action. Volunteers who violate this policy will no longer be permitted to volunteer.

Training and Education

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

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

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

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

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

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

Additional School Programs and Resources

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

Student Alcohol/Drug Abuse (see Board Policy JFCH)

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

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

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

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

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

Students with disabilities who violate this policy will be disciplined in accordance with [Policy JGE](#).