

**UNION STAR R-II SCHOOL HANDBOOK**  
**Home of the Trojans**  
**2020-2021**

6132 Northwest State Route Z ● Union Star, Missouri 64494  
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School Website: <http://www.usr2.com>

Mr. Rick Calloway  
Superintendent

Mr. Ben Hopper  
K-12 Principal

**Union Star R-2 School District Mission Statement**  
"Together We Make Learning Happen for Tomorrow"

**S.T.A.R. Vision:**

Safe and Positive Environment *created for*  
Teaching and Empowering Critical Thinkers *for*  
Achieving Lifelong Learning *and becoming*  
Respectful and Responsible Citizens

**We Believe in P.R.I.D.E.**

Priority One is Learning  
Respect is our Norm  
Integrity is our Foundation  
Doing what is right for our  
students is our Responsibility  
Excellence is our Expectation

**We Value R.E.S.P.E.C.T.:**

Responsibility  
Empathy  
Self-Discipline  
Perseverance  
Empowerment  
Citizenship  
Tolerance

**School Song**

Our high school,  
Our high school,  
Finest place  
You ever saw.  
Come along,  
Join the throng.  
For you simply  
Can't go wrong.  
They say it's great.  
Our high school,  
Our high school,  
Something going  
All day long.  
So, if you're out  
For fun and knowledge.  
Then come to  
Our high school.

**TO THE STUDENT:**

On behalf of the faculty, we would like to welcome you to Union Star School. We are looking forward to assisting you in fulfilling your educational goals. Here at Union Star School, we are striving to achieve academic and extracurricular excellence. We are excited about the coming school year, and we believe that you have the potential to be a great asset to this school and community. We expect you to meet the expectations that have been set and to make this a better place. We want all students to be respectful, responsible, and safe. If you encounter difficulties, seek out any of our trained professionals, and we will do our best to help you. You are a person of tremendous worth, and we believe that with hard work and perseverance you can accomplish whatever you set out to do. We welcome the opportunity to help you as you proceed through your high school career.

**ARRIVAL AND DISMISSAL SCHEDULE**

**ARRIVAL SCHEDULE**

Students will be allowed in the building to go to the gym at 7:30 a.m. Breakfast is served from 7:35 a.m. to 7:50 a.m. Students will be dismissed from the gym at 7:55 a.m. to go to their classrooms. First hour will begin at 8:00 a.m.

## **DISMISSAL SCHEDULE**

Our regular school day ends at 3:15 p.m. for walkers and 3:20 p.m. for all bus riders. All students must leave the school building and grounds unless a teacher supervises them.

## **ATTENDANCE**

With the belief that good attendance is critically important and directly related to academic success and achievement, the following policy on attendance definitions has been established to encourage good attendance and punctuality to classes. Studies show there is a direct connection between good attendance and classroom success. It is the responsibility of every student to be in school every day possible.

## **PARENTAL / GUARDIAN RESPONSIBILITY**

The importance of the parents' or guardian's role in minimizing absences, and thereby greatly increasing the likelihood of their children's success in school, cannot be overstated. Except in limited circumstances, school attendance is compulsory for children between the ages of 7-17 years of age. State law requires parents or guardians to ensure their children attend school on a regular basis. A parents'/guardians' failure to comply with the compulsory attendance laws is considered educational neglect, which is subject to criminal penalties. The school district will refer any case of suspected educational neglect to the appropriate authorities for investigation and prosecution. After the student has been absent for (3) consecutive days, it is the responsibility of the parent/guardian to provide medical documentation justifying the illness, in order for additional days to be considered excused. If the absences reach five days without parent contact, the school will contact appropriate authorities. Attendance patterns for all students will be monitored. Absences which are not clearly excusable will be investigated by the principal and/or staff, and appropriate action will be taken.

## **EXCUSED ABSENCES**

Examples of excused absences include:

1. **Personal illness with parent phone call or note/Dr. note** on day of return
2. **Medical and dental appointments**
3. **Death, Illness, or Serious Injury of Family Member** - Bereavement leave of up to three days excused absence may be granted for the death of an immediate relative (consisting of father, mother, sister, brother, and grandparents only). Students may be excused to attend funerals of other relatives or friends at the discretion of the administration.
4. **Court Appearance or legal appointments** that cannot be scheduled outside attendance hours verified with official paperwork from the courts or appropriate legal representatives.
5. **School Sponsored/Related Activity** - Any absence from class as a result of a school-sanctioned activity is not recorded as an absence for purposes of this policy. Example: field trip, athletic event, student activity, etc.
6. **Days of Religious Observance**- with written excuse from parent and verified with administration.
7. Other absences may be approved in advance with documentation and at the discretion of the administration.

## **ABSENCE NOTIFICATION**

It is the responsibility of the parent/guardian to notify the school that the student will be absent. In order to determine if the absence is excused or unexcused, parents need to explain the reason for the absence when in communication with the school. If the school is not notified on the day of absence, a note from the parent/guardian stating the reason for the absence will be required at the time of the student's return. Parents may call the school at any time and leave a message by pressing "0" (zero) when prompted. Email correspondence may also be sent to the following email address: [smarriott@usr2.com](mailto:smarriott@usr2.com). Upon entering the school after the 8:00 a.m. bell rings, students are expected to report to the office as soon as they enter the building to notify the office they are in attendance and to receive an admit slip. **IMPORTANT: An absence will be recorded as unexcused if a note or telephone call is not received at the time the student returns to school. Any absence not accounted for will be considered an unexcused absence, as well as absences that do not meet excused absence guidelines. Students will receive only ½ credit for all assignments missed during the unexcused absences.**

This includes classroom work, assignments, quizzes, tests, etc... Students not in attendance for a full day at school are not allowed to attend or participate in extracurricular activities without permission of administration.

1. It is the student's responsibility to obtain assignments and instructions from appropriate staff members. The student is expected to make up missed work.
2. Assignments shall be obtained in advance if the absence is foreseen. It is the student's responsibility to inform teachers of their absence at least one day in advance to get homework. All assigned work shall be submitted upon returning to school, unless prior arrangements are made with teachers.
3. All classroom work (to include tests) shall be completed as indicated by the individual classroom teacher. Not to exceed 1 day for each day of absence.

### **MAXIMUM ABSENCES ALLOWED**

**A student shall be allowed a maximum of ten (10) excused or unexcused absences from any class during a semester. Students who accumulate in excess of ten (10) days in any class are subject to loss of credit for that class.** Students will be informed of this prior to the end of the semester. Notification of absences can be found on the Parent Portal, progress reports, and quarterly report cards. Days of student suspension are not counted as days absent for purposes of this policy.

When unusual or extreme circumstances occur, exceptions to this stated policy will be made only by the attendance committee on an individual basis. The student, parent, or guardian may appeal to an attendance committee made up of the administrator and several teachers for appeal of policy. At the discretion of the administration, the parent may be requested to appear at the hearing to verify the legitimacy of the appeal. The parent can then make a second request to the superintendent to take the matter up with the Board of Education to hear their appeal under the rules of student discipline hearings.

### **TARDINESS**

Students will be considered tardy to class if they are not in their classrooms ready for class when the tardy bell rings. **Upon receiving four tardies in the same class a student will receive a one-hour detention which may be resolved through ISS, lunch detentions, after school detentions, Saturday School, or OSS. For every tardy accumulated above four, an additional hour of detention will accumulate per semester. Continual excessive tardiness will result in extra consequences beyond detentions.**

### **COLLEGE DAYS/JOB SHADOW**

Juniors and seniors will be allowed a maximum of 2 college visits / job shadow per school year with one day being on Bump Up Day (See explanation below.) with 1-week prior approval in advance from the school counselor's office and appropriate documentation from the college or job visited. These must be taken before May 1.

**Bump Up Day**- This is a scheduled day where all students in grades K-5 grade move up to the next grade level to experience what it will be like as they switch to the next grade level. This has been helpful especially for students entering middle school. Bump Up Day coincides with Kindergarten screening day and Job Shadow day for all Junior and Senior students.

### **TRUANCY**

Students who are absent from school without the knowledge and consent of the parent/guardian and the administration, or students who leave school during any session without the consent of the principal, shall be considered truant. This includes skipping an assigned detention which is considered truancy. **Any students considered truant will be assigned in-school suspension/and or additional detention upon their return to the school. A report may also be filed with the appropriate legal authorities. No work is allowed to be made up on truancy violations.**

### **ILLNESS AT SCHOOL**

Students who become ill during the day should report to the nurse's office where efforts

will be made to contact the parents. Students who are ill will not be sent home unless there is someone at home to look after them or with parent's permission.

### **WITHDRAWAL FROM SCHOOL**

The request to withdraw a student from school must be made by the parent or guardian. This request should include the date of withdrawal, the name of the town moving to and, if known, the name and address of the new school to be entered. On the date of withdrawal, the student will pick up the withdrawal slip from the office. The student must turn in books, secure all his/her teachers' signatures and clear all fees, fines, and lunch charges before final clearance can be given and records will be sent to the next school.

### **BREAKFAST PROGRAM**

A breakfast program will be provided daily. Breakfast will be served from 7:35 to 7:50 a.m. Lunch and breakfast prices are determined annually and will be announced at the beginning of the school year. In order to send the correct amounts, feel free to contact the school office for prices. Should your child's breakfast and lunch account balance become a negative \$5.00 your child will be given an alternative meal with milk for lunch and breakfast until the balance is sufficient. Students are to turn in their breakfast/lunch money to their first hour teacher. The students are responsible for placing their money in an envelope with the student's name, Lumen ID number, the amount, the student's grade, and specify that it is for lunch/breakfast. Failure to turn in your lunch money by first hour will result in students with delinquent balances to be served an alternative meal, which includes a milk that will be charged to the student's balance.

#### **Exceptions to this policy are only made by administration.**

Meal account balance letters are sent home weekly with students. If you would like to eat lunch with your student, please call by 9:00 a.m. or send a note to help the cooks with an accurate count. Should your child have an allergy to nuts, please contact the building principal. Please list this on your child's health form.

Please complete the Free and Reduced Lunch/Breakfast form sent home and return it as soon as possible. We strongly encourage you to apply. This not only benefits the parents but also the school. We receive reimbursements back from the state on all that qualify. This is a confidential process that we take very seriously. We ask that you complete the form sent home and return it as soon as possible. It is important to notify the office immediately if any change in your application occurs.

### **OUTSIDE FOOD AND DRINK**

Outside food or drink is permitted in the building during breakfast and lunch times in the **commons only**. Therefore, a guest is permitted to bring outside food for breakfast or lunch for students to eat in the commons during their lunch/breakfast shift. **If this becomes excessive or a distraction this privilege may be revoked by administration at any time.**

### **CLOSED NOON HOUR**

All students will go to the lunchroom at the assigned time. Students will not leave the lunchroom without the permission of the supervising teacher. Food is not to be taken out of the cafeteria. Misconduct in the cafeteria will result in disciplinary consequences.

### **DRESS/PERSONAL APPEARANCE**

When referring to student dress and appearance, we are concerned with the overall environment of Union Star R-II School. Our aim is to provide an environment, so the greatest possible learning may take place. Any type of student dress or appearance that detracts from the educational process will be eliminated. **Per administration approval, there may be exceptions to the dress code on spirit days or special circumstances.**

The following will be observed:

1. Shoes must be worn.
2. No hats, hoods, bandannas or sunglasses are to be worn during the school day.
3. No tank tops, halter-tops, midriff tops, or see-through blouses are to be worn.
4. No sleeveless shirts with the sides cut out of them. All shirts and/or shorts, skirts and dresses must be of appropriate length as determined by the staff and administration.

5. Clothing with obscene writing, pictures, or advertisement for drugs/alcohol will not be allowed.
6. Tight or revealing clothing will not be permitted.

### **MEDICATION POLICY**

As a school district, we understand that in order to be safe and able to benefit from the educational program, some students will need to take medicine at school. The school district no longer provides over the counter medication. If your child must have medication of **any type** given during school hours, including **over-the-counter** drugs, **you have the following choices.**

- You may come to school and give the medication to your child at the appropriate time(s).
- You may obtain a copy of a medication form from the school nurse or school secretary.

This form must be signed by the parent/guardian and accompany the prescription in the **original container** and **appropriately labeled by the pharmacy**. The medication must be brought in by parent/guardian in the original container. If the parent/guardian can not bring in the medication, they may call and notify the school that medication is being sent with student. If parent/guardian does not bring in the medication or call, the medication will not be given. Due to possible reaction, the first dose will not be administered at school. The school nurse has the right to request physician consent for any over the counter medication.

Any prescription medication to be given for more than two weeks must also be accompanied by a written physician's consent. The parent will provide only one week's supply at a time and only the exact number of doses to be given at school. No excess medication will be kept at the school. It is the parent's responsibility to notify the nurse in writing of any medication changes or if the medication is no longer to be administered. If a medication no longer needs to be given and there is remaining medication in the nurse's office, the medication **MUST** be picked up by a parent or the medication will be destroyed by the school nurse with a witness. Self administration of medications, such as inhalers, may be permitted with proper form completed by the school nurse, parent, and written physician's consent.

School personnel will not administer any medication to students unless they have received a medication form properly completed and the medication has been received in an appropriately labeled container. To protect the safety of your child, there will be no exceptions to this policy.

### **TOBACCO, VAPES AND ILLICIT DRUGS**

Tobacco, vapes, and illicit drugs are prohibited on school buses, in all school buildings, and on the related school grounds during the school day and extracurricular activities. Criminal Law: Persons between the ages of 10 and 18 smoking or using tobacco in or on public school buildings or public-school parking lots, covered walkways between public buildings or public-school premises are guilty of a misdemeanor. This is opinion No. 113 dated January 19, 1971. "Use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful." Tobacco and illicit drug possession are subject to district consequences.

### **GENERAL RULES**

1. Courtesy and good manners should be shown in all contact with teachers, staff, fellow students and the general public.
2. Teachers are to be obeyed promptly and without argument.
3. Hands off other persons' bodies and property. This applies to:
  - a. Public displays of affection
  - b. Scuffling, pushing and fighting
  - c. Vandalizing the property of others including books, clothing, etc.4. Boisterous conduct in the building (including running, whistling or shouting) is prohibited.
5. The following are prohibited in the school building or on the school grounds unless written permission from the office is given in advance:
  - a. Advertising or selling tickets for activities not sponsored by the school.
  - b. Selling anything.
  - c. Soliciting or receiving money for non-school activities.
6. Clubs or organizations not sponsored by the school shall not bring their social or initiation activities into the school or into any school function.
7. General rules shall apply to all students during the school day and at any

- extracurricular activities at our school or another school.
8. Parents are ultimately responsible for supervision of their student(s) at school activities or extracurricular events.

### **HALLWAY PRIVILEGES**

**Teachers reserve the right to deny permission to hallways to students. The building administration reserves the right to restrict hallway privileges at any time to individual students or classes.**

### **MOVIES**

Movies are sometimes utilized by teachers to enhance or reinforce something that is being taught in the classroom. There are a few occasions that movies are shown as a reward or part of a classroom celebration. It is our policy that movies are G or PG rated. PG rated movies may be shown without prior parent permission if approved by the administration.

### **AUTOMOBILES**

1. All students will park their automobiles to the north side of the parking lot and shall not block in other vehicles or buses. Students may also park in the designated parking spaces in the lot north of the gym.
2. **NO ONE** is allowed in his/her automobile during the school day.
3. The speed limit on campus is 5 m.p.h.
4. Careless & imprudent driving will not be tolerated.
5. Students who violate any of the above will lose the privilege of parking on school grounds from one month up to a full school year. Other disciplinary actions may also be taken.

### **BUS ROUTES**

If you know your child will not be riding any one morning, please notify the Durham Bus Services at 816-324-1400, by 6:30 a.m. that day. Only students who live on a bus route or have permission to go to the home of a regular bus rider may ride the bus from (and/or to) school.

**Please remember that any student riding anywhere other than his own home must have written parental permission to do so, and any such note must be verified and initialed by a member of office personnel.**

**\*Bus Pickups and Drop Offs:** All bus pickups and drop offs will be from the north gym door. Parents dropping off students in the morning will remain at the north common's door.

\* If your student does not ride the bus for 3 consecutive days, Durham Bus Services' policy is that parents will need to call 816-324-1400 to reestablish ridership.

### **STUDENT TELEPHONE CALLS**

Telephone or cell phones may be used only to call home in emergency situations with permission from the office. Calls coming in will be relayed by note only.

### **VISITORS**

All visitors must report to the Central Office and sign in upon arrival and state why they are visiting the school. Former students must check in at the Central Office if they desire to visit a teacher. These visits are discouraged during regular school hours. Classroom visits need to be arranged in advance with the teacher and are discouraged the first and last three weeks of the school year.

### **HILLYARD TECHNICAL CENTER**

Being able to attend Hillyard Technical Center is a privilege and affords students much personal responsibility. To attend HTC students are selected based on an application process. Not every student submitting an application may attend. Criteria and applications are available in the counselor's office.

The following guidelines need to be followed so that all HTC students remain safe. If you will be attending school at either Union Star or HTC, but will not be attending the other, please notify the Union Star office so that we can keep an accurate attendance and avoid any truancy violations. In addition, it is your responsibility to get a note from the office ahead of time, if you are going to miss HTC because of a school activity. Students will have a seminar class to go to

after returning from HTC each day at 2:30pm. Students need to ride the bus to and from HTC. Students are allowed to receive a driving waiver signed by the parents permitting them to drive. Students are to notify the office if they plan on driving to HTC. If a student needs to drive, ride with a parent/guardian, or be picked up by a parent/guardian at HTC, the school needs to be notified ahead of time preferably in writing with the date(s). Students are not allowed to ride with other students to and from HTC. If the student is going to clinicals or some type of work study, we need documentation and dates when they will be driving to these types of sites. **Union Star students will be expected to attend HTC on days when they have HTC and Union Star School is not in session.** After eating lunch HTC students need to wait at the north door on the ramp. They are not to roam the halls or go outside to vehicles. Violations of these rules will result in disciplinary actions.

### **CHURCH NIGHT**

Each Wednesday night is designated as church night in our community. **No school function will be scheduled on that night if possible.**

### **COMMUNICABLE DISEASE**

In compliance with Missouri School Law, no student shall attend school while afflicted with any contagious or infectious diseases, or while liable to transmit such disease after having been exposed to the same. Any teacher with the consent of the principal may require a student suspected of having a disease or being able to transmit a disease to be examined. The school may also require the student to be examined by a physician and may exclude the student from attending school so long as there is danger of the disease being transmitted by the student.

### **SCHOOL COUNSELOR**

Counseling services are available to all students. Many problems concerning both school and one's personal life can be helped by counseling. Appointments may be made by students or parents concerning student problems. The school counselor also is qualified to help with career and college preparation and may be able to provide connections to outside resources for students and families.

### **SCHOOL CANCELLATION INFORMATION**

On mornings when the weather is unusually severe, students are requested to listen to one of the following stations: KQ-TV, KFEQ-680, KAAN-FM or KKJO, KSHB-TV, KCTV-5, KSJQ, WDAF Fox-4 and SchoolMessenger. These stations will be notified in case of school closing. If bad weather develops during the day, school officials will use their best judgment for the safety and welfare of the students.

## **ACADEMICS**

### **PROPER PROCEDURES IN THE CLASSROOM**

- A.** Drinking water at the fountains and going to the restroom should be done before entering the classroom. Placing books in classrooms and leaving to do the above causes too much traffic and congestion. If a student needs to be late to a class, they should notify their teacher. Otherwise, students are expected to be sitting in their seats when the bell rings.
- B.** All materials should be taken to class and pencils should be sharpened before class begins.
- C.** Avoid rushing out of the classroom when dismissed by the teacher. Leave the room quietly and in an orderly manner. The teacher will dismiss the class -- not the bell.
- D.** Keep classrooms clean. Do not write on desks, books, walls, people, etc. and put all waste material in the proper place.
- E.** Taking turns to speak during class by 'raising a hand' is appropriate classroom behavior. Interrupting or talking back to teachers will not be tolerated.
- F.** Respect will be shown to all school personnel at all times.

### **PHYSICAL EDUCATION**

Anyone excused from physical education for health reasons, etc., at the discretion of the teacher, may be subject to write a report(s) that will meet the approval of the administration and is due at the discretion of the teacher. **The student must have a doctor's/health professional recommendation to be excused from physical education class.**

## **GRADING SCALE**

The percentage scale that follows will be used for grading. Other methods of evaluation may be used by the instructors who have been given prior approval by the administration. If alternative methods of evaluation are used, students will be informed prior to their use.

Letter grades equate to points as follows:

96-100 = A = 4.0	90-95 = A- = 3.75	86-89 = B+ = 3.50
83-85 = B = 3.0	80-82 = B- = 2.75	76-79 = C+ = 2.50
73-75 = C = 2.0	70-72 = C- = 1.75	66-69 = D+ = 1.50
63-65 = D = 1.0	60-62 = D- = 0.5	Below 60 = F = 0

## **HONOR ROLL**

A 3.0 or above with no grade below B-.

## **HIGH HONOR ROLL**

An A- or above in each subject enrolled.

## **WEIGHTED COURSES**

Courses that are weighted at Union Star include: Algebra II, College Algebra, Accounting, Spanish I & II, Chemistry, Physics, AP courses, Trigonometry, Pre-Calculus, all dual credit courses and any new courses that are deemed to be at a higher level by the administration. Weighted courses are weighted one GPA point higher than a regular course.

## **SCHEDULE CHANGES**

All schedule changes must be made the first three (3) days of each semester.

To add or drop a course, students must have the "Add"/"Drop" slip **signed by both teachers, counselor, administration and parents.** (Slips may be obtained from the counselor.)

## **INCOMPLETE GRADES**

If a student receives an incomplete grade on the grade card, a period of three days will be allowed to make up class work. If not completed, a grade of F will be assigned to that portion of the homework.

## **SEMESTER EXAM POLICY**

Semester exams are required to be taken in all classes with the exam counting 10% of the semester grade. Junior high exploratory classes will require a final at the end of the quarter, with the exam counting 5% of the quarter grade. This would include classes taken in any of the four quarters. Exams are to be comprehensive. Students may be excluded from semester exams based on scoring proficient or advanced on their state assessments from the previous year.

## **STUDENT GRADUATION AWARDS & GPA**

Scholastic rank will be based on a four-point grading scale for valedictorian and salutatorian. Valedictorian and salutatorian will be based on all four years of high school grades. A student must be a student for one full year at Union Star R-II to be eligible for scholastic awards. All scholarships will be awarded at graduation. For any student to be eligible in class rank at graduation the student must be physically enrolled at Union Star School starting the first school calendar day of their senior year. Senior students who enroll after the first day of the school calendar year may appeal to the Board, in writing, due to unforeseen circumstances before the completion of 1st semester to be considered for class rank.

## **STATEWIDE ASSESSMENTS (SEE BOARD POLICY 6440)**

All students will participate in statewide assessments or alternate assessments as determined by a student's IEP team. The administration will annually develop an assessment schedule for the current school year. The testing schedule will list the assessment instrument to be administered and the grade level of students that will be administered each test or assessment instrument. This policy and the assessment schedule will be given to each student as well as their parent/guardian at the beginning of each school year. In addition, a copy of this policy and the assessment schedule will be available to the public in the District office during normal business hours.

## **HOMEWORK POLICY**

Homework is a valuable component of learning and late homework will receive consequences outlined by individual teachers as stated in their classroom handbook or syllabus. Teachers tolerance for late work may vary, therefore, it is important to understand the expectations of each instructor. Teachers need to be consistent within their own classrooms.



## PLANNER POINTS

Students can earn quarterly planner points for completely filling out their daily assignment planner. At the end of each quarter, students will turn their planners into their seminar teachers for verification. Students will be able to apply these points to one class for that quarter. Points will be awarded based on a criterion established by the administration.

## PARENT / TEACHER CONFERENCE ATTENDANCE POINTS

Students can earn extra credit points when parents attend conferences and meet with at least five of their teachers. Parents will be asked to pick up the student grade card, conference sheet, and list of questions for students to address during conferences from the school counselor. Students must obtain 5 signatures from the teachers. The extra credit points will be used in the 2nd and 4th quarter to a class of the student's choice.

## MANDATORY DYSLEXIA SCREENINGS

Screening will identify students who are at risk of reading failure, be used to identify need for intervention and set goals for achievement.

The following actions will be taken in accordance with state department guidance:

- First through third grade will be screened within the first thirty days of the year, mid and end of the year benchmarking. Progress monitoring shall occur for students not meeting norms.
- Kindergarten will be screened by January 31, 2019. Kindergarten will also be screened by the end of the year. Progress monitoring shall occur for students not meeting norms.
- Screening will include K-3 students transferring from a school within state (not previously screened) and those students transferring from another state.
- A student will be screened in grades 4-12 if experiencing consistent difficulty in phonological awareness, phonics, fluency, or comprehension as noted by assessment scores, classroom teacher determination or requested by the student's parent/guardian.
- Exemptions to screening exist. Included in this list are students with a current diagnosis of dyslexia, students with intellectual disabilities and sensory impairment (vision/hearing).
- English Learners may potentially have characteristics of dyslexia. These students are at times missed because difficulties in reading can be erroneously blamed on language acquisition. These students may be screened for dyslexia related risk factors

## STUDENT CLASSIFICATION

According to current board policy, a student graduating must earn twenty-eight (28) high school credits as part of the graduation requirements from Union Star R-II School. In order to facilitate a clearer perception of each student's progress toward graduation, a specific number of credits must be earned before a student is considered to be in the following classifications:

- Sophomore: Must have at least seven (7) credits.
- Junior: Must have at least fourteen (14) credits.
- Senior: Must have at least twenty-one (21) credits.

A student may earn a General Diploma or a College Preparatory Certificate. The required units are listed below.

<u>College Preparatory Certificate</u>		<u>General Diploma</u>	
English	4	English	4
Social Science	4	Social Science	3
Mathematics	4	Mathematics	3
Science	4	Science	3
Fine Arts	1	Fine Arts	1
Practical Arts	1	Practical Arts	1
Physical Education	1	Physical Education	1
Health	1/2	Health	1/2
Personal Finance	1/2	Personal Finance	1/2
General Electives	7	General Electives	11
Core Electives	2	Core Electives	0
<b>Total Credits*</b>	<b>29</b>	<b>Total Credits</b>	<b>28</b>

\*Also requires a GPA of 3.0 or better in core subjects and a score at or above the national average (21 composite) on the ACT. Maintain a 9th-12th attendance rate of at least 95%.

## **JUNIOR HIGH RETENTION POLICY**

Students in grades sixth, seventh, and eighth must pass at least six subjects, including two out of the four core areas of social studies, math, science, and communication arts. If the student does not meet the above criteria, he/she will be retained to the current grade level at the discretion of the teachers and administration.

## **CREDIT RECOVERY**

A process established for all junior high and high school students to make up failed credits. Recovery will happen during senior trip or immediately after school dismissal for the year. Students must have administration approval prior to taking courses for credit recovery.

## **CLASS DUES AND FEES**

All students in high school and junior high will pay class dues. Failure to pay dues during registration will result in loss of privileges unless prior arrangements are made with the administration. Clubs and organizations may be subject to dues.

## **DAMAGED OR LOST TEXTBOOKS OR EQUIPMENT**

It shall be the responsibility of students to pay for any lost or damaged school property that had been placed in their possession. The cost will be for replacing the lost or damaged items.

## **BAND PROGRAM/ INSTRUMENT AGREEMENT**

All fifth and sixth grade students will be participating in band. Students in the fifth and sixth grades will be able to sign an instrument agreement allowing them to use a school instrument. Allowing the younger students to utilize the instruments for two years will allow them to see if they enjoy being in the band before making a long-term financial commitment. Students in grades 7-12 will have the responsibility to supply their own instrument. The only instrument not affected by this new policy is percussion. If you have questions, feel free to contact the school office.

## **SENIOR TRIP AND SENIOR FUNDS**

Any senior who does not pay his/her dues or participate in required activities will not be allowed to go on the trip. Any senior who does not go on the trip needs to sign a waiver and relinquishes his/her share of the class money to the rest of the class. Students who do not participate or waive their rights to senior trip will be expected to attend classes during senior trip to take senior finals. If a student fails to attend any or all of these days, they will be subject to additional consequences. Donations of funds from any outside organization to a class will be handled at the discretion of the class sponsor. Senior trip days are approved annually by the Board of Education. Additional "skip" days where 50% or more of the class are absent will result in an equal loss of time planned for the trip.

## **UNION STAR R-II DISCIPLINE POLICY**

It is expected that pupils in attendance in the school district will conduct themselves in a manner that will not jeopardize the health and safety of themselves or others, the security of school property, nor in any way limit or interrupt the learning situation of the school or classes. The discipline at Union Star R-II is designed to assure every student of this. If disciplinary action is needed, the following discipline action will be used:

1. Hearing with the Principal. All discipline cases will be granted a hearing.
2. A choice of the following options will be left up to the supervisor.
  - a. Oral reprimand
  - b. Detention
  - c. In-school suspension
  - d. Out-of-school suspension
  - e. Saturday school
  - f. Expulsion
  - g. Corporal punishment

The punishment implemented will fit the situation. (Example: If a student writes on a desk, he/she will wash the desk.) Union Star R-II requires that all district personnel are responsible for the care and supervision of students and are authorized to hold every pupil strictly accountable for any disorderly conduct in school or any property of the school, on any school bus going to or returning from school, during school-sponsored activities, or during intermission or recess period.

## **HEARING WITH THE PRINCIPAL**

Every student will receive a hearing with the principal where the student will have a chance to tell his/her side of the story. The student shall be informed of the charges against him/her and then they shall be informed of his/her punishment or the resolution of the matter.

## **ORAL REPRIMAND:**

After the hearing with the principal, the student will be informed that the type of behavior is unacceptable at Union Star.

## **IN-SCHOOL SUSPENSION**

The student will serve his/her term all day in school secluded from the other students and under the supervision of the principal. The student will be required to do class work and will receive credit for it.

## **OUT-OF-SCHOOL SUSPENSION/EXPULSION**

The student may do the work but will receive no credit for the work that was scheduled during the time missed due to suspension.

No student shall be suspended unless:

1. The student has been given oral or written notice of charges against him/her.
2. If the pupil denies the charges, he shall be given an oral or written explanation of the facts which form the basis of the proposed suspension.
3. The student has been given an opportunity to present his version of the incident.
4. In the event of a suspension for more than ten days, where the student gives notice that he wishes to appeal the suspension to the Board, the suspension shall be stayed until the Board renders its decision, unless in the judgment of the Superintendent of Schools the student's presence poses a continuing danger to persons or property or any ongoing threat of disrupting the academic process in which case the student may be immediately removed from school, and the notice and hearing shall follow as soon as is practical. **A student who is on suspension may not be within 1,000 feet of any school property unless he/she lives within 1,000 feet of the school. Board Policy PRF 2662)**
5. The expulsion of a student from school permanently shall be made by the Board of Education only, meeting in an official body with the student and parents being present, or having had the opportunity to be present and represent the student's case. A majority vote of the Board of Education is necessary for expulsion. The Superintendent of Schools shall request to the Board of Education president the need for such a meeting. The decision of the Board shall be final.

## **SATURDAY SCHOOL**

Saturday school may be assigned as an alternative to in-school suspension. This will be assigned at the discretion of the principal. Students are responsible for completing regular class assignments and may be given other work. Saturday school times will be scheduled by the principal.

## **CORPORAL PUNISHMENT**

1. Before corporal punishment can be used, there must be a hearing with the principal where he/she is informed of the offense committed and parents must be notified prior to administering punishment.
2. School officials must punish corporally in the presence of a second school official.

## **Safe Schools Policy**

The presence of firearms and weapons poses a substantial risk of serious harm to District students, staff and community members. Therefore, possession of firearms and weapons is prohibited on *school premises* at all times except for law enforcement officials. As used in this policy, the phrase school premises include all District buildings, grounds, vehicles and parking areas. This prohibition also extends to the sites of school activities, whether or not those school activities are conducted on School District property.

Individuals found to be in violation of this policy will be dealt with severely. Students will be disciplined up to and including expulsion as provided in Policy and Regulation 2620 - Firearms and Weapons in School. Law enforcement officials will be notified and the individual violating this policy will be directed to leave school premises. Non-students violating this policy will be barred from all school premises and school activities for a period of one (1) year. Subsequent violations by the same individual will result in a permanent bar from school premises and school activities.

Students are not allowed to carry a firearm or other weapon into any school, school bus, or onto the premises of any other activity sponsored or sanctioned by school officials. Student participation in school sanctioned gun safety courses or other school sponsored firearm related events does not constitute a violation of this policy. During events listed above, parents shall bring firearms when students load onto the bus for the activity. The supervisor of the activity will take possession until students arrive at the event. In addition, persons passing through school district property for purposes of dropping off or picking up a student do not violate this policy if they possess a lawful permitted weapon in the vehicle during this time.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

The Board of Education believes that students have rights that should be recognized and respected. It also believes that every right carry with its certain responsibilities. Among these student rights and responsibilities are the following:

1. Have the opportunity for a free education in the most appropriate learning environment.
2. Have the opportunity for freedom of speech and of the press (so long as the exercise of those rights is not disruptive).
3. He/she is secure in his/her persons, papers and effects against unreasonable search and seizures; privacy in regard to his/her personal possessions, unless there is reasonable suspicion that the student is concealing materials prohibited by law or school board policy.
4. Expect that the school will be a safe place with no fear of harm.
5. Expect an appropriate environment conducive to learning.
6. Not be discriminated against on the basis of sex, race, color, religion, national origin or handicap.
7. Expect to be fully informed of school rules and regulations.

### **EACH STUDENT HAS THE RESPONSIBILITY TO:**

1. Know and adhere to reasonable rules and regulations established by the local Board of Education and implemented by school administrators and teachers.
2. Respect the human dignity and worth of every other individual.
3. Refrain from libel, slanderous remarks, and obscenity in verbal and written expression.
4. Study diligently and maintain the best possible level of academic achievement.
5. Be punctual and present in the regular school program.
6. Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty and safety.
7. Help maintain and improve the school environment, preserve school property, and exercise the utmost care while using school facilities.
8. Refrain from gross disobedience, misconduct, or other behavior that would lead to any physical harm or to the disruption of the educational process.
9. Respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in the school and at school sponsored activities.
10. Obey the law and rules so as not to be subjected to ill effects or endanger others by the possession or the use of alcohol, illegal drugs and other unauthorized substances.
11. Carry only those materials that are acceptable under the law and accept the consequences for unacceptable articles stored in one's locker.



**PBS (POSITIVE BEHAVIOR SUPPORT)**

Positive Behavior Support (PBS) is the bases for our district wide disciplinary model. PBS focused on teaching students the social skills and positive behaviors expected in various locations/activities in our building. Students are explicitly taught the positive expectations of what it means to be Respectful, Responsible, and Safe in these locations. Students have an opportunity to earn STARR Bucks for exhibiting these positive behaviors. Students who earn STARRS Bucks get an opportunity to spend them at the STARR Store for items or privileges. Students in junior high and high school have the opportunity to become a STARR Ambassador. These students are role models that act and show that they are Respectful, Responsible, and Safe. Ambassadors help out with passing out STARRS Bucks along with helping at the STARR Store.

**Union Star *Positive* Behavior Expectations**

	All Settings	Classroom	Hallways	Cafeteria	Restroom	Recreation Areas Recess/Playground/ Gym	School Events Assemblies, Programs, Games	Bus
<i>Be Respectful</i>	<p><b>Be kind to others, their spaces and their property</b></p> <p><b>Keep your voice at appropriate level</b></p> <p><b>Be positive when responding to others</b></p> <p><b>Take care of school property</b></p>	<p>Keep on task</p> <p>Listen carefully while others are speaking</p> <p>Allow others to listen and learn</p> <p>Raise your hand to be acknowledged</p> <p>Be tolerant</p>	<p>Voice Level: 2</p> <p>Return to classroom directly and quietly</p> <p>Stay in your personal space</p>	<p>Voice Level: 2</p> <p>Take turns at trash can</p> <p>Face forward and pay attention in line</p> <p>Clean your area</p> <p>Speak politely</p>	<p>Voice Level: 2</p> <p>Respect privacy of self and others</p>	<p>Share equipment</p> <p>Enter and exit quietly</p> <p>Line up on first request</p>	<p>Voice Level: 2 (unless otherwise directed)</p> <p>Display appropriate behavior</p> <p>Stand for the pledge and national anthem</p> <p>Display good sportsmanship and citizenship</p> <p>Speak politely</p>	<p>Voice Level: 2</p> <p>Follow driver's instructions</p> <p>Speak politely</p> <p>Sit in assigned seat</p>
<i>Be Responsible</i>	<p><b>Take ownership of your own actions</b></p> <p><b>Be prepared and on time</b></p> <p><b>Follow directions</b></p> <p><b>Keep your school neat and clean</b></p> <p><b>Be helpful</b></p> <p><b>Fulfill your responsibilities</b></p>	<p>Return items to proper place</p> <p>Be prompt</p>	<p>Go directly to where you are to be</p> <p>Stay to the right on stairs</p> <p>Arrive at destination on time</p> <p>Take care of your need directly and quietly and then go directly to your destination</p>	<p>Use time wisely</p> <p>Use proper tray procedures</p> <p>Clearly state your lunch number</p> <p>Two hands on tray while walking</p>	<p>Be quick</p> <p>Flush after use</p> <p>Place trash in wastebaskets</p>	<p>Use equipment as intended</p> <p>If you take it, put it back</p>	<p>Be where you belong</p> <p>Display positive price</p> <p>Be a good and helpful host</p> <p>Make prior arrangements for transportation</p> <p>Keep track of all belongings</p>	<p>Keep track of your belongings</p> <p>Only water</p>
<i>Be Safe</i>	<p><b>KAHFAOOTY</b></p> <p><b>Follow emergency procedures</b></p> <p><b>Stay in supervised areas</b></p> <p><b>Go directly to your destination</b></p>	<p>Follow classroom rules and procedures</p> <p>Use all classroom items properly</p>	<p>Walk</p> <p>Take steps on stairs one at a time</p>	<p>Eat your own food</p> <p>Wash hands after eating</p> <p>Report spills and other problems</p> <p>Food stays in the cafeteria</p>	<p>Wash hands with soap and water</p> <p>Report incidents immediately</p>	<p>Stay in approved area</p> <p>Leave nature in its place</p> <p>Stay away from the road</p>	<p>Stay with your sponsor, parent, or group</p> <p>Walk on bleacher stairways and planks</p> <p>Report any spills or accidents to the person on duty/staff</p>	<p>Report accidents immediately</p> <p>Stay seated and face forward</p> <p>Keep aisles clear</p> <p>Keep all objects inside the bus</p> <p>Enter and exit orderly</p> <p>Follow emergency procedures</p>

**Voice Levels:** 1 = No Talking 2 = Whispering 3 = Speaking Voice 4 = Team/Group Voice 5 = Outdoor Voice

**KAHFAOOTY: Keep All Hands Feet And Other Objects To Yourself**

## **CPI CRISIS PREVENTION INTERVENTION**

CPI is a nonviolent crisis intervention program to provide for the care, welfare, safety, and security of everyone during a crisis situation. A support team of teachers and staff have been trained in techniques to resolve and intervene during potentially violent situations with minimal anxiety and maximum security. Physical restraint techniques, which have been taught and practiced, could be utilized for the safety of individuals and others.

### **STUDENT DISCIPLINE**

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of district schools. No code can be expected to list each and every offense or policy infraction that may result in the use of disciplinary action.

However, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education.

1. **Abusive Language/Inappropriate Language/Profanity** – Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way.

**First Offense:**

Principal/Student conference, detention, in-school suspension, or 1-10 day's out-of-school suspension.

**Subsequent Offense:**

In-school suspension, 1-180 days out-of-school suspension, or expulsion and possible documentation in student's discipline record\*.

2. **Alcohol:** Possession of or presence under the influence of alcohol, regardless of whether the student is on school premises.

**First Offense:** 11-180 days out-of-school suspension, notification to law enforcement officials and documentation in student's discipline record\*.

**Subsequent Offense:** Expulsion, notification to law enforcement officials and documentation in student's discipline record\*.

3. **Arson** – Intentionally causing or attempting to cause a fire or explosion.

**First Offense:** 11-180 days out-of-school suspension or expulsion notification to law enforcement officials, and documentation in student's discipline record.

**Subsequent Offense:** Expulsion, notification to law enforcement officials documentation in student's discipline record.

4. **Bus Misconduct**--Any offense committed by a student on a district-owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, bus-riding privileges may be suspended or revoked.

5. **Bullying**— The District is committed to maintaining a safe learning and working environment free of any form of bullying or intimidation by students toward District personnel or students on school grounds, or school time, at a school-sponsored activity or in a school-related context. Bullying is 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; or substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying

may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, any threat of retaliation for reporting of such acts. Bullying of students is prohibited on school property, at any school function, or on a school bus. "Cyberbullying" means bullying through the transmission of 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. Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the District designates to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action. Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. The District shall give annual notice of the policy to students, parents or guardians, and staff through its inclusion in all student handbooks. This policy is posted on the District's web page, [www.usr2.com](http://www.usr2.com) and a copy is in the District Administrative Office. The District provides information and appropriate training to District staff who have significant contact with students regarding the policy. All staff with significant student contact is trained on the requirements of this policy on an annual basis. The District provides education and information to students regarding bullying, including information regarding this policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, reprisal, or retaliation against any person who reports an act of bullying. The District shall instruct its school counselors, school social workers, licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects. Such techniques include but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself or herself assertively and effectively; helping the student develop social skills or encouraging the student to develop an internal locus of control. District administrators will implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying.

**See Board Policy PF 2655 for additional information on this topic.**

**Bullying – The delivery of direct or technology-based messages that involve intimidation, teasing, taunting, threats, or name-calling.**

**First Offense:**

Principal/Student conference, parental notification, and referral to school counselor for intervention, in-school suspension, or 1-30 days out-of-school suspension.

**Subsequent Offenses:**

In-school suspension or 1-180 days out-of-school suspension, or expulsion, and documentation in student's discipline record.

6. **Cheating** - Student delivers message that is untrue, uses other students work as their own and/or deliberately violates rules.

**First Offense:**

Student will receive a zero for the assignment, exam, or project and a one hour detention.

**Second Offense:**

Student will fail the course and will also be assigned ISS for 2 days.

**Third Offense:** Student's status will be reviewed by the administration.

7. **Defiance/Insubordination/Non-Compliance** – Student engages in refusal to follow directions or talks back.

**First Offense:**

Principal/Student conference, detention, in-school suspension, or 1-10 day's out-of-school suspension.

**Subsequent Offense:**

In-school suspension, 1-180 days out-of-school suspension, or expulsion and possible documentation in student's discipline record\*.

8. **Disparaging or Demeaning Language--** Use of hate language to demean other persons due to the race, gender, disability, natural origin, or religious beliefs. This provision also includes conduct, verbal, written, or symbolic speech which materially and substantially disrupts class, school activities, transportation, or school functions.

**First Offense:**

Detention, In-school suspension, or 1-10 days out-of-school suspension.

**Subsequent Offense:**

In-school suspension or 1-180 days out-of-school suspension, or expulsion, and documentation in student's discipline record\*.

9. **Disrespect** - Student delivers socially rude or dismissive verbal, written or symbolic messages to adults or students.

**First Offense:**

Principal/Student conference, detention, in-school suspension, or 1-10 days out of-school suspension.

**Subsequent Offense:**

In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record\*.

10. **Disruption/Inappropriate Conduct:** Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior, or any other behavior inappropriate for the location.

**First Offense:**

Principal/Student conference, detention, in-school suspension, or 1-10 days out of-school suspension.

**Subsequent Offense:**

In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record\*.

11. **Drugs/Controlled Substance:**

- a. Possession or presence under the influence of a controlled substance or substance represented to be a controlled substance while at school, on the school playground, on the school parking lot, a school bus or at a school activity whether on or off school property. This may include drug related paraphernalia or any vaping devices or products.



**First Offense:**

11-180 days out-of-school suspension, notification to law enforcement officials and documentation in student's discipline record\*.

**Subsequent Offense:**

Expulsion, notification to law enforcement officials and documentation in student's discipline record\*.

- b. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, counterfeit drugs and/or drug-related paraphernalia.

**First Offense:**

Expulsion, notification to law enforcement officials, and documentation in student's discipline record\*.

12. **Electronic Devices/Cell Phones** - Use of radios, MP3 players, iPods, airPods, cell phones, and other media equipment is allowed to be used prior to school starting in the commons or in gymnasium and during junior high and high school lunch shifts in the commons only. **Use of these items outside the designated time and areas will result in disciplinary action.**

**First Offense:**

The student shall receive a warning and the device shall be given to the principal. Student can pick it up at the end of the school day.

**Second Offense:** One day ISS & parents must pick up the phone.

**Third & Repeated Offenses:** 1 Day of OSS & possible confiscation of phone.

13. **Extortion**--Threatening or intimidating any student for the purpose of obtaining money or anything of value.

**First Offense:**

Principal/Student conference, in-school suspension, or 1-10 days out of school suspension.

**Subsequent Offense:**

In-school suspension, 1-180 days out-of-school suspension, expulsion, possible documentation in student's discipline record\*.

14. **False Alarms**-Tampering with emergency equipment, setting off false alarms, making false reports.

**First Offense:**

Principal/Student conference, in-school suspension, or 1-10 days out-of-school suspension.

**Subsequent Offense:**

In-school suspension, 1-180 days out-of-school suspension, or expulsion and possible documentation in student's discipline record\*.

15. **Fighting** - Student is involved in mutual participation in an incident involving verbal or physical violence.

**First Offense:**

1-180 days out-of-school suspension and possible documentation in student's discipline record\*.

**Subsequent Offense:**

1-180 days out-of-school suspension, or expulsion and possible documentation in student's discipline record\*.

16. **Harassment** (see Board policy PRF 2130 and PRF 4810)– a. The delivery of disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class. Use of verbal, written, or symbolic language that is sexually harassing.

**First Offense:**

Principal/Student conference, detention, in-school suspension, 1-180 day's out-of-school suspension, or expulsion and possible documentation in student's discipline record\*.

**Subsequent Offense:**

In-school suspension, 1-180 days out-of-school suspension, or expulsion and possible documentation in student's discipline record\*.

b. Physical contact that is sexually harassing.

**First Offense:**

In-school suspension, 1-180 days out-of-school suspension, or expulsion and documentation in student's discipline record\*.

**Subsequent Offense:**

11-180 days out-of-school suspension or expulsion, notification to law enforcement officials and documentation in student's discipline record.

17. **Theft**--Theft, attempted theft or willful possession of stolen property.

**First Offense:**

In-school suspension or 1-180 days out-of-school suspension, possible notification to law enforcement officials and possible documentation in student's discipline record\*.

**Subsequent Offense:**

11-180 days out-of-school suspension or expulsion, notification to law enforcement officials and documentation in student's discipline record.

18. **Inappropriate Conduct**- Any behavior that is inappropriate or not suitable for a particular occasion. This may include lying.

**First Offense:**

Principal/Student conference, detention, in-school suspension, or 1-10 days out of-school suspension.

**Subsequent Offense:**

In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record\*.

19. **Inappropriate Location/Out of Bounds Area** – Student is in an area that is outside of school boundaries or off limits to students during specific days/times.

**First Offense:**

Principal/Student conference, detention, in-school suspension, or 1-10 days out of-school suspension.

**Subsequent Offense:**

In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record\*.

20. **Inappropriate Sexual Conduct:** Physical touching of another student in the area of the breasts, buttocks, or genitals. Use of sexually intimidating language, objects, or pictures. Indecent exposure.

**First Offense:**

Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension and possible documentation in student's discipline record\*.

**Subsequent Offense:**

In-school suspension, 1-180 days out-of-school suspension, or Expulsion and possible documentation in student's discipline record\*.

21. **Inciting a Fight** – Inciting other students to act with physical violence upon any other person. Students present at a fight will be disciplined accordingly.

**First Offense:**

Principal/Student conference contact juvenile authorities, in-school suspension.

**Subsequent Offense:**

In-school suspension, 1-180 days out-of-school suspension, or expulsion and possible documentation in student's discipline record\*.

22. **Internet & Computer Misuse:**

**First offense:** Accessing pornographic material:

Internet access revoked for the year, 1-day ISS and parents notified.

**Subsequent offense:** 3 days OSS.

**First offense:** Downloading music, games, Snap Chat, etc., without permission:

Internet access revoked for a semester (4 months).

**Subsequent offenses:** Internet access revoked for the year & 1 Day of ISS.

23. **Physical Aggression** – Student engages in actions involving serious physical contact where injury may occur (hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).

**Assault of a Student, Staff Member or Visitor** - Use of physical force on a student, staff or visitor with the intent to do bodily harm.

**First Offense:** In-school suspension, 1-180 days out-of-school suspension, expulsion, notice to law enforcement officials, and documentation in the student's discipline record.

**Subsequent Offense:**

11-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

- a. Attempting to kill or cause serious physical injury to another.

**First Offense:**

Expulsion, notification to law enforcement officials, documentation in students discipline record.

24. **Plagiarism**--any incidence of a student using another person's words or ideas without acknowledgement. Webster's Collegiate Dictionary defines it as "to steal and pass off (the ideas or words of another) as one's own use (a created production) without crediting the source." Any student caught plagiarizing must be reported to the principal by the applicable teacher. Plagiarism will be evaluated according to each class in which the student is enrolled.

**First Offense:**

Student will receive a zero for the assignment, exam, or project and a one hour detention.

**Second Offense:**

Student will fail the quarter in that particular class and will also be assigned ISS for 2 days.

**Third Offense:** Student status will be reviewed by the administration.

25. **Property Damage/Vandalism** - Student participates in an activity that results in destruction or disfigurement of property.

**First Offense:**

In-school suspension, 1-180 days out-of-school suspension or expulsion, and possible notification to law enforcement officials and possible documentation in student's discipline record\*.

**Subsequent Offense:**

11-180 days out-of-school suspension or expulsion and notification to law enforcement and documentation in student's discipline record.

26. **Public Display of Affection**-Physical contact which is inappropriate for the school setting.

**First Offense:**

Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension and possible documentation in student's discipline record\*.

**Subsequent Offense:**

In-school suspension, 1-180 days out-of-school suspension, or expulsion and possible documentation in student's discipline record\*.

27. **Tobacco**

- a. Possession of any tobacco products or paraphernalia on school grounds, bus or at any school activity.

**First Offense:** 1-2 days of in-school suspension.

**Subsequent Offense:**

3-5 days in-school suspension or 1-10 days out-of-school suspension.

- b. Use of any tobacco products on school grounds, on bus or at any school activity.

**First Offense:** 1-3 days out-of-school suspension.

**Subsequent Offense:** 1-10 days out-of-school suspension.

28. **Truancy**--Absence from school without the knowledge and consent of parents/guardian and/or the school administration. This includes detention.

**First Offense:** 1-3 days in-school suspension/and or additional detentions.

**Subsequent Offense:** 3-10 days in-school suspension and call law enforcement authorities.

29. **Weapons / Firearms (see Board policy 1432 and 2620)**

- a. Possession or use of any instrument or device, in addition to those defined in 18 U.S.C. 921 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.

**First Offense:**

One calendar year suspension or expulsion, notification to law enforcement officials, and documentation in student’s discipline record.

**Subsequent Offense:**

Multiple year suspension.

\*Any offense which constitutes a "serious violation of the district's discipline policy" as defined in Board policies will be documented in the student's discipline record.

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**Technology & Internet Student Use Agreement & Conditions**

**Introduction of Technology Policy**

This document is the policy for the acceptable use of the Internet within the Union Star R-II Schools District. Students must abide by the rules and regulations as described in this agreement. The sole purpose of this Internet access is to support education and research by providing students with access to unique resources and an opportunity for collaborative work. All use of Union Star’s Internet access must be in support of and consistent with these educational objectives.

The Internet can provide educational information that is diverse, unique, and very valuable. Because of its enormous size and resources, the Internet's educational potential is boundless. By reasons of its broad reach, however, the Internet also contains the potential for abuse. This policy is to ensure that students use this valuable resource in a safe and appropriate manner. The district has taken steps to filter out inappropriate material from our server. Adherence to the policy is a condition for a student's privilege to Internet access. This privilege will not be granted until a signed agreement has been received by the school principal or designee.

**Students' Individual Responsibility**

All student use of Union Star's Internet is to be conducted with faculty permission and under faculty supervision. However, every student is expected to take individual responsibility for his or her appropriate use of the Internet. Any student wishing to use the Internet or other school networks must have on file in the school office a parent-signed Internet Acceptable Use Agreement.

**District Access to Student Files**

Students should have no expectation of privacy. Communication over the networks should not be considered private. The computers are the property of the Union Star R-II School District, and at no time does the District relinquish its exclusive control of computers provided for the convenience of the students. The District reserves the right to inspect and review the computer files, if it has reasonable cause to suspect that someone is using the computer for purposes in violation of this District policy or building rules. School authorities may conduct such inspections when they deem it necessary, without notice, without consent, and without a search warrant. The school also has the right to monitor network activity in whatever forms necessary to maintain the integrity of the system.

**Personal Safety & System Security**

Students have the right to information; however, the School System retains the right to restrict any information that does not apply to the approved curriculum or related school activities. Union Star R-2 Schools cannot screen the Internet for all inappropriate uses. The District does take precautions to restrict availability to certain inappropriate materials; however, on a global network it is impossible to control all materials and a user may discover questionable information. Students are expected to follow procedures and policies that are issued in order to ensure the security of the Union Star R-II School District’s computer system and to respect its resource limits. These include any downloading guidelines and virus protection procedures that may be issued.

**Network Etiquette**

Students are expected to learn and abide by generally acceptable rules of Internet network etiquette as well as rules of school decorum. These generally accepted rules include; common

courtesy, politeness and the avoidance of vulgar and obscene language.

### **Unacceptable Uses**

The following uses of the Union Star School Internet access are unacceptable:

1. Any use of Union Star R-2 School computers that is not educational in purpose.
2. Tampering with another person's account or files.
3. Accessing or transmitting material that is threatening, disruptive, obscene, or pornographic.
4. Posting chain letters or engaging in "spamming".
5. Use of the Internet or email to harm or harass others is prohibited. Transmitting harmful matter that could be construed as bullying, harassment, defamation, or disparagement of others based on their race, national origin, sex, sexual orientation, age disability, religion or political beliefs.
6. The use of the Internet or Email to facilitate unethical practices or any activity prohibited by law or district policy.
7. Plagiarism. "Plagiarism" means the taking material created by others and presenting it as your own.
8. Violation and infringement of copyright laws is prohibited.
9. Using the system for commercial or political use that is unrelated to the district's educational purpose.
10. Posting private or personal information about themselves or another person. The use of chat rooms, blogs, or personal communication networks, such as Facebook, Snap Chat, Twitter, etc.
11. Causing damage to any school property by maliciously accessing, altering, deleting, disrupting, damaging or destroying any computer system, computer network or computer program.
12. Installing or downloading software or other material on a school computer without permission from authorized staff.

### **Internet is a Privilege**

Internet access through the Union Star R-2 School District is a privilege and the district encourage the student use of computers and Internet services be for educational and research purposes only. Any student abuse of fraudulent use of the technology will result in the student losing his/her access to the technology system. Additional appropriate disciplinary action will be taken by the administration. Inappropriate use of the Union Star R-2 Schools Internet access will also be subject to disciplinary action. Users abusing this privilege will lose access privileges along with other consequences deemed appropriate. Due process rights and appeals will apply in these situations.

### **Disclaimer of Liability & Internet Consent**

The Union Star R-2 School District disclaims all liability for the content of material that a student may access on the Internet, for any damage suffered in the course of or as a result of the student's Internet use, and for any other consequences of a student's Internet use. Students who attend school in the Union Star R-II School District is occasionally a part of school and/or District publicity, publications and/or public relations activities. These pictures and articles may or may not personally identify the student. The Union Star R-II School District has no control of media use of pictures, statements or works which are taken without permission. A student's name (first name only for website), picture, art, written work, voice, verbal statements, portraits (video or still) shall only be used for public relations, public information, school or district promotion, publicity, and instruction. The pictures and/or videos may be used by the District in subsequent years. If a Parent/Guardian wishes to not allow their child's appearance and work to be shown in various media, they may do so in a written notice to the school during the first two weeks of each school year. The Union Star R-2 School District reserves the right to change this policy at any time.

## **EXTRACURRICULAR REGULATIONS**

High school students wishing to participate in any extra-curricular activity either during or after school hours must meet the MSHSAA standards and the following local requirements.

1. The student participant must have been in school attendance all day on the day of the event. Only by special permission from the principal can the eligibility for this activity be restored for that particular day.

2. The student participant in grades 6-12 must maintain the appropriate academic standards.
  - A. Any student receiving any F's or three or more Ds (including D+, D and D-) at any grade check is placed on academic probation until the next grade check. Any student receiving any F's or three or more Ds (including D+, D, and D-) at the next grade check is considered ineligible. During this time period the student will be ineligible from participation in all extracurricular activities, field trips, performance activities, and all school activities outside of the school day. Students who are on probation or ineligible must also attend weekly academic labs during the probation/ineligibility period. Students failing to attend an academic lab will receive ISS the next day.
  - B. Grade checks are done for all students bimonthly to determine eligibility.
  - C. Eligibility starts over each semester.
  - D. The student must be under 19 years of age on or before July 1, preceding the opening of school.
  - E. A student shall not accept a cash or merchandise award in any competition in which the MSHSAA member schools compete interscholastically. Awards for participation in non-school competitions during the summer shall meet the same standards as awards given by schools during the school year.
  
3. Extracurricular activities will include, but are not limited to:
 

a. Athletics	b. Band Contest	c. Envirothon
d. FFA	e. Cheerleading	f. Student Council
g. FBLA	h. Academic Team	i. NHS
j. Choir Contest	k. School Play	l. School Dances and Prom

### **UNION STAR ATHLETIC CODE OF CONDUCT**

The primary objective of sports is to provide a positive experience for the student athlete through competition, teamwork, and the realization that, through hard work, goals can be achieved.

#### **Citizenship Requirements**

Students who represent a school in interscholastic activities must be credible citizens and judged so by the proper school authority certifying a list of students for competition. Those students whose character or conduct is such as to reflect discredit upon themselves or their schools are not considered "credible citizens." A student shall not be considered eligible while under suspension, being arrested, or having charges against them. If a student misses' class(es) without being excused by the principal, the student shall be considered ineligible on that date. Further, the student cannot be certified eligible to participate on any subsequent date until the student attends a full day of classes (or has an excused absence from class) without an unexcused absence. The head coaches and the Athletic Director reserve the right to dismiss any Union Star athlete for conduct detrimental to Union Star or their respective squads.

#### **Proper Conduct in Activities – Be respectful of others**

- A. Show good sportsmanship by being considerate of those participating. Don't "boo" the officials or players. Inappropriate gestures or language could result in dismissal from the activity.
- B. Keep your spirit up even if your team is losing. Be a good loser as well as winner. Over enthusiasm is unnecessary.
- C. Be courteous to visitors.
- D. Students who attend activities should not be standing around in the halls or running in and out of the building. Anyone leaving the building during ballgames will have to pay again to re-enter.
- E. Observe proper conduct at all activities. Students will not damage any school property at home or away activities.

#### **MSHSAA Academic Requirements**

The student shall have earned, during the preceding semester of attendance, must have earned credit in 80% of the maximum allowable classes in which a student can be enrolled in the semester, whichever is greater (Must pass 7 of 8 classes). Failure to do so will result in the

student being ineligible for the entire semester.

## **UNION STAR ATHLETIC LETTERING STANDARDS**

All potential letter winners must attend all games, contests, performance, and practices, unless excused prior to the game/practice due to sickness or injury. Students must complete their season in good standing with all school and activity policies to be considered for a varsity letter. Violations of school and MSHSAA rules may cause a student to be disqualified from receiving a varsity letter. A coach has the discretion to consider an exception to lettering standards with approval from the administration. Activities that are part of a cooperative agreement with another school will follow lettering guidelines of the host school.

**Football** - Must participate in 50% of the official varsity quarters

**Softball** - Must participate in 50% of the official varsity games

**Basketball** - Must participate in 50% of the official varsity quarters

**Track** - Must participate in 90% of all varsity meets

**Golf** - Must participate in 50% of the official varsity matches

**Baseball** - Must participate in 50% of the official varsity games

**Volleyball** - Must participate in 50% of the official varsity matches

**Cheerleading** - Must participate in 90% of all contests and performances

**Band** - Must participate in 90% of all contests and performances

**Scholar Bowl** - Must participate in 75% of all official varsity contests

**Managers** - Must have managed team for two full seasons and attended all games and practices

**Provisional Letter** - Must meet all criteria for a varsity letter, but were unable to participate the full season due to matters beyond their control - Fell short of participation requirements but met all other criteria

**Certificate of Participation** - Given when a student does not meet participation requirements but finished the season in good standing

### **Semesters of Participation**

A student shall not participate in more than four seasons in grades 9-12 in any interscholastic activity. A student shall have only eight consecutive semesters (four consecutive years) of eligibility in high school, in which he/she may participate in one season per year in an activity, and these eight consecutive semesters shall begin on the twentieth (20<sup>th</sup>) day of the first semester a student enters the 9<sup>th</sup> grade or the first interscholastic contest in which the student participates, whichever occurs first. A student is eligible for only **TWO SEMESTERS** in each the seventh and eighth grade beginning with the first semester of entrance in each grade. A student who is repeating a grade is not eligible.

### **Age Requirements**

**Senior High** - A student shall not have reached the age of 19 prior to July 1.

**Junior High** - To be eligible for junior high school competition, the student shall not have reached the following ages before July 1. Grade Seven - 14, Grade Eight - 15, or Grade Nine - 16.

### **Physical Exams and Insurance**

Each student participating in athletics shall have a physical signed and authorized by a physician. A student shall not be permitted to practice or compete until a physical is on file at the school. A student shall not be permitted to practice or compete for a school until it has verification that he or she has basic athletic insurance coverage. If a student needs insurance, it can be purchased through the school at a low cost.

### **Conditioning Requirements**

Everyone must have participated in 14 school conditioning practices on 14 different days prior to the date of the first interscholastic contest in all sports except fall softball. For fall softball, each individual must have participated in 10 school practices on 10 different days prior to the date of the first interscholastic contest.

### **Payment for Lost Equipment**

Equipment lost by players must be paid for by the player. The cost will depend on the original cost, whether it can be replaced, and condition of the equipment.



### **Equipment/Locker/Uniforms**

Equipment and uniforms are on a loan basis and are to be worn only when authorized by the coach, and not outside of school activities. All uniforms should be turned in within a week of the close of the season. A \$10 late fee will be assessed for each week to any athlete who has not turned in his/her equipment and uniform by the specified date.

### **Alcohol/Drug, Vaping Use/Possession & Tobacco Use/Possession**

Alcohol & Drugs: First Offense - Suspended from participation for 30 days.

Alcohol & Drugs Second Offense – Suspended from participation for 365 days.

Tobacco/Vaping First Offense – Suspended from participating in games for 14 days.

Tobacco/Vaping Subsequent Offense - Suspended from participating in games for 30 days.

### **Activity Trips**

All athletes are expected to ride the bus or in school vehicles to extracurricular activities, unless they have prior approval from the administration. Parents may sign their students out after the game to take them home. Parents may get special prior approval for students to be signed out and ride home with other adults, such as relatives or other student's parents. Students will not be allowed to sign out with other students or other young adults after games. Student athletes who leave an away contest without being signed out by an appropriate parent/guardian are subject to missing the next contest.

### **Attendance**

Attendance at all practices and games is mandatory. If, for some reason, the athlete will be late or tardy for practice, he or she must personally speak to the coach **prior** to that practice.

Athletes are also not permitted to leave practice early unless prior approval from the coach has been given. If a student is in school, they will be expected to attend practice. Students are also expected to have satisfactory attendance the day before and after a game.

### **An unexcused absence from practice is defined as:**

1. When the coach is not notified **before** the practice/game or the reason for being absent is not legitimate.
2. When a student is suspended from school.

### **Consequences**

1<sup>st</sup> and 2<sup>nd</sup> unexcused absence from practice/game - 1 game suspension.

3<sup>rd</sup> unexcused absence from practice/game – automatic expulsion from team.

There are few reasons for missing a practice; dentist appointments & routine doctor's appointments should be scheduled around practice sessions. Absences may jeopardize playing time or position on the team.

**There will be a maximum of 5 missed practices, either unexcused or excused, during any sport season. Any practice missed after 5 could result in expulsion from the team, at the coach's/administration's discretion.**

### **Expectations of Parents**

1. Be a good spectator.
2. Avoid the use of profanity.
3. Appropriate treatment of school property.
4. Avoid the use of alcohol or drugs at games.
5. Support all players on the team.
6. Never approach a coach before, during, or after a contest about playing time, strategy, etc. An assigned time will be determined by the administrator.
7. No coaching of players during practice or games.
8. Support of school and team rules.
9. Observe the chain of communication in dealing with issues with the coach or athletic program.

### **Chain of Communication**

1. Coach-Athlete Session
2. Coach-Parent-Athlete Session
3. Administrator-Coach-Parent-Athlete Session

## **Parents Right to Know Information**

Union Star R-II School District is required to inform you of information that you, according to Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know. Upon your request, Union Star R-II School District is required to provide to you in a timely manner, the following:

- Whether your student's teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications. In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:
  - Information on the level of achievement and academic growth of your student, if applicable and available, on each of the state academic assessments required under Title I.A.
  - Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

### **MISSOURI COURSE ACCESS PROGRAM (MOCAP)**

The Union Star R-II School District will annually permit any eligible student, under the age of twenty-one (21) who resides in the District, to enroll in Missouri Course Access and Virtual School Program ("Program") courses as part of the student's annual course load. For further information please see Regulation 6190A.

Course costs will be paid by the District provided that the student:

1. Is enrolled full-time and has attended a public school, including a charter school, for at least one (1) semester immediately prior to enrolling in the program. However, if the reason for a student's non-attendance in the prior semester is a documented medical or psychological diagnosis or condition which prevented attendance, such non-attendance will be excused; and
2. Prior to enrolling in the Program course has received District approval through the procedure set out in this Regulation 6190(A).

Each Program course successfully completed will count as one class and will receive that portion of a full-time equivalent that a comparable course offered by the District generates.

#### **A. Enrollment**

The enrollment process for participation in the Program will be substantially similar to the enrollment process for participation in District courses. The process may include consultation with a school counselor. However, consultation does not include the counselor's approval or disapproval of enrollment in the Program. When a District school denies a student's enrollment in a Program course or enrollment as a full-time Program student, the District will provide in writing a "good cause" reason for the denial. Such good faith determination will be based upon a reasonable determination that the enrollment is not in the student's best educational interest.

Where enrollment is denied, the following process will be utilized:

1. The District will notify the student and the student's family in writing of the right to appeal denial of Program enrollment to the Board of Education; and
2. The family will be given an opportunity to present the reasons for their appeal to the Board at an official Board meeting; and
3. The District, at such Board meeting, will provide the basis for its determination that Program enrollment was not in the student's best educational interest; and
4. The written submissions by the family and the District will be incorporated into Board minutes; and
5. The Board's written decision and the reason for that decision will be provided to the family within thirty (30) days of such Board meeting; and

6. The family may appeal the Board's determination to the Department of Elementary and Secondary Education. The Department shall provide their decision within seven (7) calendar days.

Program credits previously earned by a student transferring into the District will be accepted by the District. Students who are participating in a Program course at the time of transfer shall continue in the course with the District assessing future monthly payments.

Home school and private students wishing to take additional courses beyond their school's regular course load will be permitted to enroll in Program courses under an agreement, including the student's payment of tuition or course fees.

**B. Payment for Program Courses:** Cost associated with Program courses shall be paid by the District for students satisfying subsection (1) of this Regulation 6190. Payments will be made on a monthly cost basis prorated over the semester enrolled. Payments will be made directly to the Program contract provider. Such payments per semester will not exceed the market cost, but in no case more than 7% of the state adequacy target per semester. In the event a Program participant discontinues their enrollment, the District will discontinue monthly payments made on the student's behalf. If a student is failing a course anytime during the program, the district will not be liable for course payments and future opportunities to participate may be jeopardized. In the case of a student who is a candidate for A+ tuition reimbursement and who is enrolled in a Program course, the District will attribute no less than ninety-five (95%) percent attendance to any such student who has successfully completed such Program course. K-8 Districts will be required to pay the District for Program attendees residing in the K-8 District.

**C. Program Course Evaluation:** The District will consider recommendations made by DESE relative to a student's continued Program enrollment. Based in part on DESE's recommendations, the District may terminate or alter a course offering if the District, in its reasonable discretion, determines that the Program course(s) is not meeting the student's educational needs. Independently, the District will monitor student progress and success in Program courses. The District will annually provide DESE with feedback regarding Program course quality. The District is not obligated to provide computers, equipment or internet access except for eligible students with a disability in compliance with federal and state law. The District will include students' enrollment in the Program in determining the District's average daily attendance (ADA). For students enrolled in the Program on a part-time basis, ADA will be calculated as a percentage of the total number of Program courses in which the student is enrolled by the number of courses required for full-time students.

### **PUBLIC NOTICE**

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. The Union Star R-2 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, mental retardation/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. The Union Star R-2 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. The Union Star R-2 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). The Union Star R-2 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 Union Star R-2 School District, Monday through Friday 8:00am-4:00pm.

This notice will be provided in native languages as appropriate.

**FERPA Notice of Designation of Directory Information**  
**NOTICE OF DESIGNATION OF DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Union Star R-II School District, with certain exceptions, obtains your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Union Star 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 the Union Star R-II School District to include this type of information from your child's educational records in certain school publications. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to 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 to provide military recruiters, upon request, with three directory information categories - 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.

If you do not want Union Star R-II School District to disclose directory information from your child's educational records without your prior written consent, you must notify the District in writing by September of the current school year.

**FERPA Educational Rights Annual Notification**

Each year the Union Star R-2 School District is required to give notice of the various rights accorded to parents or students pursuant to the Family Educational Rights and Privacy Act (FERPA). Parents and students have a right to be notified and informed. In accordance with FERPA, you are notified of the following:

**RIGHT TO INSPECT:** You have the right to review and inspect substantially all of your education records maintained by or at this institution.

**RIGHT TO PREVENT DISCLOSURES:** You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of this institution to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, consultant, or therapist); or a parent, student or volunteer serving on an official committee, such as a disciplinary or grievance committee. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

**RIGHT TO REQUEST AMENDMENT:** You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if this institution decides not to alter the education records according to your request.

**RIGHT TO COMPLAIN TO FERPA OFFICE:** You have the right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, Washington, D.C., 20202-4605, concerning the Union Star R-II School District's failure to comply with FERPA.

**RIGHT TO OBTAIN POLICY:** You have the right to obtain a copy of the written policy adopted by the Board of Education of the Union Star R-II School District in compliance with FERPA. A copy may be obtained in person or by mail from: Rick Calloway 6132 NW State Route Z Union Star, MO 64494 (816) 593-2294

**Civil Rights, Title IX, Section 504  
NONDISCRIMINATION & HARASSMENT PROHIBITED NOTICE**

Students, parents, employees, applicants for admission and employment and sources of referral of applicants for admission and employment with Union Star R-II School District are hereby notified that this institution does not discriminate on the basis of sex or handicap in admission, access to, treatment, or employment in its programs and activities.

The Union Star R-II School District is committed to an academic and work environment in which all students and employees are treated with dignity and respect. Sexual harassment of students and employees, whether committed by supervisors, employees or students and regardless of whether the victim is an employee or student will not be tolerated.

Any person having inquiries concerning Union Star R-II School District's compliance with the regulations implementing Title IX or Section 504 is directed to the Title IX and Section 504 Coordinator. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding Union Star R-2 School District's compliance with the regulations implementing Title IX or Section 504.

**ESSA (Every Student Succeeds Act)**

The ESSA is the most recent reauthorization of the historic Elementary and Secondary Education Act (ESEA), first passed in 1965, and it replaces the No Child Left Behind Act (NCLB) of 2002. ESSA will be fully in place beginning in the 2017-18 school year.

**Here are a few ESSA highlights:**

- Maintains annual assessments in grades 3-8 and high school
- Reaffirms that states are in control of their standards and assessments
- Sets parameters for state accountability systems, but gives each state the flexibility to design a school accountability system that best meet the needs of students in their state
- Gives states the flexibility to work with local stakeholders to determine how educators should be evaluated and supported each year
- Provides for pilots at the state level so states can research new and improved methods of measuring student progress from year to year

**UNION STAR R-II SCHOOL DISTRICT  
ESSA COMPLAINT PROCEDURES**

(As revised by Missouri Department of Elementary and Secondary Education April 2017)

The following complaint resolution procedures apply to all programs administered by the Missouri Department of Elementary & Secondary Education (DESE) under Every Student Succeeds Act of 2015 (ESSA). Programs include Title I. A, B, C, D, Title II, Title III, Title IV.A, Title V.

**Definition of 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.

All written complaints regarding programs implemented at Union Star R-II School District shall be made to Mr. Rick Calloway, Superintendent of Schools, 6132 NW State Route Z, Union Star, MO 64494.

**Who May File a Complaint**

Any individual or organization may file a complaint. Complaints may be filed with the local education agency (LEA) or with the Missouri Department of Elementary and Secondary Education (DESE).

## Complaints Received by the Local Education Agency (LEA)

Complaints filed with the local district concerning ESSA program operations in the Union Star R-II School District are to be investigated and resolved by the district according to locally developed procedures, when at all possible. Such procedures provide for:

1. disseminating procedures to all stakeholders annually,
2. procedures regarding complaint resolution will be available upon request in all administrative offices within the district,
3. informal complaints will be addressed in a prompt and courteous manner,
4. the state educational agency (DESE) will be notified within 15 days of receipt of written complaints,
5. timely investigation and processing of complaints will be completed within 30 days, with an additional 30 days if exceptional conditions exist,
6. complaint findings and resolutions will be disseminated to all parties of the complaint and the local school board within 5 days of the conclusion of the investigation.

A complaint not resolved at the local level may be appealed to the Missouri Department of Elementary and Secondary Education, which will be processed according to the procedures outlined in sections below.

## Complaints Received by the Department of Elementary and Secondary Education (DESE)

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.

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.

In addition to the procedures listed 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).

## Appeals to the Department of Elementary and Secondary Education

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.

If a complaint is not resolved at the state level (Department of Elementary and Secondary Education), the complainant or the LEA may appeal the decision of the Department to the United

States Department of Education.

### Procedure Dissemination

1. This procedure will be disseminated annually to all parents during parent/ teacher conferences.
2. Complaint procedures will be posted on the district website: [www.usr2.com](http://www.usr2.com)
3. Complaint procedures will also be available in the Office of the Superintendent and Principal's office.
4. Additional information regarding ESSA complaint procedures may be obtained at the state website <http://dese.mo.gov>.

DESE will keep records of any complaints filed through this policy.

**\*This handbook is meant to be a guide. If any discrepancy exists between these guidelines and Board Policy(ies), Board Policy(ies) will prevail.**