

2021-2022
Elementary
Student/Parent
Handbook
Community for School Improvement



Searching Far Ways To Learn

Board Approved
April 2021



Dear Union Star Parents,

We, the faculty, and staff, would like to welcome you to the new school year. We have great expectations for each of our students and know you share in our commitment to help each child reach their full potential.

The key to a child's success is the communication between school and home. We encourage you to contact us at any time. The school phone number is (816)593-2294 and the fax number is (816)593-4427.

This Elementary Handbook has been put together for your use. Student and parent information and guidelines are included in this booklet concerning different aspects of our school. Please keep this booklet to refer to throughout the school year. If there are any areas that have not been addressed, please contact the principal's office for further information.

We look forward to the new school year and all it has to offer. We take our commitment to your child and his/her education seriously and thank you for sharing them with us.

Ben Hopper

K-12 Principal
Union Star R-II School District

2021-2022 Elementary Staff

Pre-K	Cheryl Wyckoff	cwyckoff@usr2.com
Kindergarten	Maizey Lang	mlang@usr2.com
1st Grade	Ashley Young	ayoung@usr2.com
2nd Grade	Rylee Yarnell	ryarnell@usr2.com
3rd Grade	Mariah Gragg	mgragg@usr2.com
4th Grade	Hannah Bartlett	hbartlett@usr2.com
5th Grade	Shawn Haddix	shaddix@usr2.com
Art	Melody Steele	msteele@usr2.com
Custodian / Food Service	Janet Ware	jware@usr2.com
Custodian	Stacey Nold	snold@usr2.com
Food Service	Jenny Coon	jcoon@usr2.com
Full Time Sub/Teacher's Aide	April Jackson	ajackson@usr2.com
Full Time Sub/Teacher's Aide	Amy Klawuhn	aklawuhn@usr2.com
Librarian	Jennifer Whorton	jwhorton@usr2.com
Maintenance Supervisor	Bill Harmon	bharmon@usr2.com
Music / Band	Adam Park	apark@usr2.com
Nurse/PAT Coordinator	Chrissy Noble	mnoble@usr2.com
Paraprofessional	Tanya Mitchell	tmitchell@usr2.com
Paraprofessional	Tracy Nauman	tnauman@usr2.com
Physical Education	Cheyenne Morgan	cmorgan@usr2.com
Principal PK-12	Ben Hopper	bhopper@usr2.com
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Secretary/Bookkeeper	Samantha Gillip	sgillip@usr2.com
Special Services	Sherri Miller	smiller@usr2.com
Superintendent	Rick Calloway	rcalloway@usr2.com
Title Communication Arts & Math	Stephanie Huffman	shuffman@usr2.com

Union Star Board of Education

Melvin Simerly
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School Contact Information

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 Union Star, MO 64494
 (816)-593-2294
 Fax: (816)-593-4427

School Web Address: www.usr2.com

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.

PLC as the Educational Philosophy

Union Star School operates as a professional learning community (PLC). It is an ongoing process through which teachers and administrators work collaboratively to seek and share learning and to act on their learning, their goal being to enhance student learning. Union Star has leadership team composed of teachers from the elementary and high school along with administration to lead this effort. The leadership team in our building is referred to as the CSI Team which stands for Community for School Improvement. The following are characteristics of our PLC:

- **Shared values and vision:** Teachers and administrators share a vision focused on student learning and a commitment to improvement
- **Collaborative culture:** Our PLCs is based on the premise that collaborative professionals achieve more than they could alone. Collaboration provides a mechanism for sharing responsibility for student learning and a means to work together toward a common goal. Teachers in the elementary have 90 minutes per week of collaboration time.
- **Focus on data driven decision making to improve student achievement:** Our staff utilizes data from several progress monitoring tools such as: AIMSweb, local benchmark assessments,

i-Ready, and state-wide assessments. Our teachers utilize the data to increase accountability and drive instruction.

- **Supportive and shared leadership:** Our PLC helps us develop teacher leaders. Administration is committed to shared decision making with teachers. This is where our CSI leadership team is so valuable.

School Enrollment

A child will be enrolled in the Union Star R-II School system and may begin classes when the parents/guardians have supplied all documentation required by the district and the law. This documentation includes enrollment forms (which are now supplied to parents online), a Social Security card (to be copied by the office), a birth certificate (to be copied by the office), and a copy of the original up-to-date immunization record. The school district also has the right to request proof of residency within the Union Star School District, and proof of custody.

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.

State Vision Screening Requirement

Starting with the 2008-2009 school year, all Kindergarten students and first-time students enrolling in first grade must have a vision screening by their ophthalmologist prior to the beginning of school. Parents, who do not wish to have this screening, do have the right to sign an exemption for their child. Parents may also contact the King City Lion's Club for vision assistance.

School Structure

The elementary is composed of pre-kindergarten through fifth grade. Currently the kindergarten through fifth grade is self-contained. Students in the elementary also participate in art, music, and PE as well as other activities such as counseling time, and library time. Students that are determined high risk in reading may receive additional services provided by our part time title teacher. Union Star elementary also provides special services to those that qualify under IDEA.

School Connections

There are many means of communication available to parents. We want parents to feel connected to their child's education therefore the better we communicate the more informed we all are. As a parent, you will receive many notes home from the school office. The school office sends notes home on yellow or gold rod paper. This will help you identify something of importance. Many teachers will also send home weekly or monthly newsletters from their classrooms. A quarterly school newsletter is sent out to every resident in the district. It is called the "Shooting Star". Another means of communication is the website: www.usr2.com. There you will be able to view the school's daily announcements and master calendar of events. School Messenger is a notification system where parents can receive important information via phone messages, SMS text, or emails concerning school issues. A school education is a partnership, so communication plays a vital role.

Lumen Parent Portal

Parents can monitor their student's progress through the Lumen Parent Portal of our student information system. If you would like to have a password to view the progress of your student in each class, please contact the principal's secretary. Parents will be able to view each assignment and the grade received on each one. Teachers are asked to keep this updated on a regular basis.

School Messenger

School Messenger is a notification system that is available to everyone in our school. Therefore, it is important that we have your current contact information on file including primary phone number, secondary phone number, and email addresses. The School Messenger program will call or leave messages about school information that we want to broadcast to everyone such as school closings, or emergency information. For more information concerning School Messenger, please contact the school office.

School Cancellation/Early Dismissals

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 School Messenger. 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.

Equal Educational Opportunities

Each individual should be given the opportunity to develop and achieve to the maximum extent possible, being limited only by individual differences. Therefore, the district will foster an educational environment that provides equal educational opportunity for all students. Education programs and services will be designed to meet the varying needs of all students and will not discriminate against any individual for reasons of race, creed, color, religion, sex, national origin, economic status, or handicap. The district is obligated to provide education to homeless children. Parents may inspect instructional materials used as part of the curriculum including materials used in sexual instruction. You may inquire through the principal's office. Instances of harassment and discrimination should be reported to school personnel.

Permanent Records

According to the Family Rights and Privacy Act of 1974, the parent/guardian is permitted to inspect and review educational records relating to the student.

Arrival and Dismissal Times

Students walking or being brought to the elementary building are not to arrive at school before 7:30 a.m. Students will enter the west or north commons door and report directly to the cafeteria or gymnasium. A teacher will be there to supervise them until school starts. Students will go to their classrooms at 7:55 a.m. Students are counted absent/tardy after 7:55. Students walking or being picked up will be dismissed at 3:15 p.m. from the west doors. Any parent picking up students after school need to remain in the lower foyer. Buses will be dismissed from the north gym lot at 3:20 p.m. Students walking home are expected to go home immediately after school. Should your child not come home as expected, please contact the school office immediately. Children are allowed to play on the playground as long as they have gone home and returned.

Early Outs

Throughout the year early outs are scheduled for parent / teacher conferences or for holidays. These early out dismissal times will be 12:45 p.m. These are listed in the yearly school calendar that is on the school's website.

Entering the Building

Union Star takes every precaution to ensure the safety of your child(ren) therefore all exterior doors are locked at 7:55 a.m. each day. Anyone entering the building must do so through the west entrance by ringing the doorbell and being allowed into the building. Upon being allowed into the building after the 7:55 a.m. bell rings students must stop and sign in at the central office.

Visitors

Visitors are required to report to the central office upon arrival to sign in and get a visitor's tag. We encourage all visitors to remain in the lower hallway unless permission has been granted from the office. Parents and other interested adults are encouraged to visit the school at any time. Children may visit only when they accompany visiting adults.

Fire/Storm/Earthquake/Intruder/Safe Harbor/Lock Down Drills

Every precaution is taken to ensure the safety of your child during normal school hours. Periodic drills are executed to make certain students learn proper safety procedures and adhere to all safety guidelines.

Notification of drills will no longer be sent home. However, in the case of an actual event parents will be notified.

Suspected Child Abuse or Neglect

All school personnel are mandated by federal law to report any suspected child abuse or neglect. It is our responsibility to call any suspected abuse or neglect to the attention of the Division of Family Services (DFS), not to prove abuse or neglect.

DFS personnel, possibly accompanied by law enforcement officials, may meet with the child at school to investigate any reported concerns. Parents are not required to be notified in such cases.

Separated or Divorced Parents

Under Missouri law, it is presumed that natural parents have equal authority to make educational decisions regarding their children. Similarly, when parents are informally separated, they continue to have equal rights to custody and control of their children until the marriage dissolution action is filed and ruled upon by a court. Such equality is altered only if a formal separation agreement between the parents limits one parent's rights regarding custody and/or educational decision-making powers.

Divorced parents must provide the school with a copy of the most recent court-approved legal documentation defining parental custody rights. Maintenance of this documentation is the most effective step that a parent can take to minimize the chances of a child custody battle at school. If there is any doubt as to whether a decree or order is presently valid, school officials will notify law enforcement for assistance.

Student Absences and Tardies

We believe strongly that regular attendance in the school accompanied by the responsibility to study and participate in school activities is essential to the learning process. Students will be permitted to make up work for the following excused absence reasons: personal illness, emergency in family, religious reasons, doctor, or dentist appointments, unique educational experiences (with prior approval of principal), court appearance, or authorized school business.

The following rules, regulations and procedures shall apply to student attendance in the Union Star R-II School District (PK-5) Elementary Level:

Steps to follow when absent:

Parents should call the school on the first day the student misses for each incident. The school's phone number is 816-593-2294. If no one is available to take your call or if it is after hours, please select "0" (zero) to be connected to the attendance extension and leave a message. Email correspondence may also be sent to the following email address: smarriott@usr2.com. A doctor's statement may be required for an extended illness.

If a student misses more than five days per quarter, the building administrator may contact parents. The contact may be waived by the principal in cases involving long-term illnesses or other factors deemed appropriate by the principal and teacher.

Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem. If excessive absenteeism continues, school officials will contact outside social or state agencies. Students are held responsible for completing and handing in work assigned during the absence. Students with excused absences will have one day for each day absent to make up assignments. Work not made up in the designated period of time will receive no credit. **Vacations during the school year are not necessarily an excused absence. Written requests must be submitted and approved by the building principal at least 2 weeks prior to the leave. All work must be completed and turned in before the leave. Excessive absences and attendance below 90% will affect students being able to attend the annual MAP Celebration.**

Attendance at activities after absence:

To attend and/or participate in a school-sponsored activity, a student must have been in school attendance at least fifty percent of the day of the event or day prior to the event if the event is scheduled on a weekend. Only by special permission from the principal can the eligibility for this activity be restored.

Tardiness:

Students will be considered tardy to class if they are not in their classrooms ready for class when the tardy bell rings.

1. A student is counted tardy between 7:55-8:20 a.m.

2. Students must report to the office when arriving late. Student will receive an admittance slip to take to their teacher. The teacher will initial the slip and then the slip will be returned to the principal's secretary.

If any student is excessively tardy, the building principal will contact the parents. Persistent tardiness creates a genuine hardship for a student as well as the entire class as it disrupts the learning environment and as such is also regarded as a very serious problem. If persistent tardiness continues, school officials may contact outside social or state agencies.

Check-out Procedures:

1. No child will be released from school to anyone other than a parent or guardian unless prior verified arrangements have been made. We are sure you will appreciate our concern in this matter.
2. Please report to the Central Office to sign your child out to be released from school. Standing in the hall while waiting on your child may be disruptive to the learning environment. Please remain in the lower foyer area.
3. **Parents calling to change a students after school plan must notify the office no later than 2:30pm. The school will not guarantee that students will receive the message if the change of plans is called in to the office later than 2:30pm. . Parents are responsible to send a note to school with their child notifying the staff of the change of plans.**

Perfect attendance will be awarded each quarter to all students not missing any hours or days of school.

Immunizations/Medications

It is unlawful for any student to attend school unless he/she has been satisfactorily immunized or unless the parents/guardians have signed and placed on file with the school administrator a statement of exemption. Failure to comply with this legal requirement will result in the student's exclusion from school until proof of compliance has been presented to the district. Please check with your physician, the county health nurse, or our office to make sure your child's immunizations are current before the school year starts.

PRESCRIPTION MEDICATIONS: A student may be given prescription medicine only if it has been brought from home in the original container with the pharmacy label (an extra bottle may be provided by the pharmacy upon request) accompanied by written instruction signed by the parent. The first dose of any medication will NOT be given at school due to the possibility of an allergic or adverse reaction. Any prescription medications to be given for more than two weeks must also be accompanied by a written physician's consent (standard form available from school nurse). 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 prescription medication no longer needs to be given and there is remaining medication in the nurse's office, the prescription 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 consent of the school nurse, parent, and written physician's consent.

OVER THE COUNTER MEDICATION: **Over the counter medications will no longer be provided by the school district.** They must, however, **be brought from home in an unopened container/package and locked up in the nurse's office for a student to use.** Over the counter medications may be administered at school only if accompanied by written instructions as well as reason for use, signed by the parent. Any over the counter medication that is required for long term use (more than two weeks) may require physician consent, if the school nurse deems appropriate. The school nurse has the right to request physician consent for any over the counter medication. If you have any question about this policy or what steps are required for sending medications to school, please contact the school office.

Communicable Diseases

A student shall not be permitted to attend classes or other school sponsored activities, if the student is known to be afflicted with or liable to transmit any contagious or infectious disease unless: (1) the student is no longer infected or liable to transmit that disease; or (2) the student is afflicted with a chronic infectious disease which poses little risk of transmission in the school environment with reasonable precautions. The principal may require a written statement of health from a physician prior to allowing a student to attend school.

If a student is vomiting or has a temperature, please keep them at home. It is recommended that students having a temperature and/or prescribed antibiotics should remain fever free and/or on their medication 24 hours prior to returning to school. If at school, the student's temperature should reach 100° or above, we will be sending them home. Please make sure your emergency numbers are current. We ask that you arrive as quickly as possible or make arrangements to have your child picked up.

Head Lice

Students are not permitted to attend classes if the student is known to be afflicted with lice or has evidence of nits. Students must provide proof that their student is being properly treated and nit free. Parents will be notified to pick up their student should live lice or nits be found. This policy helps us ensure that an epidemic does not occur. A note will also be sent home with other students in that grade level as a precautionary measure.

Academic Expectations/Homework

It is the expectation of the Union Star School District that every student be accountable for doing their schoolwork and homework assignments promptly and responsibly. Homework is promoted as an opportunity to gain independent practice of goals and objectives being taught in the classroom. **Students who fail to turn in assignments, cheat on assignments, plagiarize assignments or turn in incomplete assignments are subject to the following consequences: loss of privileges, reduction of complete or partial grade, conference with principal, or Saturday school.**

Promotion/Retention

Students will normally progress annually from grade to grade when, in the judgment of the district's professional staff, it is in the best educational interest of the student involved. The final decision to promote a student rests with the school administration.

The district requires remediation as a condition of promotion to the next grade level for any student identified by the district as failing to master skills and competencies established for that particular grade level. The superintendent or designee shall determine which skills and competencies must be mastered, how they are to be assessed and what type of remediation is appropriate.

Remediation may include, but shall not necessarily be limited to, a mandatory summer school program focused on the areas of deficiency or other such alternatives conducted by the district outside of the regular school day. Such remediation shall recognize that different students learn differently and shall employ methods designed to help these students achieve at high levels.

The district may require parents or guardians of such students to commit to home-based tutorial activities with their children. Decisions concerning the remedial reading instruction of a student, who receives special education services, including the nature of parental involvement consistent with a free appropriate public education, shall be made in accordance with the student's Individualized Education Program (IEP).

Acceleration

The district will assist students so that they progress academically in accordance with their capabilities. While provisions for individual differences should be adequately accomplished within a grade level, it may occasionally be necessary to advance a student to the next grade. Acceleration to a higher-grade level should be approached with caution. Students will only be considered for acceleration if they are performing significantly above their peers in all subject areas. Capable students may only be advanced with the joint approval of the teacher, parents/guardians, counselor, the principal, and the superintendent.

Retention

Retention may be considered within the judgment of the professional staff; it is in the best educational interest of the student involved. Parents/Guardians will receive prior notification and explanation concerning the retention. However, the final decision will rest with the school administration.

State law requires that all students who are reading below a third grade reading level at the end of fourth grade shall be retained if the student had not adequately improved by the end of summer school. Further, if a student fails to attend remediation assigned as a condition of promotion, the student will be retained.

The law known as SB 319 requires school districts to assess reading skills and provide remedial help for those students reading significantly below grade level.

The reading level of students in grade 3 and transfer students in grades 4-6 must be determined by an assessment within 45 days of the end of the school year. Students with disabilities, speech issues, or limited English may be exempt.

A "Reading Improvement Plan" must be developed for any third grader reading below second grade level to be implemented during fourth grade. The plan must include a minimum of 30 additional hours of reading instruction/practice outside the regular school day during the fourth-grade year which could be during the summer before fourth grade or during the regular school term.

Starting in the 2003-04 school year mandatory retention of students in fourth grade who are still reading below third grade level at the end of summer school (minimum of 40 hours of reading instruction) and/or tutoring will apply for the first time.

Parents will be notified of students requiring a Reading Improvement Plan, progress of the student and possible retention of these students.

Method of Determining Grade Level Reading Ability- Students must meet at least one of the following criteria to meet SB 319. If they do not meet one of the following criteria, then a Reading Improvement Plan along with additional reading instruction will be implemented according to law.

- A) Score basic or above on the school's local or state assessment for the previous year in reading or communication arts.
- B) Be in the average range for reading fluency based on the school's reading progress monitoring tool during a benchmark or through progress monitoring for current year or previous grade level as law stipulates.
- C) Pass classroom expectations of reading benchmark assessments for the current or previous grade level.
- D) Being no further than one grade level behind on a formalized test that is determine by the District to determine appropriate grade level.

Physical Education Policy

Parents may request that their child be excluded from P.E. activity for one week by sending a written note to the P.E. instructor. If a parent wishes to have the child refrain from participation in classes for more than one week, a written health statement from a physician is required.

Library Policy

Students are scheduled to attend the school library at least one-day per week. Students attend more often with the approval of the classroom teacher. All books should be returned when due in order to retain library privileges. Lost or damaged books must be replaced. Internet use will require a signed statement by the student and the parent acknowledging appropriate use only.

Bus Regulations

Students who come to school on the bus should return home on the bus unless we receive a note or phone call from the parent. Riding the bus is a privilege. The Union Star bus service is contracted with Durham Bus Services of Savannah. Therefore, we enforce their policies and codes of conduct. 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 re-establish ridership.

The conduct on the bus and at any bus stop should be the same as that in the classroom. Improper conduct on the bus or at the bus stop could result in the bus privilege being denied and additional consequences administered. As a standard practice, we give one verbal warning followed by a written warning and third offense is one week from riding the bus and the fourth offense results in loss of riding the bus as determined by the bus company and school administration.

The bus rules are as follows: 1) The bus driver may assign seats. 2) Be courteous. 3) No profanity. 4) Do not throw ANYTHING. 5) Do not eat or drink on the bus; keep the bus clean. 6) Keep feet and bags out of the aisle. 7) Violence is prohibited. 8) Remain seated. 9) No tobacco products of any kind including smokeless products. 10) Keep your hands and head inside the bus. 11) Do not destroy property. 12) For your own safety, do not distract the driver through misbehavior. 13.) Students may earn S.T.A.R.R.S. Bucks for being respectful, responsible, and safe.

Dress Code

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. Any student in violation of the dress code maybe asked to change into something more appropriate.

The following will be observed:

1. Shoes or suitable footwear must be worn.
2. No hats, sunglasses, or bandannas are to be worn during the school day.
3. No obscene, rude, or suggestive pictures or sayings may be worn on clothing.
4. No clothing shall promote or advertise alcoholic beverages, gangs, or unsuitable products.
5. No midriff tops, halter tops, or see-through blouses are to be worn. If sleeveless shirts are worn, no part of undergarments shall be visible.
6. Shorts and skirts should be as long as or longer than the middle of the thigh.
7. No jeans may be worn with excessive holes or tears.
8. Dress appropriately for the weather. Students will go outdoors for recess whenever possible.

Recess Policy

The Union Star R-II School Board recognizes the need for proper social interaction and physical activity. One such activity provided at the elementary level is outside recess. It is understood that these activities come second to academic activities in the classroom. Teachers may deny recess privileges for late assignments and behavior problems. Parents who do not wish their child to participate in outdoor recess must send a written note. The principal may request a written health statement from a physician if a parent consistently holds their child from recess or if a parent wishes to hold the child for more than three consecutive days. Students must be dressed properly for recess. This includes coats, hats, gloves, and boots when the weather necessitates. This also includes appropriately fitting footwear to help alleviate tripping and falling. Outside recesses are conducted unless rain, excessive cold, or a wind chill below 20 degrees prohibits students from being outside safely.

Playground Rules

1. Only one person at a time is to be on the top of the slide.
2. Do not climb on the swing poles.
3. Do not play around the bicycle rack.
4. Do not play between the sidewalk and the building or on the ramp and railing by the gym.
5. Only one person on the swing at a time, in a sitting position, going back and forth.
6. Do not jump out of the swings
7. Go down the slide in a frontward sitting position.
8. Do not sit on top bars of the playground equipment
9. Do not throw or kick tire chips
10. Do not play tag in the area with tire chips
11. Do not climb on the trees or branches
12. Utilize Project Fit America equipment as intended
13. No tackle football
14. No hardballs will be used at recess
15. Bring everything in that you take outside.
16. Utilize all equipment as it is intended.
17. Ask permission prior to going across the street to get a ball.
18. Allow others to play

Grading System

<u>Percent</u>	<u>Letter Grade</u>	<u>Honor Roll Points</u>
96-100	A	4
90-95	A-	3.75
86-89	B+	3.5
83-85	B	3
80-82	B-	2.75
76-79	C+	2.5
73-75	C	2
70-72	C-	1.75
66-69	D+	1.5
63-65	D	1
60-62	D-	0.5
59-below	F	0

Mid-Quarter Reports/Grades

A mid-quarter report will be sent home at approximately the midpoint of each quarter in grades K-5. Union Star School district has a parent portal as part of the student data system that will allow students and parents to review academic progress on a regular basis. Reading results will be sent home after each benchmarking period from AIMSweb. The Union Star Elementary utilizes a standard based grade card for students in grades K-2. Letter grades begin in the 3rd grade.

Mandatory Dyslexia Screenings

Screening will identify students who are at risk of reading failure, and will 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 and 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.

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. 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.

Quarterly Award Assemblies

Each quarter students will be honored for receiving the following awards: Principal's Honor Roll (A or A-), Honor Roll (A and B), and Academic Effort Awards. Character Trait awards based on the monthly character traits that our school supports. These awards are held during the school day in the early mornings. Parents are encouraged to attend, and notifications will go home prior to the event.

Reading Circle Certificates

Certificates will be issued to those students completing the requirements set forth by the Missouri State Teacher's Association. When a pupil qualifies for five consecutive years and that achievement is certified by the principal, the pupil qualifies for a Certificate of Life Membership. The following schedule provides the requirements at each grade level:

	Books Required							
	PK	K	1	2	3	4	5	6
Fiction/ Nonfiction	20	20	20	20	16	16	16	16
Totals	20	20	20	20	16	16	16	16

Textbooks/ Educational Materials

The school furnishes textbooks and technology devices for students in elementary. Parents and students will be responsible for payment for books and technology devices that are lost, stolen, damaged or damaged beyond repair. Payment will be made in accordance with the replacement costs. Teachers are also encouraged to have web pages that link to educational resources that are on-line to assist students in learning grade level material. Technology agreements will be distributed and completed at the beginning of the year in order to use a school device.

Parent-Teacher Conferences

We always welcome requests for conferences. It is very important that you know what is going on with your child at school. Please schedule all conferences in advance by calling the school office. At this time, the secretary will assist you in arranging a conference with your child's teacher.

Required parent-teacher conferences will be held the end of first quarter. Parents are to meet with their child's teacher. Information concerning this will be sent home in the fall. All parents are strongly encouraged to attend. We will also conduct third quarter conferences for all students. AIMSweb progress monitoring reports will be given to parents at quarterly conferences and again at the end of the school year.

Counseling Services

A school counselor will be available on a regular basis to all students. The counselor will be able to assist students and to provide counseling services. Counselors may work with students on an individual basis. Students, parents, or school staff may request referrals. The guidance counselor is also qualified to help with career and college preparation and may be able to provide connections to outside resources for students and families.

Parent-Teacher Organization (PTO)

Parent Teacher Organization is a group composed of parents and staff of Union Star. The group supports and organizes opportunities for student in grades PK-12. Some of the benefits enjoyed by the students through their efforts include sponsoring a 5th & 6th Grade Basketball Tournament, providing quarterly academic incentives, sponsor monthly educational assemblies, field trips and provide materials and supplies for teachers. Working together gives the school an opportunity to develop new ideas, which will enrich the educational experience for our students. We encourage all parents to come to a PTO meeting to see if you want to become a member. There is a minimal membership fee to be part of the organization that is set each year by PTO.

Peanut Allergies

To protect our current student body with food allergies we are asking you to join us in taking step to minimize the student's risk of exposure. A child with a serious peanut allergy does not necessarily have to ingest the peanut product but can suffer a reaction merely by touching a food containing peanut products or the hands of another who has inhaled peanut containing products. A person with nut or peanut allergies could have a mild or severe reaction. An allergic reaction usually happens right away, but some people can have another reaction a few hours after they eat a nut product or peanut product. In the most serious cases, a nut or peanut allergy can cause **anaphylaxis**. Anaphylaxis is a sudden, life-threatening allergic reaction. Therefore, we are implementing the following safety guidelines:

1. Please do not send any foods that contain peanuts, peanut butter, or foods manufactured in a facility that makes peanuts to the classroom. Please let the classroom teacher know a few days in advance if you will be bringing birthday snacks so the children with food allergies can make arrangements if necessary. Teachers may distribute room parent and birthing lists as needed to facilitate communication. If there are any questions regarding a snack, please refer to the list of Peanut-Free Snacks or call the school.
2. Students may bring these products containing peanuts, peanut butter or food manufactured at a peanut company in their lunch. If your child does bring his/her lunch they will have a designated table to eat at during lunch. Those with food allergies may have a designated area during lunch as well. Tables are washed between every class and children with specific allergies will be monitored carefully.
3. Children who have eaten peanut butter or peanut products for lunch will be asked to wash their hands when lunch is over. If your child eats peanut butter or peanut products at home for breakfast, we would appreciate it if you would please have your child wash their hands with soap and water before coming to school.

Education and Training

All staff members will be trained on a regular basis for multiple medical emergencies, such as allergic reactions, CPR, and seizures. Teachers will also receive Dyslexia training.

School breakfast and lunch 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 amount, 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. 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.

School Parties

School parties are limited to Halloween, Christmas, and Valentine's Day. These parties will only be scheduled for the last hour of the day. Party details are arranged by the classroom teachers. Parties that celebrate the child's birthday must be arranged with the classroom teacher. Due to allergy issues, party snacks should be discussed and approved by the classroom teacher's prior the event.

Field Trips

Field trips may be scheduled to enhance the program of instruction and add to the total education of our students. These trips require much planning and contribute to the achievement of desirable educational goals. The trips are always planned with an educational purpose and reflect each grade's unit objectives.

Parents of students who are participating in field trips will be notified well in advance of the activity. If your child is not to participate in the activity, notice must be sent to the classroom teacher. The administration and teacher will determine the necessary adult supervision needed on each trip. Parents may be asked to help supervise children when the need arises. Students riding on a bus to a school event must ride the bus back unless a parent or guardian signs them off. Students may be released to ride with persons other than parent or guardian only if prearranged with the principal by a phone call and a note from the parent.

Costs of field trips can be very expensive. Union Star School has limited funds in order to defray some of the costs of such events. Therefore, the students or parents may be asked to pay some or all costs necessary for the field trip to occur. Should costs be a financial hardship, please contact the building principal.

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.

Principal's Parties

The elementary students get to participate in one principal party during 1st quarter. This party is done to give teachers a few hours of collaborative time to prepare for first quarter parent teacher conferences. Students are supervised by teachers that teach special classes such as art, music, PE, or by PTO volunteers. These parties have included such things as: skating, movies, or free gym.

INTERNET ACCESS CONDITIONS, RULES, AND ACCEPTABLE AGREEMENT

The Internet is part of the information "superhighway". The Union Star School District believes this computer technology will help propel today's schools into the information age by allowing students and staff to access and use information sources from distant computers, communicate, and share information with individuals or groups of other students and staff and significantly expand their knowledge base. The Internet is a tool for lifelong learning and only begins to open the door to many advanced tools.

Proper and Ethical Use: With this new learning tool students and staff must understand and practice proper and ethical use. All students and staff must receive training regarding procedures, ethics, and security involving the use of the Internet before using the system.

Conditions and Rules for Use:

1. Acceptable Use

A. The purpose of Internet is to facilitate communications in support of research and education, by providing access to unique resources and an opportunity for collaborative work. To remain eligible as a user, the use of your access must be in support of and consistent with the educational objectives of the District.

B. Transmission of any material in violation of any United States or state regulation is prohibited. This includes, but is not limited to, copyrighting material, threatening or obscene material, or material protected by trade secret.

C. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.

2. 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, profanity 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, 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.

3. Privilege

The use of the Internet is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, may result in cancellation of that privilege. The District may deny, suspend, or close any user account and/or access at any time based upon a determination of inappropriate use by an account holder or user.

4. Monitoring

The District reserves the right to review any material on user accounts and to monitor filespace in order to make determinations on whether specific uses of the network are inappropriate. In reviewing and monitoring user accounts and filespace, the District shall respect the privacy of user accounts.

5. Network Etiquette

All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- A. Be polite. Do not get abusive in your messages to others.
- B. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language. Do not engage in activities, which are prohibited under state or federal law.
- C. Do not reveal your personal address or phone numbers of students or colleagues.
- D. Note that electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities and may result in the loss of user privileges.
- E. Do not use the network in such a way that you would disrupt the use of the network by other users.
- F. All communications and information accessible via the network should be assumed to be private property.

6. No Warranties

The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, no-deliveries, miss-deliveries, or service interruptions caused by the District or the District's negligence or by the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services. All users need to consider the source of any information they obtain and consider how valid that information may be.

7. Security

- A. Security on any computer system is a high priority, especially when the system involves many users. Users must never allow others to use their password. Users should also protect their password to ensure system security and their own privilege and ability to continue use of the system.
- B. If you feel you can identify a security problem with the Internet, you must notify a system administrator. Do not demonstrate the problem to other users.
- C. Do not use another individual's account.
- D. Attempts to log on the Internet as a system administrator may result in cancellation of user privileges.
- E. Any user identified as a security risk for having a history of problems with other computer systems may be denied access to the Internet by the District.

8. Vandalism and Harassment

- A. Vandalism and harassment will result in cancellation of user privileges.
- B. Vandalism is defined as any malicious attempt to harm, modify, and/or destroy data of another user, Internet, or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creating of computer viruses.
- C. Harassment is defined as the persistent annoyance of another user, or the interference of another user's work. Harassment includes, but is not limited to, the sending of unwanted mail.

9. Procedures for Use

- A. Student users must always get permission from their instructors before using the network or accessing any specific file or application. FOLLOW ORAL and WRITTEN CLASSROOM INSTRUCTIONS.
- B. All users have the same right to use the equipment. Therefore, users shall not play games or use the computer resources for other non-academic activities when other users require the system for academic purposes. In addition, users shall not waste, nor take supplies, such as paper, printer ribbons, and diskettes, that are provided by the District.

10. Encounter of Controversial Material

Users may encounter material which is controversial and which users, parents, teachers, or administrators may consider inappropriate or offensive. However, on a global network it is impossible to effectively control the content of data and an industrious user may discover controversial material. It is the user's responsibility to not initiate access to such material. Any decision by the District to restrict access to Internet material shall not be deemed to impose any duty on the District to regulate the content of material on the Internet.

11. Penalties for Improper Use

- A. Any user violating these rules, applicable state, and federal laws, or posted classroom and district rules are subject to loss of network privileges and any other District disciplinary options.
- B. In addition, pursuant to Missouri law, any unauthorized access, attempted access, or use of any state computing and/or network system is a violation and subject to criminal prosecution.



PBIS (POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT)

Positive Behavior Interventions and Support (PBIS) is the bases for our district wide disciplinary model. PBIS 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 STARRS Bucks for exhibiting these positive behaviors. Students who earn STARRS Bucks get an opportunity to spend them at the STARRS Store for items or privileges. Students in junior high and high school have the opportunity to become a STARRS 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 STARRS 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>	Be kind to others, their spaces and their property Keep your voice at appropriate level Be positive when responding to others Take care of school property	Keep on task Listen carefully while others are speaking Allow others to listen and learn Raise your hand to be acknowledged Be tolerant	Voice Level: 2 Return to classroom directly and quietly Stay in your personal space	Voice Level: 2 Take turns at trash can Face forward and pay attention in line Clean your area Speak politely	Voice Level: 2 Respect privacy of self and others	Share equipment Enter and exit quietly Line up on first request	Voice Level: 2 (unless otherwise directed) Display appropriate behavior Stand for the pledge and national anthem Display good sportsmanship and citizenship Speak politely	Voice Level: 2 Follow driver's instructions Speak politely Sit in assigned seat
<i>Be Responsible</i>	Take ownership of your own actions Be prepared and on time Follow directions Keep your school neat and clean Be helpful Fulfill your responsibilities	Return items to proper place Be prompt	Go directly to where you are to be Stay to the right on stairs Arrive at destination on time Take care of your need directly and quietly and then go directly to your destination	Use time wisely Use proper tray procedures Clearly state your lunch number Two hands on tray while walking	Be quick Flush after use Place trash in wastebaskets	Use equipment as intended If you take it, put it back	Be where you belong Display positive pride Be a good and helpful host Make prior arrangements for transportation Keep track of all belongings	Keep track of your belongings Only water
<i>Be Safe</i>	KAHFAOOTY Follow emergency procedures Stay in supervised areas Go directly to your destination	Follow classroom rules and procedures Use all classroom items properly	Walk Take steps on stairs one at a time	Eat your own food Wash hands after eating Report spills and other problems Food stays in the cafeteria	Wash hands with soap and water Report incidents immediately	Stay in approved area Leave nature in its place Stay away from the road	Stay with your sponsor, parent, or group Walk on bleacher stairways and planks Report any spills or accidents to the person on duty/staff	Report accidents immediately Stay seated and face forward Keep aisles clear Keep all objects inside the bus Enter and exit orderly Follow emergency procedures

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.

DETENTION

Students may be assigned time after school or during the day as a consequence of an infraction or discipline code violation.

IN-SCHOOL SUSPENSION

Students assigned to in-school suspension will complete required work and will receive credit for it. In-school suspension may be used at the principal's discretion if appropriate for the infraction. These will be served during the school day with adult supervision. Students will be removed from their peers and may lose privileges such as assemblies or recess. Written notice will be sent home from the principal concerning this action.

OUT-OF-SCHOOL SUSPENSION

The student may do the work but will receive no credit for the work that was scheduled during the time missed due to the suspension. Written notice will be sent home from the principal concerning this action.

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.

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 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. **Disruptive or Demeaning Language or Conduct** -- 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*.
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/Pagers-** Use of MP3 players, cell phones, and other media equipment is prohibited in the building during school hours. In addition, cell phones are not to be used while participating in an off-campus, school-sponsored, instructional activity. Use of these items during school hours will result in disciplinary action, and the items will be held in the office.
- 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, and/or 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.
5. **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*.
6. **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*.
7. **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*.
8. **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*.
9. **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.
10. **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.

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.

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

**Missouri Department of Elementary and Secondary Education
Every Student Succeeds Act of 2015 (ESSA)
COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs' that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)² .

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

Appeals

7. How will appeals to the Department be investigated?
8. What happens if the complaint is not resolved at the state level (the Department)?

1. What is a complaint?

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

4. How will a complaint filed with the LEA be investigated?

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)?

A complaint not resolved at the local level may be appealed to the Department.

6. How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

7. How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. How are complaints related to equitable services to nonpublic school children handled differently?

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

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.

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 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 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.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY POLICY

The Family Education Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible student") certain rights with respect to the student's educational records. These rights are:

1. The right to inspect and review the student's educational records within 45 days of the schools receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school will make arrangements for access and notify the parent or eligible student of the time and place where records may be inspected. The right to request the amendment of the student's educational records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading or in violation of their privacy rights. They should write the principal or appropriate school official, clearly identifying the part of the record they want changed and specify why it is inaccurate or misleading.
2. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their rights to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents or eligible student when notified for the right to a hearing.
3. The right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorized disclosure without consent. An exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff person (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 has contracted to perform a special task (such as attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the school discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the US Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

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.

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.

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