2026-2027 Elementary Student/Parent Handbook

Community for School Improvement



Searching For Ways To Learn

Board Approved
June 2026



Dear Union Star Parents,

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

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.

The key to a child's success is communication between school and home. We encourage you to contact us at any time. The school phone number is (816)593-2294 and my email is smiller@usr2.com.

Sherri Miller
PK-5th Grade Principal
Union Star R-II School District

2026-2027 Elementary Staff

Pre-K	**Ashley Young**	ayoung@usr2.com
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School Contact Information

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Union Star R-2 School District Mission Statement

"Learning Together 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.

Preschool Program

Union Star R-2 offers preschool services to children that turn four before August 1st and are fully potty trained. Please contact the school office for more information and to receive a registration packet. Our preschool program uses The Creative Curriculum.

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

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 school nurse for vision assistance.

School Structure

The elementary is composed of pre-kindergarten through fifth grade. Currently the pre-kindergarten through fifth grade is self-contained. Students in elementary school also participate in art, music, keyboarding, 5th grade band, and PE as well as other activities such as counseling time, and library time. Students that are determined to be at high risk in reading and math may receive additional services provided by the full-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. 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 master calendar of events. In addition, you may download the school's app from your device's play store. Our notification system is through a program called Thrillshare. This system is used so 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 school office. 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.

Thrillshare Notification System

Thrillshare 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 Thrillshare program will call or leave messages about school information that we want to broadcast to everyone such as programs, athletic events, school closings, or emergency information. For more information concerning Thrillshare or the school app, please contact the school office.

School Cancellation/Early Dismissals

On mornings when the weather is unusually severe, families can check for cancellation information from the following station: KQ-TV. Additionally, we will use School Alerts, the USR 2 app, and Facebook for notifications. This station 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 Schedule

Arrival Schedule

Students will be allowed in the building to go to the gym at 7:30 a.m. Car riders, student drivers, and walkers will enter the building through the north door in the morning. Bus riders will be dropped off at the north gym door each morning. Breakfast is served from 7:35 a.m. to 7:50 a.m. Students will be dismissed from the gym at 7:55 a.m. to go to their classrooms. First hour will begin at 8:00 a.m.

Dismissal Schedule

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

All walkers will exit the south door. Pre-school and elementary car riders will be dismissed from the west door via the car rider line up procedure. That procedure is where cars line up and advance to the west door and their student(s) will be brought out to the car. The junior high and high school car riders/drivers will exit the north ramp door. Parents of junior high and high school students will park in the north parking lot to pick up their students. Bus riders will load the buses to go home at the north gym door.

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. Notifications 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.

ATTENDANCE

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

PARENTAL / GUARDIAN RESPONSIBILITY

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

EXCUSED ABSENCES

Examples of excused absences include:

1. **Personal illness with parent phone call or note/Dr. note** on day of return
2. **Medical and dental appointments**
3. **Death, Illness, or Serious Injury of Family Member** - Bereavement leave of up to three days excused absence may be granted for the death of an immediate relative (consisting of father, mother, sister, brother, and grandparents only). Students may be excused to attend funerals of other relatives or friends at the discretion of the administration.

4. **Court Appearance or legal appointments** that cannot be scheduled outside attendance hours verified with official paperwork from the courts or appropriate legal representatives.
5. **School Sponsored/Related Activity** - Any absence from class as a result of a school-sanctioned activity is not recorded as an absence for purposes of this policy. Example: field trip, athletic event, student activity, etc.
6. **Days of Religious Observance**- with written excuse from parent and verified with administration.
7. Other absences may be approved in advance with documentation and at the discretion of the administration.

ABSENCE NOTIFICATION

It is the responsibility of the parent/guardian to notify the school that the student will be absent. In order to determine if the absence is excused or unexcused, parents need to explain the reason for the absence when in communication with the school. If the school is not notified on the day of absence, a note from the parent/guardian stating the reason for the absence will be required at the time of the student's return. Parents may call the school at any time and leave a message by pressing "0" (zero) when prompted. Email correspondence may also be sent to the following email address: smarriott@usr2.com. Upon entering the school after the 8:00 a.m. bell rings, students are expected to report to the office as soon as they enter the building to notify the office, they are in attendance and to receive an admit slip. **IMPORTANT: An absence will be recorded as unexcused if a note or telephone call is not received at the time the student returns to school. Any absence not accounted for will be considered an unexcused absence, as well as absences that do not meet excused absence guidelines.** Students not in attendance for a full day at school are not allowed to attend or participate in extracurricular activities without permission of administration.

MAXIMUM ABSENCES ALLOWED

A student shall be allowed a maximum of eight (8) excused or unexcused absences from any class during a semester. The district will send notification to the proper authorities after the eighth (8th) absence. Parents will be informed of this prior to the end of the semester. Notification of absences can be found on the Parent Portal, progress reports, and quarterly report cards. Days of student suspension are not counted as days absent for purposes of this policy.

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% may affect students being able to attend end of year field trips.**

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. Students 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.
3. **Parents calling to change a student(s) 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.

As a school district, we understand that for your child to be safe and benefit from the educational program, some students will need to take medications at school. If your child must have medication of Any Type given during the school hours, Including Prescription or Over-the-Counter medications, you have the following choices.

-You may come to school and give the medication to your child at the appropriate time(s), or

-You may obtain a copy of a medication form from the school nurse or secretary to allow the nurse to administer the selected medications. These forms must be filled out and signed by parent/guardian for Prescription dosage and timing instructions. If Over-The-Counter medications are to be given, select medications to be given, for which reason, and dosage schedule. If specific OTC meds not listed are needed, parent/guardian will be responsible for providing that medication. The same medication administration form will need to be filled out for directions of administration.

Prescription medication must be in the original container and appropriately labeled by the pharmacy with name, dose, and frequency. Any prescription medication to be given for more than two weeks must also be accompanied by a written physician's consent. The parent will provide only one week's supply at a time and only the exact number of doses to be given at school. No excess medication will be kept at the school. It is the parent's responsibility to notify the nurse in writing of any medication changes or if the medication is no longer to be administered. If a medication no longer needs to be given and there is remaining medication in the nurse's office, the medication MUST be picked up by a parent, or the medication will be destroyed by the school nurse with a witness.

School personnel will not administer any medication to students unless they have received a medication form properly completed and the medication has been received in an appropriately labeled container. To protect the safety of your child, there will be no exceptions to this policy. Students with asthma, anaphylaxis, or any chronic health condition may carry with them, for self-administration metered dose inhalers containing "rescue" medication. Possession and self-administration of these prescription medications must comply with the Missouri Safe Schools Act. A specific form for self-administration of "rescue meds" will also need to be filled out.

All medications, including over-the-counter drugs are to be kept in the nurse's office. Students are not allowed to have medication in their locker or on their person at any time.

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 our policy that students having a temperature of 100° or higher must remain fever free for 24 hours without medication**

before returning to school. If a student has been diagnosed with a contagious illness and is prescribed antibiotics, they must be on their medication for 24 hours before 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.

Students with Epilepsy or Seizure Disorders

Parents of a student with epilepsy or a seizure disorder who are seeking care for their child while at school are encouraged to inform the school nurse or in the absence of the nurse, the building administrator of their request. Upon such request, the school nurse will develop an individualized emergency health care plan for the student. Parents must annually provide written authorization for the provision of epilepsy or seizure care as set out in the student's individualized health care plan.

Head Lice

Students are not permitted to attend classes if the student is known to be afflicted with lice or has evidence of nits. Parents 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.

Tobacco, Vapes, Medical Marijuana, and CBD Products

The State of Missouri has adopted a limited authorization of medical marijuana, as defined by state law and all applicable regulations (hereinafter "medical marijuana" or "drug"). Qualified individual students and employees are permitted the use of medical marijuana. The law does not authorize the use of medical marijuana on school premises, nor does it require or permit district employees to administer the drug to students.

Drug-Free Schools

NARCAN, also known as naloxone, is a medication that can be used to block the effects of opioids. Properly used, it can be a lifesaver in cases of opioid overdose. The District shall maintain NARCAN or other opioid antagonist at each school in locked, secure locations to be administered to any student or staff member reasonably believed to be having a drug overdose. School nurses and other school personnel expected to provide emergency care in drug overdose situations shall be trained. The school nurse or other trained school personnel may utilize the school's supply of NARCAN, or similar opioid antagonist to respond to a drug overdose.

The school district will notify the parents/guardians of any student to whom NARCAN or other opioid antagonist has been administered. Parents who choose not to have an opioid antagonist administered to their student(s) must notify the district in writing. However, if their student is reasonably believed to be experiencing a drug overdose, parents will be notified by the school nurse as expeditiously as possible. In such situations, local medical services will be notified.

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

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.

MOCAP

Full-time Enrollment

Union Star R-2 District students will have the opportunity to participate in a Missouri Course Access and Virtual School Program as a full-time student as provided in the Policy/Regulation. For purposes of this policy, a full-time student is a student enrolled in six (6) credits per regular term. The district will, in good faith, collaborate with the parents/guardians of full-time virtual students, the virtual program and the Host District. Designated “Host Districts” for full-time virtual students will be responsible for enrolling, monitoring, reporting, disenrolling, if required, full-time virtual District students. The district will not play any significant role in these decisions, and the student will no longer be a student of the Union Star R-2 District.

Part-time Enrollment

The district will participate in the Missouri Course Access and Virtual School Program. The Program offers District students the opportunity to enroll in virtual school courses in a variety of grade level and content areas from kindergarten through grade 12. The district may elect to offer specific courses as part of the program.

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 determined 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 Routes

If you know your child will not be riding any one morning, please notify the Union Star School 816-593-2294, **the day before**, if possible. 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, Union Star School Bus policy is that parents will need to call **816-593-2294** to reestablish ridership.

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 may be 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 temperatures below 35 degrees, or a wind chill below 20 degrees prohibits students from being outside safely.

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

Percent	Letter Grade	Honor Roll Points
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 kindergarten. Letter grades begin in the 1st 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.

Reading Success Plan

Early literacy education is critical to a student's long-term academic success. Therefore, it is important to identify students who have a substantial reading deficiency or are at risk for reading disabilities, such as dyslexia, as early as possible. Early identification allows educators to provide instructional support targeted to individual student needs, to monitor student progress and response to instruction over time, and to adjust instruction as needed.

A Reading Success Plan (RSP) is a well-developed and defined plan to support students who exhibit a substantial deficiency in reading. Missouri legislation (Section 167.645, RSMo) specifically addresses student literacy and lists the requirements of an RSP. The development of an RSP includes the process of gathering and analyzing student data, determining if a student has a substantial reading deficiency (SRD), using data to set student growth goals, and assessing whether students meet those goals at the end of instruction. Students who receive an RSP must have evidence-based intervention reading instruction that is grounded in the science of reading.

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 at the end of the 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, 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 birthday 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 amounts, feel free to contact the school office for prices. Should your child's breakfast and lunch account balance become a negative $5.00 your child will be given an alternative meal with milk for lunch and breakfast until the balance is sufficient. **Additionally, possible loss of extracurricular activities at the administration's discretion.** Students are to turn in their breakfast/lunch money to their first hour teacher. The students are responsible for placing their money in an envelope with the student's name, Lumen ID number, the amount, the student's grade, and specify that it is for lunch/breakfast. Failure to turn in your lunch money by first hour will result in students with delinquent balances to be served an alternative meal, which includes a milk that will be charged to the student's balance. **Exceptions to this policy are only made by the administration.**

Meal account balance letters are emailed weekly to parent/guardians. 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 located on the Lumen Parent Portal or **parents can request a paper copy to be sent home with their student.** 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. It is important to notify the office immediately if any change in your application occurs. All families are encouraged to apply for free/reduced meals and may reapply at any time during the school year if changes occur.

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 admin, paraprofessionals, the counselor, support staff, or PTO volunteers. These parties have included such things as: skating, movies, or free gym.

Personal Safety and System Security

Students will be provided training on appropriate online behavior including interacting with other individuals on social networking sites and the dangers of sharing personal information. The district will also instruct students about the dangers of inappropriate use of the internet and dangers of sexual predators. Students will learn about how to make sure passwords are secure and not given out to others.

Internet Usage (R6320)

Personal Responsibility

Access to electronic research requires students and employees to maintain consistently high levels of personal responsibility. The existing rules found in the District's Behavioral Expectations policy (Board Policy/Regulation 2610) as well as employee handbooks clearly apply to students and employees conducting electronic research or communication.

One fundamental need for acceptable student and employee use of District electronic resources is respect for, and protection of, password/account code security, as well as restricted databases files, and information banks. Personal passwords/account codes may be created to protect students and employees utilizing electronic resources to conduct research or complete work.

These passwords/account codes shall not be shared with others; nor shall students or employees use another party's password except in the authorized maintenance and monitoring of the network. The maintenance of strict control of passwords/account codes protects employees and students from wrongful accusation of misuse of electronic resources or violation of District policy, state, or federal law. Students or employees who misuse electronic resources or who violate laws will be disciplined at a level appropriate to the seriousness of the misuse.

Acceptable Use

The use of the District technology and electronic resources is a privilege, which may be revoked at any time. Staff and students are only allowed to conduct electronic network-based activities which are classroom or workplace related. Behaviors which shall result in revocation of access shall include, but will not be limited to: damage to or theft of system hardware or software; alteration of system hardware or software; placement of unlawful information, computer viruses or harmful programs on, or through the computer system; entry into restricted information on systems or network files in violation of password/account code restrictions; violation of other users' rights to privacy; unauthorized disclosure, use or dissemination of personal information regarding minors; using another person's name/password/account to send or receive messages on the network; sending or receiving personal messages on the network; and use of the network for personal gain, commercial purposes, or to engage in political activity.

Students and employees may not claim personal copyright privileges over files, data or materials developed in the scope of their employment, nor may students or employees use copyrighted materials without the permission of the copyright holder. The Internet allows access to a wide variety of media. Even though it is possible to download most of these materials, students and staff shall not create or maintain archival copies of these materials unless the source indicates that the materials are in the public domain. Access to electronic mail (E-mail) is a privilege and designed to assist students and employees in the acquisition of knowledge and in efficiently communicating with others. The District E-mail system is designed solely for educational and work related purposes. ***E-mail files are subject to review by District and school personnel***. Chain letters, "chat rooms" or Multiple User Dimensions (MUDs) are not allowed, with the exception of those bulletin boards or "chat" groups that are created by teachers for specific instructional purposes or employees for specific work related communication.

Students or employees who engage in "hacking" are subject to loss of privileges and District discipline, as well as the enforcement of any District policy, state and/or federal laws that may have been violated. Hacking may be described as the unauthorized review, duplication, dissemination, removal, damage, or alteration of files, passwords, computer systems, or programs, or other property of the District, a business, or any other governmental agency obtained through unauthorized means. To the maximum extent permitted by law, students and employees are not permitted to obtain, download, view or otherwise gain access to "inappropriate matter" which includes materials that may be deemed inappropriate to minors, unlawful, abusive, obscene, pornographic, descriptive of destructive devices, or otherwise objectionable under current District policy or legal definitions. Similarly, the use of any District computer to access sites which allow the user to conceal their objective of accessing inappropriate material is not permitted.

The District and school administration reserve the right to remove files, limit, or deny access, and refer staff or students violating the Board policy to appropriate authorities or for other disciplinary action.

Internet Access

In compliance with the Children's Internet Protection Act ("CIPA"), 47 U.S.C. § 254, the District uses technological devices designed to filter and block the use of any District computer with Internet access to retrieve or transmit any visual depictions that are obscene, child pornography, or "harmful to minors" as defined by CIPA and material which is otherwise inappropriate for District students.

Due to the dynamic nature of the Internet, sometimes Internet websites and web material that do not fall into these categories are blocked by the filter. In the event that a District student or employee feels that a website or web content has been improperly blocked by the District's filter and this website or web content is appropriate for access by District students, the process described below should be followed:

1. Follow the process prompted by the District's filtering software (or to remain anonymous, log in under log in name:
   123anonymous) and submit an electronic request for access to a website, or:
2. Submit a request, whether anonymous or otherwise, to the District's Superintendent/the Superintendent's designee.
3. Requests for access shall be granted or denied within three days. If a request was submitted anonymously, persons should either attempt to access the website requested after three days or log back in at 123anonymous to see the status of the request.
4. Appeal of the decision to grant or deny access to a website may be made in writing to the Board of Education. Persons who wish to remain anonymous may mail an anonymous request for review to the Board of Education at the School District's Central Office, stating the website that they would like to access and providing any additional detail the person wishes to disclose.
5. In case of an appeal, the Board of Education will review the contested material and make a determination.
6. Material subject to the complaint will not be unblocked pending this review process.

In the event that a District student or employee feels that a website or web content that is available to District students through District Internet access is obscene, child pornography, or "harmful to minors" as defined by CIPA or material which is otherwise inappropriate for District students, the process described set forth in Regulation 6241 should be followed.

Adult users of a District computer with Internet access may request that the "technology protection measures" be temporarily disabled by the chief building administrator of the building in which the computer is located for lawful purposes not otherwise inconsistent with this Policy.

Privileges

The use of District technology and electronic resources is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. The password/account code may be suspended or closed upon the finding of user misuse of the technology system or its resources.

Network Etiquette and Privacy

Students and employees are expected to abide by the generally accepted rules of electronic network etiquette. These include, but are not limited to, the following:

1. System users are expected to be polite. They may not send abusive, insulting, harassing, or threatening messages to others.
2. System users are expected to use appropriate language; language that uses vulgarities or obscenities, libels others, or uses other inappropriate references is prohibited.
3.. System users may not reveal their personal addresses, their telephone numbers or the addresses or telephone numbers of students, employees, or other individuals during E-mail transmissions.
4. System users may not use the District's electronic network in such a manner that would damage, disrupt, or prohibit the use of the network by other users.
5. System users should assume that all communications and information is public when transmitted via the network and may be viewed by other users. The system administrators may access and read E-mail on a random basis.
6. Use of the District's electronic network for unlawful purposes will not be tolerated and is prohibited.

Services

While the District is providing access to electronic resources, it makes no warranties, whether expressed or implied, for these services. The District may not be held responsible for any damages including loss of data as a result of delays, non-delivery or service interruptions caused by the information system or the user's errors or omissions. The use or distribution of any information that is obtained through the information system is at the user's own risk. The District specifically denies any responsibility for the accuracy of information obtained through Internet services.

Security

The Board recognizes that security on the District's electronic network is an extremely high priority. Security poses challenges for collective and individual users. Any intrusion into secure areas by those not permitted such privileges creates a risk for all users of the information system.

The account codes/passwords provided to each user are intended for the exclusive use of that person. Any problems, which arise from the user sharing his/her account code/password, are the responsibility of the account holder. Any misuse may result in the suspension or revocation of account privileges. The use of an account by someone other than the registered holder will be grounds for loss of access privileges to the information system.

Users are required to report immediately any abnormality in the system as soon as they observe it. Abnormalities should be reported to the classroom teacher or system administrator.

The District shall use filtering, blocking or other technology to protect students and staff from accessing internet sites that contain visual depictions that are obscene, child pornography or harmful to minors. The District shall comply with the applicable provisions of the Children's Internet Protection Act (CIPA), and the Neighborhood Internet Protection Act (NCIPA).

Vandalism of the Electronic Network or Technology System

Vandalism is defined as any malicious attempt to alter, harm, or destroy equipment or data of another user, the District information service, or the other networks that are connected to the Internet. This includes, but is not limited to the uploading or the creation of computer viruses, the alteration of data, or the theft of restricted information. Any vandalism of the District electronic network or technology system will result in the immediate loss of computer service, disciplinary action and, if appropriate, referral to law enforcement officials.

Consequences

The consequences for violating the District's Acceptable Use Policy include, but are not limited to, one or more of the following:

1. Suspension of District Network privileges;
2. Revocation of Network privileges;
3. Suspension of Internet access;
4. Revocation of Internet access;
5. Suspension of computer access;
6. Revocation of computer access;
7. School suspension;
8. Expulsion; or
9. Employee disciplinary action up to and including dismissal.

Be One of the S.T.A.R.R.S.

Students That Are Respectful, Responsible, & Safe

Be Respectful ★ Be Responsible ★ Be Safe

PBIS (POSIIVE BEHAVIOR INTERVENTIONS AND SUPPORT)

Positive Behavior Interventions and Support (PBIS) is the basis 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 with passing out STARRS Bucks along with helping at the STARRS Store.

Union Star ***Positive*** Behavior Expectations

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

	All Settings	**Classroom**	**Hallways**	**Cafeteria**	**Restroom**	**Recreation Areas** **Recess/Playground** **Gym**	**School Events** **Assemblies, Programs, Games**	**Bus**
Be Respectful	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
Be Responsible	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 price Be a good and helpful host Make prior arrangements for transportation Keep track of all belongings	Keep track of your belongings Only water
Be Safe	KAHFAOOTY Follow emergency procedures Stay in supervised areas Go directly to your destination	Follow classroom riles 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

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 only be able to earn 50% credit for the work that was scheduled during the time missed due to suspension.

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, 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, https://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 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 from 7:30 a.m. to 3:15 p.m. 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. **(See next page for 3rd offense.)**
    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. **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*.

18. **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*.

19. **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*.

20. **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*.

21. **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.

22. **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.

23. **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.

24. **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.

25. **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*.

26. **Terroristic Threats & School Safety** – A person commits the offense of making a terroristic threat if they communicate a threat to cause death or nearly any incident involving serious physical injury or substantial property damage, with the intent to: Frighten or intimidate ten or more people; Cause an evacuation of a school building, school bus, or any school-sanctioned event; Cause a localized panic or disrupt school activities; or Cause reckless disregard for the risk of causing such evacuation or panic.

    This policy applies to threats made: On School Property: During school hours or at any time; At School-Sponsored Events: Regardless of location (e.g., away games, field trips); or Via Technology: Including emails, text messages, social media posts, or any digital platform, whether initiated on or off-campus, if the threat disrupts the educational environment.
    Any student, staff member, or community member who becomes aware of a threat—whether verbal, written, or digital—must report it immediately to: The Building Principal or Lead Administrator, A School Resource Officer (SRO) or local law enforcement, or The District Safety Coordinator. Anonymous reporting via the district's designated safety tip line is also available, though direct reporting is encouraged for immediate verification.
    Upon receiving a report, the administration will determine the imminence of the threat. If necessary, the school will initiate lockdown or evacuation protocols. All credible threats will be reported to local law enforcement for investigation and potential criminal charges. A multidisciplinary team will evaluate the student’s intent and capacity to carry out the threat.

Violations of this policy are considered Category I Infractions and may result in the following:

Suspension/Expulsion: An immediate 10-day out-of-school suspension with a recommendation to the Superintendent for long-term suspension or expulsion.
Legal Action: The district will cooperate fully with the prosecutor's office for charges under Missouri law (ranging from Class E to Class C Felonies depending on the severity).
Restitution: The district may seek financial restitution for costs associated with evacuations, emergency response, and property damage.

A permanent record of the threat and the resulting disciplinary action will be placed in the student's cumulative file as required by Missouri's "Safe Schools Act."

27. **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.

28. **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.
a. 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.

29. **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.

30. **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	Complaints filed with the Department
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)?	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 non-public 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.

Programs include* Tdk *I.* A, *B C,* *O, Title tI,* ***Title Iit Title IV.A, Title V **Revised 4/17**
In compliance with ESSA Title VIP- Port C. Sec. 8304(a)(3)(C)

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

Parent & Community Guidelines for Use of Electronic/ Social Media

Parents experiencing concerns with their students' education, the environment of the school, school sponsored activities and/or interactions with a staff member are encouraged to speak to the school administration before turning to outside sources for resolution.

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.

Student Educational Records

A cumulative educational record shall be maintained for each student from his/her entrance into school through the last date of attendance or through graduation, whichever occurs first. Each student's educational record will include information required by state and federal statutes, regulations or agencies and shall include other information considered necessary by school officials.

The District will comply with the mandates of the Family Educational Rights and Privacy Act (FERPA) and the Safe Schools Act regarding confidentiality of student records and disclosure of personally identifiable information.

The parents/guardians of students who are attending or have attended the District's schools have the right to inspect and review the educational records of their students and to request amendment of their students' educational records. The District has adopted procedures (Regulation 2400) for the granting of parental requests for access to the educational records of their students within a reasonable period of time, but in no case more than forty-five (45) days after the request is made.

All information contained in a student's educational record, except information designated as directory information by the District, shall be confidential and shall be directly accessible only to school officials who demonstrate a legitimate educational interest in the student's records and to parents/guardians or eligible students.

Upon request by military recruiters or an institution of higher learning, the District will provide students' names, addresses and telephone listings. Parents will be notified annually of their right to individually request that such information not be released without prior parental consent. Military recruiters will be provided the same access to students as is given to institutions of higher learning.

IDEA

It is the policy of the District to provide a free appropriate public education to all public-school students with disabilities. Students with disabilities are defined as those students who have one of the categorical disabilities as enumerated in the Missouri State Plan for Part B of the Individuals with Disabilities Education Act (IDEA) and who are in need of special education services or who have a mental or physical impairment that substantially limits one or more major life activities as defined by Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act. The District will provide special education and/or other services to students with disabilities in accordance with applicable law, including the IDEA, and its amendments, Section 504 of Rehabilitation Act of 1973, 162.670-.995, RSMo., and Missouri's State Plan for Part B of the IDEA. For appeal procedures and information as to where to obtain a copy of the District's 504 Procedural Safeguards regarding identification, evaluation, or educational placement of a student under Section 504, refer to Regulation 2110 - Equal Education Opportunity.

To obtain a copy of the District's IDEA procedural safeguards, including appeal procedures, please contact Sherri Miller at smiller@usr2.com.

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:OOam-4:OOpm. This notice will be provided in native languages as appropriate.

Notice of Nondiscrimination

Students, parents of elementary and secondary school students, employees, applicants for admission and employment and sources of referral of applicants for admission and employment with Union Star RII School District are hereby notified that the District is committed to maintaining an educational and workplace environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities, and facilities. See Board Policy 1300. The district will meet the educational needs of homeless, migratory, and ELL students and they will not be discriminated against.

Any person having inquiries concerning Union Star R-II School District's compliance with the regulations implementing these Prohibitions is directed to contact Matt Pearl, Title IX, and Section 504 Coordinator, 816-593-2294, who has been designated to coordinate Union Star R-II School District's efforts to comply with the regulations implementing Title IX and Section 504.

Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding Union Star R-II School District's compliance with the regulations implementing Title IX or Section 504. Union Star R-II School District is an ADA accessible and compliant building.

Drug-Free Schools

Pursuant to requirements of the 1989 amendments of the Drug-Free Schools and Communities Act and to the requirements of the Safe Schools Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, the District shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students from early childhood level through grade twelve (12). (See also Policy 6130 - Drug Education.) Such programs will address the legal, social and health consequences of drug and alcohol use, and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

The district shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs to avoid suspension or expulsion if they are found to be in violation of this policy. All parents/guardians and students shall annually be provided with a copy of this policy.

The District certifies that it has adopted and implemented the drug prevention program described in this policy in the form required by the Department of Elementary and Secondary Education or the United States Department of Education. The District conducts a biennial review of such program to determine its effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced.

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