



Union Middle School Handbook

2025-2026 School Year



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Principal's Welcome -

Welcome to Union Middle School! As we look forward to the excitement of the 2025-2026 school year, I am eager to collaborate with all students, faculty, and parents to facilitate a year full of growth, community, and success.

At UMS, our aim is to establish an environment where every student can thrive, both academically and personally. We believe in empowering our students to shoulder increasing responsibilities and actively participate in their educational journey. We believe education is a partnership between home and school. Any partnership requires adequate communication to succeed, and this booklet is a major piece in the communication chain linking the UMS partners. This handbook serves as a tool to navigate through our school's expectations and offerings, ensuring that collectively, we can deliver a positive and enriching experience for all at Union Middle School.

Our committed staff is dedicated to delivering the highest quality of education to our students, in a safe environment. With your support and collaboration, we are confident in our ability to create a positive learning environment where every student can flourish.

I strongly encourage our students to get involved in the student organizations that UMS has to offer. I also urge students to embrace challenges, give their best effort, and uphold high standards for themselves. Student perseverance paves the way to success, and at UMS, we are ready to assist our students every step of the way.

On behalf of the Union Middle School faculty and staff, I wish you a fantastic 2025-2026 school year!

Zach Hoffman
Principal

Building Mission and Vision -

The mission of the Union R-XI School District is to provide an excellent education to all of our students by setting high standards in achievement, providing excellent faculty and staff, promoting community support, and providing appropriate technology.

Union Middle School's Mission Statement is:

Committed to Success

Our vision statement is:

UMS, meeting every student where they are and moving them forward with the full implementation of an effective RTI (Response to Intervention) program addressing all students with interventions and enrichment.

Union Middle School Commitment to Learning

The UMS Staff is committed to helping all students learn. We believe students should be allowed to demonstrate their understanding of classroom learning standards and have grades reflect students' knowledge of those standards. We believe students should be held accountable for their work. Our goal is to help students develop skills needed for success now and in the future.

Formative Assessment Process

What are Formative Assessments?

Formative assessments are used to measure the current level of student understanding leading up to the unit summative. These may include but are not restricted to the following:

- Classroom Assignments, Practice Problems, and Homework
- Quizzes
- Labs
- Speeches/Presentations/Performances
- Projects
- Research Papers

Students are expected to turn in the assignment(s) on the due date communicated by the teacher. Extensions or alternative assignments may be granted at teachers' discretion.

Any Formative Assessment in the list above can be corrected as part of the relearn/retake process after communicating with the teacher.

Any assignment listed in the categories above submitted after the determined due date will be considered missing and subject to the following penalties.

6th Grade:

- All assignments/assessments must be submitted by the end of the quarter in which they are assigned. Any work not turned in by the quarter's end will remain a zero in Infinite Campus and will not be eligible for credit.
- Students who accumulate **five or more missing assignments** in any individual class will receive an office referral for *Excessive Missing Assignments*. This referral serves as a structured intervention to address academic responsibility and provide support for completing missing work.

7th Grade:

Students are expected to complete and submit assignments within the same half of the term in which they were assigned.

- Assignments given during the first half of the term must be submitted by the midterm deadline.
- Assignments given during the second half must be submitted by the end of the quarter.
- Any assignments not submitted by the appropriate deadline will remain a zero in Infinite Campus and will not be eligible for credit.
- Students who accumulate **five or more missing assignments** in any individual class will receive an office referral for *Excessive Missing Assignments*. This referral serves as a structured intervention to address academic responsibility and provide support for completing missing work.

8th Grade:

- All assigned work must be submitted within **10 school days** of the original due date. After this window has passed, any unsubmitted assignment will be recorded as a zero in Infinite Campus and will not be eligible for credit.
- Students who accumulate **five or more missing assignments** in any individual class will receive an office referral for *Excessive Missing Assignments*. This referral serves as a structured intervention to address academic responsibility and provide support for completing missing work.

Summative Assessment Process

What are Summative Assessments? Summative assessments are used to evaluate student learning, skill acquisition, and academic achievement at the conclusion of a defined instructional period (unit, module, chapter, etc).

Summative Assessment Rerearn/Retake Process

At Union Middle School, student learning is our top priority. As part of our commitment to growth and mastery, retakes will be offered on all summative assessments.

The reassessment process is designed to empower students by providing an opportunity to rerearn content and demonstrate improved understanding. We recognize that outside factors can impact assessment performance, and we believe every student deserves a chance to succeed under a structured and supportive plan.

Retake opportunities will follow a clearly defined process to ensure accountability, reflection, and targeted rerearning before reassessment.

The teacher will establish a retake process to ensure a student learns the material and improve their understanding. Some basic guidelines are below:

- The student must first initiate communication with the appropriate teacher after receiving the assessment feedback.
- The student and the teacher will discuss the individualized Retake/Rerearn plan and decide on a re-test date and time (RTI, Advisory, Before, and After School).
- A student must have no missing work for the assessment learning period to do a retake. In addition, missing work does not have to count for a score in the grade book but still must be done BEFORE a retake is allowed.

The following guidelines are used for each grade level when implementing and using the Retake Process.

6th Grade: The retake process must be completed by the end of the quarter in which the original assessment was given. Teachers may use their professional discretion to extend retake opportunities beyond this deadline on a case-by-case basis.

7th Grade: Students must complete the retake process within the same half of the term in which the original assessment was given.

- Assessments given during the first half of the term must be retaken by the midterm deadline.
- Assessments given during the second half must be retaken by the end of the quarter.

After these deadlines, retakes will no longer be available. However, teachers may use their professional discretion to extend retake opportunities on a case-by-case basis.

8th Grade: The retake process must be completed within 10 school days of receiving the initial feedback or score on the assessment. Teachers may use their professional discretion to extend this 10-day window if appropriate.

Additional Considerations for the Retake Process:

- If a student is consistently retaking assessments, the teacher will meet with the student to determine next steps for improving learning after the initial retake.
- If a student struggles with only a specific portion of an assessment, the teacher may allow the student to retake just that portion rather than the entire assessment.
- Teachers may choose to provide an alternative version of the original assessment, provided it measures the same standards. Retake assessments must not be designed to be punitive in nature.

Union R-XI School District Board of Education & District Administration

Board of Education

Dr. Virgil Weideman - President
Mrs. Karen Tucker - Vice President
Mr. Matthew Borgmann
Mrs. Christy Eads
Mr. Ben Fox
Mrs. Amy Hall
Mr. Rick Neace

Administrative Staff

Dr. Mike Mabe, Superintendent
Dr. Kendra Fennessey, Assistant Superintendent
Dr. Dan Kania, Assistant Superintendent
Dr. Justin Tarte, Executive Director of Human Resources
Ms. Michelle Fink, Director of Finance
Mrs. Amy Orscheln, Director of Special Education
Mr. Josh Hall, Principal
Mrs. Markie Lampkin, Associate Principal
Mrs. Bridget Klenke, Assistant Principal
Mr. Pat Rapert, Director of Activities
Mr. Zach Hoffman, Principal
Mr. Jordan Mehl, Assistant Principal
Mr. Nick Kelley, Assistant Principal
Mr. Rob Rogers, Principal
Mrs. Jess Toelke, Assistant Principal
Mr. Ryan Klein, Principal
Mrs. Ashley Smith, Assistant Principal
Mrs. Claire Heaton, Principal
Mrs. Jodie Schatz, Assistant Principal
Mr. Dustin Bailey, Student Services Coordinator
Mrs. Sally Phillips, Early Childhood SPED Coordinator
Mrs. Amanda Sullivan, Student Information Data Specialist
Mrs. Kristi Gerling, Director of Health & Education Services
Mr. Brian Baeres, Director of Maintenance & Custodial
Mr. Josh Broeker, Assistant Director of Maintenance & Safety
Mr. Matt Jones, Director of Technology
Mr. Bob Vondera, Director of Transportation

Location

Administrative Office
Administrative Office
Administrative Office
Administrative Office
Administrative Office
WRC
High School
High School
High School
High School
Middle School
Middle School
Middle School
Beaufort Elementary
Beaufort Elementary
Prairie Dell Elementary
Prairie Dell Elementary
Central Elementary
Central Elementary
WRC
ECC
Administrative Office
High School
District Maintenance
District Maintenance
District Technology
District Transportation

Important Phone Numbers

District Administration Office	636-583-8626
First Student/District Transportation	636-239-1429/636-583-1203
Food Service	636-583-5840
Maintenance Shop	636-583-2432
Support Services & Resource Center	636-584-0157
Early Childhood & Parents As Teachers	636-583-1202
Beaufort Elementary	636-583-7744
Central Elementary	636-583-3152
Prairie Dell Elementary	636-583-1200
Union Middle School	636-583-5855
Union High School	636-583-2513

Central Office: Who is doing what?

21 Progress Parkway, Union, MO 63084
636-583-8626

Dr. Mike Mabe, Superintendent
Dr. Kendra Fennessey, Assistant Superintendent
Dr. Dan Kania, Assistant Superintendent
Dr. Justin Tarte, Executive Director of Human Resources

Administrative Office
Administrative Office
Administrative Office
Administrative Office

Central Office Job Duties:**Michelle Fink - Director of Finance ext. 1906**

Budget
Finance
Audit
SISFIN administrator

Lauren Brake - Board Secretary and District Data Coordinator ext. 1901

Board Secretary
Certification
Core Data/MOSIS
Campus support

Angela Pyatt - Payroll and Retirement Specialist ext. 1916

Payroll
Retirement (PSRS & PEERS)
403B retirement plans

Tessa Stowe - Benefits Specialist ext. 1914

Health insurance
Employee leave including FMLA
Employee or retiree benefits and options
Worker's Compensation

Nickie Voss - Human Resources Specialist ext. 1903

Job postings, interviewing and new hire process
Board Policy
TimeClock
Background checks
Frontline and substitute teachers

Rose Voss - Accounts Payable Specialist ext. 1904

Bills and invoices
Expense checks
Purchase orders

UNION R-XI SCHOOL DISTRICT | 2025-2026

BOE approved: 11/20/2024

JULY '25						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

4 Independence Day

JANUARY '26						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1 No School - New Year's Day
2 No School - PD Day
5 Students Return
19 No School - M.L.K Day

AUGUST '25						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

12-15 PD Days
18 1st Day Students

FEBRUARY '26						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

16 No School - Pres. Day

SEPTEMBER '25						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1 No School - Labor Day

MARCH '26						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

10 3rd qtr - 45 days
13 No School - PD Day

OCTOBER '25						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

10 ½ day - Homecoming
16 1st qtr - 43 days
31 No School - Halloween

APRIL '26						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

3-10 No School - Easter Break

NOVEMBER '25						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

26-28 No School - Thanksgiving Break

MAY '26						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

21 Graduation
21 Last Day of School
21 4th qtr - 45 days, 90 sem
25 Memorial Day

DECEMBER '25						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

19 2nd qtr - 42 days, 85 sem
22-31 No School - Christmas Break

JUNE '26						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

19 No School - Juneteenth

School start times: K-5: 7:45-2:45; 6-12: 8:20-3:20 - Fridays dismiss one hour early

175 student days & 6 staff PD days

All weather days have been built in.

Board of Education Policy Statement

Many of the items of information included in this handbook are directly referenced from Board of Education policy. Because district policies are updated on a monthly basis and because our handbooks are updated on an annual basis, please be sure to check our Board of Education policies online to ensure you have the most up-to-date information.

Our most up-to-date Board of Education policies can be found here: <https://goo.gl/5JKIqK>



Union R-XI School District

Strategic Plan-On-A-Page



Vision

It is the vision of the Union R-XI School District to achieve academic excellence and make positive contributions to our community.

Mission

To prepare individual learners for success in life, the Union R-XI School District provides meaningful experiences in a safe and caring environment.

Values

W	Whole Child
I	Integrity
L	Leading & Serving
D	Dedication
C	Community
A	Accountability
T	Teamwork
S	Success

Strategic Focus Areas

Academics - Student Success
Business - Financial and Service Support
Community - Students, Staff, Parents, & Members

Principles of Learning

Leadership
Equity and Access
Data-Based Decision Making
Effective Teaching and Learning
Collaborative Culture and Climate
Alignment of Standards, Curriculum and Assessment

Academic Excellence. Positive Contributions.

FACULTY	POSITION	E-MAIL ADDRESS
Mr. Zach Hoffman	Principal	hoffmanz@unionrx.org
Mr. Nick Kelley	Assistant Principal/ISS	kelley@unionrx.org
Mr. Jordan Mehl	Assistant Principal	jordan.mehl@unionrx.org
Mrs. Vicki Terschlude	Secretary	terschlusev@unionrx.org
Mrs. Kris Ferris	Clerk	kristina.ferris@unionrx.org
Ms. Terri Becker	Guidance Counselor	beckert@unionrx.org
Mrs. Danielle Travis	Guidance Counselor	danielle.travis@unionrx.org
Mrs. Andrea Thomas	Speech-Language Pathologist	thomasa@unionrx.org
Ms. Sarah Schell	UMS Success Interventionist	schesa@unionrx.org
Mrs. Stacey Miller	Library Media Specialist	millers@unionrx.org
Officer Austin Vancil	School Resource Officer	austin.vancil@unionrx.org
Mrs. Jillian Thornton	School Nurse	jillian.thornton@unionrx.org
English Language Arts		
Mr. James Ratliff	8th Grade English	morgan.ratliff@unionrx.org
Mr. Nathan Manhart	8th Grade English	manhartn@unionrx.org
Mrs. Lisa Pohlmann	7th Grade English	lisa.pohlmann@unionrx.org
Mrs. Michelle Connor	7th Grade English	michelle.connor@unionrx.org
Mr. Justin Barringhaus	6th Grade English	justin.barringhaus@unionrx.org
Mrs. Courtney Lantrip	6th Grade English	courtney.lantrip@unionrx.org
Mathematics		
Mrs. Erin Gough	8th Grade Math	erin.gough@unionrx.org
Mr. Jordan Stapp	8th Grade Math	jordan.stapp@unionrx.org
Mrs. Katie Juergens	7th Grade Math	katie.juergens@unionrx.org
Mrs. Amy Polanowski	7th Grade Math	amy.polanowski@unionrx.org
Mrs. Michelle Allemann	6th Grade Math	allemannm@unionrx.org
Ms. Jillian Kliethermes	6th Grade Math	kliethermesj@unionrx.org
Science		
Mrs. Kristen Mills	8th Grade Science	kristen.mills@unionrx.org
Mrs. Lynne Krimmel	8th Grade Science	krimmell@unionrx.org
TBD	7th Grade Science	TBD
Mrs. Valerie Howland	7th Grade Science	howlandv@unionrx.org
Mrs. Miriah Hittler	6th Grade Science	miriah.hittler@unionrx.org
Mrs. Alexa Koelling	6th Grade Science	alexa.koelling@unionrx.org
Social Studies		
Mr. Bob Anders	8th Grade History	andersb@unionrx.org
Mr. Richard Cowan	8th Grade History	richard.cowan@unionrx.org
Mr. Seth Myers	7th Grade Geography	seth.myers@unionrx.org
Mr. Zachary Teems	7th Grade Geography	zachary.teems@unionrx.org
Mrs. Melanie Earney	6th Grade History	earneym@unionrx.org
Mrs. Jackie Vandiver	6th Grade History	vandiverj@unionrx.org
Reading		
Mrs. Chantele Adams	7th & 8th Grade Reading Specialist	chantele.adams@unionrx.org
Mrs. Carman Newman	6th & 7th Grade Reading Specialist	newmanc@unionrx.org
Electives		
Ms. Emily Ratcliff	7th Grade Art	emily.ratcliff@unionrx.org
Mrs. Tammy Davis	8th Grade FACS	davist@unionrx.org
Mr. Doug Rice	6th, 7th, 8th Grade Band	riced@unionrx.org
Mrs. Lindsey Riley	6th, 7th, 8th Grade Band/Choir	Lindsey.Riley@unionrx.org
Mr. Johnathan Daniels	6th & 7th, 8th Grade Band	Jonathan.Daniels@unionrx.org
Mrs. Cara Pier	8th Grade Career Explorations	pierc@unionrx.org
Mrs. Carman Newman	6th Grade Exploring Literature	newmanc@unionrx.org

Mrs. Alexa Koelling	6th Grade Exploring Literature	alexakoelling@unionrxi.org
Mr. James Ratliff	6th Grade Exploring Literature	morgan.ratliff@unionrxi.org
Mrs. Melanie Earney	6th Grade Project Based Numbers	earneym@unionrxi.org
Mrs. Joyce Rainwater	6th Grade Project Based Numbers	joyce.rainwater@unionrxi.org
Mrs. Courtney Lantrip	6th Grade Project Based Numbers	courtney.lantrip@unionrxi.org
Mrs. Joyce Rainwater	8th Grade Exploratory Ag	joyce.rainwater@unionrxi.org
Mrs. Lisa Mathes-Peters	6th, 7th & 8th Grade Health	petersl@unionrxi.org
Mrs. Emily Ratcliff	7th Grade Learning for Success	emily.ratcliff@unionrxi.org
Mrs. Tammy Davis	7th Grade Learning for Success	davist@unionrxi.org
Mrs. Kristen Mills	7th Grade Learning for Success	millsk@unionrxi.org
Mr. Richard Cowan	7th Grade Learning for Success	richard.cowan@unionrxi.org
Mr. Paul Brake	7th & 8th Grade P.E./Health	paul.brake@unionrxi.org
Ms. Jett Bouckaert	6th, 7th, 8th Grade P.E.	jett.bouckaert@unionrxi.org
Mr. Michael Juergens	6th, 7th, 8th Grade P.E.	michael.juergens@unionrxi.org
Mrs. Calista Patton	7th Grade PLTW/8th Grade Careers	calista.patton@unionrxi.org
Mrs. Michelle Connor	6th Grade Study Skills	michelle.connor@unionrxi.org
Mrs. Zach Teems	6th Grade Study Skills	zachary.teems@unionrxi.org
Mr. Seth Myers	6th Grade Study Skills	seth.myers@unionrxi.org
Mrs. Valerie Howland	6th Grade Study Skills	howlandv@unionrxi.org
Mrs. Sarah Buchheit	8th Grade Theater	sarah.buchheit@unionrxi.org
Special Education		
Mr. Kyle McGuire	Special Education Teacher	kyle.mcguire@unionrxi.org
Mrs. Traci Dewart	Special Education Teacher	traci.dewart@unionrxi.org
TBD	Special Education Teacher	TBD
Mrs. Lisa Robinson	Special Education Teacher	lisa.robinson@unionrxi.org
Mr. Matthew Dyson	Special Education Teacher	matthew.dyson@unionrxi.org
Mrs. Angela Smallwood	Special Education Teacher	angela.smallwood@unionrxi.org
Mrs. Julie Binsbacher	Special Education Para	binsj@unionrxi.org
Mrs. Nichole Smith	Special Education Para	smithn@unionrxi.org
Ms. Ashley Furey	Special Education Para	ashley.furey@unionrxi.org
Mrs. Tiffany Sullivan	Special Education Para	tiffany.sullivan@unionrxi.org
Mrs. Sara Hopper	Special Education Para	sara.hopper@unionrxi.org
Mr. Robert Jackson	ISS	robert.jackson@unionrxi.org
Mr. Zane Ward	OCS/OSS	zane.ward@unionrxi.org
Mr. Ryan Bobbitt	WEP	ryan.bobbitt@unionrxi.org
Mr. Dustin Bailey	Director of Student Services	baileyd@unionrxi.org
Mrs. Amy Orscheln	Director of Special Education	amy.orscheln@unionrxi.org

Union Middle School's Parent Teacher Organization

Objectives:

- To foster the welfare of the youth in our community.
- To bring about a better understanding between parents and teachers for the betterment of the education of the youth.
- To enlighten so as to secure for all youth the highest advantages in education.

UMS PTO:

- Organizes and runs the annual Union Middle School Craft Fair.
- Provides teachers with supplemental resources for their classrooms.
- Sponsors support for student incentive programs.
- Contributes to the betterment of the UMS facility.
- Supports teachers and administration in creating a positive learning environment for students.

Arrival and Dismissal Times and Procedures

UMS Arrival

The building will be opened each school day at 7:30 a.m. Please note, supervision is not provided before 7:30 a.m.

- **Students arriving at school before 8:10 a.m. will report to their designated waiting areas.**
- Designated waiting areas:
 - 6th and 7th grade will be in the gymnasium
 - 8th grade will be in the cafeteria
 - Students will remain in their designated waiting areas until dismissed by the teacher on duty at 8:10.
- **Students Entering the Building:**
 - All Students riding a bus will enter through the rear of the building, door #9.
 - Students being dropped off by car or walking:
 - 6th and 7th grade students should be dropped off in the circle drive at the southwest corner of campus across from the staff parking lot and enter through door #4 into the gym.
 - 8th grade students being dropped off by car or walking please use door #1 the main office door.
- ***Be courteous and pull as far around the circle drive as possible. Exercise patience and do not try to go around other cars dropping off students in the circle drive. Please be very careful driving in front of the building as students will be crossing streets around the building.***
- **Students arriving at school between 8:10 a.m. and 8:20 a.m.**
- All students arriving between 8:10 a.m. and 8:20 a.m. will enter through designated doors and proceed to their 1st period classroom.
- All students riding a bus will be dropped off and enter through the rear of the building.
- Students arriving by car or walking
 - 6th grade students should be dropped off in the circle drive at the southwest corner of campus across from the staff parking lot and enter through door #6.
 - 7th grade students should be dropped off in the circle drive at the southwest corner of campus across from the staff parking lot and enter through door #4, the gym doors.
 - 8th grade students should be dropped off at the front of the school, use door #1 the main office door.

Breakfast Opportunities

All students will be given the opportunity to eat breakfast at school. We will have grab and go breakfast stations set up where each grade level can access prior to their 1st period class.

UMS Dismissal

Students will be dismissed at 3:20 (on Fridays 2:20).

- Students that ride buses will exit through the rear of the building to the bus loading area.
- All other students who are walking or being picked up will exit to the front of the building.
 - Students being picked up, we ask that you do so through the new circle drive, the staff parking lot, or West End Avenue in the front of the middle school.
 - ***Be courteous and pull as far around the circle drive as possible. Exercise patience and do not try to go around other cars dropping off students in the circle drive. Please be very careful driving in front of the building as students will be crossing streets around the building.***
- **Thank you for helping us keep our students safe.**

2025-2026 Bell Schedule

Monday, Tuesday, Wednesday, Thursday Schedule

Release Bell - 8:10

Warning Bell - 8:15

1st Period - 8:20 - 9:10 (50 minutes)

2nd Period - 9:14 - 10:02 (48 minutes)

3rd Period - 10:06 - 10:54 (48 minutes)

4th Period Advisory - 10:58 - 11:28 (30 minutes)

5th Period with Lunch - 11:32 - 12:46 (74 minutes)

1st Lunch - 11:32 - 11:54 (22 minutes)

2nd Lunch - 11:58 - 12:20 (22 minutes)

3rd Lunch - 12:24 - 12:46 (22 minutes)

6th Period - 12:50 - 1:37 (47 minutes)

7th Period - 1:41 - 2:28 (47 minutes)

8th Period - 2:32 - 3:20 (48 minutes)

Friday/Early Release Schedule

Release Bell - 8:10

Warning Bell - 8:15

1st Period - 8:20 - 9:04 (44 minutes)

2nd Period - 9:08 - 9:52 (44 minutes)

3rd Period - 9:56 - 10:40 (44 minutes)

5th Period with Lunch - 10:44 - 11:58 (74 minutes)

1st Lunch - 10:44 - 11:06 (22 minutes)

2nd Lunch - 11:10 - 11:32 (22 minutes)

3rd Lunch - 11:36 - 11:58 (22 minutes)

6th Period - 12:02 - 12:45 (43 minutes)

7th Period - 12:49 - 1:32 (43 minutes)

8th Period - 1:36 - 2:20 (44 minutes)

Staff Development - 2:25 - 3:45 (80 minutes)

Change of Transportation

If there is a change in the way your child is going home parents are required to send in either a written note with a signature, a fax with a signature, an email, or PDF with a written signature. We must receive this change no less than 24 hours in advance. We do realize that there will be emergencies; however, these should be limited and will be handled on a case by case basis.

Child Custody

Union R-XI is utilizing the following procedures concerning child custody. Any questions concerning documents need to be directed to the school office. In order for a child not to be allowed to leave the school with the other parent, a custody paper, restraining order, or some other legal document should be in the child's folder at school. If a parent has such a document, it is important that the document or notarized copy be included in the child's school records. Legal opinion states that either parent has equal rights to the child unless one of the above mentioned legal documents has been issued.

Attendance

By ensuring your child is attending school each day, you not only increase his or her chances for success at school but also help them to develop a strong work ethic and sense of responsibility. When your child is absent, please call the school office before 10:00 a.m. If we haven't heard from you by then, you will receive a call home to verify your child's absence. Please give the secretary the student's name and the reason for the absence. It is the responsibility of the parent to contact the school anytime a child is absent. Repeated unexcused absences may also be referred to appropriate juvenile authorities. Anytime your child is absent due to a doctor's visit please turn in a doctor's note to the school office upon their return.

The goal is for each student to maintain at least 90% attendance throughout the school year. Falling below this level can negatively impact a student's academic progress and may be considered when making decisions regarding summer school placement and promotion or retention.

Make Up Work

If a student is absent, they are expected to be following their schedule and keeping up with classwork via Google Classroom.

Breakfast and Lunch Information

Meal prices shall be established annually by the board of education in accordance with law.

Unless meals are provided at no charge, the district expects students and employees to pay for meals prior to or at the time of receipt. The ability to charge meals is a privilege, not a right, and is subject to the limitations established in administrative procedures.

Breakfast KDG – 12th Grade \$2.20 / Extra Milk \$.60

Lunch KDG – 5th Grade \$3.30 / Extra Milk or Milk only purchases \$.60

Lunch 6th – 12th Grade \$3.55 / Extra Milk or Milk only purchases \$.60

A student may not accumulate more than ten unpaid meal charges. All charging will stop two weeks prior to the last day of school.

PURCHASING ALA CARTE—Snacks and drinks not offered on our breakfast or lunch menu. Students may not charge à la carte items. Students must have, regardless of eligibility, a positive balance to purchase ****No exceptions****. Students must check with the cashier to make sure they have money on their account before purchasing these items.

A student will not be denied a breakfast or lunch even if the student has past due charges.

Students will not be identified, singled out, shamed or punished by the district for the failure of their parents/guardians to pay for or provide meals, and the district will not withhold student records in violation of law.

Students are not allowed to purchase meals for other students at any time.

Depositing money and tracking your student lunch accounts:

1). Pay online through your Infinite Campus Parent Portal:

Go to the Menu

Click on food service, if you have more than one student it will bring up your student as a list. You can view your students' transactions by selecting view next to their name.

Click the Blue Pay Button. It will then allow you to insert the amount you would like to put on each of your student's accounts. Once you have put in the amounts click Add to Cart.

Click on your Cart to add Payment Method

Once you have entered your Payment Method you must click on the BLUE SAVE button or the transaction will not process.

Then you will finish the payment process by clicking the Blue Submit Payment button.

2). Check: Put the check in an envelope with the student's first and last name and what it is for. If you have more than one student at different buildings and wish to write one check for all, please include detailed instructions on how to divide the check amount per student in the envelope. There will be a \$10.00 charge for all returned checks.

3). Cash: (We prefer checks since cash cannot be tracked and verified) Put the cash in an envelope with the student's first and last name and what it is for.

Due to new requirements for students, All ADULTS will be expected to use the same guidelines. Thank you for your cooperation and understanding which will ensure the success of our district food service program.

Alternative Meals

A student who has accumulated ten unpaid meal charges and is still unable to pay for meals may be provided an alternative meal. Alternative meals will be on the regular serving line and will be available to all students as an alternative to the regular meal. If a student has been provided a regular meal, that meal will not be taken away from the student even if the student should have been provided an alternative meal due to unpaid meal charges.

Interventions

After a student accumulates five unpaid meal charges, the district will encourage the parents/guardians to submit an application for free and reduced-price meals if an application has not been recently submitted, and the student will be referred to a counselor for intervention. The counselor will:

Meet with the student to assess to the extent possible whether the student or the student's family is experiencing hardships, barriers or other circumstances with which the counselor could assist.

Make repeated attempts to contact the parents/guardians to notify them of the lunch charges, discuss the situation and any other concerns the counselor may have after meeting with the student, and resolve the situation.

Encourage the parents/guardians to submit the free and reduced-price meals application and inquire about any assistance that might be needed to complete the application.

Provide other resources as applicable.

District employees are mandated by the state of Missouri to report any instances of suspected abuse or neglect to the Children's Division (CD) of the Department of Social Services. District personnel will report to the CD any instance where a student's arrival at school with no provision for food leads to a reasonable cause to suspect neglect.

Working with Parents/Guardians

To ensure that parents/guardians have ample opportunity to resolve situations involving unpaid meal charges, the district will:

1). Provide timely notification to parents/guardians when account balances run low (when applicable) and each time their student charges a meal.

- 2). Invoice parents/guardians for unpaid meal charges during the district's monthly billing cycle, in addition to providing notification of outstanding balances by other means.
- 3). Work with parents/guardians to create a payment plan that allows for the payment of accumulated balances over time.

Delinquent Debt

Unpaid meal charges will be considered a delinquent debt 90 days after notice that charges are due when no payment or payment plan agreement has been made. Unpaid charges will be considered delinquent as long as the district determines the debt is collectible and efforts to collect the debt are ongoing. The district will make reasonable efforts to collect delinquent debt, including turning over unpaid meal charge balances to a collection agency when the superintendent or designee determines such action is in the best interest of the district. The district's Nonprofit School Food Services Account (NSFSA) funds may be used to cover the costs of reasonable efforts to collect delinquent debt, including costs associated with using a collection agency.

Nondiscrimination Statement and Complaint Process

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the district is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA. These programs include the National School Lunch Program, the Special Milk Program, the School Breakfast Program and the Summer Food Service Program.

All information the district uses to inform parents/guardians, students and the public about the district's food service program will include a nondiscrimination statement and information on how a complaint may be filed with the USDA.

Any person or representative alleging discrimination based on a prohibited basis has the right to file a complaint within 180 days of the alleged discriminatory action with the USDA Office of the Assistant Secretary for Civil Rights or the district's compliance officer listed in policy AC. Only the U.S. Secretary of Agriculture may extend the time for filing a complaint. Any person who files a complaint will be advised of the application of confidentiality laws, such as the Privacy Act of 1974.

District staff who receive a complaint alleging illegal discrimination in the district's nutrition program will forward the complaint to the district's compliance officer immediately. The compliance officer will note whether the allegation was made verbally or in person and will transcribe the complaint if it is not provided in writing. As required by the USDA, the compliance officer will forward the complaint to the USDA Office of the Assistant Secretary for Civil Rights immediately and will not first attempt to resolve the complaint prior to contacting the USDA.

Community Use of Food Service Facilities

Outside organizations that use food service facilities may be charged a fee in accordance with board policy. The food service director will ensure that supplies provided for the regular food service program, including USDA commodities, are not used by outside organizations.

Curriculum

Teachers follow the Union R-XI district approved curriculum in all areas related to instruction and student learning. Teachers that wish to use supplemental curriculum resources must gain approval from building and district administration. The special education needs of individual students are met through the coordinated efforts of building staff and district special education staff.

Grading System

6th grade - 12th grade

Letter symbols indicate a student's achievement and progress:

95 - 100 = A	87 - 89 = B+	80 - 82 = B	73 - 76 = C	67 - 69 = D+	60 - 62 = D-
90 - 94 = A-	83 - 86 = B	77 - 79 = C+	70 - 72 = C-	63 - 66 = D	50 - 59 = F

When grades are given, they are recorded through our student information data system. Quarterly grades are combined to form the semester grade, which is recorded on the child's permanent record. Parents may access their student's grades any time through the Infinite Campus parent portal.

Health Services

Parents are required to complete a health information form at the beginning of each school year. It is important for parents to notify the school of any health-related concerns of their children.

Missouri law requires that students be up-to-date on their immunizations. If a child's immunizations are not current, the parent will be notified and given sufficient time to correct the immunization. Should a student's immunizations not be brought up to requirements, the student will not be allowed to attend school until the correction is made. The following immunizations are required:

- 4+ (four) DTP - Last one after 4th birthday
- 3+ (three) Polio - Last one after 4th birthday
- 2 (two) MMR - Last one after 4th birthday
- 3+ (three) Hepatitis B
- 2 (two) Varicella (Chicken Pox) or proof of the disease
- 1 (one) Tdap - prior to starting 8th grade
- 2 (two) Meningococcal, one prior to starting 8th grade and the second prior to starting 12th grade

Treatment and Transportation

Each of our schools employ a full-time nurse to provide required student screening and emergency treatment of students. The school is not responsible for the cost of transportation to the hospital or for the costs of treatment at the hospital should that become necessary. Students will only be transported with permission or in a life-threatening situation.

Head Lice

Please refer to the Union R-XI Board Procedure [JHC-AP \(2\)](#) for the complete policy and regulation.

Medications at School

Any medication that a child must take at school must be transported to and from school by an adult per school policy. All medication should be brought to school in its original bottle or package. Medication must also be accompanied by written instructions signed by the parent/guardian. The instructions shall include the child's name, name of medication, dosage, purpose of the medication, date prescribed if it is a prescription drug, time to be given, any indicated side effects, and when the medication should be stopped. Any medication administered at school also requires parents to fill out the school's form to ensure proper administration. In order to obtain this form please contact the school nurse or office. All medicine will be locked in the nurse's office. Medicine will only be given by the nurse or other trained designated person. All prescription medications will be administered per doctor's order. If emergency medication must be in the student's possession (i.e. allergy or asthma, etc.), a note from the parents and physician must be on file. Medications include items as simple cough drops. We will follow dosage instructions per age on over the counter medications unless a doctor's order is received.

Illness and Routine Care

Students who become ill during the school day should be picked up by a parent or person authorized by the parent. Names and phone numbers in each student's file should be kept current at all times. Students should be excluded from school attendance who have the following:

- Temperature above 99.8 (nurse's discretion)
- Vomiting
- Diarrhea
- Conjunctivitis (pink eye)
- Chicken pox
- Severe sore throat
- Unidentified rash, or rashes such as measles, impetigo, scabies, and ringworm of the scalp
- Head lice
- Any student sent home from school with a temperature of 100 or higher, vomiting or diarrhea must be fever-free and symptom-free for 24 hours without the assistance of medication before returning to school

Emergency Information

Emergency drills and procedures have been established for the school and will be practiced periodically. As a district we have implemented a Standard Response Protocol. For more information please visit: <https://iloveguys.org/>

School Closing Information

From time to time, schools are forced to cancel classes due to inclement weather. The district will use a mass parent notification system to alert parents. The Union R-XI School District also announces school cancellations over various media outlets (news stations, social media outlets, radio stations, etc). School cancellation decisions are not made lightly. School officials travel the roadways, discuss road conditions, and are attentive to weather conditions when making such decisions. In order to timely announce such cancellations, the district attempts to make cancellation announcements as early as possible. Patrons are urged to discuss plans and provisions for the supervision of their children as necessary should the school district dismiss or cancel classes for any reason.

School Volunteers

A district policy exists for all types of school volunteers. Background checks/names searches for different types of volunteer activities are necessary. Please see the district website for these guidelines. Information is always available in the office if you are unsure of a volunteer situation. It is important to allow four weeks or more for this process to be completed to be an approved volunteer for specific school functions. If you have any questions regarding these procedures, please contact your child's school office.

Lost and Found

Our school maintains a lost and found area. All items that we find are put in the lost and found. Parents are urged to write their student's name in their lunch boxes, jackets, coats, and backpacks. Students should check the lost and found area frequently, as we will periodically donate unclaimed items to a charitable organization.

Participation in School Activities

All students who represent the school in activities must be in at least half day attendance on the day of the activity. Students who have been unable to schedule dentist or doctor appointments on another day may be excused from this policy as long as they provide the principal with a written doctor's note releasing them to participate. Students who do not attend school on the day of an after school event are not allowed to attend the event. This includes being a spectator at sporting events.

School Guidance Program

Counseling service is available to all students. The counselor's purpose is to help students, teachers, and parents in understanding the student's ability and achievement levels. Both students and parents should feel free to consult with the counselor about classroom concerns, plans and decisions, or personal problems. The counselor will also assist parents in arranging conferences with teachers. Students may be referred to the counselor by themselves, parents, teachers, other students, or administrators. The counselor may request conferences with students about matters of general interest. Students are encouraged to become acquainted with the counselor.

Student Discipline

We believe each child is a unique individual who deserves to be treated with dignity and respect. Discipline imposed by the school should be directed toward helping children learn to make decisions about their behavior that will help them develop into productive members of society. We believe that an orderly school environment is necessary for effective learning to take place. All children have the right to the opportunity to learn in an environment that is pleasant and conducive to learning. In order to maintain that learning environment, all children must accept responsibility for their own behavior.

We believe the development of self-discipline is an essential part of each child's education. We believe all children need to know the guidelines of acceptable behavior. It is up to the school staff to establish those guidelines and make sure the children recognize and understand them. We believe that when children know and understand our expectations, they are likely to behave in an acceptable manner. Expectations and consequences will be communicated to the children. Particular emphasis will be placed on positive behavior and encouraged in all areas throughout the year.

Since district policies are updated on a monthly basis and our handbooks are updated on an annual basis, we encourage families to access our policies online to ensure the most up-to-date information: <https://goo.gl/5JKIqK>

Reporting Bullying\Harassment

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

UMS Bullying and Harassment Form

After-School Detention Guidelines:

After-School Detention begins immediately at 3:20 p.m.

Students must be in the room and in their seat when the bell rings.

Students must bring enough school work for the detention period. Doing homework or reading a library book will be the only activities allowed during detention. Reading magazines, drawing pictures, writing letters, or using phones will not be permitted. If a student fails to bring work, the supervisor may give the student an alternative work assignment.

All school rules apply during detention. Misbehavior in detention will result in one of the following:

Additional Detention, In-School Suspension, or Out-of-School Suspension.

Detention is dismissed at 4:00 p.m. Students should be picked up promptly.

GENERAL EXPECTATIONS

Food and Beverages

To help maintain a clean and safe learning environment, the following guidelines regarding food and beverages are in place:

- Students are not permitted to bring food or drinks from outside restaurants or establishments into the building during the school day. Any student entering the building with these items may be asked to dispose of them.
- Students may bring water bottles to school and are encouraged to refill them throughout the day at designated water stations.

- Drinks other than water, including energy drinks, soda, coffee, slushies, or similar beverages, are not allowed outside of the cafeteria.

Deliveries

Students are not permitted to have food delivered to the school. This includes orders placed through restaurants or third-party delivery services (such as DoorDash, Grubhub, Uber Eats, etc.).

In addition, parents/guardians should not bring fast food or restaurant food for their child during school hours. The only exception to this is when food is being dropped off at the end of the school day for a scheduled after-school activity.

Deliveries or drop-offs that do not meet this exception will not be accepted by school staff and will not be given to students during the school day.

Please refrain from delivering presents, flowers, or other items to school. Any balloon or flower deliveries are not allowed on district transportation.

Aerosol sprays

For the health and safety of all students and staff, aerosol sprays of any kind are not to be used at school. This includes, but is not limited to, aerosol deodorants, perfumes, body sprays, colognes, hair sprays, and air fresheners.

Assemblies:

School assemblies may be held throughout the school year to celebrate student accomplishments, promote school spirit, and provide enrichment opportunities. Students are expected to demonstrate respectful and appropriate behavior during assemblies, just as they would during any other part of the school day.

Students who choose not to meet these expectations or who disrupt an assembly may be removed and may lose the privilege of attending future assemblies.

Assemblies are meant to be a positive experience for all students, and we look forward to everyone participating in a safe, respectful, and supportive way!

Student Dress:

Students are expected to choose clothing that is appropriate for school. While styles and trends in clothing change over time, students should dress in a way that supports a positive, distraction-free learning environment.

Office staff will determine if clothing is inappropriate or disruptive to the learning environment. If a concern arises, the student may be referred to the office, where administration will review the situation and determine any necessary next steps.

Our goal is to maintain a safe, respectful, and focused atmosphere where all students can learn and feel comfortable.

Students should:

Follow directions quickly.

Make smart choices.

Follow all arrival/dismissal procedures, rules and routines.

Be respectful and courteous to classmates/teachers.

Arrive to class prepared.
Report all losses immediately (to the teacher or office).
Carry money in small amounts on your person.
Use checks to purchase big items that you have to pay for at school.

Students should avoid:

Possession and/or use of cigarettes, tobacco, or vapes at school.
Possession of drugs (non-prescription and prescription) or controlled substances and/or related paraphernalia.
Extreme dress or appearance that disrupts the class.
Destruction of or defacing of school property.
Rowdy behavior or running in the building.
Leaving the campus after arrival without permission.
Wearing hats, caps, or hoods in the school building.
Buying, selling or trading unauthorized items at school.
Improper display of public affection at school or school events (holding hands, kissing, hugging etc.)
Items of value should not be brought to school.
Bringing nuisance items to school, NOTE: The school is not liable for stolen or broken items or to investigate items reported missing/stolen.
School issues that result in improper conduct/congregating in the park before or after school.

Bus Expectations

1. The driver is in charge of the students and the bus. Students must obey the driver promptly and respectfully.
 2. Classroom conduct is to be observed by the students while riding the bus except for ordinary conversation with a friend.
 3. The driver will not discharge a student at any place other than their regular bus stop without a note from the parents signed by the principal.
 4. Normal discipline policy and special bus misconduct policy apply to students riding the busses; see discipline #V. Students must have a pass signed by the principal or other authorized personnel prior to riding a bus other than their assigned bus.
- (See Discipline Code #V for Consequences of Bus Misconduct.)

Parent Portal

The Parent Portal enables students and their parents via a web browser, to view parent /student bulletins, their students' records, lunch balance, and additional classroom functions. The portal is linked to your school's website. Parents will see the same login screen as any faculty/staff user.

Parent Conferences

Parent-teacher conferences take place after the first quarter. Parents may request appointments for conferences with teachers, counselors or the principal by calling the school office at (636) 583-5855.

Homework

Home study is a necessary part of each student's educational program. Each student will be expected to spend time in addition to scheduled class instruction to achieve satisfactory work.

Honor Roll

Students may qualify for one of the following honor rolls:

HONOR ROLL – 3.00-3.50-grade point average (GPA)
MERIT HONOR ROLL – 3.51-4.00-grade point average (GPA)
Honor roll students are posted in the school lobby

Middle School Recognition

Students at UMS earn recognition in a variety of ways based on their performance and behavior. The following list describes many of the recognition programs in place here at UMS:

Student of the Month

Students selected as Wildcats of the Week are considered as candidates for the Student of the Month award. Two students are selected for this honor by teachers. Students receive prizes and are recognized in front of the Board of Education during one of their monthly meetings.

Principal Quarterly Award

Students that have no missing assignments for an entire quarter, have not been assigned detention or suspension, and have 90% attendance or greater for the quarter, are recognized by the principal and invited to participate in a "Movie with the Principal" reward. Permission slips must be completed, and a reduced movie admission and concession fee is required.

Missouri Assessment Program (MAP) Recognition

Students who earn Advanced on a Missouri Assessment Program (MAP) tested area will receive a certificate and recognition at a district awards ceremony for outstanding academic achievement.

Field Trip Expectations

To be eligible to attend, the following requirements must be met. A student must be passing the four core classes for the year. Up to the date of the trip, a student must not have been assigned more than 2 days of in-school suspension or have been assigned any out of school suspension, during the current school year. Students must have greater than 90% attendance for the school year. All library materials and fees must be accounted for by day of trip.

ATHLETICS/EXTRA CURRICULAR ACTIVITIES

Union Middle School offers and encourages participation in the following extracurricular activities/clubs:

Basketball – Boys and Girls
Girls' Volleyball
Band
Choir
Cheerleading

Track – Boys and Girls
Cross Country – Boys and Girls
Wrestling - Boys and Girls
Football

Battle of the Books

Battle of the Books is open to all 6th, 7th, and 8th-grade students. A list of 15 books will be released by the sponsor(s) (Mrs. Miller) usually in November. Students form teams of four and decide who will read which books. The teams will then compete against each other in the spring in a trivia type competition. The winning team members will win a prize.

Builders Club

Builders Club is a "student-led" community service organization, which operates under school regulations and draws its members from the student body! We are here to build leaders and a better school for all. If you enjoy improving your school, building friendships and leadership qualities, this club is for you.

FFA

The FFA probably isn't what you think it is. FFA at UMS is for all students and helps them develop their potential for premier leadership, personal growth, and career success. For many years, the letters FFA stood for "Future Farmers of America" but in 1988 that changed. Today the National FFA Organization proudly develops future leaders in all aspects of agriculture, science, technology, education, and hundreds of other fields. Former FFA members hold leadership positions

in virtually every Fortune 100 company and have led cities, towns, and states across the country. One former member became President of the United States!

FFA members will have the opportunity to develop skills in public speaking, parliamentary procedure, critical thinking, and many other areas through participation in events throughout the year. Regular meetings will be held, and student officers will be elected to lead the chapter. Check with Mrs. Rainwater for more information! You can also check out www.missouriffa.org and www.ffa.org for more information on FFA!

National Junior Honor Society

The National Junior Honor Society recognizes scholastic achievement. Seventh graders who earn an overall 3.25 GPA during the first semester are invited to submit an application to be considered for membership. All returned applications will be reviewed by the faculty council. The following criteria will be examined: scholarship, leadership, citizenship, service, and character. Discipline records, attendance/tardies, and classroom leadership will also be reviewed. Students accepted for membership are inducted in the spring of their seventh-grade year and begin attending meetings in eighth grade.

Scholar Bowl

Scholar Bowl is open to all UMS 7th and 8th graders. Students meet weekly for practice, which consists of answering trivia questions about history, math, science, literature, grammar, and popular culture. We will have practice meets against other area middle/junior high schools. Students who qualify by attending practices are eligible to compete in local school tournaments. If you like playing "Jeopardy" or "Trivial Pursuit", you will want to be a member of the Scholar Bowl team.

Science Olympiad

Science Olympiad is a competition that challenges students in all areas of science. Some events require team members to build a device such as a rubber-band powered vehicle, a balsa wood bridge, or a catapult. Other events require students to do an in-depth study of a certain topic such as genetics, ecology or rocks and minerals. UMS takes a team of 15 students to a regional competition in Rolla each year.

Student Council

Student Council is a service organization that meets monthly allowing students the opportunity to give back to the school and community. In the past, students have participated in Trick-or-Treat Street at the high school, collected cans and raised money for the local food pantry, and raised money for organizations such as St. Jude's Children's Hospital.

Yearbook

Yearbook is a club that students can join if they enjoy taking pictures, working with others, and creating yearbook pages on the computer. In the yearbook, students have the opportunity to take pictures and use them to create the Union Middle School Yearbook.

Odyssey of the Mind

The Union Middle School Club is a process-oriented after-school club in which students will work on improvisation, stagecraft, and scripted work. Students will learn the basics of self-discipline and the importance of hard work, creativity and imaginative play, listening and observation skills, and self-confidence.

Eligibility for Student Activities

All students must meet the standards set by the Missouri State High School Activities Association (MSHSAA) to be eligible for participation in any school-related extracurricular activity. The MSHSAA guidelines for 7th and 8th-grade students are as follows:

Grading Period: A "grading period" is a period no less than six weeks and no greater than nine weeks where progress is determined and is reported to students/parents. A student must have been promoted to a higher grade or a higher level in special education at the close of the previous year. However, any such student who failed more than one scheduled subject, or failed to make standard progress in special education, shall be ineligible the following grading period regardless of promotion to the higher grade.

Semester of Participation: The student shall be currently enrolled in and regularly attending the normal course for that grade or must have enrolled in a full course at his or her level in any public school special education program for the handicapped approved by the Missouri State Department of Education which, though ungraded, enrolls pupils of equivalent chronological age.

Entry into 7th or 9th Grade: This section shall not apply to students promoted for the first time into the 7th or into the 9th grade prior to the first day of classes.

Dances & Special Events

There will be times during the year when students are encouraged to participate in dances and special events. To make these events safe and enjoyable for all students, please note the following expectations.

1. Once a student leaves the building during an event, they will not be allowed to reenter the building.
2. Food or drink is not allowed on the gym floor and may not be brought in from outside.
3. All students must be picked up promptly after the event.
4. ONLY Union Middle School students may attend.
5. Dress appropriately for the occasion.
6. Students must be in attendance at school on the date of the event to be allowed to attend.

Physical Education

The purpose of Physical Education is to help students acquire the knowledge, processes, and skills needed to engage in meaningful physical activity both in the present and for a lifetime. The process of regularly participating in an active physical lifestyle will lead to personal enjoyment, challenge, satisfaction, and a health-enhancing level of personal fitness.

Medical Excuses

We do realize there are times when an illness or injury may restrict active participation in physical education. A written note from a parent and/or preferably a doctor will be the only excuse allowed for non-participation. We understand that a note from the parent may be all that is necessary for some instances. For extended illness or injury more than three days, a doctor's note will be required.

Textbooks and Library Books

Textbooks and library books used in our school are loaned and must be returned to the teachers in good condition at the end of the school term. In the event books are lost or damaged, a fine may be assessed.

Withdrawal from School

In order for all necessary records to be completed, we recommend parents contact the office two days prior to withdrawal. Students are required to turn in all books on their last day in attendance at school.

Valuables and Other Items

Please mark all personal items with the child's name. We discourage children from bringing valuables to school. We will do everything we can to prevent the loss of children's articles; however, the child must assume the responsibility for the safekeeping of his/her possessions.

Electronic Devices

To protect learning time and foster positive student development, all Union R-XI schools will become personal device-free from the beginning (students walk through the school doors) until the end of the school day (students walk out the school doors). This means:

Students may not use or display cell phones, smartwatches, smartglasses, wireless earbuds/headphones, tablets or personal laptops at any point during the school day, including transitions, lunch and other non-instructional times.

Students will use district-provided devices for learning. Personally owned tablets or laptops will not be permitted as substitutes for school-issued devices.

In addition to reducing digital distractions, this policy aligns with our ongoing commitment to providing a safe, supportive learning environment where students can thrive academically, socially and emotionally. We remain proactive in evaluating and updating our policies and procedures to best serve our students and school community.

[Read more here for additional information.](#)

School Resource Officer

Through cooperation with the Union Police Department a school resource officer is stationed at UMS. The SRO assists school officials in creating a safe learning environment, makes presentations, advises, councils and serves as a resource to students at UMS.

Lockers and Locks

Lockers and locks are the property of school. Student lockers will be available, upon request for all students. Students who request a locker will be expected to only use the locker assigned. Students will be assigned a combination lock and are expected to use their lock on their locker. The student using the lock must pay for the lock should it be lost or broken. The cost will be \$5.00 to replace a lock. At no time does the Union R-XI School District relinquish its exclusive control of lockers provided for the convenience of students. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.

Title I Services

The purpose of the Title I Elementary and Secondary Education Act of 1965 is to provide funding to ensure that all children, regardless of their economic background, have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and state academic assessments. This purpose can be accomplished by ensuring that high-quality academic assessments, accountability systems, teacher preparation and training, curriculum, and instructional materials are aligned with challenging state academic standards so that students, teachers, parents, and administrators can measure progress against common expectations for student academic achievement. Please visit our website for [Title I information](#).

Visitors

All visitors, including parents and volunteers, must sign in at the office before entering hallways. Please wear the identification issued by the office while in the building.

Trauma-Informed Schools Initiative

Senate Bill 638 (2016) required the Department of Elementary and Secondary Education (DESE) to create a website about the trauma-informed schools initiative that includes information for schools and parents regarding the trauma-informed approach and a guide for schools on how to become trauma-informed schools. To see the website, please go to:

<https://dese.mo.gov/traumainformed>

School Based Social Worker

The Union R-XI School District is excited to announce a partnership with Compass Health. Compass Health has a mission of working with individuals so they are empowered to live full, productive, healthy lives. Compass Health provides extensive services throughout our region and receives funding through the Franklin County Community Resource Board. This partnership will allow a school-based service worker to be in our district weekly to provide additional support for both students and families.

In an effort to respect privacy and choice, we are providing each family the option of opting out of this service.

*If you **do not want** your child/family to participate in this free school-based service worker partnership, please notify your child's school and provide them in writing your wish to decline this service.*

If you have more than one child in the district, we request that you contact each of your child's respective schools.

Please know opting out of this school-based service worker partnership does not absolve the Union R-XI School District from following both state and federal guidelines in regard to reporting and documenting situations that may present a safety and/or well-being concern for students and their families.

Library/Media Center

The students attending the middle school spend much time in the media center. Our media center supports the curriculum of the school; therefore, you will have required reading and research projects. The staff is available to help you in your effort to learn. The number of books allowed to check out – You may check out an indefinite number of books as long as your name does not appear on the overdue list.

Damaged or lost books – If a book is lost, the student will pay the cost of the book. If a book is damaged, the student will pay for damaging the book.

Chromebooks, Textbooks, and Library Books

Chromebooks, textbooks, and library books used in our school are loaned and must be returned to the teachers in good condition at the end of the school term. In the event Chromebooks or books are lost or damaged, a fine will be assessed.

Chromebook and Technology Use Agreement

All Chromebook Policies and Insurance costs outlined in the Union R-XI School District Chromebook Policy Parent/Student Handbook. Agreement is required in order for a student to be assigned a Chromebook.

All Technology Usage Policies outlined in <https://goo.gl/diq1ro> and the Student Technology Form. Agreement to this is required for a student to have access to school district technology and to be issued a Chromebook.

Union R-XI Student Pledge Chromebook Use

Students of Union Middle School will;

- Take good care of my Chromebook.
- Never leave my Chromebook unattended.
- Never loan out my Chromebook to other individuals.
- Know where my Chromebook is at all times.
- Fully charge my Chromebook each night before I come to school.
- Keep food and beverages away from Chromebook.
- Not disassemble any part of my Chromebook or attempt any repairs.
- Keep my Chromebook in the district-provided case at all times.
- Use my Chromebook in ways that are appropriate, meet Union R-XI School District expectations and are educational.
- Keep my Chromebook and case free of any decorations (stickers, markers, writing, etc.).
- Not deface the serial number sticker located on the bottom side of the Chromebook.
- Understand that the Chromebook is subject to inspection at any time without notice and remains the property of the Union R-XI School District.
- Follow the policies outlined in the District Acceptable Use Policy while at school as well as outside the school day.

- File a police report in case of theft or damage caused by fire.
- Be responsible for all damage or loss caused by neglect or abuse.
- Return the district Chromebook, case and power cord in good working condition at the end of the school year.
- Pay the full replacement cost of my Chromebook, power cord with charger and case in the event that any of these items are lost or intentionally damaged.

Individual school Chromebooks and accessories must be returned to the Union R-XI School District at the end of the school year. Students who withdraw, are suspended, expelled or terminate enrollment at a Union R-XI school for any reason must return their individual school Chromebook on the date of termination.

Union R-XI School District Chromebook Insurance Agreement

This agreement refers to all Union R-XI owned devices and accessories:

Terms	• There will be no charge for chromebook insurance this year for parents. • You will comply at all times with the Union R-XI School District's Chromebook Policy Handbook and its guidelines as well as the Union R-XI Technology Acceptable Use Policy. Any failure to comply may terminate your rights of possession effectively immediately and the school may repossess the property. Chromebooks are assigned to a single individual and are not to be shared.
Title	• Legal title to the Chromebook belongs to the Union R-XI School District. The student's right of possession and use is limited to and conditioned upon full and complete compliance with this Agreement and the Chromebook Policy Handbook.
Loss or Damage	• If the property is accidentally damaged or incurs loss due to an act of nature, Union R-XI School District will assess the Chromebook damage and repair or replace the device under the accidental loss or damage policy. If the property is stolen, a police report must be filed by the student or student's parents/guardian involved in the loss of property. Loss or theft of the property must be reported to the School by the next school day after the occurrence. Fraudulent reporting of theft will be turned over to the police for prosecution.

Repossession

- Students not complying with all terms of this Agreement and the Chromebook One-to-World Handbook, including the timely return of the property, will be declared to be in default and authorities may be sent to your place of residence, or other location of the Chromebook to take possession.

Term of Agreement

- Your right to use and possession of the property terminates no later than the last day of classes during the school year unless terminated earlier by the School District or upon student withdrawal from Union R-XI School District.

Appropriation and Payment of Fees and Fines

- Your failure to timely return the property and the continued use of it for non-school purposes without the school's consent will be considered unlawful appropriation of school property and you will be turned into collections for the full replacement cost.

RETENTION GUIDELINES

(See Board Policy IKE for full policy.)

Grade 6 - 8 -- Required Units for Middle School Promotion

Middle School students will earn one unit for each year-long class completed with a passing grade. English, Math, Science, and Social Studies courses are defined as “core” units. *All other courses are defined as “elective” units.*

In order to be promoted to the next level, students must meet the following requirements by the beginning of the school year:

To be promoted to 7th grade, 6th grade students must pass 3 out of 4 core classes for the year.

To be promoted to 8th grade, 7th grade students must pass 3 out of 4 core classes for the year.

To be promoted to 9th grade, 8th grade students must pass 3 out of 4 core classes for the year.

Or students will work in an alternative setting and with alternative coursework to make up the core subjects failed. Students enrolled in these programs will be working under a “conditional promotion” to the next grade upon completion of their recovery coursework. Specific eligibility criteria must be met. Building administration must approve the enrollment of all students in this program.

Board of Education Policies

Since district policies are updated on a monthly basis and our handbooks are updated on an annual basis, we encourage families to access our policies online to ensure the most up-to-date information: <https://goo.gl/5JKIqK>

The policies listed below are required to be included in our annual parent/student communication.

Prohibition Against Discrimination, Harassment, and Retaliation (Notice of Nondiscrimination)
[Policy AC](#)

Notice to Provide Special Education and Related Services
[Policy IGBA-1](#)

Notice for Homeless, Migrant, and English as a Second Language Students
Policies: [IGBH](#), [IGBCA](#), [IGBCB](#)

Notice of Public Concerns and Complaints
[Policy KL](#)

Notice of Student Participation in Statewide Assessments
[Policy IL-1](#)

Notice of Student Records (FERPA)
[Policy JO-1](#)

Notice of Protection of Pupil Rights Amendment ([PPRA](#))
[Policy JHDA](#)

Notice of Hazardous Materials
[Policy EBAB](#)

Notice of Teacher about Human Sexuality
[Policy IGAEB](#)

Notice of Student Searches
[Policy JFG](#)

Notice of Student Discipline Policies
Policies: JG-R1, JG-R2, JG-R3, JGA, JGB, JGD, JGE, JGF

Elementary: <https://tinyurl.com/y2bll9sd>

Middle: <https://tinyurl.com/y9kh6282>

High School: <https://tinyurl.com/yck6l96m>

Notice of Anti-Bullying Policy and Statement
[Policy JFCF](#)

Weapons in School
[Policy JFCJ](#)

Notice of Prescription and/or Over-the-Counter Medicine Usage
[Policy JHCD](#)

Notice of Technology Usage

[Policy EHB](#)

Notice of Electronic Communication Between Staff Members and Students

[Policy GBH](#)

Elementary and Secondary Education Act (ESEA) Parent Notification

<https://dese.mo.gov/quality-schools/federal-programs/parent-family-engagement>

ESSA Complaint Procedures

<https://dese.mo.gov/media/pdf/essa-complaint-procedures>

Virtual Learning /MOCAP

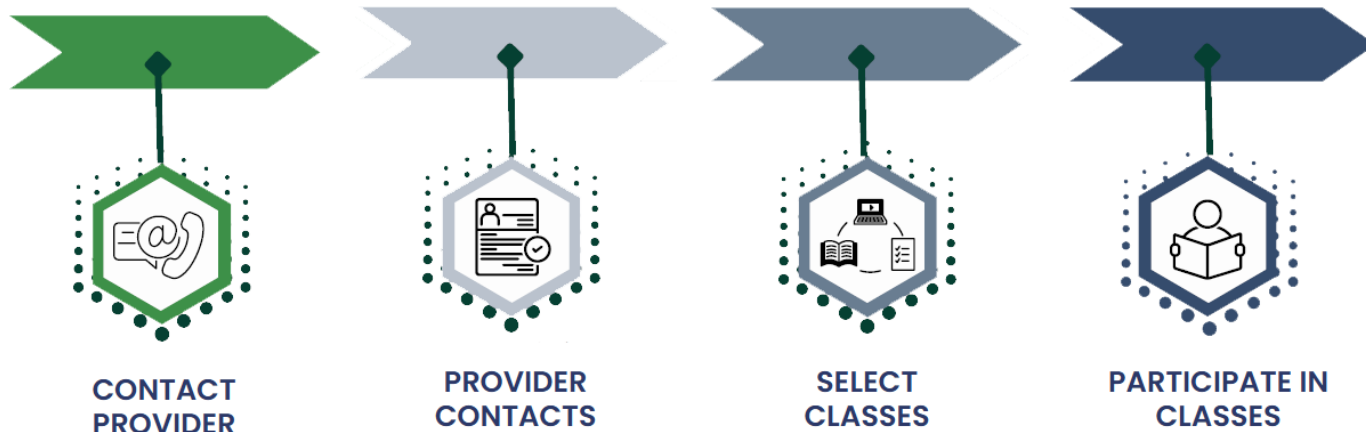
The Missouri Course Access and Virtual School Program ([MOCAP](#)) has developed a catalog of virtual online courses for students. Please view their website for more information and to preview all of the MOCAP opportunities.

Students are able to take an entire course from any Internet-connected computer, available 24 hours a day, seven days a week. MOCAP's mission is to offer Missouri students equal access to a wide range of high-quality courses, flexibility in scheduling, and interactive online learning. The Missouri Department of Elementary and Secondary Education (DESE) and the State Board of Education oversee administration and quality assurance activities, such as related content and delivery of courses. Local Education Agencies (LEAs) that provide virtual education outside of MOCAP are responsible for ensuring alignment and other statutory requirements are met.

Full-Time Virtual Learning

If a student is interested in full-time virtual, they must enroll via [MOCAP Full-Time Providers](#). If you have questions regarding how to enroll your student in the full-time MOCAP virtual course enrollment, please contact Sarah Nowak at sarah.nowak@unionrxi.org.





MOCAP on Campus Opportunities

If your student is interested in a single virtual course enrollment to augment their full-time in-seat learning schedule, please discuss this option with your student's building counselor. [MOCAP Course Providers](#)



[Union R-XI Board of Education Policy on Virtual Education](#)

[Union R-XI Board of Education Policy on Full-Time MOCAP Virtual Education](#)