



Beaufort Elementary Handbook



2025-2026 School Year

 PROUD

Dear Beaufort Families,

We would like to welcome you and our students to the 2025-2026 school year. It is with great excitement and optimism that we look forward to welcoming children through our doors on August 18th! We're excited to kick off another great year at Beaufort Elementary! Our school is a vibrant place because of the students, staff, and families who fill it with energy and care. We look forward to welcoming parents, families, and visitors throughout the year and continuing to build a strong, connected school community.

Mr. Rob Rogers - Principal - It is truly an honor to continue serving as the principal of Beaufort Elementary. I'm grateful every day to be part of such a special school community—one that is built on strong relationships, a love for learning, and a staff that cares deeply about every child who walks through our doors.

My journey in education began at Southern Illinois University Edwardsville, where I earned my Bachelor's degree in Education. I later received my Master's and Specialist degrees in Educational Leadership from Missouri Baptist University. Since joining the Union School District in 2008, I've taught at Union Middle School and served on the administrative team at Central Elementary. While I've valued every step of the journey, I truly feel I've found my home in elementary education. The joy, curiosity, and growth that happen during these early years are powerful—and I'm honored to be part of that foundation alongside our staff and families.

As a proud Union graduate myself, I take great pride in giving back to the district that helped shape me. Outside of school, I'm lucky to share life with my wonderful wife, Kelly, a nurse practitioner in Washington, and our two daughters, Annie (13) and Lucy (11), who keep us on our toes and bring us endless joy.

I'm so thankful for the warm welcome I've received, and I can't wait to reconnect with familiar faces and meet new families as we kick off another great school year. Here's to a year full of learning, growth, and connection—we're in this together!

Mrs Jess Toelke - Assistant Principal - My name is Jessica Toelke, and I'm thrilled to begin my first year as the Assistant Principal at Beaufort Elementary! This is my third year at Beaufort and my 16th year in education. Before moving into leadership, I had the privilege of teaching everything from preschool through third grade.

I grew up in Hermann and earned my bachelor's degree in Elementary Education, Early Childhood, and Early Childhood Special Education from Northwest Missouri State University. I also hold a master's degree in Curriculum and Instruction from Missouri Baptist University and a specialist degree in Teacher Leadership from Missouri State. I'm currently back at Northwest working toward a second specialist degree in K-12 Leadership.

Outside of school, I stay busy with my husband, Andrew, and our three amazing kids—Maverick (9), Brady (7), and Madilyn (5). As a family, we love traveling, baseball, reading, and spending time with animals.

I'm so excited to continue serving the Beaufort community in this new role. I will work hard, be kind, and make a difference—and I can't wait for all that this year has in store!

We look forward to working with you and your children this year, as our priority lies in providing them with the best educational experience possible. We will continue to keep students and their development at the center of all decisions we make and, as always, we maintain an open-door policy in which we welcome you to call or come by any time. At Beaufort, it is our mission to provide a loving and nurturing environment that meets the unique needs of all of our learners. Our school family is made up of excellent teachers, amazing support staff, and awesome kids and families. We appreciate the amazing support of this community, and we look forward to meeting you and getting to know your children as we help them grow throughout their educational journey.

Sincerely,

Mr. Rogers and Mrs. Toelke

Beaufort Elementary Mission Statement:

Work Hard and Be Kind!



Beaufort Elementary Vision Statement:

At Beaufort Elementary School, our VISION is to provide a trusting, positive environment where:

- Every child is valued as an individual with strengths celebrated and weaknesses addressed
- Risk-taking and innovation are encouraged in both teachers and students to develop independent, highly engaged students
- Everyone feels safe and nurtured in all areas (academic, social, and emotional)

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.

Beaufort Elementary Staff

Principal

Rob Rogers

Office Staff

Jennifer Graham

Sarah Brune

Kindergarten Teachers

Megan Gerling

Hannah Meyer

Sheryl Cash

Second Grade Teachers

Danielle Holt

Emily Velazquez

Erin Unerstall

Fourth Grade Teachers

Kathrine Kelley

Jamie Garrison

Reagan Rapert

Instructional Coaches

Jamie Aholt

Librarian

Karen Brinkmann

Art

Christy Machelett

Special Education

Erin Meyer

Rachel Gillette

???????

At Risk Support

Tammy Witte

Speech

Shannon Neier

Paraprofessionals

Shannon Eads

Assistant Principal

Jessica Toelke

Counselor

Kim LaBoube

First Grade Teachers

Theresa Wilmesher

Wendi Miller

Third Grade Teachers

Kristin Kluesner

Sue Niederer

Joanie Mabe

Fifth Grade Teachers

Becky McDuffie

Jennifer Kelly

Nurse

Leisha Sitzes

Music

Sheila Baer

Technology

Christopher Garrison

Physical Education

Matt Fennessey

Cafeteria

Heather Dinnius

Mary Brueggemann

Jo Eckstein

Preschool

Ashley Pratt

Custodians

Ryan Doepeke

Rich Flannery

Asher Boykin

Emily Kania
Dottie Harker
Dawn Homer
Emily Birke
Ashley Davis
Jordan Monehan
Julia Swan

*Staff members or assignments may change.

Beaufort Elementary PTO 2025 - 2026

The Beaufort PTO board members would like to welcome you to another great school year! The purpose of the PTO is to bridge the gap between home and school. We also help raise funds to help with the expenses of field trips, assemblies, and other needs at Beaufort.

Title	Name	Email Address
President	Brittany Henderson	brittmh23@gmail.com
Co-President	Jason Henderson	herndersonamusement@yahoo.com
Vice President	Talisa Greife	-
Treasurer	Jen Aholt	
Secretary	Jessica Van Leer	jmvanleer@hotmail.com

Meetings

PTO meetings are held on a monthly basis throughout the school year. Please contact Brittany Henderson for meeting dates and times. Parents are encouraged to attend PTO meetings and become actively involved with the activities and fundraisers.

Spaghetti Supper & Carnival

The Beaufort PTO will host our annual Spaghetti Supper & Carnival on October 18th. This is our biggest fundraiser for the year where families come together for a good meal and fun for all ages! Please mark your calendar for this event and bring your friends with you. Feel free to contact a PTO representative to find out how you can help. It takes many dedicated volunteers to pull off this amazing community event.

Arrival and Dismissal Times

7:15 a.m. - Doors open - Students may not enter the building before 7:15 as we do not have any child supervision in the building before 7:15. Students riding the bus will be dropped off at the front door. Students being dropped off via car will be entering through the side door of the building. Please pull all the way forward when dropping off your student.

7:15 - 7:45 - Breakfast is available in the cafeteria.

7:45 - The school day starts, therefore, adults will have to park in the lot and walk students in. Please do not let students walk from the parking lot unattended.

Dismissal Times

2:45 - Dismissal begins for grades K-5. Students being picked up will go to the playground gate. A staff member will be present to ensure safety while getting into the cars. Please have your student name placard displayed so that our staff can safely match your student with the correct vehicle. Those without an office-issued placard will need to have proper identification.

2:45 - Buses will leave school and begin their routes.

*We ask that office pickups only be used for emergency situations.

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 9:00 a.m. If we don't hear from you by then, we will call home to verify your child's absence. Please give the secretary the student's name, his or her teacher'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.

Make Up Work

If a student is absent for two days or more, parents may request to pick up their student's missed work. Please contact the office before 10:00 am to allow teachers ample time to organize any work to be made up. Please remember that many projects, discussions, and other learning activities are done cooperatively in class and, by their nature, cannot be made up. In these circumstances, alternate assignments may be given to accommodate.

Breakfast and Lunch Information

The food service program provided by the school district is designed to provide nutritious school meals, snacks and milk to district students in accordance with law. The food service program operates as an integral part of the total school program and contributes to the district's efforts to improve student achievement.

Meal Prices and Charges

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. Additionally, there is a district program available for gifted students at the elementary level. The special education needs of individual students are met through the coordinated efforts of building staff and district special education staff.

Grading System

Kindergarten - 5th grade

The Union R XI School District is currently transitioning to standards based learning/grading/reporting throughout various areas of the district. Currently students K-5th district- wide will be receiving standards based report cards for the 2022-2023 school year. Below is some information on standards based learning/grading/reporting. Terms you may hear from your child's teachers:

Standards based learning: Refers to how our curriculum has been written and developed around specific standards and specific learning goals. Therefore, each activity and learning experience students encounter in class is directly tied to a specific standard and learning goal.

Standards based grading (SBG): Refers to how we only assess and provide input and feedback to students on their progress toward mastering specific standards and learning goals. The intention here is to separate academic performance and student behavior. Student behavior is critically important, however, it will be reported separately.

Standards based reporting: Refers to how our report cards appear and how we communicate student mastery of specific standards and learning goals.

What is the goal of standards based grading? The primary goal of SBG is to better communicate what each student knows and is able to do according to standards and learning goals.

Will my child's report card look any different than the kindergarten report card? No, they will be the same format with exception of having the appropriate grade level standards and learning goals.

Tell me more about standards based grading: SBG measures your child's mastery of specific standards for a class and/or grade level. In each unit, teachers break down the standards for the unit into smaller learning goals using detailed rubrics. During the unit, the student is assessed to see if they truly know the standard/learning goal using a variety of assessments. A student's class grade will be based on all of the evidence the teacher collects demonstrating mastery of the standards/learning goals. The goal of this approach is to provide the teacher, student, and parent as accurate a picture as possible of the student's learning and to encourage a dialogue about how the student can master the standards/learning goals for the class. In particular, because learning is a process that takes place over time, each assessment will provide feedback for the student about what to focus on next, and the student will be allowed to retake assessments. If the new assessments show a higher level of mastery, that new score replaces the old one.

How is standards based grading different from traditional grading? SBG tells us what students have actually learned and know. SBG measures students' knowledge of grade-level standards/learning goals over time by reporting the most recent, consistent level of performance. For example: In traditional grading, the student's performance for the whole quarter would be averaged and early scores that were low would be averaged together with higher scores later in the quarter/semester resulting in a lower grade. In SBG, a student who reaches proficiency would be reported as 'meeting or exceeding' and the grade would reflect current performance level. In addition, traditional grading uses letter grades and percentages, while with SBG, your child will receive a series of numbers reflecting their current level of mastery toward the standards and learning goals.

What will my child's grades be if there aren't going to be traditional letter grades and percentages? Your child will receive either a 1, 2, or 3 for each standard/learning goal on their report card.

Will the removal of traditional letter grades decrease my child's motivation to learn? No, research has shown that letter grades do not motivate students to learn. Research has found three consistent effects of using – and especially, emphasizing the importance of – letter or percentage grades:

1. Grades tend to reduce students' interest in the learning itself. One of the most well-researched findings in the field of motivational psychology is that the more people are rewarded for doing something, the more they tend to lose interest in whatever they had to do to get the reward (Kohn, 1993). Thus, it shouldn't be surprising that when students are told they'll need to know something for a test – or, more generally, that something they're about to do will count for a grade – they are likely to come to view that task (or book or idea) as a chore.
2. Grades tend to reduce students' preference for challenging tasks. Students of all ages who have been led to concentrate on getting a good grade are likely to pick the easiest possible assignment if given a choice (Harter, 1978; Harter and Guzman, 1986; Kage, 1991; Milton et al., 1986). The more pressure to get an A, the less inclination to truly challenge oneself. Thus, students who cut corners may not be lazy as much as rational; they are adapting to an environment where good grades, not intellectual exploration, are what count.
3. Grades tend to reduce the quality of students' thinking. Given that students may lose interest in what they're learning as a result of grades, it makes sense that they're also apt to think less deeply. One series of studies, for example, found that students given percentage/letter grades were significantly less creative than those who received qualitative feedback but no grades. The more the task required creative thinking, in fact, the worse the performance of students who knew they were going to be graded. Providing students with comments in addition to a grade didn't help: the highest achievement

occurred only when comments were given instead of numerical scores (Butler, 1987; Butler, 1988; Butler and Nisan, 1986).

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 SIS data system. Quarterly grades are combined to form the semester grade, which is recorded on the child's permanent record.

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. If you have any other questions related to health services, please refer to our [Health Services Handbook](#).

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. Please 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 full 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.

Recess for Elementary Schools

Recess times are built into our student's daily schedule to provide an opportunity for physical activity and time to interact with peers. During inclement weather, recess will be held indoors. We use the following guidelines to determine whether recess is indoors or outdoors:

Cold Weather Guidelines (include windchill):

32 degrees - 90 degrees - no restrictions for recess

20 degrees - 32 degrees - children can stay out 10-15 minutes

11 degrees - 19 degrees - children can stay outside no more than 5 minutes

10 degrees or below - children should not go outside

Warm Weather Guidelines (include heat index):

Up to 90 degrees - children can stay out for normal recess time

90 degrees - 100 degrees - children can stay out with plenty of water

100 degrees or above - children will not go out

With the cold weather children improperly clothed will not be allowed out and with the warm weather running will be limited and water will be available.

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.

School Treats

All treats for birthdays or class parties must be of the prepackaged variety. Please refrain from delivering presents, flowers, fast food, or other items to school. Please inform your child's teacher before bringing items for the class.

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/5JKlqK>

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.

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. This protects our students and staff.

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>

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/5JKlqK>

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>