

Hagemann Elementary School

Student / Family Handbook



2023-2024

Hagemann Elementary School
6401 Hagemann Road
St. Louis, MO 63128
314-467-5700

Mission Statements

The mission of the Mehlville School District is to ensure that all students reach their potential by preparing them to be lifelong learners and responsible citizens through a dynamic curriculum, student-centered instruction, a safe and nurturing environment and community collaboration. ([Policy AD](#))

The mission of Hagemann Elementary School is to provide a vision for the future, a foundation for today, and a place where learning takes flight.

District / School Contact Information

Mehlville School District

3120 Lemay Ferry Rd.

St. Louis, MO 63125

314-467-5000

<https://www.mehlilleschooldistrict.com/home>

Hagemann Elementary School

6401 Hagemann Road

St. Louis, MO 63128

314-467-5700

<https://hagemannelementary.mehlilleschooldistrict.com/>

Hagemann School Calendar

<https://hagemannelementary.mehlilleschooldistrict.com/cms/One.aspx?portalId=127063&pageId=4978100>

Staff Contact Information

[https://mehlvillehagemannelementary.ss11.sharpschool.com/contact us/staff directory](https://mehlvillehagemannelementary.ss11.sharpschool.com/contact_us/staff_directory)

Notices

All Mehlville School District policies and procedures can be found by [following this link](#).

Notice of Nondiscrimination:

The Mehlville School District does not discriminate on the basis of race, color, religion, sex, national origin, ancestry or disability. Additionally, the district does not discriminate on the basis of sex in its educational programs or activities, including admission and employment. For more information, follow this link to [Mehlville District form AC-AF1](#).

Special Education:

The Mehlville School District provides special education and related services to children from ages 3-21. Learn more in Mehlville School District Policies [IGB](#) and [IGBA-2](#).

Notice regarding homeless, gifted, migratory and/or students learning English as a second language:

Missouri school districts are responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. The Mehlville School District has programs designed to help meet the unique educational needs of children working to learn the [English language](#), students who are [advanced learners](#), students with [disabilities](#), [homeless students](#), the children of [migratory workers](#), and [neglected](#) or delinquent students. For more information, contact Adam Smith, Executive Director of Student Services, at asmith@msdr9.org.

Concerns and complaints regarding federal programs:

[Follow this process](#) if there is a concern or complaint federal statutes and regulations under the Elementary and Secondary Education Act are not being followed.

Notice of Assessment Program:

The Mehlville School District has a policy governing student participation in statewide assessments. For more information on the types of state assessments, [follow this link](#).

Public Information Program:

The district creates school accountability report cards for each building, in accordance to law. Notices of this, along with notices regarding other public information can be found [here](#). The link also contains information on the state children's health insurance program, MO HealthNet for Kids.

Absences

If your child is unable to attend school, the parent or guardian should call our school attendance line at 314-467-5710 to report his/her absence. Please do this prior to 10:00 AM. If a parent or guardian does not call to verify a student's absence, the absence is marked as unexcused. Frequent unexcused absences could result in a referral to Children's Division or St. Louis County Family Court ([Policy JED](#) and [Regulation JED-R1](#)).

Arrival and Dismissal

School officially begins at 8:45 A.M. Students will begin entering the school at 8:35 am. Parents or other responsible adults should not leave their vehicle for morning drop-off as we have plenty of staff available to help the students make it safely into the building. Car arrival is in our lower parking lot. Buses will drop off in front of our school.

Y-Care is available for families who need to drop their children off to school earlier than 8:35 AM.

Students arriving after 8:50 A.M. are marked tardy and should report to the office before going to their classrooms. Parents of children arriving after 8:50 A.M. must sign in the child prior to the child heading to class.

When it is necessary for a student to leave school early, the parent or guardian should come to the office to sign the student out. Office personnel will call the student to the office.

No early dismissals after 3:20 PM!

At 3:20 P.M., teachers begin preparing students to end the school day for dismissal. In order to allow for a smooth transition, we do not interrupt this process. We appreciate your support.

The school day ends at 3:35 P.M. Students will be escorted to the buses and the parent pick-up area by their teachers between 3:25 and 3:30 P.M. Buses will be dismissed at 3:35 P.M. Gates will close to cars at 3:25 pm. If arriving after that time, the parent will wait until after buses leave and cars begin dismissal to pull up and pick-up their child.

Bus Routes

Bus transportation is available free of cost to students living inside the Hagemann attendance area. For information on bus routes or if there is a change in address, parents of Mehlville residents should contact the school office at 314-467-5700. Parents of VICC students should contact the VICC office at 314-721-8657.

Bus drivers will only allow kindergarten students off the bus if a parent or guardian is at the bus stop to pick up the child. Kindergarten students not met by a parent or guardian will be brought back to school.

Bus Rules

Use level 2 voices (inside voices), use kind words

Watch for your stop, take all belongings with you

KHFOOTY, sit in assigned seat, Sit seat-to-seat, back-to-back

Bus Referrals and Consequences

Bus drivers have the responsibility to maintain a safe and orderly environment on the school bus. The drivers have the authority to warn students, conference with students, and assign specific seats. The driver will note on a Bus Safety Report any behaviors that are deemed hazardous while riding the school bus. Video cameras are located in the front and rear of each bus. The building principal or designee will handle behavior that results in a Bus Safety Report. Parents having questions or concerns regarding bus behavior should contact the building principal.

Any offense committed by a student on transportation provided by or through the district shall earn consequences in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

Code of Conduct for Students

The intent of all rules and regulations is to protect the health and welfare of students and staff at Hagemann Elementary School while maintaining an atmosphere conducive to learning.

Hagemann students are expected to:

- Attend class on a regular basis and participate in class activities.
- Make choices that demonstrate SOAR: Safety, Ownership, Achievement, Respect
- Maintain appropriate behavior so as not to interfere with the teacher's teaching and other students' learning.

Our objective is to encourage and reinforce appropriate social skills and behavior to insure a positive learning environment for students and staff. Teachers will use a variety of strategies to guide students to correct misbehavior and assign consequences according to classroom discipline plans.

Students will be referred to an administrator for serious or recurring misbehavior.

Parents will be notified about the disciplinary referral, interventions used to correct the inappropriate behavior, and the consequences earned by the student.

Students will be assigned consequences in accordance with the Mehlville School

District [Disciplinary Policies, Procedures, and Consequences Manual](#).

Student Searches:

- Students have no expectation of privacy in lockers, desks, computers, or other district-provided equipment or areas.
- The district will conduct periodic and unannounced administrative searches of lockers, computers, and other district equipment.
- The district uses dogs to indicate the presence of alcohol, drugs, or other prohibited substances on campus, including the parking lot.
- Additional searches of bags, purses, coats, electronic devices, other personal possessions and cars in accordance with law.
- The district may require a student to submit to a drug or alcohol test if there is reasonable suspicion that the student has consumed prohibited substances.
- Policy [JFG](#).

Conferences / Meetings with Teachers

Parents have the opportunity to review their child's progress through conferences. Elementary Parent-Teacher Conferences take place on October 16th and 19th. In the spring, teachers will contact parents of students who are struggling in class during the week of March 11th. Parents are encouraged to contact their student's teacher at any time to discuss their child's progress. Informal conferences are encouraged; however, arrangements need to be made between the parent and teacher for a mutually suitable time.

Counseling

A certified school counselor, Mrs. Kendrick, is on staff for the benefit of students, parents, and teachers. The counselor works within each classroom to instruct students in skills that will enhance their learning. The counselor's primary responsibility is to work with students in developing appropriate and positive social, personal, or academic behavior. Counseling sessions may be on an individual basis in order to provide an outlet for the student to express his or her feelings. The counselor will talk with students at the request of students, parents, or teachers. Families with academic/school issues, as well as concerns about personal well-being, can contact the counselor. Mrs. Kendrick may be reached at 314-467-5705.

Crisis Planning

We believe student safety is our most important task. Keeping this in mind, we have developed plans for emergency situations that could happen at school. The Hagemann plan was created in conjunction with the St. Louis County Police, Mehlville Fire Protection District, and American Red Cross. Plans include, but are not limited to:

- Fire
- Accident / Medical Situations
- Intruders
- Hostage Situations
- Earthquakes
- Tornadoes

All staff members are trained on our crisis plans, and we regularly practice these procedures with the students. Additionally, in the State of Missouri, school crisis plans are “closed” records. This prevents us from giving parents or community members details of our crisis plans, which will help keep anyone who would use a crisis to intentionally hurt our students.

In the case of an emergency, parents will be notified via phone call and/or text message using our student information database. If the emergency will cause school to dismiss for the day, the phone call will have details on the procedures for dismissal. The St. Louis County Police, Mehlville Fire Protection District, and building administrators will be responsible for managing the crisis scene. Please follow their directions when picking up your child.

You can help us by making sure you always have accurate and working phone numbers. Please call the school office at (314) 467-5700 if you need to update any of your contact information.

Visitor Procedures

All visitors will enter through our front doors. All exterior doors are locked at all times. Visitors need to buzz-in at the front entrance. When buzzing-in, please be ready to provide the following information: your name, your child’s name, and the reason you are visiting.

All visitors will need to go directly to the window to sign-in. Visitors staying at school will need their driver’s license. Our Raptor system will scan your license and conduct an immediate background check. A badge will be printed to wear in the building. All staff will ask visitors they see without a badge to go and sign in at the office. A **visitor** is defined as any person that is not employed by the Mehlville or Special School Districts to work at Hagemann Elementary on a regular basis.

Custody / Releasing Students to Families

It is the goal of the Mehlville School District to provide a safe environment for students. The district recognizes that rules regarding the dismissal of students are a necessary part of the district’s safety program. Students will only be released to the parent, guardian or to other individuals or agencies as permitted by law. *The district will release a student to either parent unless the district has a valid court order directing otherwise, or unless the parent requesting release is only entitled to supervised visitation.* Any person requesting release of a student must present proper identification prior to the release of the student. See [Policy JEDB](#) for more information.

In the event that a child is living with only one parent, report cards and conferences will be offered to the non-custodial parent upon request. If the non-custodial parent is not to be involved with his/her children, then *the custodial parent must present legal documentation of custodial rights to the school principal.*

Daily Schedule

School hours are 8:45 AM until 3:35 PM. The district is not responsible for supervising students outside of these times, unless the student is involved with a before or after-school club. Do not drop your child off or leave your child at school during unsupervised periods.

District/State Assessments

Students take several district and/or state assessments each year: iReady, Missouri Assessment Program (MAP), the Next Steps in Guided Reading Assessment (NSGRA), and the Panorama Social-Emotional Learning survey.

The iReady benchmark in reading and mathematics is administered three times a year; in August, December, and May. iReady helps students demonstrate their growth over the course of the school year.

The Missouri Assessment Program (MAP) is administered to all students in grades three through five beginning in late April and extending through the month May. The state-mandated assessment is designed to monitor the progress of all students in meeting the Missouri Learning Standards, as set forth by the Missouri State Board of Education. Students are tested at various grade levels in the areas of communication arts, math, and science.

In order to determine a student's independent reading level, the NSGRA is administered each spring. Children take the NSGRA one-on-one with their teacher. They read a variety of short stories and answer questions to determine their level of reading fluency and comprehension. Each child's final NSGRA score is reported on the 4th quarter report card.

Finally, students take the Panorama SEL survey twice a year, in September and in February/March. Panorama assessments help staff see each child's strengths and weaknesses emotionally for learning. The survey gives input regarding the children's growth in self-management, social awareness, growth mindset, self-efficacy, grit, emotional regulation, sense of belonging, and engagement in school.

Dress Code

Every student is expected to present a proper and appropriate appearance. Students should dress in a manner that will not disrupt the educational process. Student clothing should be functional, safe, and reflect the attitude of the student toward his or her primary job – *learning*.

Students' health and safety are always a factor in establishing dress codes. A principal may determine a student's attire to be inappropriate for the school setting. For more information, view [Policy JFCA](#).

Electronic Communications

Students may not use, display or turn on personal communication devices during the regular school day, including instructional class time, class change time, breakfast, recess, or lunch ([Procedure EHB-AP1](#)).

Students are prohibited from using visual or audio recording equipment on district property or at district activities unless: done in the scope of a district-sponsored class, at performances to which the general public is invited, at open meetings of the Board of Education, or as otherwise permitted by the building principal.

The Board of Education prohibits the use of audio, visual, or other recording devices at meetings unless approved within a reasonable time period prior to the scheduled meeting ([Policy KKB](#)).

Staff members may communicate electronically with students for educational purposes only between the hours of 6:00 a.m. and 10:00 p.m. Staff members are discouraged from communicating electronically with students for reasons other than educational purposes ([Policy GBH](#)).

Emergency School Closings

When severe weather necessitates the closing of school, the Superintendent strives to make the decision by 5:30 A.M. School closings will be broadcast through Parent Square, on the district website (www.mehlilleschooldistrict.com) and on most major radio and television stations. If school is closed, all other school-related activities are canceled for that day.

If the district has to send home students due to inclement weather during the school day, families will be notified through a Parent Square broadcast, the district website, and on most television and radio stations. Please contact the Hagemann office at 314-467-5700 immediately if your child will be going home from school differently than normal.

AMI Days (Alternate Methods of Instruction Days)

When it snows and is unsafe for our buses to bring students to school, our district will utilize AMI days for the first 5 days, if needed. This means that your child will connect online with their teacher for instruction from 9:00-11:00 am. This will count as a school day and will not need to be made up. Your child's teacher will send the needed information to you. If we would use all 5 AMI days, the rest of the snow days will need to be made up and will be added to the end of the school year calendar.

Gifted Education (STRETCH)

The STRETCH program serves qualifying gifted students in first through fifth grades. The program, under the direction of certified gifted education teachers, extends student learning through a variety of activities, field trips, and performances. STRETCH students are transported to Washington Middle School once a week for gifted services.

Teachers make student referrals for STRETCH testing in January. Testing occurs throughout the spring, and parents are notified of their student's admission in the program in late May or early June.

Grading and Report Cards

Report cards will be sent home approximately two weeks after the end of each quarter. Report cards will be emailed on:

- October 30th
- January 23rd
- April 2nd
- May 30th

Students are graded developmentally for each academic/skill area using the following:

3 = Meets Expectations

2 = Approaching Expectations

1 = Beginning to Learn Expectations

Hazardous Materials

The district will comply with all state and federal laws regarding the identification, management, and abatement of asbestos in district buildings. [Follow this link](#) to see the compliance measures followed by Mehlville.

Lost and Found

Hagemann has one lost and found box located in the lower commons. To help identify lost items, we *strongly* encourage parents to label all school clothing and items brought to school. Hagemann Elementary is not responsible for lost items.

Missouri Course Access Program (MOCAP):

Qualifying students may enroll in virtual courses offered in the Missouri Course Access Program (MOCAP) at district expense. [Click here](#) to learn more.

Nurse and Health Room Services

The school health room is located in the office, and it is staffed daily from 8:15 until 3:45. The nurse, Mrs. Kuehn, may be reached 314-467-5730. Preventative health care is a primary goal of Hagemann Elementary. In addition to providing emergency care in case of accidents or illness, the nurse distributes prescription medication, reviews immunization records, and conducts regular hearing and vision screenings for students. Referrals for follow-up care are made when indicated.

Ensure your child's well-being by:

- Keeping a child home if the child is running a fever, vomiting, and/or seems too ill to benefit from school... other students and parents will thank you!
- Student should be fever free for 24 hours before returning to school.
- Being responsible for having someone available to pick your child up from school if he/she is injured or sick at school.
- Keep all emergency data current. This includes a home and work telephone number, addresses, the names of other persons to which your child may be released. A yearly emergency form must be on file before a student may participate in field trips and sports activities.
- Calling or sending a note sharing any medical information that may affect your child's performance in school in any way.
- Sending a copy of all immunization boosters. Student records must remain current for the student to attend school. **Missouri law does not allow for a grace period on immunizations.**
- Sending a copy of the results of physical examinations (required of all new students, pre-school, kindergarten, fourth, seventh, and tenth grade students.)
- Sending all medications in the original container along with a note from the parent or guardian with specific instructions (signed and dated) and a prescription from your child's physician for all over-the-counter medications.

Medical Emergencies:

The health room stocks epinephrine and emergency asthma medication for any student experiencing a medical emergency, if appropriate. If you do not want your child treated with these medications, please notify the nurse in writing.

Student Medications and Immunizations:

- Students cannot possess or administer their own over-the-counter or prescription medications. All medications must be administered by the school nurse. For more information, see [Policy JHCD](#) and [Procedure JHCD-AP\(1\)](#).
- Information made available on immunizations, infectious diseases, medications, or other school health issues will be identical or similar to that produced by the Centers for Disease Control and Prevention ([Procedure KB-AP\(1\)](#)).

Too Sick for School:

If a child is too sick to stay at school, the nurse will call the child's parent to tell him or her to come pick the child up from the building. If the nurse cannot reach a parent, then s/he will call the child's emergency contacts to arrange picking the child up.

OASIS Tutors

Oasis is a national nonprofit educational organization designed to enhance the quality of life for mature adults. The OASIS Intergenerational Tutoring Program trains volunteers to work with young children to build reading skills and positive attitudes towards learning. Hagemann is fortunate to have OASIS volunteers working each week with designated students. If you know of someone interested in becoming an OASIS volunteer tutor, have them contact the curriculum office at 314-467-7833.

Parents as Teachers

Parents As Teachers, or PAT, is a nationally recognized, free program offered to all families in the Mehlville School District. It is a voluntary parent and child early education program. Parents with children from birth to age five are eligible. PAT educators work with families using developmental screening, home visits, group meetings, family activities, and referral network. For more information, call 314-467-5300.

Playground Rules and Procedures

1. Level 0 voice in line.
2. Line up the first time the whistle is blown.
3. KHFOOTY (Keep Hands, Feet and Other Objects to Yourself)
4. Follow directions the first time.
5. Follow the rules of the game.

Students will have outdoor recess whenever possible. They will have indoor recess during periods of inclement weather, including rain, snow, extreme heat (95 degrees or higher) or extreme cold (20 degrees or colder).

School Food and Nutrition Service

Meal Programs:

The Mehlville School District participates in the federal Free/Reduced Lunch Program. Eligible students will be provided meals, snacks, and milk at free or reduced prices. Learn more regarding the Free/Reduced Lunch Program [here](#).

Unpaid charges place a financial strain on district finances. The food service department is responsible for maintaining food charge records and for notifying the district's accounting department of outstanding balances.

At the beginning of each school year, a [copy of this procedure](#) will be provided to every parent/guardian in the district as required by law. In addition, a copy of this procedure, along with information about free and reduced-price school meals, will be provided to the parents/guardians of all students who enroll after the beginning of the school year.

The district has nutrition standards for food/treats brought into school by families for celebrations or parties. More information can be found [here](#).

Breakfast and lunch are available to students on a daily basis. Breakfasts include milk, fruit, juice, cereal, and/or another breakfast entrée. Lunches include milk or juice, a main entrée, fruit, and vegetables. Menus are published monthly. [Follow this link](#) to access the breakfast and lunch menus.

All students are required to eat lunch in the cafeteria, whether they bring their lunch or buy their lunch, unless a teacher has made other arrangements. The lunch period should be used not only as a period to

satisfy one of our basic physical needs, but also as a time to develop desirable cultural habits. Therefore, students are expected to be orderly in line, to sit at their assigned tables as soon as served, to use good table manners, to talk quietly while eating, and to leave the lunchroom when excused. Students are expected to clear their trash from the tables. For health and safety of the students, food cannot be shared.

Cafeteria Rules:

- Use a Level **2** voice.
- KHFOOTY (Keep Hands, Feet and Other Objects to Yourself).
- Face forward, seat on seat, feet on floor.
- Raise your hand & ask permission to leave your seat.

Birthday Treats

Mehlville School District will be celebrating birthdays with special activities or announcements. Hagemann will announce birthdays on the morning announcements and each student will receive a birthday pencil.

Food treats, however, will not be allowed. Providing food as a birthday treat to share with classmates can be dangerous for children with allergies and does not align with our district Wellness Policy. Thank you for your understanding as we work to keep all of our students healthy and safe.

Party Invitations

If your child is going to bring invitations to school for a party at home or elsewhere, make sure that all the children in the class, all the girls or all the boys are invited. Otherwise, you will have to make other arrangements to distribute them. We cannot provide you address or phone number information.

Sexual Health Instruction

The district offers instruction in human sexuality and will provide instruction regarding sexual abuse as required by law. This link contains [Policy IGAEB](#), which deals with sexual health instruction.

Student Records

Families have privacy rights under the Family and Educational Rights and Privacy Act (FERPA). A list of these rights can be found in [Policy JO-1](#) and [Procedure JO-AP1](#).

Trauma Informed School Initiative

Missouri Senate Bill 638 established the Trauma-Informed School Initiative. This initiative seeks to provide a trauma-informed approach for understanding and responding to the symptoms of chronic interpersonal trauma and traumatic stress. For more information, [click here](#).

Hagemann HPO

The Hagemann HPO (Hagemann Parent Organization) is open to all parents and guardians. The Hagemann HPO sponsor many of the student and school activities.

Y-Care

Before and after school care is offered by the South County YMCA. Y-Care meets in the cafeteria from 6:30 AM until the start of school and from 3:35 to 6:00 PM. For specific information, call 314-849-4668, ext. 249.