

Hodge Elementary School

2025-2026 Student and Family Handbook Addendum

Heart Achievement Wonder Knowledge Success



2499 Prairie Hollow Rd. Imperial, MO 63052 (636)282-6920

WELCOME TO STUDENTS

The Hodge Elementary Staff extends to you a warm and sincere welcome. We hope the time you spend at Hodge Elementary will be both academically rewarding and socially enjoyable.

we count on all students to be model citizens... and to continually treat others as you would like to be treated.

<u>our Mission</u>

The mission of Hodge Elementary is to foster the growth of young minds and to prepare students for the future by instilling confidence, developing character, promoting teamwork, and nurturing a lifelong love of learning. We believe in creating a positive, supportive, and inclusive school environment where every student feels valued and welcome.

our values

Soar Like H.A.W.K.S WITH *Heart, Achievement, Wonder, Knowledge, and Success*

our student touchstone

S.O.A.R.

I <u>S</u>TRIVE TO DO MY BEST, I <u>O</u>VERCOME CHALLENGES, I <u>a</u>CCEPT and INCLUDE OTHERS, I <u>r</u>ESPECT EVERYONE

Our Office and important contact information:

Principal

Dr. Dustin Brown browndu@foxc6.org

Assistant Principal

Mrs. Sara Helm helms@foxc6.org

School Contact Information

Office: 636-282-6920 Fax: 636-282-6984 Nurse: 636-282-2604

District Contact Information

Central Office 636-296-8000 Transportation 636-296-5331 Character Kids Club 636-282-6915

Web page: www.foxc6.org/hodgees

Facebook: <u>@HodgeHawks</u>
X: <u>@HodgeHawks</u>

Secretary: Mrs. Heather Politte- politteh@foxc6.org

Diagnostic Secretary: Mrs. Sue VanBuren- <u>vanburens@foxc6.org</u>

Counselor: Mrs. Jaclyn Arnold- arnoldi@foxc6.org

School Nurse: Mrs. Angela Lieberoff- lieberoffa@foxc6.org

STUDENTS

Statement of Non-Discrimination

The Fox C-6 School District does not discriminate on the basis of race, color, national origin, sex, disability, age, ethnicity, religion, sexual orientation or perceived sexual orientation in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Section 504 Coordinator: Asst. Supt. - Elementary Education Central Office 745 Jeffco Blvd. Arnold, MO 63010-1432

Telephone: 636-296-8000

Title IV Coordinator, Title IX Coordinator, Title II Coordinator & Age Act Coordinator: Asst. Supt. - Human Resources Central Office

745 Jeffco Blvd

Arnold, MO 63010-1432 Telephone: 636-296-8000

Any person may also contact the Office for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Section 504, Title II, Title VI, Title IX, and the Age Act.

STUDENT EXPECTATIONS

As a student of Hodge Elementary, you are expected to:

~Represent our school in an outstanding manner.

~Work to the best of your ability.

~Treat others with dignity, worth, and respect...the same way you want others to treat you. ~Keep our campus beautiful and clean.

~Obey all the rules and regulations set forth by teachers and school. ~Maintain a positive relationship with parents, teachers, & friends. ~Reach beyond your grasp and learn new things. ~Make all of us very proud.



School Hours

8:50 a.m. - 3:50 p.m.

Students may not be dropped off at school before 8:30 a.m.

(Staff is not on duty prior to 8:30 and there is no supervision before this time.)

VISITORS to SCHOOL

When visiting our school, please ring the buzzer at the front door and wait to be let into our foyer. Please state your name, the reason for your visit and have identification ready. When you enter, please sign in at the office and pick up a visitor pass. Please return this pass to the office before leaving the school.

ATTENDANCE

It is very important that your child attends school daily and is ON TIME.

Students miss out on important instructional time when they are absent, arrive late, or leave early.

IMPORTANT NOTE

Student's attendance is compiled by the number of minutes they attend each day. Each minute missed due to early dismissals or late arrivals are counted against your child's attendance record. Please try to schedule appointments after the school day is complete. Students should arrive at school between 8:30 and 8:50. Notices regarding excessive tardiness, absences, or early dismissals will be sent home. Truancy reports may be filed in excessive cases.

ABSENCES

Please report your child's absence by calling the school. You may leave a message before school hours, or contact the secretary after school begins. When leaving a message, please state your child's name, your name & relationship and reason for the absence.

Students are expected to make up work missed while absent.

<u>Important Notice:</u> In order for your child to reach his/her full potential, he/she needs to be at school. Classroom instruction is essential in enhancing understanding of material. We appreciate your support in ensuring your child's regular attendance.

<u>An Excused Absence - Student or family illness, death in family, or other emergency type situations.</u>
<u>Unexcused Absence - Vacations, family visits, missed bus, overslept, or out of town trips.</u>

LATE ARRIVALS/RE-ARRIVALS

Students brought to school late after the bell rings at 8:50 a.m. <u>must be signed in at the office by the parent/guardian</u> of the child. Students are **NOT** to be dropped off at the parking lot where the child has to walk in to school by themselves. *We strongly encourage your child/children to ride the bus. This assures your child's arrival to school on time.*

EARLY DISMISSAL via PARENT PICK-UP

For student safety, parents who pick up children during the school day must check in at the office. Only persons authorized on your child's student information form will be allowed to pick up the child. Please have a state-issued ID ready for verification.

CALLING SCHOOL WITH MESSAGES FOR CHILDREN

<u>Occasionally</u>, parents need to get messages to their children regarding a change in plan or their after school transportation. We do not mind relaying these messages <u>occasionally</u>, but it is most important that you call before <u>2:00pm</u> if you need to inform your child of a change in plans. Please do not call with messages for students unless it is necessary. In addition, please try to keep changes to a minimum.

RESIDENCY

The Safe Schools Act of 1996 requires that a student live in the district where he/she attends school. The child must be domiciled with and physically living with a parent or court-appointed legal guardian within the Fox School District to be eligible to enroll in any of the Fox schools. Proof of residency will be asked for at the time of enrollment and for enrollment when the child enters 6th and 9th grade. Here is a <u>link to a map</u> with the Hodge Elementary attendance area.

CHANGE OF ADDRESS/PHONE NUMBER

Whenever you have a change of address, phone number, emergency contact changes, babysitter changes, or updated court custody documents please contact the office in writing to notify them of these changes. This information is vital for the safety of your children.

BREAKFAST and LUNCH PROGRAMS

A breakfast program will be available for all students. Breakfast is served from 8:30 to 8:50 each day. For the 25-26 school year the cost for breakfast is \$1.95.

Hot lunches are available for students each day. For the 25-26 school year the cost for elementary students is \$3.45.

See the link document for a la carte pricing. Availability of a la carte items vary by day.

Families have two options to pay for meals. Checks can be sent in with your child or you can upload to their account balance via the <u>Infinite Campus Portal</u>. You can write one check for school meals and for a la carte items. If you have more than one child in school, you may send one check for all of your children. If you do not want your child to purchase a la carte items, please send a note to the cafeteria, and they will put a NO SNACK block on your child's account.

FREE and REDUCED PRICE MEALS

Fox C-6 School District participates in the National School Lunch and Breakfast Programs. This allows families the opportunity to apply for free & reduced-priced meals.

Applications may be submitted at any time during the school year. Applications are available online through the Infinite Campus, Campus Parent portal or through the Campus Parent mobile application.

To access the Free and Reduced Meal application from a desktop or laptop computer, log in to the Infinite Campus, Campus Parent portal, click more", then click "Meal Benefits", and click "Meal Benefits Application" to begin. To access the Free and Reduced Meal application from the Infinite Campus, Campus Parent mobile application, tap the three lines in the top left corner of the app, then tap "More", then tap "Meal Benefits".



SCHOOL CANCELLATIONS & EARLY DISMISSAL

Inclement weather may necessitate the cancellation or early dismissal of school.

<u>PLEASE DO NOT CALL THE SCHOOL TO SEE IF WE ARE PLANNING TO CLOSE OR HAVE AN EARLY DISMISSAL</u>
<u>DUE TO CHANGING WEATHER.</u> In the event of an early dismissal, it is the <u>responsibility of parents</u> to make sure children have a procedure to follow if no one is home when they arrive. <u>Parents should make child care arrangements for school closings and early dismissals well in advance of the inclement weather season. The <u>child must know where they should go and who will be taking care of them.</u> The Hodge office will remain open and staffed on these days to ensure that all students return home safely.</u>

INCLEMENT WEATHER PROCEDURES

In the event of inclement weather or other situation that requires school to be canceled for the day or school to be dismissed early, an announcement will be made as soon as the decision is made by District Administration. Below are some important details to be aware of:

- 1. Our students' safety is always the top priority when making the decision.
- 2. Every attempt will be made to call off school at the earliest possible time.
- 3. Check the district web site or Fox C-6 app for any cancellations or early dismissals. You can also check the District Twitter account @FoxC6Schools or Facebook for up-to-date information.

An alert will be posted prominently on the District Home page. Make sure to "refresh" your browser periodically in case new information has been released. Information will also be sent over email and text message through the district's school notification system. To opt-in for text messages, make sure to text YES to 67587.

4. School closings and dismissals will also be available on local television stations, both on air and on their respective web sites.

KTVI-FOX (Fox 2) KDNL-ABC (ABC 30)

KMOV-CBS (News Channel 4) KSDK-NBC (News Channel 5)

- 5. We will always give at least one hour notification before school is dismissed early.
- 6. Please make sure that you have a plan in place in the event school is dismissed early. This should be on file in the school office.
- 7. In the case of early dismissal, Fox C-6 must operate its 3 tiers, which can take additional time when inclement weather is inbound. The normal procedure for early dismissal is; Tier 1 and student drivers are the first to leave, followed by Tier 2, ending with the dismissal of Tier 3. Note that student drivers are released before the Tier 1 buses leave campus. Please be cognizant that the travel time home will vary due to road conditions. Fox C-6 Schools are in the following tiers.

Tier 1 Schools

- Fox High
- Fox Middle
- Seckman High
- Seckman Middle

Tier 2 Schools

- Antonia Middle
- Ridgewood Middle
- Rockport Heights Elementary
- Simpson Elementary
- Sherwood Elementary
- Seckman Elementary

Tier 3 Schools

- Lone Dell Elementary
- <u>Hodge Elementary</u>
- Antonia Elementary
- Fox Elementary
- Hamrick Elementary
- Guffey Elementary
- Meramec Heights Elementary
- 8. In the event of inclement weather, Character Kids Club will **not** be offering a snow day program. If school is canceled due to bad weather our CKC program will be closed. In the best interest of our staff members, the children, and family members, this decision is to keep all safe. In addition, should the district chose to dismiss early due to inclement weather, our CKC program will **not** operate the afternoon session. We ask that you have an optional plan in place to ensure you are not caught off guard.

NOTIFICATIONS

Parent notifications are sent through our Parent Portal system.

Once you are registered with us, you will receive notifications of school cancellations.

To opt-in for text messages, make sure to text YES to 67587.

PARENT PORTAL

The SIS-K12 Parent Portal is a secure Internet-based website that will allow you to easily keep track of nearly everything your student(s) does while at school. This service will allow you to view your student's attendance, grades, schedule, food service balance, progress, assignments, and emergency information. After registering your student(s) you will receive an email with your login information. If you forget your logon information, you may contact the school office.

CHARACTER KIDS CLUB

The school district will offer a before/after school program at Hodge Elementary. The program will be held in the cafeteria before and after school. For tuition information and program details, please contact the CKC

office at 636-282-6915, or obtain a program brochure from the school office

BUS SERVICE

Being transported on a Fox C-6 School District vehicle is a privilege, not a right. The District must assure that proper conduct is maintained in all vehicles for the health, safety and welfare of all students. The responsibility for the proper conduct on the bus rests with the parents and students. The driver is in complete charge of the bus. Students who risk the safety of others may lose the privilege of riding the bus. Safe, respectful conduct is expected of all passengers to ensure safety.

Students must ride their assigned bus unless a special need arises. No student is allowed to walk home without permission from the building principal. Bus passes will only be issued on an emergency basis, based on need, with permission by the school principal.

Please click the link found here for the full Fox C-6 Bus Rules and Student/Parent Handbook.

BUS CONDUCT

Appropriate conduct on the bus is expected of all students at all times.

Rules:

- 1. Follow the directions of the driver.
- 2. Set a positive example for others at all times.
- 3. Stay in your seat.
- 4. Keep all parts of your body inside the bus.
- 5. Be courteous. No pushing, shoving, spitting, fighting, or profane language.
- 6. No eating, drinking, or vandalism.
- 7. No glass objects or animals on the buses. NO dangerous items of any kind.
- 8. Respect the bus driver and all other students on the bus at all times
- 9. Be at the bus stop 5 minutes early. Students must behave appropriately at the bus stop.

Inappropriate conduct may result in a suspension of bus privileges. A three strike policy will be enforced and an automatic suspension from the bus will occur on the third offense.

PARENT DROP-OFF and PICK-UP

Parents/guardians will enter campus and drive through the middle lane of the parking lot and enter the back drive behind the back playground. You will follow the back drive to the rear of the building and wait near the awning/back patio for your turn to drop off or pick up your child. Please see the map below for a visual understanding of the pick-up/drop-off traffic pattern.



Pick-Up/Drop-Off Boxes

There are four painted boxes on the back drive. Please pull up to the furthest open box when it is your turn. Once parked we will safely load/unload vehicles. Please pay particular attention to the student/staff walking lanes. This area is designated by diagonal painted lines to the left of the drop-off boxes. This ensures that students have a safe path to enter/exit the vehicle.



Card System- For Pick-Up Only

Parents will have a color-coded, numbered card that they will display on their dash when they arrive at school for pick-up. This card will match the number assigned to their child/children.

Children will bring their card with them outside. This card will have pick-up information that states who is authorized to pick up the child/children. We will check the ID of drivers who we are not familiar with to ensure

they are authorized to pick up the student. The child will hand their card to the staff member. The safety of our students is of the utmost importance.

For more detailed information about pick-up and drop-off see the linked document <u>here</u>.

SCHOOL SUPPLIES

School supply lists are available at www.foxc6.org/hodgees under the "Families" tab, posted on our social media platforms, in the school office, and at your local retailer.

FIELD TRIPS

The Fox C-6 Board of Education has authorized field trips related to specific curricular or co-curricular purposes as a valid extension of a child's educational experience beyond the limits of school confines. The practice of providing field trips requires an extra measure of responsibility on the part of students. In administering these programs, neither the Board nor its professional staff can take responsibility for student safety and welfare beyond normally prudent requirements of school and classroom management. While, under Missouri law, the School District is not generally liable for injuries to students, precaution will be taken for the safety and welfare of all children. Parents are asked to discuss field trips with their children, stressing the importance of responsible behavior. The privilege of participating in these programs may be withdrawn by the parent or guardian, or withheld by the Principal or his designee. Parents are asked to accept these conditions and authorize their child to participate in these programs.

If you do not wish for your child to participate in field trips, please notify the office in writing with your request.

School-sponsored field trips are considered an extension of the classroom and school, therefore all students are held to the same behavior guidelines they would be expected to adhere to while in school. Students who break school rules while on a field trip will be subject to the Fox C-6 student discipline policy, and may be barred from attending field trips in the future.

Early dismissal from field trips will be counted against a student's attendance.

MEDIA COVERAGE

Throughout the year events and activities will occur in which pictures, video, and other media content are created which could include your child. Some of these media may be published on school/district social media, and could be released to newspapers, television, and other media outlets. If you do not give permission for your child's image and/or name to be used in media coverage

You must complete a Media Opt-Out form and submit it to the office. (This would include not being pictured in the yearbook.)

PARENT-TEACHER ORGANIZATION



The Hodge Elementary Parent-Teacher Organization (PTO) is a state-recognized non-profit organization. The PTO meets on a monthly basis during the school year. The PTO works to support the mission of learning by partnering parents with school staff. PTO fundraises, organizes fun activities for students, and provides an avenue for greater parental involvement.

PTO Purpose: To enhance the educational and community experience at Hodge by supporting activities that will benefit the majority of the student body.

PTO Philosophy: To include as many families as possible to help support the students and teachers at Hodge Elementary.

<u>What PTO does:</u> We bring parents and teachers together to enhance and maximize the education of every child through hosting events, fundraising, and supporting student success.

All parents are invited and encouraged to attend and volunteer for special events, parties, and field trips! Your help is greatly appreciated to ensure that we can host fun activities for our students.

For a complete list of PTO meeting dates please see the <u>Hodge community calendar</u> on the school website or by accessing the <u>PTO web page</u>. The PTO also regularly posts updates to their <u>Facebook page</u>.

FOOD FOR PARTIES/BIRTHDAYS

The Fox C-6 School District has a policy on food distribution. We ask that all food be commercially prepared. We cannot allow homemade food items. Any bulk items should be distributed with gloves that can be obtained from our kitchen. Items such as bakery items or pizza from a health department approved restaurant or food vendor should be sealed in a closed container. All drinks should be store bought without the seal broken. If you are planning to send a treat, please send a note a few days in advance to your child's teacher first explaining what you would like to send and when you would like to send it. Many of our students have food allergies and we must ensure the health and wellness of all of our students.

HEALTH INFORMATION

It is the policy of the Fox C-6 School District that all students attending the district schools shall be immunized in accordance with law.

The district will not allow a student to attend school until the district has satisfactory evidence on file demonstrating that the student has been immunized, that the immunization process has begun and satisfactory progress is being accomplished or that the student is exempted from obtaining immunizations in accordance with law.

Please direct any questions regarding immunizations or other student health-related topic to our school nurse, Angela Lieberoff at Lieberoff @foxc6.org

Please click the link here and here for district policies on student immunizations.

ADMINISTERING MEDICINES TO STUDENTS

If under any circumstances a child is to take oral medication during school hours and the parent cannot be at school to administer the medication, the school nurse and/or the principal's designee will administer the medication in compliance with the regulations that follow:

Prescription Drugs

Prescription drugs shall be in the original container labeled with the physician's prescription. Parents shall authorize school personnel to give medication. This authorization can be in the form of a note to the school nurse acknowledging the parent's approval, dosage, times and amounts, date prescribed, name of medicine, purpose of medicine, possible side effects, and the termination date for administering the medication. It is suggested that there be enough dosage sent to school for the day, not the entire amount of the prescription. Prescription drugs must be delivered by parents/guardians to the nurse. Please do not send students with any medication, whether prescription or over the counter.

Please click the link here and here for district policies on the administration of medication to students.

Parents will be notified & children will be sent home for the following conditions:

Temperature of 100 F or more, vomiting, diarrhea, loss of consciousness, possible fractures, severe abdominal cramping, lacerations that may require stitches, lice, and skin rashes of unknown origin.

Students must be free of fever, diarrhea, and vomiting for 24 hours before returning to school.

DRESS & GROOMING GUIDELINES

The following dress code is in place to create an environment that is conducive to learning and distraction free:

- 1. All students will wear shoes or sandals (with a strap around the heel) no flip flops.
- 2. Clothing may NOT contain any commodity of an illegal nature, vulgar or suggestive pictures or insignias. (This includes bracelets, necklaces, scarfs, etc...)
- 3. Student clothing will cover the area from chest to near mid-thigh.
- 4. Dress and grooming should not interrupt the learning environment.
- 5. Swimming attire will not be worn.

- 6. Hats will NOT be worn in the building. (Unless it is a specially designated hat day)
- 7. Shorts, skirts, and dresses will be near mid-thigh or longer.
- 8. Stomach area will be covered at all times.
- 9. **No temporary colored hair or colored hair spray**... **NOT** at any time; even for holidays or celebrations.
 - Students coming to school with temporary colored hair will need to wash it out or be sent home.
- 10. No face painting or bandanas.
- 11. No pajamas are to be worn in the building unless it is a school spirit day.
- 12. No brief clothing with undue exposure of the body. (i.e. spaghetti strap tops, crop tops, half shirts, tank tops, etc.)

When, in the judgment of the principal, a student's appearance violates the dress code or disrupts the educational process, that student may be required to make modifications to their appearance. Students wearing inappropriate apparel will be required to change into more suitable attire or be sent home early with a parent. Repeated violation of these guidelines will result in disciplinary action.

STUDENT BEHAVIOR AND DISCIPLINE

It is essential that the district maintain a safe school environment and a climate that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. Discipline will be equitably applied and viewed as a learning opportunity with the ultimate goal of improving behavior, safety and the school climate. The district seeks to minimize the unnecessary exclusion of students from classrooms and school and encourages the superintendent and district staff to exclude students only when necessary to maintain a safe and appropriate learning environment. For the complete Fox C-6 Student Handbook please click here.

ELECTRONIC DEVICE POLICY

In May, Senate Bill 68 was passed to ban the use of student electronic devices in schools across Missouri. This outlaws the use of personal electronic devices from the start to the end of the school day. This law has no impact on the policies we previously followed in our building. Personal electronic devices include cell phones, smart watches, tablets, personal computers, handheld video game systems, etc.

Any cell phone or other electronic device brought to school must remain in the student's backpack and turned off at all times. The first violation of this rule will result in the device being confiscated and held in the office. The student will be allowed to pick the phone up at the end of the day. The second violation of this rule will result in a parent or guardian being called, and the device held in the office until it is picked up by a parent. The third offense will result in the student not being allowed to bring the device to school for the remainder of the year, and possibly other disciplinary action.

District transportation is an extension of the school, therefore this policy applies. Please remind your child to keep their phone in their bookbag while on the bus.

ITEMS NOT ALLOWED AT SCHOOL

In order to maintain a safe learning environment the following items will not be allowed at school: MP3 players/music devices, hand held video game systems, laser pointers, noisemakers, unapproved toys, baseballs, and bats. *This includes while students are riding district buses.*

GUIDANCE COUNSELING SERVICES

Hodge Elementary has full time guidance counseling services, as well as a separate educational diagnostician to conduct special education evaluations. The building counselors implement the Missouri Model Guidance Curriculum adopted by our School Board. This includes Career Planning and Exploration, Knowledge of Self and Others, and Educational and Vocational Development.

In addition to curriculum, the counselors will continue to give system support, responsive services and individual planning resources. Our counselors also conduct support groups on such issues as divorce recovery and crisis counseling as needed.

STUDENT SUCCESS TEAM

Hodge Elementary has a Student Success Team composed of teachers from each grade level, special education representatives, a remedial reading representative, the school counselor and the principal. The purpose of this team is to screen students and to provided interventions with the student to help them achieve academic, emotional, and social success. Students screened by the SST are referred by their teachers or other staff.

Causes such as poor attendance, poor academics, behavior, attention concerns, and emotional factors are explored to see how they may be contributing to poor performance. Strategies are suggested by the team members to assist the classroom teacher. In some cases an educational evaluation for the purpose of identifying inhibiting factors may be recommended. In other cases, strategies such as retention, tutoring, summer school, outside referrals, etc. are recommended to assist the referred students.

SMOKE, DRUG, and FIREARM-FREE CAMPUS

Visitors to district property may not possess weapons, including concealed weapons, on district property, on district transportation, or at any district function or activity sponsored or sanctioned by the district unless the visitor is an authorized law enforcement official or is otherwise authorized by board policy.

Visitors to district property may not possess or use alcohol or any substances that are illegal under state or federal law on district property, on district transportation, or at any district function or activity sponsored or sanctioned by the district. This prohibition includes the distribution, possession, and use of marijuana even if the visitor has a valid, Missouri-issued medical marijuana card. Visitors who are under the influence will be asked to leave and may be removed from district property.

Please click here for the full Visitors to District Properties and Events policy.

SAFELINE

SAFELINE is a confidential reporting system available to students, teachers, staff, parents and others that allows for the person to report situations which affect the safety, security, or welfare of any student or Fox C-6 staff member. If you feel as if there has been a safety threat, you may contact the SAFELINE, (636-296-SAFE) OR (636-296-7233) 24 hours a day.

FOX C-6 SCHOOL DISTRICT

745 JEFFCO BLVD. • ARNOLD, MO • 63010 636.296.8000 • www.foxc6.org