

**Hoover Elementary School
Parent-Student
Handbook
Updated August 2017**



**3838 NW Walnut Blvd.
Corvallis, OR 97330**

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<https://hoover.csd509j.net>

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Principal's Welcome

Dear Hoover Community,

Welcome to Hoover Elementary School! Our school, your school, is an exceptional place that strives to meet the social, emotional, physical and academic needs of every member of our diverse community.

Please feel free to visit and get involved in school-wide and classroom activities. We welcome parent and family involvement at any level you are able to fit in to your schedule. There are abundant possibilities, such as, classroom helpers, field trips, material preparation, or just coming for a visit at lunch. Every parent is already a member of the Hoover Parent Teacher Organization, so you should consider getting involved with that organization at our monthly meetings on the 2nd Tuesday of each month. If you can't make the meetings you can always help out with one or more of HPTO's events during the year.

I emphasize parent involvement because it has been well established that it is key to a child's school success. You make a huge difference! The most critical role for parents is in their daily interactions with their child about the day and the topics and skills they are learning. Having you spend time at school is icing on the cake!

In closing, let me say on behalf of the entire Hoover staff that we're excited about the 2017-2018 school year!

Respectfully,
Anna Marie Gosser, Principal
Sabrina Alexander, Principal

Hoover's Mission Statement

Our Goal is to lay the Foundation of Learning one block at a time nurturing character, academic growth, and behavioral growth.

Hoover School Guiding Beliefs

We believe:

- ❖ In celebrating childhood.
- ❖ In accepting children with their individual backgrounds, knowledge and learning styles.
- ❖ Everyone in the school community is to be respected and valued for his/her unique quality and expertise.
- ❖ Social, emotional, artistic, intellectual and physical elements of our curriculum are of equal importance to the learner.
- ❖ In parents, community and school playing an active and collaborative role in children's learning.
- ❖ In a challenging but non-threatening atmosphere that stimulates student, parent and staff growth.
- ❖ Each child has the right to learn in a safe environment.
- ❖ Children should experience rich and varied environments.
- ❖ That the needs of all children overall are the primary focus for our decision-making.
- ❖ In participatory decision-making.

GENERAL INFORMATION AND PROCEDURES

This handbook includes information about Hoover's daily operations and general district procedures. Please help your children become familiar with this information. Additional information about the Corvallis School District and district policies can be obtained from the Hoover website, the district website, and the district Student/Parent Handbook. Copies of the District Handbook can be obtained by calling (541) 757-5811. More detailed information regarding our school behavior expectations and policies can be obtained at the Hoover School Office. If you have any questions, please call the Hoover Office at (541) 757-5958.

“The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules, and procedures, and is not intended to either enlarge or diminish any Board policy, administrative regulation, or negotiated agreement. Material contained may be superseded by Board policy, administrative regulation, or negotiated agreement.

Any information contained in this student/parent handbook is subject to unilateral revision or elimination from time to time without notice. Copies of the district's extensive Student/Parent Handbook are available at your school office or on the district web site at www.csd509j.net.”

ABSENCES *(more information is available under “Arrival and Departure” section)*

All absences need to be reported to the school office at (541) 757-5958 no later than 8:45 a.m. on the day of the absence. School staff will call home every day if a child’s absence has not been reported by their parent/guardian.

Students arriving after the tardy bell rings at 8:15 a.m. are required to check in at the office. Students are required to check out at the office any time they are leaving campus prior to the end of their regular school day.

Success in school in almost every instance is significantly influenced by regular and punctual attendance. Oregon School Law rests the responsibility of ensuring regular attendance and punctuality with the parents (ORS 339.020). We believe that home and school cooperation will assure regular attendance and a successful school experience. Except as provided in ORS 339.030, all children between the ages of 7 and 18 years who have not completed the 12th grade are required to regularly attend a full-time school.

The school district recognizes there are valid reasons when children must be absent from school, arrive late, or leave early and may excuse those absences. Absences and tardies will be considered unexcused when, in accordance with the law and the judgment of the principal, there is not a valid reason to miss time in class.

Examples of excused absences or tardiness include: illness or health-related issues, family emergency, medical/dental appointments, pre-arranged family vacations, and family events such as weddings or funerals.

Examples of unexcused absences or tardiness include: sleeping in, transportation, refusal to attend school or participate in classroom activities, babysitting, interpreting for foreign language speakers, non-emergency in family, and excessive illness as determined by the Principal.

The school will cooperate within reason to provide make-up assignments for work assigned during a student’s excused absence, but no teacher is obligated to assume the burden of such work.

AFTER-SCHOOL CHILD CARE

After school child care is available at Hoover from 2:40-6:30 p.m. Monday – Thursday (1:40-6:30 p.m. on Fridays) through the S.T.A.R.S. (Super Time for Academics, Art, Recreation and Sports) program made possible by a cooperative effort of community agencies. This program is not sponsored or run by Hoover School or the Corvallis School District (there is no school-sponsored after-school child care). Call (541) 757-1909 for more information or to register for the STARS program (which is operated by the Corvallis Boys and Girls Club).

ALLERGY AWARENESS AT SCHOOL

We invite your help and cooperation to assist all our students in staying safe at Hoover. Next to each door into classrooms we have “Allergen Aware” signs. We have students who are allergic to many things from strawberries, eggs, and gluten to peanuts and tree nuts. Food allergies cross many different foods and food groups. Reactions range from mild to life threatening. There are several practices that we have in place to help prevent allergic reactions:

1. Students will be encouraged to wash their hands upon arrival to the classroom (where sinks are available) and again before/after lunch. Having your child wash their hands following breakfast before coming to school is also very helpful.
2. All our classrooms will be designated as (peanut /tree nut) allergy aware spaces. There will be no classroom projects with peanut butter or nut product. At Hoover we do many buddy classroom activities, changing for math and other activities where students are in and out of classroom environments frequently.
3. Parents who send a lunch from home for their child are free to pack the foods of their choice. We will continue to provide tables designated for ‘No Nuts Allowed’ in our cafeteria as a choice for all students who have no peanut or tree nut items in their lunch.
4. There will be special days and occasions that students/parents may want to bring a snack to share. Please contact your child’s classroom teacher for “allergy safe” suggestions. Sending store bought products in the container with the label as standard practice helps teachers know exactly what items are in the snack. Peanut butter and nut items MUST be avoided when choosing a treat to send to school.

We appreciate your families support as we work daily to make Hoover a joyful and safe place for all students. As always if you have questions or want clarification please contact your child’s teacher or our front office.

ARRIVAL AND DEPARTURE

Students should not arrive at their classrooms prior to 8:10 a.m. Children who arrive on campus before 8:10 a.m. must report to the gym or be supervised by a parent/adult who brought them to school.

NOTE: the school does not provide adult supervision before 7:40 a.m. The school is not responsible for supervision of or injuries to students on school grounds before 8:10 a.m. who have not reported to the gym.

Students arriving after 8:15 a.m. are tardy and must check in at the office before reporting to their classroom. Students arriving after 9:30 a.m. are considered absent for the morning class period.

Students are not permitted to leave school grounds between arrival and dismissal times without permission from parents and an adult escort. Parents must go the school office to sign their child(ren) out of school; their children will meet them in the office. Parents should NOT be going to the classrooms to pick up their children during the school day.

Students should go directly home upon dismissal, unless they are with their parents or engaged in a structured after-school program/activity such as art class or STARS. If families remain on the school grounds/playground after school, children must be actively monitored by their parents. The school is not responsible for supervision of or injuries to students on school grounds after dismissal unless the student is engaged in a school-sponsored activity.

If there is a change from your child's regular after-school routine, a note must accompany your child to school or a phone call must be received in the office by 2:00 p.m. (1:00 p.m. on Fridays). We will not allow children to change their after-school plans without written or verbal permission from the parent.

If children are picked up by car after school instead of walking or riding the bus, drivers may park at the curb or in designated parking spots. Please do not leave your car unattended in the driving lanes – remain in your car and a staff member will walk your child to you. Remind your children to come to the front of the school promptly at dismissal and watch for your arrival.

Again, all children must be picked up by 3:00 p.m. (2:00 p.m. on Fridays) unless participating in a scheduled and supervised activity.

BEFORE SCHOOL CARE

Starting each morning at 7:40 a.m., as a courtesy to our families, no-cost childcare will be available in the Hoover gym. **Any students arriving on campus prior to classroom doors opening at 8:10 a.m. are required to report to the gym for supervision.**

When the classroom bell rings at 8:10 a.m. all students will be released to report to their classrooms. Kindergarten students will be escorted from the gym to their classrooms.

BEHAVIOR EXPECTATIONS

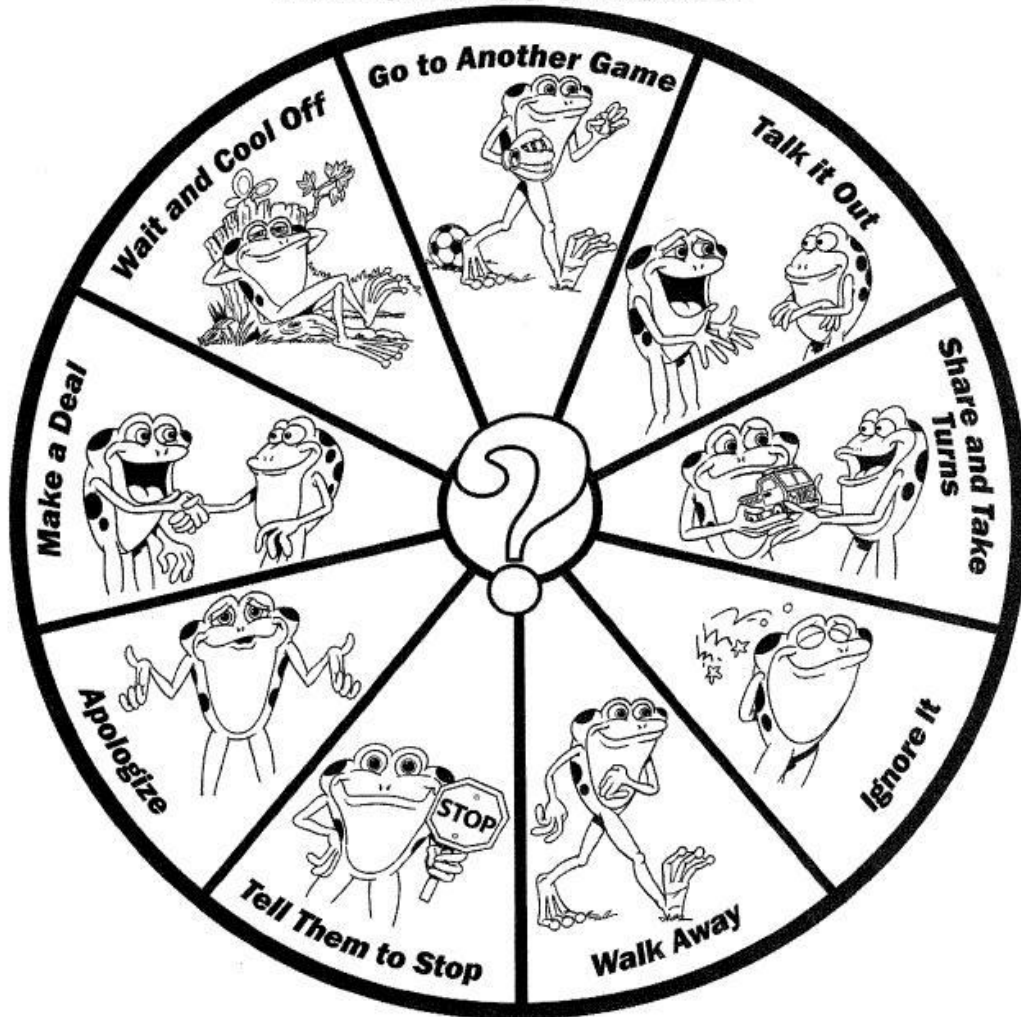
Hoover School's focus is on creating and supporting students who are Safe, Responsible and Respectful in order to create an environment that supports their learning and the learning of others. This is accomplished by teaching, practicing, enforcing and reinforcing certain behavior guidelines that promote a positive and orderly school climate. Hoover's staff recognizes that our students' learning is both in academic content and the behavior norms and expectations that come with being a member of a dynamic community. Students are always valued, even when their behavior violates the established safe, responsible and respectful expectations.

Staff and students will use the Kelso Wheel as a tool for smaller problem solving.

IT'S YOUR CHOICE!

DO YOU HAVE A SMALL PROBLEM?

TRY 2 OF KELSO'S CHOICES:



**IF YOU HAVE A BIG PROBLEM,
TELL AN ADULT YOU TRUST.**

The primary goal of all disciplinary actions is to help the student learn about better behavior choices for the future. There are behaviors that require more severe discipline, such as suspension or expulsion, which will be outlined in more detail below. Please review the behavior expectations in this handbook with your child.

Student Responsibilities and Behavior Expectations

In order to have a safe and caring environment at Hoover, students and staff:

- ✓ Make school SAFE for everyone.
- ✓ RESPECT themselves, one another and their environment.
- ✓ Take RESPONSIBILITY for their actions including doing their best and solving problems positively.

Problem solving skills are taught in the classroom and on the playground. Hoover's staff work with individual and small groups of students to find positive and appropriate choices. Our principal, behavior coach and special education staff work with classroom teachers to assist students with this process.

Discipline-Suspension-Expulsion

At times, special problems confront administrators and teachers in conducting school programs free from disruption and free from the kinds of distracting behavior which impede the learning of any student.

It is recognized that teachers and administrators must have wide prerogative for invoking disciplinary standards and procedures that assure a safe environment and a climate conducive to learning.

School officials may find it necessary to discipline a student or even to remove the student from the formal learning environment for a period of time. Careful attention will be given to procedures and methods whereby due process shall be assured each student. The goal of discipline is always to assist students in learning how to make appropriate choices.

Referrals








Behavior Tracking forms are used as a means of communication between staff and parents as well as to provide data in making informed decisions about individuals and school behavior trends. Behavior Tracking forms do NOT become part of a student's educational (permanent) record. If suspension or expulsion becomes necessary, records of these actions DO become part of a student's educational (permanent) record.

A copy of the complete document of Standards for Student Conduct and Discipline is available upon request from any school office.

Harassment & Bullying

Verbal or physical harassment of any person, including name calling, based upon personal characteristics, race, ethnic origin, gender, or religion interferes with the victim's ability to benefit from the educational program, and will not be tolerated. All incidents should be reported directly to the principal who will investigate and assign consequences. Parents of all involved students will be notified, and if appropriate, a report will be filed with the district Equal Educational Opportunity officer. For more information refer to District policy JFCF/GBNA, Hazing/Harassment/Intimidation/Bullying/Menacing.

Transportation Rules

 First Corvallis 509J	FIRST STUDENT AND CORVALLIS SCHOOL DISTRICT SCHOOL BUS EXPECTATIONS		
BUS	Be Safe	Be Responsible	Be Respectful
Waiting for the bus 	Remain at a safe distance from where the bus stops (4 giant steps from the bus)	Arrive at the bus stop 5 minutes before your scheduled pick up time.	Use appropriate language, topics, tone and volume.
	Keep hands, feet, and objects to yourself	Keep your bus stop area neat and clean.	Report Bullying
Entering the bus 	Listen and watch for driver directions	Be seated quickly and stay seated	Use appropriate language, topics, tone and volume.
	Keep hands, feet, and objects to yourself		
Riding the bus 	Stay seated facing forward	Follow driver directions at all times	Use appropriate language, topics, tone and volume
	Keep aisles and emergency exits clear	Keep your area on the bus clean-No Littering	Report Bullying
	Keep self and objects inside the bus	Stay seated unless driver gives permission.	Keep personal electronic devices to yourself
Exiting the bus 	Listen and watch for driver directions	Take all personal items when exiting buses	Take turns exiting seats
	Keep hands, feet, and objects to yourself	Report vandalism	Use appropriate language, topics, tone and volume.
	Walk down steps one at a time holding the handrail	Report to the driver if you see a student sleeping or hiding on the bus	Report Bullying
Evacuation 	Listen and watch for directions	Follow driver directions	Exit quickly and safely
	Stay quiet	Help others when appropriate	
	Leave belongings on bus		

Violence and Threats of Violence

Copies of the District's "Violence and Threats of Violence" policy (JFCM) are available in the school office or by calling 757-5811. All students are responsible for informing a staff member or principal of threats made by other students. Students found to have threatened others shall be disciplined and may be suspended or expelled.

Weapons

Under state and federal law any student who has a weapon at school or at a school activity will be expelled for not less than a year. (A weapon is anything specifically designed for and capable of causing death or serious physical harm.) The superintendent may modify the expulsion requirement on a case-by-case basis. Similarly, students may not have at school "look-alike weapons" (ones that resemble dangerous or deadly weapons or firearms).

Students who use or threaten to use any device (e.g., a belt, comb, pencil, file, compass, and scissors) to cause serious physical harm will be subject to disciplinary action.

The entire Weapons Records Policy (section JFCJ) is contained in the District Policy Handbook. This policy may be obtained through the school principal.

CLASS AND GRADE ASSIGNMENT

The principal, with recommendation from teachers and input from parents, will assign pupils to grades and teachers in order to provide the best program for the student and to maintain balance of programs in the school. Final placement decisions are made by the Principal.

CONTACT INFORMATION

Please make sure that the school office has the current contact information for your child(ren) at all times. This includes family home and mailing addresses, parents' phone numbers as well as emergency contact information in case you are unable to be reached. Current email address(es) are also important as email has become a primary method of sharing information with our Hoover community through our school listserv.

CURRICULUM

Elementary school curriculum is designed to be age appropriate and individually appropriate in order to ensure success throughout a student's schooling. In addition, students are provided opportunities in Physical Education, Music, and Art.

Students with special needs are served through the Learning Center or through other programs conducted by highly trained specialists and support staff. Students identified as talented and gifted are served through differentiated curriculum and instruction in the regular classroom.

If a parent wishes a child excused from any aspect of the curriculum unit on human reproduction or AIDS education, the request will be honored. You can obtain a form for this purpose from the classroom teacher. Parents may preview any materials, films, etc., which may be used. Parents will be notified before the section on human reproduction will be taught.

DELIVERING ITEMS DURING THE SCHOOL DAY

Items that your child needs for instruction during the school day may be brought to the school office and office staff will deliver the items when your child's class has a break in instruction time.

Items brought to school such as gifts, flowers, or cards will not be given to a student until the end of the school day as these can be very disruptive in the classroom. It is preferred that you give these items to your child outside of the school setting.

DRESS AND GROOMING

Student dress and grooming are the responsibilities of the individual and parents under the following guidelines:

1. Dress and grooming shall be in keeping with health, sanitary, and safety practices.
2. When a student is participating in special activities, dress and grooming shall not disrupt the performance or constitute a health or safety threat to the individual or other students.
3. Dress and grooming shall not disrupt or impede the teaching/learning process. For example, all students should wear (or bring) tennis shoes to participate in PE class.
4. Students should dress appropriately for the day's weather in order to participate in recess, which will be outside every day regardless of weather. Specifically, on rainy days, students need to be wearing waterproof jackets with hoods.

ELECTRONIC DEVICES (PERSONAL)

In accordance with District Policy JFCEB, students are not allowed to use personal electronic devices at school during the regular school day. As used in this policy, a "personal electronic device" is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication in any form to the possessor of the device. Examples of personal/recreational electronic devices includes (but not limited to) cell phones, electronic games, IPODs, and mp3 players. (A copy of the full policy is available in the school office.)

Students are encouraged not to bring these devices to school. If the student and parents find it necessary for a child to have the device with them (for after-school destinations), the devices must remain turned off and in their backpack (not on their person) while on the school campus. The district is not responsible for loss, theft, or damage to personal electronic devices brought to district property or school-sponsored events.

Exceptions to this policy may include advanced authorization by the building principal for health or safety reasons, in the event of an emergency of imminent physical danger, or as necessary and provided for as part of a student's IEP.

If students make a mistake and fail to follow this policy, they will be provided one warning with a review of the expectations and the item being held in the office until the end of the school day for student pick up. Additional incidents will result in the parent being called to pick up the device at school on behalf of the student and may include disciplinary action if warranted.

EMERGENCY DRILLS

Fire drills will be held once each school month for students to practice leaving the building in the shortest possible time and without confusion or panic.

Our district has implemented new Safety Response Protocols (SRP) using the “I Love U Guys” program. These protocols have four main components: Lockdown, Lockout, Evacuate, and Shelter. During the school year we will practice our responses under each of these components at least once. A fifth component, “Hold”, is used for non-emergency situations.

With the exception of the monthly fire drills, parents will receive communication about any emergency drills that are held.

EVACUATION

If it is determined to be unsafe for students and staff to remain in the school, they will evacuate the building and walk to Hoover’s buddy site, Northwest Hills Community Church to the east of Hoover and on the same side of Walnut Blvd. Hoover and district staff will make every attempt to alert all parents of the evacuation. Parents and school buses will pick up students from the buddy site unless the school is deemed safe for them to return.

EMERGENCY CLOSURE PROCEDURES

Closure during School Hours

- A. Students who normally walk to school will be kept at school until parents have been contacted and come for them or give permission for them to walk home.
- B. Students who ride buses may have special instructions (see below) depending on the situation.
 1. Bus ordered not to make run: Students will stay at school until other arrangements are made through the school office.
 2. Bus can complete run, but students cannot get home: If the driver doubts the safety of walking the route, the driver is authorized to return students to the home school.
 3. Bus stopped from continuing: Students stay on the bus:
 - a. except those who can continue safely home on foot.
 - b. unless it is necessary to seek other shelter for safety under the driver’s supervision.
 - c. until other resources arrive.
 - d. unless released by driver to parents.

Closure before students leave for school

The Superintendent or designee will announce school closures over local radio stations prior to the start of bus runs in the morning. Parents should listen to local radio stations (KLOO 1340/106.3 or KEJO 1240) when severe weather conditions exist on school days. You may also check the internet for information at www.csd509j.net/emergency_info or www.valleyinfo.net. You may also call the District’s Emergency Weather Number 757-4555.

Families are encouraged to register for **FlashAlert**, the emergency notification system utilized by the school district, at www.flashalert.net. Parents can receive e-mail or text alerts or may download the android or iOS app on your smartphone.

FIELD TRIPS

Parents will be notified of every field trip prior to its occurrence. For each field trip, written parent permission must be given for their child to participate. Field trips are well supervised and are an excellent opportunity for parent involvement. Participation by students in field trips will be contingent upon their ability to behave appropriately and meet classroom and school-wide behavior expectations.

If parents will be volunteering/chaperoning for a fieldtrip, they must have an active volunteer application (including online background check) **completed and fully processed by the District and school office prior the event.**

FINES, FEES, & CHARGES

If you have a fine or fee to pay (example: lost library book), cash or checks made payable to "Hoover School" may be brought to the school office.

Individual classes may collect separate fees for special materials or fieldtrips.

No student will be denied an education because of his/her family's inability to pay supplementary fees. No student, however, is exempt from charges for lost or damaged books, materials, or equipment.

FIFTH GRADE LEADERSHIP

Leadership is part of the fifth grade experience at Hoover Elementary School. All 5th grade students will be expected to participate in at least one leadership opportunity.

FUNDRAISING

Our school district policy requires that principals approve fund-raising drives for school-connected activities and organizations. Anyone or any organization wishing to raise funds must first obtain administrative approval based on the objectives for fund expenditure. The monies raised by donation or solicitation by such organizations will remain the property of the school and be appropriately accounted for.

ILLNESS OR INJURY

Parents will be notified in case of a serious illness or injury of their child. In case of an emergency when parents cannot be contacted, the school will take whatever action is deemed reasonable and necessary. If your phone numbers or emergency contacts change during the school year, please notify the school of the new numbers immediately.

If your child is ill, please keep him/her at home to allow time for recovery. Children who have had a fever must remain at home until they are fever-free for 24 hours (without the use of fever-reducing medication).

INTERNET AND COMPUTER NETWORK USE

The School Board has adopted the 509J Board Internet Policy, which defines both the purpose of providing Internet access at our schools and the responsibilities that fall upon the various staff members as a result of providing that access to both students and staff.

District staff have developed a short document titled *Student Network Use Handbook*, which defines the educational purposes of using the district's computer network, including e-mail and Internet. The handbook is included in the appendix VI of the District Student/Parent Handbook. It also defines student rights as well as unacceptable uses of the district network. It makes clear that students may expect very limited privacy related to their personal files on the network and to the records of their on-line activity. Students who misuse the network are subject to a range of disciplinary actions as well as legal actions, depending upon the nature of the misuse.

Hoover School's Internet/Computer User Agreement

1. I will use appropriate language at all times.
2. I will not deliberately access inappropriate materials or show others how to access them.
3. I will protect my password (if I have one) by not letting others use it.
4. I will not enter any personal information onto the Internet (such as name, address, phone number, school or age).
5. I will not subscribe to, order, or transfer any materials off the Internet.
6. I will not download any files from the Internet onto school computers.
7. I will respect and uphold copyright laws.
8. I will use the computers and the internet in an efficient, responsible and appropriate way with a clear purpose or goal.

INVITATIONS TO PRIVATE EVENTS

Please do not send party invitations to school with your child for disbursement. Please refer to the School Directory for student's home addresses for mailing invitations.

IPADS FOR STUDENTS

Students will have access to iPads at Hoover Elementary School as a tool to enhance their education.

In the upper grades, teachers may choose to have their class take iPads home as part of their classroom work. If this decision is made, parents will first be notified as there will be paperwork and processes to be completed.

LIBRARY AND LIBRARY MATERIALS

The Hoover Library is a warm and inviting place that encourages students to read and learn. It is located in the main hallway of the school.

Each week classes come to the library for 30 minutes of story/lesson and checkout time. Students are welcome to check out books at open library time after school until 3:00 p.m., Monday-Thursday. Additionally, 3rd-5th grade students will also have the opportunity to check out books during lunch recess time Monday-Thursday.

Books are checked out for one week. Students are held accountable for books checked out in their name. If a book is lost or damaged, students must pay or make arrangements with Mr. Davis before they may check out another book. This applies to both library books and textbooks. Checkout guidelines:

- Grades K-1 get to checkout 1 library book
- Grade 2 classes get to checkout 2 library books
- Grades 3-5 get 3 library books (up to 5 if doing research)

After 2 weeks the books go into OVERDUE status and the student can't check out any more books until the overdue book is returned. Students are expected to return library books by the due date. Many times Hoover owns only one or two copies of a popular book and other students are waiting for these books to be returned so that they may check them out!

Parents are urged to become familiar with the library and to encourage their children to use it. Library volunteers are needed during the day to help shelve books, help during classroom visits, and work on various projects.

LOST AND FOUND

A student's belongings -- especially sports equipment, jackets, sweaters, gloves, hats, boots, lunch boxes, and other items that may be lost at school – **should be marked with first and last names**. The lost and found area is located in the gym. Parents and students are encouraged to check it periodically. Items which remain unclaimed are donated to local charities.

LUNCH AND BREAKFAST PROGRAM

Students may purchase breakfast and/or lunch. Breakfast is offered at the elementary level as we recognize its importance for both health and better classroom performance.

Free and reduced price meals are available for families meeting federal income guidelines. Applications are available online at www.csd509j.net or can be picked up in the school office throughout the year as income situations change. Feel free to call or pick one up at any time. *Please remember that approval for free/reduced meals only applies to complete breakfasts and lunches. **Purchasing "a la carte" items such as "milk only" are not covered by the federal meal program and will be charged at the full price to your child's meal account.***

Payment by the month is encouraged to reduce bookkeeping. Please send money in an envelope with the student's name on it to the school office. All money sent will be credited to student's account. Charging is discouraged except in cases of emergency. Emails are sent out twice a week to the parents of any students whose meal accounts have negative funds caused by charging. If you receive this email, please send funds to the school office right away.

Elementary Meal Schedule for the 2017-2018 school year

Elementary meal prices are as follow:

Student Breakfast	\$1.50
Reduced Price Student Breakfast.....	Free
Adult Breakfast	\$2.00
Student lunch (includes milk).....	\$2.50
Reduced Price Student lunch	Free
Adult Lunch	\$3.50
Milk alone (ala carte)	\$0.50

Money in student meal accounts stay with each student as long as they attend any school within the Corvallis 509J School District. Families moving out of district must request that money from the meal account be refunded.

MEDIA ACCESS

The District recognizes the important role the media serves in reporting information about the district's programs, services, and activities. Therefore, the district will make every reasonable effort to provide media access to students. School administrators shall be authorized to grant permission and set parameters for media access to students in their respective schools. All media representatives must check in at the school office when entering school grounds during regular school hours. The entire Media Access Policy (section JOD) is contained in the District Policy Handbook. This policy may be obtained through the school principal.

As part of the registration process (both the paper packet for new students and the online registration for returning students) parents are asked questions related to media permissions.

MEDICATIONS: PRESCRIPTION & OVER-THE-COUNTER

All medications (prescription and over-the-counter) must be brought, in the original containers, by a parent or guardian to the Hoover office. "All" medications include cough drops, pain medication, eye drops, vitamins, etc., as well as prescribed medications.

Parents must complete and sign a medication dosage form for each medication. This form can be picked up in the office or found online at www.csd509j.net/hoover. Only authorized staff will dispense medications.

If your child has any severe allergies or medical conditions, please speak with Office staff and your child's teacher.

NEWSLETTER and LISTSERV

The Hoover Listserv is an email group used by the school to share timely information and reminders with Hoover families. [The Hoover Listserv has become rhw primary method of communicating with our school community.](#) **Families are strongly encouraged to make sure their email addresses are active on the Hoover listserv to ensure they receive all newsletters and school information.** (All email addresses listed on student registration cards are automatically added to the listserv.) Please email marcy.hermens@corvallis.k12.or.us if you would like to add or change an email address, or if you notice your family is not receiving information, during the school year.

Hoover sends home a weekly email newsletter, via email, called the “Hoover Happenings”. Other messages (via email) will also be sent home when needed.

Please notify the school office if you do not have access to email to receive these messages.

PERSONAL ITEMS BROUGHT TO SCHOOL

Please consider carefully and be aware of the items your child takes to school from home. Expensive items, fragile toys, and keepsakes of sentimental value are best left at home. If special circumstances require a student to bring important possessions of substantial cost to school, leaving them in the office during the school day can help safeguard these items. Hoover School and the Corvallis School District are not responsible for lost or stolen items.

PROGRESS REPORTS

Written student progress reports will be issued in early February and at the end of the school year. In addition the teacher will schedule a fall conference and host a spring student-led conference. Either parent or teacher may initiate conferences throughout the year as the need arises.

Parents are strongly encouraged to meet with the teacher to resolve issues before seeking to meet with the Principal.

RELEASING STUDENTS FROM SCHOOL

When parents request that their child be released during the school day, a note should be sent to the teacher giving the date and time the student is to be dismissed. As a safety measure, the children must check in or out in the office whenever they arrive late or leave early.

Parents (or a designated adult) must come to the office to sign out the student; their children will meet them in the office. Parents may NOT go directly to the classrooms to pick up their children during the school day.

SCHEDULE for Monday – Thursday

7:40 – 8:10 a.m.	Morning Supervision in gym
7:45 – 8:15 a.m.	Breakfast Program
8:10 a.m.	Classroom doors open (students begin arriving)
8:15 a.m.	Tardy Bell rings
9:30 – 9:45 a.m.	Morning Break for Kdg
9:50 – 10:05 a.m.	Morning Break for 1 st – 5 th
11:10 – 11:55 a.m.	Staggered Lunch Breaks / Recess for 3 rd – 5 th
11:40 – 12:25 p.m.	Staggered Lunch Breaks / Recesses for Kdg-3 rd
2:35 p.m.	Dismissal (K)
2:40 p.m.	Dismissal (1-5)

SCHEDULE for Friday (early release day)

7:40 – 8:10 a.m.	Morning Supervision in gym
7:45 – 8:15 a.m.	Breakfast Program
8:10 a.m.	Classroom doors open (students begin arriving)
8:15 a.m.	Tardy Bell rings
9:30 – 9:45 a.m.	Morning Break for Kdg
9:50 – 10:05 a.m.	Morning Break for 1 st – 5 th
11:10 – 11:55 a.m.	Staggered Lunch Breaks / Recess for 3 rd – 5 th
11:40 – 12:25 p.m.	Staggered Lunch Breaks / Recesses for Kdg-3 rd
1:35 p.m.	Dismissal (K)
1:40 p.m.	Dismissal (1-5)

SCHOOL BOARD

The Corvallis School Board of Education is an elected, non-paid group of citizens of the community charged with the responsibility for the establishment of the educational policies of the district. Patrons of the district are encouraged to attend board meetings and become acquainted with the functions of this body. Further information regarding the school board, including meeting dates and times, can be found on the Corvallis School District website at www.csd509j.net.

SCHOOL PICTURES

As a service to parents, the schools provide an opportunity for students to have their pictures taken by a professional photographer. Notices and instructions will be sent home. The SCHOOL IS NOT THE AGENT in this endeavor and the service is strictly optional. Any questions or problems should be directed to the company, NOT to the school.

SECTION 504

Section 504 of the Rehabilitation Act prohibits school districts to discriminate against persons with disabilities- including students, district patrons and staff members. Section 504 protects all qualified students with disabilities; defined as those having any physical or mental impairment that substantially limits one or more major life activity. Life activities include; walking, breathing, hearing, speaking, self-care, manual tasks, seeing, learning, working.

Section 504 requires that qualified persons with disabilities be provided access to educational opportunity as commensurate with non-disabled persons.

A student, district patron, or school staff with an American with Disabilities Act- Section 504- concern should contact the school's Principal.

SKATEBOARDS, SCOOTERS, ROLLERBLADES, AND BICYCLES

Bicycles, skateboards, rollerblades (including “heelies”), and scooters may be used as transportation to and from school but may not be used on school grounds. Children who ride bicycles to school should lock their bikes every day with a bike lock at the bike racks. Skateboards, rollerblades and scooters may be stored in their classroom. Students are not to play with these items during the school day.

Students must walk and/or carry their bikes, scooters, and skateboards while on the school grounds; this includes the school sidewalks, parking lot, and playgrounds. Improper use of bicycles, skateboards, rollerblades or scooters at school may result in the loss of the privilege of riding them to school.

Oregon law requires children 15 years and younger to be wearing helmets when riding bicycles, skateboards, scooters, rollerblades, or roller skates. The school is not responsible for damage to or theft of students’ personal items.

SOCIAL MEDIA SITES FOR HOOVER SCHOOL

Hoover School has started utilizing social media as a way to provide families a glimpse into day-to-day and special activities happening in our building. It will also be used as an additional method to distribute emergency information. Social media sites will never replace our primary communication method via the school listserv.

Hoover School is currently on Facebook at <https://www.facebook.com/HooverElementaryCorvallis/?fref=ts> .

Identifiable pictures of students will never be posted on social media without parent permission. Permission is gathered from parents via the media permission questions that are part of enrollment and registration processes.

SPECIAL SERVICES

The school district offers special programs for students with specific needs. You should contact your principal or the Student Services Department, if you desire more information.

These services include assistance with:

- special programs for developmentally disabled and handicapped students
- extreme learning problems
- speech and language
- health screening services
- physical therapy (fine and gross motor)
- hearing and vision

STUDENT CLASSROOM SUPPLIES

A general supply list of items needed for each grade level classroom is available in the school office and on the school website. Each grade level and the school also have wish lists for supplies that can be donated.

STUDENT DIRECTORY

Student Directory information includes the student's name, parents' name, family address, and telephone listing. Parents of a student have the right to prevent the school from releasing specific directory items or all directory items regarding the student or parent. Parents can give or deny their permission during the registration process.

STUDENT RECORDS

Information on transfer of student records, release of personally identifiable information, and the annual notification to parents may be found in the District Student-Parent handbook available by request from school office or online at www.csd509j.net. The entire student Records Policy (section JO) is contained in the District Policy Handbook. This policy may be obtained through the school office or librarian.

STUDENT VISITATIONS

Numerous requests are received from students to have friends their age visit school for a day or so. This occurs most often when other schools are having their winter or spring vacations. As a rule, we do not honor these requests. Visiting children tend to take teacher time away from enrolled students. School age visitors, with an accompanying adult, may join a class for lunch by making arrangements with the teacher and school office ahead of time.

SUMMER BUILDING USE

During the summer months, outside agencies frequently rent school buildings for camps and activities. These activities are not school district-sponsored. Please direct all questions and concerns directly to the agencies providing the activity.

TEACHER PREPARATION TIME

Parents often wonder when and how it is best to contact teachers. Notes, emails, voice mails, and personal contacts are all welcome. However, before school (7:30-8:10 am) is a busy time for teachers, and it is important to protect their right to have uninterrupted preparation time.

It is very important that teachers have uninterrupted instructional planning time to prepare curriculum, assessments, grade papers, plan for student learning, setup programs, etc. To help reduce unplanned interruptions, we ask that parents schedule time in advance to meet with a teacher. Of course, emergencies do exist and teachers will be available as needed.

Early morning meetings with teachers are difficult to schedule because this is the time of day when teachers will be setting up their classrooms, fine-tuning their lesson plans, and generally preparing to engage their students in a day of active learning. If you need to meet with your child's teacher, it is much better to schedule a time after school if possible, between 3:00 PM and 3:30 PM. However, we are sensitive to parent work schedules and will **schedule** meeting times that are considerate of all schedules. As always, for emergencies or crisis situations, meetings will be scheduled promptly.

Email addresses can be found on the school website or can be directed in the following way: firstname.lastname@corvallis.k12.or.us. School office personnel can help facilitate getting written messages, phone messages, and meeting requests to teachers.

TELEPHONE USE

We want to be of assistance to you and your child at all times. Please understand, though, that the telephone is reserved for school business and emergency use. Student use of the phone for anything other than emergency/emergent purposes will not be allowed. Students are expected to make social arrangements prior to leaving home.

TRANSPORTATION

Transportation will be provided for students who live outside a one-mile radius from school or, in some cases, less if there are safety issues. In accordance with District policy, students are not to get off the bus at points other than their designated stops. Students are not to ride the bus for purposes other than transportation to and from school. Exceptions may be made with the principal's approval of a parent's written request. Students being transported are under the authority of the bus driver. Rules governing students riding school buses are posted in the bus and are for the safety and welfare of all passengers. The rules are also printed under the "Behavior" section of this handbook.

Kindergarten parents (or an approved adult) are required to meet kindergarten students at the bus stop in order for the child to be released. If no approved adult is at the stop, the bus company will return your child to Hoover Elementary School for you to pick up.

Any questions regarding bus registration or bus schedules should be directed to First Student Transportation at (541) 752-0174.

TRANSFER REQUESTS

The Board believes that schools in the district offer a rich educational experience and that children have access to this through their boundary area school and district programs. The Board recognizes that some families may want to attend a school outside their boundary area. Families may utilize the transfer process set forth within the administrative regulations.

Transfer requests will be made for grades K-12 through the online process. The online process for the following school year will open on March 1 and close on March 31. Kindergartners requesting transfers are required to register at their neighborhood school by March 31. If the number of students seeking transfer exceeds the number of spaces available, an equitable lottery process will be used.

The space available at elementary and K-8 schools is determined by a capacity number set for each school based on building size. At the secondary level, student populations must be balanced within a +/- seven percent of the average of the two schools, so transfers will be accepted until that number is reached.

Parents may request a transfer of their student to another school in the district in the event the school the student is attending is identified as persistently dangerous or the student has been a victim of a violent criminal offense in or on the grounds of the school the student attends. The transfer must be to a safe school. Additionally, requests to transfer to another school in the district for other reasons or to a school outside the district may be approved in certain circumstances. Contact your school office for additional information.

Parents who have accepted a district transfer for their child to attend another boundary school, and who wish their child to return to attend their original "home boundary" school, must request a transfer to return to their original boundary school and receive district approval.

VISITATION AND VOLUNTEERS

Parents are genuinely welcome to visit school. There are many open houses, curriculum programs, and other “special” events for which you will receive invitations. Also, you are welcome to visit your child’s classroom by making prior arrangements with the teacher.

Additionally, parents are welcome to visit school and have lunch with their children. Any parent can do this by signing in as a visitor in the office upon arrival. **Please note that only parents who are currently cleared as volunteers, and wearing their volunteer badge, may go out to the playground during recess time.**

For the protection of the children, all visitors and volunteers are required to check in and out at the Hoover Office immediately upon arrival on school grounds and must wear a Hoover nametag while on campus.

Parents are also welcome as volunteer workers. Many of our teachers utilize parents and grandparents, capitalizing on their interests and expertise in particular areas. If you would like to volunteer at school, you are encouraged to contact your child’s teacher or the school office to arrange for use of your services. All volunteers must register with the district, completing an online background screening, and adhere to the procedures outlined in 509J District Policy IICC. **Your volunteer application must be FULLY processed and approved prior to volunteering at any Corvallis 509J School – this includes prior to being allowed to attend any fieldtrips.**

Volunteers are expected to maintain confidentiality regarding achievement and behavior of any children they work with or around at school.

HOOVER SCHOOL RULES AND BEHAVIOR EXPECTATIONS

(updated 9/29/2015)

Common Area	Be Safe	Be Respectful	Be Responsible
All Common Areas	<ul style="list-style-type: none"> • Walk when inside and in outside breezeways • Look where you are going • Keep hands and feet to self • Use equipment and materials appropriately 	<ul style="list-style-type: none"> • Use kind words and actions • Wait your turn • Clean up after yourself • Follow adult directions • Share all equipment • Be polite at all times 	<ul style="list-style-type: none"> • Follow school rules • Take proper care of all personal belongings & school equipment • Keep all electronics, including cell phones in backpacks, and turned off until final bell rings • Be a good problem solver
Arrival & Dismissal	<ul style="list-style-type: none"> • Walk bikes and scooters and carry skateboards on school grounds • Use sidewalks and crosswalks • Follow directions of students on safety patrol • Wait in designated areas • Get an adult escort to waiting vehicle if it is in the 2nd row • Do not swing, kick or throw your backpack or other items • Walk, don't run on school grounds 	<ul style="list-style-type: none"> • Use kind words and actions • Follow adult directions • Do not stand in high traffic areas • Keep your belongings with you and out of the way of others 	<ul style="list-style-type: none"> • Arrive on time, between 8:10-8:15 • Go to the gym if you arrive before 8:10 • Check in at the office if you arrive after 8:15 or leave before 2:40 • Leave skateboards and scooters in the classroom during school day or lock up at the bike racks • When final bell rings, go immediately to your destination (get on bus, go home or to STARS)
Assemblies	<ul style="list-style-type: none"> • Sit where assigned • Leave with class • Use extreme caution when bringing chairs • Keep hands to yourself 	<ul style="list-style-type: none"> • Be quiet at assembly performers/speakers are performing/speaking • Wait quietly & politely for assembly to begin • Participate respectfully 	<ul style="list-style-type: none"> • Clap and cheer politely • Stay seated until asked to stand
Bathrooms	<ul style="list-style-type: none"> • Keep water in the sink • Wash hands with soap after using the bathroom • Have a bathroom pass with you when using the bathroom during class time 	<ul style="list-style-type: none"> • Give people privacy • Use quiet voices • Leave doors unlocked when you leave 	<ul style="list-style-type: none"> • Flush toilet after use • Put towels in garbage can <u>only</u> • Use the facilities properly • Do not "hang out" in the bathrooms • Tell an adult if there is a problem
Cafeteria	<ul style="list-style-type: none"> • Stand calmly in line, keeping your hands to yourself • Sit with bottom on bench • <u>Always walk</u> in the cafeteria • Eat your own food • Keep hands to yourself and off of other people's food and lunch trays 	<ul style="list-style-type: none"> • Allow anyone to sit next to you • Use quiet voices/talk softly • Use good manners 	<ul style="list-style-type: none"> • Raise hand and wait to be excused • Leave your area clean. • Pick up food that has fallen onto the floor • Let an adult know about spills • Put tray and garbage in proper receptacles • Leave gym by back door
Computer Lab	<ul style="list-style-type: none"> • Enter with an adult • Use the internet according to school rules • Do not play with light switches • Use chairs safely at all times 	<ul style="list-style-type: none"> • Use quiet voices • Be patient and polite • Leave equipment as you found it • Use signal to ask for help • No Food or Drinks in the Lab 	<ul style="list-style-type: none"> • Enter with an adult • Print only with permission • Keep the lab and work areas clean • Use quiet and calm behavior at all times

Common Area	Be Safe	Be Respectful	Be Responsible
Fire & Evacuation Drills	<ul style="list-style-type: none"> • Leave building calmly and quietly • Walk in a single-file line • Do not look back at building 	<ul style="list-style-type: none"> • Follow directions • Keep hands to yourself • Keep voices turned OFF 	<ul style="list-style-type: none"> • Listen carefully for instructions • If you were not in your classroom, stay with the adult you were with
Hallways & Passing Areas	<ul style="list-style-type: none"> • <u>Always walk</u> • Walk, facing forward • Avoid door danger zones • Avoid walking in front of the school during the day – use the inside hallways when possible 	<ul style="list-style-type: none"> • Use quiet voices • Admire items hanging in hallways without touching them • When traveling with a group or your class, walk single-file so others can pass 	<ul style="list-style-type: none"> • Keep hands to self • Go to and from your destination without wasting time • If you find students’ work on the floor please take it to the office
Library	<ul style="list-style-type: none"> • Always walk • Use caution around doors • Use shelf markers appropriately 	<ul style="list-style-type: none"> • Enter quietly • Wait patiently in line to check out a book • Use time in library for reading instead of talking • Put card in can if not checking out a book 	<ul style="list-style-type: none"> • Use shelf markers and return books to their proper location • Food and drinks stay outside • Take turns • Share chairs, tables books and computers • Push in chairs when you leave
Office Rooms	<ul style="list-style-type: none"> • Stand clear of doorway • Wait your turn unless you are hurt • If you are not hurt, stay where directed without disruption • Keep medications in health room 	<ul style="list-style-type: none"> • Use good manners (please, thank you) • Use a quiet voice in the office • Get permission to use phone • Always check in at office counter • When spending break time in office, sit quietly 	<ul style="list-style-type: none"> • Always get staff permission to go to office during school hours • Clean up after yourself • Wash and return borrowed clothes to the office as soon as possible • Make your after-school plans at home and don’t change them • Return to class promptly
Playground & Recess	<ul style="list-style-type: none"> • <u>Play where you can be seen by adult supervisors</u> • <u>Play within fenced areas and do not pass “invisible fence” lines</u> • <u>Do not climb fences, poles, backstops or goal posts</u> • <u>Do not carry other people</u> • <u>Play chase games on east field only</u> • <u>Keep baseballs, softballs and bats at home</u> 	<ul style="list-style-type: none"> • Include everyone • Play fairly • Be courteous at all times • Run around games, not through them • Respect nature, keeping it safe and as you found it • Be a fair and honest judge • Always practice good sportsmanship 	<ul style="list-style-type: none"> • Share all equipment brought to playground • Return equipment to classroom or equipment bucket at end of recess • K-5th do not bring toys from home • Always get adult permission to enter the building during break times • Know the game rules and play by them
When you have a problem...	<ul style="list-style-type: none"> • Use words to solve your problem, never your hands or other parts of your body • Go to an adult if you need help, are being bullied, or threatened 	<ul style="list-style-type: none"> • Listen to the other persons point of view • Tell the other person how you feel in a respectful way • Ask yourself if your solution is fair to the other person 	<ul style="list-style-type: none"> • Use the problem solving strategies • Try to make the problem smaller, not bigger • Get help from an adult only after you have tried to solve it yourself

HOOVER SCHOOL PLAYGROUND RULES & BEHAVIOR EXPECTATIONS

Common Area	Be Safe	Be Respectful	Be Responsible
K-2nd Play Structure	<ul style="list-style-type: none"> • When you are on the twisty slide make sure the person before you is off the slide before you begin your turn • One student at a time on the climbing ladder • Do not crowd on the spider web, climbing wall, or green step-up bars. Give others enough space to move and play. • Limit the number of people on the platforms • Do not jump off of high platforms or the slides 	<ul style="list-style-type: none"> • Keep balls and other playground equipment on the paved areas only • Take turns 	<ul style="list-style-type: none"> • No tag games or running on or around the play structure • Go down the slide on your bottom with your feet in front of you and your hands inside the rails • Always go the same direction as other people using the same piece of equipment
3rd-5th Grade Play Structure	<ul style="list-style-type: none"> • Do not jump off of high platforms or the slides • One person at a time on the 'wavy' climber and on the rolling log • Do not crowd on the clatter bridge, spider web, or climbing wall. Give other enough space to move and play 	<ul style="list-style-type: none"> • Go one-way when crossing the monkey bars or spinning rings 	<ul style="list-style-type: none"> • Play structure is only for climbing, swinging, and sliding • Go down the slide on your bottom with your feet in front of you and your hands inside the rails • Keep balls and other toys off the play structure • No tag games or running on or around the play structure
Balls	<ul style="list-style-type: none"> • Never throw balls at other people • Only soccer balls and footballs may be kicked and they may only be kicked on the field 	<ul style="list-style-type: none"> • Be careful not to hit or throw balls onto the roof • Keep the balls out of bark chip areas and away from the fenced areas next to the creek 	<ul style="list-style-type: none"> • Take care of playground balls by not kicking them or bouncing them really hard • Politely pick up and return stray balls to the person playing with them. Never kick stray balls • Once a ball is brought into a game it must stay in that game. • Footballs can only be used to play catch, not full football games, on the K-2nd playground • Return balls to equipment bucket after each recess

Common Area	Be Safe	Be Respectful	Be Responsible
Bars	<ul style="list-style-type: none"> Do not stand up on the bars Always keep both hands on the bars People watching others on the bars must stay clear and out of the way 	<ul style="list-style-type: none"> No “saving” a spot on the bars for other people Share if others are waiting 	<ul style="list-style-type: none"> Two people allowed per bar
Butterfly Garden	<ul style="list-style-type: none"> Walk (do not run) through the Butterfly Garden Please use the path 	<ul style="list-style-type: none"> Admire the plants with your eyes and nose Do not pick or step on any plants 	<ul style="list-style-type: none"> Keep all play equipment out of the Butterfly Garden
General Playground	<ul style="list-style-type: none"> Play where you can be seen No piggyback rides or carrying peers Always wear shoes 	<ul style="list-style-type: none"> Include everyone Share all equipment Tag games are only allowed on the 3rd-5th grade playground on the field 	<ul style="list-style-type: none"> Get permission to enter the building during recess times Practice Good Sportsmanship When the bell rings or the whistle blows...Stop! Think! Walk! Return all equipment at the end of every recess
Fields	<ul style="list-style-type: none"> All activities are ‘touch-only’ (such as touch football). Please don’t push, tackle, grab or pull on others 	<ul style="list-style-type: none"> Get permission from a supervising adult in order to play past the second tree on the field Stay out of the mud and puddles 	<ul style="list-style-type: none"> A GREEN flag means the field is open to be played on A RED flag means the field is closed and only the track may be used for continuous walking or jogging Stay off of backstops, fences, goalposts, trees, and poles Do not dig in or damage the ground
Jump Ropes	<ul style="list-style-type: none"> When playing “Helicopter” (holding one end of the jump rope for others to jump over) make sure the jump rope is on or near ground level Make sure there is plenty of room for jump ropes to swing without hitting other people or their games 		<ul style="list-style-type: none"> Jump ropes cannot be used to tie around people or to hang from playground equipment and trees – use for jumping only Keep jump ropes off the play structure
Swings	<ul style="list-style-type: none"> One person per swing Don’t twist the chains Avoid pushing others – no “underdoggies” 	<ul style="list-style-type: none"> Share if others are waiting We don’t “save” swings 	<ul style="list-style-type: none"> Use the swing as intended
Track Area	<ul style="list-style-type: none"> Move to the right so others can pass 	<ul style="list-style-type: none"> The track is for continuous walking or jogging Do not dig or play in the bark on the track Respect nature; do not harm living creatures, plants, or trees 	<ul style="list-style-type: none"> If the field is closed you may still be able to walk or run on the track. Ask a supervising adult if the track is open or closed When the bell rings stay on the track and quickly make your way back to class on time When the field is closed, avoid muddy areas when entering or exiting the track