

# Hoover Elementary School

## Summary of General School Information

(please see front and back of page)

**ATTENDANCE:** Please call the school office at 541-757-5958 (or email your child's teacher as well as [marcy.hermens@corvallis.k12.or.us](mailto:marcy.hermens@corvallis.k12.or.us)) if your child is going to be absent or more than a few minutes late to school. We ask that these calls/emails happen prior to 8:15 a.m. so that we are able to quickly account for all children. Additionally, if your child is arriving late to school after the bell rings at 8:15 a.m., please have them check in with the school office so they can pick up a late slip as well as place their lunch order (if applicable).

**AFTERSCHOOL SCHEDULES:** Please make sure that your child \*and\* your child's teacher know their "regular" after school schedule. Having a regular weekly schedule in place helps your child's teacher direct your child to the correct location after school. Everyone's schedule looks different – we just want to know your regular plan. Always notify the school/teacher when there will be any change to the regular routine.

Please note that if your plan includes your child taking the bus, you must register online at <http://www.csd509j.net/en-us/districtinformation/departmentservices/studenttransportation.aspx>. Questions about school transportation can be directed to First Student at 541-752-0174. Kindergarten parents (or an approved adult) must meet their child at the bus stop or their child will be returned to the school.

**COMMUNICATION WITH FAMILIES:** We work hard to keep our families well informed about their Hoover community. Teachers will send out regular classroom communications. The school office will send out a weekly school email (the Hoover Happenings) to all families as well. Additionally, the school sends home "Wednesday Packets" for any paper information that needs to be shared with families.

Please note that the school's email "listserv" is our primary method of schoolwide communication. All families email addresses are in this listserv. For information purposes: a listserv is a one-way messaging system. No one else can see your email address and no one is able to "reply all" and send messages to you. The only messages you will see/receive will be the ones coming from the school.

**CONTACT INFORMATION:** Please make sure you let the office know when any part of your contact information changes. This includes address, phone numbers, and email addresses. Remember – the more accurate your contact information is the better chance we will reach you should we need to.

**EMERGENCY CLOSURES:** Our school district uses an automated calling system to notify families of emergency situations. Families are also encouraged to register for **FlashAlert**, the emergency notification system utilized by the school district, at [www.flashalert.net](http://www.flashalert.net). Parents can receive e-mail or text alerts or may download the android or iOS app on your smartphone.

**ILLNESS AND INJURY:** Parents will be notified in case of a serious illness or injury to their child. In case of an emergency when parents cannot be contacted, the school will take whatever action is deemed reasonable and necessary in the circumstances.

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 fever-reducing medication).

**LUNCHROOM OPERATIONS:** Every student gets a 40 minute lunch break where they spend a minimum of 20 minutes in the lunchroom having their meal and a maximum of 20 minutes on the playground playing.

Students enter the lunchroom with their class in alphabetical order and check in at the lunch computer. The student will say whether they want a hot lunch or want to buy just a milk (students who are not buying anything can go directly to their class table). After 20 minutes, staff will begin dismissing students who are raising their hands to indicate they are done. Students do not have to leave their lunch table when staff start dismissing students for recess. Any student is welcome to stay and take more time to finish their meal.

**LOST AND FOUND:** A student's belongings -- especially sports equipment, jackets, sweaters, gloves, hats, boots, lunch boxes, and other items that could become 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.

**MEAL ACCOUNTS:** Students may purchase breakfast and/or lunch. Lunch costs \$2.50 per meal. Breakfast costs \$1.50 per meal. Purchasing a milk by itself costs 50 cents.

Payment can be made in two ways to your child's meal account. You can go online to [PayForIt.net](http://PayForIt.net) and deposit funds into your child's account (you will need to call the school and get your child's identification number). Your other choice is to bring money in an envelope with the student's name on it to the school office. All money sent will be credited to your 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.

Free and reduced price meals are available for families meeting federal income guidelines. Applications are available online at [www.csd509j.net](http://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.

**MEDICATIONS:** Any medications – even cough drops – **must** be brought to the school office by a parent if you want your child to take the medication at school. There is a Medication Authorization Form that has to be completed and signed. Questions can be directed to the school office at 541-757-5958.

**MESSAGES TO STUDENTS:** We encourage families to make their afterschool plans before students come to school each day, but recognize that parents may need to change plans. Please call the office by 2:00 Monday-Thursday (by 1:00 on Fridays) so that the message can be delivered to classroom teachers.

**MORNING SUPERVISION:** Starting each morning at 7:40 a.m., as a courtesy to our families, no-cost childcare is available in the Hoover gym. Breakfast is available beginning at 7:45 a.m. Students will remain in the gym until classroom doors open at 8:10 a.m. Kindergarten students will be escorted to their classrooms.

**STUDENT PICK-UP / DROP-OFF:** The school parking lot can be a little chaotic before and after school. Parents are asked to carefully follow the parking lot guidelines below:

- The lane closest to the sidewalk is for parking. You may park and leave your car in the morning.
- The middle lane allows you to drop-off students in the morning (no parking). In the afternoon you may park and wait for your child, but you must remain with your vehicle.
- The 3<sup>rd</sup> lane is a traffic-flow lane. Parents must stay in their vehicle, moving forward. Students cannot be picked up or dropped off in this lane.
- Staff members are out to help supervise as well as connect children with their parents. If a staff member makes a request, please be collaborative and cooperative.
- Be patient – we are all part of the Hoover Community. Please remember to go slow and watch out for children.

**VISITORS AND VOLUNTEERS:** Any adults on campus, whether visiting or volunteering, must check in at the office if they are at the school during school hours (outside of drop-off and pick-up). Please be sure to do this every time you come and then wear your volunteer badge or visitor sticker in a visible place where staff and students can see it. If you want to volunteer or chaperone, you must apply online for official approval at <https://www.csd509j.net/students-parents/volunteer/>

**WEATHER:** Please dress your child for changeable weather. Hoover students go outside every single day for recess time. Coats and hats are encouraged for the playground on rainy days – students without them have to stay under the covered area. For unpredictable weather days you may consider putting a coat or a change of clothing in your child's backpack (just in case they are needed) as the office has only a limited supply of clothing for students to borrow.