

**Hoover Elementary School
Parent-Student
Handbook
Updated August, 2009**



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

(541) 757-5958 (fax) 757-4590

www.csd509j.net/hoover

TABLE OF CONTENTS

| | |
|--|----|
| Staff | 3 |
| Board Members | 4 |
| HPTO..... | 5 |
| Calendar | 5 |
| Absences | 7 |
| Admission to School | 7 |
| After Hours..... | 8 |
| Arrival & Departure | 8 |
| Before School Care..... | 9 |
| Class & Grade Assignment | 9 |
| Curriculum | 9 |
| Discipline | 10 |
| Dress & Grooming | 10 |
| EEO Statement..... | 11 |
| Electronic Devices (Personal) | 11 |
| Emergency Drills and Procedures..... | 11 |
| Enrollment & Transfers | 12 |
| Field Trips | 13 |
| Fines, Fees, & Charges | 13 |
| Fundraising..... | 14 |
| Harassment | 14 |
| Homework..... | 14 |
| Illness or Injury..... | 14 |
| Instructional Planning Time | 14 |
| Insurance | 14 |
| Internet & Computer Network Use..... | 15 |
| Invitations..... | 15 |
| Library Materials | 16 |
| Lost and Found..... | 16 |
| Lunch Program | 17 |
| Parent Visitation & Volunteers..... | 17 |
| Personal Items at School | 18 |
| Prescriptions / Medicines at School..... | 18 |
| Media Access | 18 |
| Newsletter..... | 18 |
| Progress Reports | 19 |
| Release of Students..... | 19 |
| Schedule..... | 19 |
| School Pictures | 19 |
| Site Council..... | 20 |
| Skateboards & Bicycles | 20 |
| Special Services | 20 |
| Student Records | 21 |
| Student Responsibilities..... | 21 |
| Telephone Use by Students | 22 |
| Teacher Preparation Time | 22 |
| Transportation..... | 23 |
| Violence / Threats of Violence..... | 23 |
| Weapons..... | 23 |
| Bus Rules & Schedule | 24 |
| Hoover School Rules & Behavior Expectations..... | 25 |

Principal's Welcome

Dear Families,

Welcome to Hoover School. Hoover is an exceptional school that strives to meet the social, emotional, physical, and academic needs of a diverse population. Please feel free to visit; we invite parent involvement in school and classroom activities.

We welcome any amount of involvement you can fit into your schedule from occasional visits to attending Hoover Parent-Teacher (HPTO) meetings, to school programs or eating lunch with your child. Of course, we hope you can visit or volunteer on a regular basis!

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 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 office at 757-5958.

Sincerely,

Bryan Traylor, Principal
and
The Hoover School Staff

Hoover's Mission Statement

The child is our focus. We nurture, challenge, and respect individuals as they grow and learn.

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 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.

HOOVER SCHOOL STAFF

Bryan Traylor, Principal

KINDERGARTEN

Ann Cook
Katie McNutt
Angie Voss

GRADE ONE

Katherine Inman / Barb Holt
Pam Meehan

GRADE 1 / 2 BLEND

Rebecca Hayes

GRADE TWO

Peggy Meyer
Elise Bradley

GRADE THREE

Beth Bontrager
Kim Perdue
Larry Harris

GRADE FOUR

Megan Hiesterman (Hiesterman)
Jonathan Opfer

GRADE 4 / 5 BLEND

Anicia Criscione

GRADE FIVE

Justin Barron
Matthew Criscione

OTHER CERTIFIED STAFF

LRC – Tim Dillon
P.E. – Greg Caster
ELD/ELL/ESL – Peggy Carrick
Music – Betty Phillips
Literacy Coach/Teacher–Cheryl Graham
Reading Teacher – Betty Phillips

CLASSIFIED

Head Secretary – Marcy Hermens
Office Assistant – Natalie Kovac
Library Assistant – Kim McIntyre
Behavior Coach – Dawn Gonzales
LRC Assistant – Jody Eleveld
LRC Assistant – Ginnie Esary
LRC Assistant – Nan Copeland
LRC Assistant – Jake Dorr
LRC Assistant – Susan Martorello
Educational Assistant – _____
ELD/ELL/ESL Assistant – Seon Kim
Tech Assistant – _____
Reading Assistant – Kris Trujillo
Food Service – Teri Morgan
Campus Steward – Axel Anders
Evening Custodian – Rickey Grixsby

OTHER STAFF

Speech Assistant. – Linda Endo
Counselor (ESD) – Phyllis Lind

SITE COUNCIL

Bryan Traylor
Marcy Hermens
Beth Bontrager
Tim Dillon
Aaron Escobar, parent
Tad Abernathy, parent
Travis Gray, parent

CORVALLIS SCHOOL BOARD OF EDUCATION

The Board of Education is an elected, non-paid group of citizens of the community charged with the responsibility of 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. The School Board meets at 7:00 PM in the Board Room at the District Administration Building, 1555 SW 35th Street.

BOARD MEMBERS

| | |
|-----------------------------|---------------------------------|
| Anne Schuster (Chairperson) | Lisa Corrigan(vice chairperson) |
| Greg Perry | Blake Rodman |
| Bill Ten Pas | John Turman |
| Matt Donohue | |

Changes in time or place will be announced in the local newspaper.

2009-2010 BOARD MEETING SCHEDULE

September 14, 2009 – Regular Business Meeting

September 21, 2009 – Work Session

October 5, 2009 – Regular Business Meeting

October 19, 2009 – Board Retreat

November 2, 2009 – Regular Business Meeting

November 16, 2009 – Work Session

December 7, 2009 – Regular Business Meeting

January 11, 2010 – Regular Business Meeting

January 25, 2010 – Work Session

February 8, 2010 – Regular Business Meeting

February 22, 2010 – Work Session

March 8, 2010 – Regular Business Meeting

April 5, 2010 – Regular Business Meeting

April 19, 2010 – Work Session

May 3, 2010 – Regular Business Meeting

May 17, 2010 – Work Session

June 21, 2010 – Regular Business Meeting

2009-2010 HOOVER PARENT/TEACHER ORGANIZATION

(please contact an HPTO Officer if you are interested in taking one of the unfilled positions below)

HPTO Board:

President: Melinda Lind (754-6428)
President Elect: Terry Comer (757-2081)
Past President: Amy Clark (753-0587)
Secretary: Karen Humphreys (752-3435)
Treasurer: Rebecca Sauret (758-2244)
Scrip Manager/Sales: Laura Wilson (207-3111)
Scrip Accountant: Rebecca Sauret (758-2244)

HPTO Programs:

Book Fair: Jen Alder (738-0669)
Box Tops / Soup Labels: _____ & _____
Carnival Chair: Jane Humphreys (738-8360)
Cookie Dough / Wrapping Paper: Valerie Rencher (753-2283)
End of Year Slide Show: Paula Jenssen (754-9337)
Field Day: Michelle Friesen (754-1877)
Sock Hop: Leslie Dykeman & Nanette Dupuy (754-6747 & 752-3649)
Fun Run / Jog-a-Thon: Marganne Huang (757-8673); Paula Sherman (752-7632)
Silent Auction & Raffle: Amy Clark (753-0587)
Spirit Wear Coordinator: Paula Sherman (752-7632)
Staff Appreciation: Kiana Berrey (740-4730)
Technical Advisor: Sundar Vasudevan (758-4589)
Volunteer Center Coordinator: _____
Volunteer Coordinator: Jen Alder (738-0669)
Weekly Mailing (office): Amber Hilgert (503-313-7099)

2009-2010 SCHOOL CALENDAR

| | |
|------------------|---|
| September 9 | School Begins |
| October 9 | NO SCHOOL – (statewide) |
| October 12 | NO SCHOOL – Staff Development |
| October 28 - 30 | NO SCHOOL – Teacher Prep / Conferences |
| November 11 | NO SCHOOL – Holiday |
| November 26 – 27 | NO SCHOOL – Thanksgiving Holiday |
| Dec. 21 – Jan. 1 | NO SCHOOL – Winter Break |
| January 18 | NO SCHOOL – MLK Holiday |
| February 4-5 | NO SCHOOL – (Teacher Prep) (Grading) |
| February 15 | NO SCHOOL – Non Contract Day |
| March 5 | NO SCHOOL – Staff Development |
| March 22 - 26 | NO SCHOOL – Spring Break |
| April 14 - 16 | NO SCHOOL – Teacher Prep / Conferences |
| May 31 | NO SCHOOL – Memorial Day Holiday |
| June 17 | Last Day of School (Early Release at 12:35) |

GENERAL INFORMATION AND PROCEDURES

“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)*

Please notify the school office for each day that your child will be absent and to pre-arrange vacations or extended absences by calling 757-5958. Students are to check in at the office when they arrive late and check out at the office when they leave early. School staff will routinely call home if a child’s absence has not been explained.

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 judgement 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, 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.

ADMISSION TO SCHOOL

A child must be five years old on or before September 1st in order to attend kindergarten.
A child must be six years old on or before September 1st in order to attend first grade.

Children who reside in the district are eligible to be enrolled for kindergarten under the following conditions:

1. Parents must provide proof of birth date for students entering Oregon schools for the first time.
2. Oregon law requires all students enrolling in Oregon schools for the first time to have proof of immunization prior to being admitted to class. The Only exceptions are those children whose health will not permit immunizations and those whose family religion forbids immunization. Children transferring from out of state will have thirty (30) days to obtain the immunizations.
3. Non-resident students (those who do not reside within Corvallis school district boundaries) may be admitted with approval by the district school board.

AFTER-SCHOOL CHILD CARE

After school child care is available at Hoover from 2:35-6:30 p.m. 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 757-4864 for more information or to register for the STARS program.

AFTER HOURS

Students are supervised by Corvallis School District staff only on school days during school hours from 8:10 a.m. – 2:50 p.m. (Students participating in the fee-based Before School Care program have supervision on school days beginning at 7:30 a.m.) No supervision is provided by Corvallis School District staff outside of these school hours.

ARRIVAL AND DEPARTURE

Students should not arrive at classrooms prior to 8:10 a.m. Children who arrive on campus before 8:10 a.m. must report to the gym (see Before School Care Program section of handbook) or be supervised by an adult. The school does not provide adult supervision outside of the Before School Care Program. 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 Before School Care Program (or to the Breakfast Program starting at 8:00 a.m.).

Students arriving after 8:20 a.m. are tardy and must check in at the office before reporting to their classroom. Students arriving after 9:45 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 **before** picking their child(ren) up from the classroom.

Students should go directly home upon dismissal, unless engaged in a structured after-school program/activity such as art class or STARS. The school is not responsible for supervision of or injuries to students on school grounds after 2:50 p.m. 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. We will not allow children to change their after-school plans without written or verbal permission from the parent. Children will only be allowed to initiate changes in their after-school routines at the discretion of their teachers; phone calls will not be made from the school office.

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 should be picked up by 2:50 p.m. unless participating in a scheduled and supervised activity.

BEFORE SCHOOL CARE

The Before School Care Program at Hoover school is a fee-based program. Students participating in this fee-based program may arrive at school as early as 7:30 a.m.

If your child is not enrolled in the fee-based morning program, please do not bring your child to school before 8:10 a.m. when classrooms open (unless participating in the Breakfast Program starting at 8:00 a.m.). Forms to enroll in the program can be picked up in the Hoover office. Some scholarships for the morning care program are available; request a scholarship application in the Hoover office.

We recognize that some families need before-school care only occasionally. Drop-In use is available for the Before School program at a cost of \$2.00 per day. Have your child bring the money to the office on their way in to the gym.

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.

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 Resource 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. Forms are available in the school offices for such requests. 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. Consider keeping these items at home to give to your child outside of the school setting.

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.

Behavior Tracking forms and referrals are used as a means of communication between staff and parents as well as to provide data in making informed decisions. Behavior Tracking forms and referrals 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.

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 on most days.

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 electronic devices includes (but is not limited to) cell phones, electronic games, 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. Earthquake evacuation drills will be held twice each school year in the fall and spring. A lockdown drill will be held once a year. We will visit and practice our buddy site drill at Northwest Hills Community Church once a year.

EEO STATEMENT

Corvallis School District 509J values the diversity and worth of all individuals and groups and is an equal opportunity educator and employer. It is the policy of the district that there will be no discrimination or harassment of individuals or groups on the grounds of age, citizenship, color, disability, marital status, national origin, race, religion, sex, or sexual orientation in any educational programs, activities, or employment.

District Title II Contact—Mike Strowbridge, Instructional Services, 757-5855

District Title IX Contact—Jennifer Duvall, Human Resources, 757-5840

District 504 Contact—Kathleen Walker, Student Services, 757-5752

The address of the above contacts is 1555 SW 35th Street, Corvallis, Oregon 97333

EMERGENCY 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. Please do not call the school.

ENROLLMENT & TRANSFERS

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.

Student transfer requests for the following school year in September may be submitted for all schools for grades 1-12 beginning on the first day of school in November and must be received by the third Friday in January. Kindergarten transfer requests must be received during the open kindergarten enrollment period during the spring; specific dates will be announced at a later time. These requests will be approved based on enrollment capacity and projected enrollment for a grade or at the school. Students not granted a transfer in the spring will be placed on a waiting list.

Students applying for transfer outside of the open dates will be placed on a waiting list in the order that the applications are received. Transfers will be processed on a case-by-case basis and must be approved (in order) by the boundary school principal, requested school principal, and the assistant superintendent. Transfer requests that were received during the transfer window dates will be first on the waiting list.

ENROLLMENT & TRANSFERS – continued

Once a transfer is approved it remains in effect until:

1. the student completes the highest grade in the school
2. the family requests that the transfer be rescinded
3. class sizes are too large at a grade level making it necessary for school administrators to reduce student numbers
4. school administrators revoke the transfer for reasons such as erratic attendance, unsatisfactory academic performance, and substantial misconduct.

Parents may request a transfer of their student to another school in the district in the event a district school is identified for school improvement, corrective action, or restructuring under the No Child Left Behind Act of 2001 (NCLBA). In most cases, rescinding or revoking a transfer will happen at the semester break though exceptions will be allowed when appropriate.

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.

FIELD TRIPS

Parents will be notified of every field trip prior to its occurrence. For each field trip, 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 driving and transporting students, they must fill out an insurance declaration form and sign a "Volunteer Auto Use Permit". The vehicle must contain an adequate number of seat restraints, including when applicable, a child safety system. Regardless of age, children under 40 pounds must be restrained in a child car seat. Booster seats are required for children (40+ pounds) until they are 8 years old or reach a height of 4' 9". The child safety system must elevate the person so that a safety belt or safety harness properly fits the individual and meets the minimum standards and specifications of law.

FINES, FEES, & CHARGES

Hoover School requests a voluntary \$20.00 supply donation per family. This donation is used to purchase supplies such as school-quality construction paper, poster paint, butcher paper, and other items that can be purchased in bulk at district-contracted prices. Cash or checks made payable to "Hoover School" may be brought to the school office. Individual classes may collect separate fees for vocabulary books, weekly readers, special materials, and field trips.

No student will be denied an education because of his/her inability to pay supplementary fees.

No student, however, is exempt from charges for lost or damaged books, materials, supplies, or equipment.

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.

HARASSMENT

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. Such harassment 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 board policy JFCF/GBNA, Hazing/Harassment/Intimidation/Bullying/Menacing.

HOMEWORK

Homework assignments are an extension of classroom activities and are meant to reinforce work, which has already been presented. If parents detect that their children are experiencing undue difficulty with homework, they should contact the classroom teacher.

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 principal 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.

INSTRUCTIONAL PLANNING 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.

INSURANCE

The school supplies an application for accident and dental insurance. The SCHOOL IS NOT THE AGENT and only provides it as an optional service to parents.

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.

Parents who **DO NOT** want their child to have access to the internet should fill out a form to prohibit use. These forms are available at the office.

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.

To view the document mentioned above on the district's web page, follow these directions:

- 1) Go to the district web page – www.corvallis.k12.or.us
- 2) Choose "Departments"
- 3) Choose "Technology". In the Technology Pages is a section with the heading "Policies."

Included are the following:

- Student Internet Account Agreement and Exceptions Denial Form
- Student Network Use Handbook
- Board Internet Policy

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.

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. In addition, students are welcome to check out books first thing in the morning 8:10-8:30, at morning break and after school until 3:00 on most school days.

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 Mrs. McIntyre 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)

Note that Social Studies textbooks, math textbooks and reading anthologies are checked out until June 2010 and these do not count in the checkout total.

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!

The Hoover Library has many professional and parent resources available for parent checkout. 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 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 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 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. When students need to bring money for their meal account, their hand will be stamped as a reminder to the student and parent.

Elementary meal prices are as follow:

| | |
|--------------------------------------|--------|
| Student Breakfast | \$1.00 |
| Reduced Price Student Breakfast..... | .30 |
| Adult Breakfast | 1.25 |
| Student lunch (includes milk)..... | 1.85 |
| Reduced Price Student lunch | .40 |
| Adult Lunch..... | 3.00 |
| Milk or Juice alone (ala carte)..... | 40 |

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.

PARENT 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. Prior arrangements with the teacher should always be made. For protection of the children, all visitors must check in and out at the Hoover Office and wear a Hoover nametag while on campus.

Parents are 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 principal to arrange for use of your services. All volunteers must register with the district and adhere to the procedures outlined in 509J Board Policy IICC. Volunteer application forms, to be completed yearly, are available in the Hoover office.

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

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.

PRESCRIPTION & OVER-THE-COUNTER MEDICATIONS

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, Tylenol, eye drops, etc., as well as prescribed medications. Parents must complete and sign a medication dosage form for each medication. 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.

MEDIA ACCESS

The board 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.

Parents are asked to complete a Media Access form for each child enrolled at Hoover Elementary School. This form is part of the new student registration packet and will be given each year as part of the re-enrollment process for continuing students.

NEWSLETTER and LISTSERV

The “Hoover Husky Holler” serves as a monthly communication device between Hoover school and Hoover families. It is sent home via the youngest or only student in each family once a month in a “Wednesday packet”.

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 a primary method of communicating with our school community (in conjunction with “Wednesday” packets sent home with students).

Families are strongly encouraged to join the Hoover listserv to receive newsletters and school information electronically. (All email addresses listed on student registration cards are automatically added to the listserv, but this does not always reflect current email addresses that families may have.) Please email marcy.hermens@corvallis.k12.or.us if you would like to add an email address to the Hoover listserv.

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 a spring conference as necessary. Either parent or teacher may initiate conferences throughout the year as the need arises.

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 designated adult) must come to the office to sign the student out before the student is picked up from the classroom.

SCHEDULE

| | |
|------------------------|--|
| 7:30 a.m. | Before School Care Program (<u>fee-based only</u>) |
| 8:00 – 8:20 a.m. | Breakfast Program |
| 8:10 a.m. | Classroom doors open (students begin arriving) |
| 8:15 a.m. | Classes begin |
| 8:20 a.m. | Tardy Bell rings |
| 9:55 – 10:10 a.m. | Morning Break |
| 11:15 a.m. | Dismissal Time for ½ day kindergarten |
| 11:20-12:05 p.m. | Early Lunch (K – 2 nd) |
| 11:45-12:30 p.m. | Middle Lunch (3 rd) |
| 11:50-12:35 p.m. | Late Lunch (4 th -5 th) |
| 2:35 p.m. | Dismissal (K-5) |

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 counselor or Principal.

SITE COUNCIL

Hoover Site Council meets once a month. (Meeting times and dates are announced in the newsletter.) Three parents are on the Site Council along with staff members.

The duties of Site Council are to make and implement decisions that improve student learning through:

- The improvement of the school's instruction program.
- The development of plans to improve the professional growth of the school's staff.

Members of the public are welcome to attend Site Council meetings and provide input.

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.

SPECIAL SERVICES

The school district offers special programs for students with specific needs. You should contact your principal or Kathleen Walker, the Director of Student Services, if you desire more information. These services include assistance with:

- special programs for developmentally disabled and handicapped students
- extreme learning problems
- speech and hearing
- health services
- home teachers
- physical therapy
- parent study groups

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. Individual classrooms may also have additional supply requirements. Teachers will inform students of needed supplies by the first day of school.

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 RESPONSIBILITIES and BEHAVIOR EXPECTATIONS

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

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

The Hoover School Behavior Expectations Matrix can be found at the back of this handbook.

Problem solving skills are taught in the classroom and on the playground. Staff work with students to find positive and appropriate choices. Our behavior coach and counseling providers (from LBL-ESD, OSU, and Benton County) work with classroom teachers to assist students with this process.

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 regular students. School age visitors may join a class for lunch by making arrangements with the teacher 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) is a very busy time for teachers, and it is important to protect their right to have uninterrupted preparation time.

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 2:50 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 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. It is fine to ask teachers what their preferences are regarding when and how it is best for them personally.

TELEPHONE USE

We want to be of assistance to you and your child at all times. The telephone is reserved for school business and emergency use. Student use of the phone for anything other than class assignments or emergency purposes will be discouraged. Students are expected to make social arrangements prior to leaving home.

TITLE IX

It is the policy of Corvallis School District 509J not to discriminate on the basis of sex in its educational programs, activities or employment policies as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to the Assistant Superintendent or to the Director of the Office for Civil Rights, Department of Health and Human Services, Washington, D.C.

TOBACCO USE

District policy states "the possession or use of tobacco, alcohol, dangerous drugs or drug paraphernalia in any form by staff, students, and others of any age on or about the school premises is prohibited." The possession, use or sale of any of the above substances on or near school premises or at any school-related activity is prohibited.

Student violations of this policy will lead to additional educational programs as well as appropriate disciplinary actions up to and including suspension. Students will be subject to removal from any or all extracurricular activities (high school code of conduct).

Parents shall be notified of all violations involving their student and action taken by the school. Violation of this policy by staff will lead to appropriate disciplinary action up to and may include dismissal. Parents, visitors, and volunteers will be asked to adhere to the policy while on school premises. Policies can be viewed on the district website (www.csd509j.net). Policy: GBK/JFC/KGC, Policy: JFCH

TRANSPORTATION

Transportation will be provided for students who live more than one-mile walking distance 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. They are also printed on the following page.

Any questions regarding bus schedules should be addressed to First Student Transportation at (541) 791-5320.

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 or librarian.

REGULATIONS GOVERNING PUPILS RIDING SCHOOL BUSES

1. Pupils being transported are under authority of the bus driver.
2. Fighting, wrestling, or boisterous activity is prohibited on the bus.
3. Pupils shall use the emergency door only in case of emergency.
4. Pupils shall be on time for the bus both morning and evening.
5. Pupils shall not bring animals, firearms, weapons, or other potentially hazardous material on the bus.
6. Pupils shall remain seated while bus is in motion.
7. Pupils may be assigned seats by the bus driver.
8. When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver.
9. Pupils shall not extend their hand, arm, or heads through bus windows.
10. Pupils shall have written permission to leave the bus other than at home or school.
11. Pupils shall converse in normal tones; loud or vulgar language is prohibited.
12. Pupils shall not open or close windows without permission of driver.
13. Pupils shall keep the bus clean, and must refrain from damaging it.
14. Pupils shall be courteous to the driver, to fellow pupils and passers-bys.
15. Pupils who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

(Rules governing pupils riding school busses must be kept posted in a conspicuous place in all school buses.)

2009-2010 HOOVER BUS SCHEDULE First Student Transportation 791-5320

AM Routes

Bus 54

7:44 Glenridge
7:49 Skyline
7:51 Royal Oaks
7:56 Boxwood
7:59 Arrowood
8:00 29th & Snowbrush
8:05 ARRIVE Hoover School

Bus 73

7:55 Witham Hill at City Bus Stop
7:57 Oakvale Apts.
8:10 ARRIVE Hoover School

Bus 80

7:47 Maser
7:50 Kinderman
7:58 Lance
8:00 Elmwood

PM Routes

Bus 54

2:45 LEAVE Hoover
2:50 Glenridge
2:56 Skyline
2:57 Windsor
3:07 Boxwood
3:08 Honeysuckle
3:10 Timberhill Athletic Club

Bus 73

2:45 LEAVE Hoover
2:50 Witham Hill
2:52 Oakvale Apts
2:58 Boys/Girls Club

Bus 80

2:45 LEAVE Hoover
2:48 Maser
2:52 Kinderman

8:11 ARRIVE Hoover School

3:02 Elmwood

HOOVER SCHOOL RULES AND BEHAVIOR EXPECTATIONS 2009-2010

| 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 Do the right thing Be a good problem solver |
| Cafeteria | <ul style="list-style-type: none"> Stand quietly in line 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 Put tray and garbage in proper receptacles Leave gym by back door |
| Hallways and Passing Areas | <ul style="list-style-type: none"> <u>Always walk</u> in the halls Walk, facing forward Avoid door danger zones | <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 |
| Playground & Recess | <ul style="list-style-type: none"> Play where you can be seen by adult supervisors Play within fenced areas and do not pass "invisible fence" lines Do not climb fences, poles, backstops or goal posts Do not carry other people Play chase games on <u>east field only</u> Keep baseballs, softballs and bats at home | <ul style="list-style-type: none"> Include everyone Play fairly Be courteous at all times Run <u>around</u> 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 <u>all</u> equipment brought to playground Return equipment to classroom or equipment bucket at end of recess K-2nd 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 |
| 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 or 3rd row Do not swing, kick or throw your backpack or | <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 8:10-8:20 Go to the gym if you arrive before 8:10 Check in at the office if you arrive after 8:20 or leave before 2:35 Leave skateboards and scooters in the classroom during school day When final bell rings, go immediately to your destination (get on bus, go |

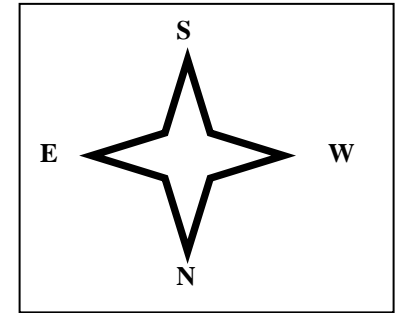
| | other items | | home or to STARS) |
|----------------------------|--|---|--|
| Common Area | Be Safe | Be Respectful | Be Responsible |
| Bathrooms | <ul style="list-style-type: none"> Keep water in the sink Wash hands with soap after using the bathroom | <ul style="list-style-type: none"> Give people 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 Use the facilities properly Do not “hang out” in the bathrooms Tell an adult if there is a problem |
| Computer Lab | <ul style="list-style-type: none"> Enter with an adult Adjust chairs one time only, if needed Use the internet appropriately | <ul style="list-style-type: none"> Use quiet voices Be patient and polite Leave equipment as you found it Use red cup to signal for help | <ul style="list-style-type: none"> Enter with an adult Print only with permission Use Internet appropriately Keep the lab and work areas clean Push in chairs before leaving |
| Assemblies | <ul style="list-style-type: none"> Sit where assigned Leave with class Use extreme caution when bringing chairs | <ul style="list-style-type: none"> Be quiet when assembly performers/speakers are performing/speaking Wait quietly and politely for assembly to begin Participate respectfully | <ul style="list-style-type: none"> Clap and cheer politely Stay seated until asked to stand |
| Fire & Evac. 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 |
| 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 Return to class promptly |
| Library | <ul style="list-style-type: none"> Always walk Use caution around doors Use shelf markers appropriately | <ul style="list-style-type: none"> Use shelf markers and return books to their proper location 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"> Enter quietly Food and drinks stay outside Take turns Share chairs, tables books and computers |
| 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 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 circles Try to make the problem smaller, not bigger Get help from an adult only after you have tried to solve it yourself |

**Music (Phillips)
& STRINGS**
757-4580

19

HOOVER ELEMENTARY SCHOOL

(Opened Fall 1969)
3838 NW Walnut Blvd.
Corvallis, OR 97330
(541) 757-5958 FAX (541) 757-4590
District Website: www.csd509j.net
Hoover Website: www.csd509j.net/hoover
Email: firstname.lastname@corvallis.k12.or.us



18
Mr.
Criscione
5th
757-4579

17
Mrs.
Criscione
4th/5th
757-4578

14
Barron
5th
757-4463

13
Hiesterman
4th

