



# HOOVER ELEMENTARY SCHOOL

*Hoover Huskies “R” Ready, Responsible, and Respectful*

## STUDENT HANDBOOK

**2009-2010**

### LITERACY: READING, WRITING AND COMMUNICATION

*“Yakima School District is an Equal Opportunity Employer and complies with the requirements of the ADA.”*

*“The Yakima School District complies with federal and state laws, and applicable regulations regarding discrimination on the basis of race, color, national origin, gender, or disability. This holds true for all district employment opportunities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district’s Title IX/RCW 28A.640 compliance officer and ADA coordinator, Jill Kelleher, (509) 573-7066, 104 N. 4<sup>th</sup> Avenue, Yakima, WA 98902. Inquiries regarding Section 504 requirements may be directed to Nancy Byers, (509) 573-5063, 101 N. 4<sup>th</sup> Avenue, Yakima, WA 98902.”*

*“Individuals with disabilities who require assistance or special arrangements to attend a program or activity sponsored by the Yakima School District should contact the district’s compliance officer, Jill Kelleher, 104 N. 4<sup>th</sup> Avenue, Yakima, WA 98902, (509) 573-7066, 24 hours in advance of the event to inquire about reasonable accommodation.”*

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## HOOVER MASTER SCHEDULE

8:15 a.m.	Teacher on duty & Playground supervision begins
8:20 a.m.	Breakfast Program begins
8:35 a.m.	Breakfast serving ends
8:40 a.m.	Warning Bell
8:45 a.m.	Instructions Begins
10:15-10:30 a.m.	Recess (3-5)
10:30-10:45 a.m.	Recess (K-2)
12:00-12:30	Lunch (K,1,5)/Recess (2,3,4)
12:30-1:00	Lunch (2,3,4)/Recess (K,1,5)
2:30-2:45	Afternoon recess - all grades
3:15 p.m.	School dismissal (Tuesday-Friday)

**NOTE: Monday school is dismissed at 2:15 with no afternoon recess.**

## STUDENTS ARE NOT TO BE ON THE SCHOOL GROUNDS BEFORE 8:15 A.M. AS THERE IS NO SUPERVISION.

### **HOOVER POSITIVE BEHAVIOR SUPPORT (PBIS)**

The staff at Hoover Elementary School will work towards Hoover students being **READY, RESPONSIBLE AND RESPECTFUL** as they move towards becoming self-directed and self-managing students.

The whole idea behind Positive Behavior Support is to create a positive school climate.

PBIS:

- Maximizes academic engagement and achievement
- Minimizes rates of rule violating behaviors
- Encourages acts of respectful and responsible behaviors
- Organizes school activities to be more efficient, effective, and relevant
- Improves supports for students with disabilities and those placed at risk of educational failure.

### **CLASSROOM DISCIPLINE**

1. Each teacher will have a PBIS plan on file in the principal's office. A copy of the PBIS plan will be shared with parent/guardians and signed. The classroom PBIS will have been clearly taught and modeled in "teach-to" sessions with children. This begins at the beginning of the school year and is repeated throughout the year to reinforce classroom expectations.
2. For classroom misbehavior, teachers will follow the steps in their PBIS plan. When the PBIS plan is started teachers will need to contact parents by phone or mail regarding the student's behavior. All contact needs to be documented in the teachers plan book.
3. After exhausting interventions outlined in the classroom plan for correcting behavior the teacher will utilize the Yakima School District progressive discipline plan. The office referral is used to alert the office to the ongoing behavior of a student. In situations that warrant sending a student to the office immediately or having a student removed from the classroom a referral form should be sent to the office electronically.

## STUDENT PROCEDURES

### **BEFORE SCHOOL/LIBRARY**

- Students outside doors to the library; otherwise they must have a pass.
  1. The office is opened at 8:00 AM and closes at 4:00 PM.
  2. Breakfast is served from 8:00 AM through 8:35 AM. All food must remain in the breakfast area.
  3. Students should enter through the double doors by the library. Parents should drop students off by on 4<sup>th</sup> avenue to the east of the building. Students should not go through the front doors if they are going to breakfast.
  4. The playground is unsupervised until 8:15 AM
  5. Students are responsible for musical instruments before school.

### **Teaching Matrix Common Area School-Wide Expectations**

<b>Settings/Contexts</b>	<b>1. Be Respectful</b>	<b>2. Be Responsible</b>	<b>3. Be Ready</b>
Cafeteria	Wait in line quietly with hands and feet to yourself. Use inside voice.	Walk at all times. Deposit garbage appropriately. Stack trays neatly.	Line up in alphabetical order. Look at Mrs. Warner and say name loud and clear.

	Use restaurant manners. Follow adult directions.	Eat your own food. Leave no trace.	Raise your hand when you are finished eating.
Hallway	Walk quietly. Stay in your own personal space. Keep hands to yourself and off the walls.	Carry a hall pass. Walk at all times. Face forward. Stay to the right.	Pay attention following the person in front of you. Take care of business and return to class.
Playground	Keep hands and feet to yourself. Include others. Use appropriate school language. Share equipment. Follow adult directions.	Leave rocks on the ground and on the playground. Return equipment when finished. Make safe choices for yourself and others.	Line up quietly when recess is over. Remove hat/hood when entering the building.
Bathroom	Use a quiet voice. Give others their privacy.	Flush Sanitize/Wash hands Leave the area/bathroom clean.	Carry a pass. Take care of business and return to class.
Bus	Use quiet voices. Use appropriate language. Keep hands and feet to yourself. Follow adult directions.	Remain seated	Get on and off the bus in a timely manner.
Assembly	Be a good listener. Give 5 when prompted. Applaud appropriately. Follow adult directions.	Sit quietly with hands in lap.	Arrive on time and be seated quickly and quietly. Look to your teacher before exiting the MPR.
School Grounds	Wear hats outside only. Use appropriate language.	Cell phone should be unseen and unheard. Leave valuables/toys at home. Refrain from chewing gum.	Be on time. Use the proper entrance. Leave school grounds promptly and safely.

### **BICYCLE/SCOOTER/SKATE BOARD POLICY**

The Yakima School District regards the use of bicycles for travel to and from school to be a privilege and to include an assumption of responsibility by parent(s)/guardian(s) and students.

Hoover's Policy on bicycles and scooter is that students starting in the third (3<sup>rd</sup>) grade may ride them to and from school.

The bikes will be walked on school ground and in the crosswalk. Students will bring their own lock to attach their bike to the rack. Bicycles and scooters are not to be played during school hours. There are to be no skate boards on school grounds during school hours.

### **DISCIPLINE AND REFERRAL INFORMATION**

Hoover students are expected to come to school ready to learn. No Hoover student will be allowed to impose on the safety or learning of other Hoover students by inappropriate behavior either in the classroom or on the playground. Hoover school is intent on providing excellence in a safe, academic environment.

In the classroom, each teacher has a PBIS plan. That plan will be followed. If a student's behavior remains inappropriate the student will be removed from the classroom and the student's parents will be brought to school to conference with the teacher, student and principal. A plan must be agreed upon by all for the child to re-enter the classroom.

### **SNOW RULES AND REGULATIONS**

Throwing snowballs can be dangerous on a playground, and is not allowed. Hoover children can build with the snow. However, there is a difference between packing snow and placing it on the snowman or snow fort and throwing it. Students also may not kick the snow onto another student.

For a student who does not follow the above policy, the following happens:

1. Any child who throws snow for any reason will receive a referral and detention. Parents will be notified.
2. If a child throws a snowball a second time, the child will receive a referral and an immediate 24 hour suspension. Parents must come immediately and pick up the child.
3. A child who deliberately kicks snow onto another child will be taken off the playground for a time.

These rules are well known by the children. They are consistent from year to year. The children also know the consequences.

## **TOYS THAT STAY HOME**

Hard balls (can play softball with a bat if supervised by a teacher or parapro- balls and bats from the classroom), bats, computer games, cell phones, puzzles, boom boxes, CD'S, etc., and, any cards. Students may not take school equipment home. All toys, unless requested by the teacher, should stay home.

## **MEDICATION**

The parents have the primary responsibility for the administration for medication to their child. The school district recognizes that it is some times necessary to provide some means for children to receive medication during the school days.

The students needing medication at school must have a special form completed and signed by the parent and the physician as to the administration of the medicine and a valid reason as to why it should be given during school hours. These medication request forms can be obtained from school and completed prior to the administration of the medication.

The parent must bring their child's medication to school and pick it up. Students are not allowed to transport their own medicine. The medication must be in a prescription bottle or original container.

The district cannot engage in any medication program that could or would be appropriately administered at home. If you have further questions, please contact the building principal.

## **HEAD LICE**

Head lice are not a major health problem, but a terrible nuisance that is in all schools nation wide. Yakima School District uses recommendations from Health District in controlling the problem.

The parents are encouraged to check their children frequently. If head lice are present, they may contact a physician, the Health District or School Health Services for information regarding proper treatment.

Head lice may be contracted form classmates, but frequently they are transmitted by close contact form outside school (family or friends).

### **A child with untreated head lice should not be sent to school.**

If a child is found with head lice in the classroom:

1. The child is sent to the office to see if there are live lice.
2. If the live are alive, the child is sent home.
3. Notes are to go home to parents in that classroom, and the teacher (or parapro) is to do weekly head checks for one month until no cases occur.
4. The child who was sent home must go to the office to be readmitted. The office will recheck the child before the child may re-enter the classroom.
5. The parent or child will bring back the treatment bottle.
6. The office will keep a record of who has been treated and with what so reminders can be sent out to retreat if necessary.

## **THE FOLLOWING IS DISTRICT POLICY REGARDING GANGS**

### **1.02 DISTRICT OFFENSES**

Gang Activity- Gang activity is prohibited. Gang clothing, gang graffiti, gang language and/or hand signs, or other actions that intimidate or promote the formation or continuance of gangs will be deemed to be engaging in gang activity.

## **POLICY ON DRESS**

The following are not acceptable at Hoover Elementary:

1. Oversized clothing and belts.
2. Spaghetti straps or halter tops.
3. Exposed mid-riff and/or neck line.
4. Short shorts/high cut skirts.
5. Exposed undergarments.
6. Transparent clothing.
7. Tank tops with large armholes.
8. Hair nets, nylon caps and scarves.
9. Clothing that promotes alcohol, drugs, sex, racism, and/or profanity. Shoes should be appropriate for playground activities.

## **STUDENT INCENTIVE & AWARD PROGRAMS**

### **STUDENT OF THE MONTH**

Each teacher may select a student each month to receive the “Student of the Month” award. The recipient has his/her name put on a star, which will stay on a bulletin board in the MPR. A Hoover magnet will be given to students at the assembly. There will be a drawing for two of these students to have lunch with principal. The name of these students will be listed in the Hoover newsletter and a letter sent to her/his parent(s).

### **STUDENT SERVICE AWARD**

The students who complete service to the school in the following areas will be eligible to attend the service picnic and will receive a certificate at the year end award assembly:

- Student Patrol
- Teacher assistant
- Library assistant
- Lunch server

### **SAFETY**

Whenever there is a visitor in the school he/she needs to report and identify him/herself in the school office first. It is of utmost importance that you always enter and exit the school through the front door. Every visitor should wear the identification badge at all time while in the building.

### **ATTENDANCE & TARDIES**

The students do not learn when they are not in school. It is our responsibility as educators to provide the best teaching possible.

It is the responsibility of the parents to insure that his/her child is in school everyday, on time ready to learn. When your child is late to school it interrupts the learning happening in the classroom.

Whenever your child is absent from school please call the Hoover Office at 573-5900 to let us know that your child is ill and will not be in attendance. This needs to occur DAILY if they are gone for any reason. If your child is gone for more than 3 days a doctor’s note is REQUIRED for the absence to be excused.

If your child is late to school a written excuse from the parent is required explaining the reason for tardy. Every seven tardies equal one unexcused absence. If your child is absent from school a written excuse from the parent/guardian is also required. Five unexcused absences within a month result in legal action by the school.

If during the day your child must attend an appointment the parent must sign him/her out in the school office. We encourage parents to set your child’s appointments after school hours, so it won’t interfere with their learning.

### **ATTENDING SCHOOL EACH DAY IMPROVES LEARNING**

#### **STUDENT EXPECTATIONS     *Hoover Huskies “R”:***

- Ready
- Responsible
- Respectful

### **READING**

Sometimes parents ask why is it that we insist so much in reading at school and also at home. Reading is the basis of everything we do in life. Think for a moment....if you did not know how to read you wouldn’t be able to take a driver’s license test or find your way around. Think about reading a prescription label on your child’s medicine bottle...it would be a very difficult life if we did not read.

The only way we know to insure that your child becomes a good reader is to PRACTICE, PRACTICE and then PRACTICE some more. Our staff at Hoover is doing everything they know to teach good reading strategies. Much reading takes place at school. How much reading happens at home?

The more your child reads the better reader he/she will be. All students at Hoover are encouraged to read at least 25 books this school year. Help your child read at home. He/she can read to you or you to him/her. Log the reading time. All of the research says that at least 20 minutes everyday of reading at home does make a difference. Try it! You will be surprised at the difference this makes in your child’s academic life.