

**Hoover Elementary
Student and Parent Handbook
2022-2023
Guidebook to Policies, Procedures, and Expectations**



Hoover Huskies...Leading the Way!

Dear Hoover Families,

It is with great pleasure that I welcome you and your student to Hoover Elementary!

This is my second year serving as the principal at Hoover. I came to Hoover from Bell Elementary where I served as the assistant principal for two years. I began teaching in Tulsa Public Schools in 2008. I have taught 1st and 2nd grades at Skelly Elementary and Mayo Demonstration School. Beyond being an educator, I am also a parent. My husband and I are raising two very active boys.

I truly believe that the elementary school years are the most important for a student's school experience. I believe in creating school environments that are built on a foundation of inclusion, joy, collaboration, and community both for students and the faculty and staff.

To the Hoover students, I am excited to meet you and get to know you! I look forward to seeing all you accomplish in the upcoming school year and beyond.

Partnering with families and the community is vital for a successful school experience. Please know that my door is always open and I want to hear about your vision for your child's elementary school experience. I encourage you to be involved as possible to ensure the best possible environment for our students. I am eager to meet you!

Sincerely,
Brooke Rowland, M.Ed.



Student-Parent Handbook

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Helpful Information

School Address: Hoover Elementary School
2327 S. Darlington Ave.
Tulsa, OK 74114

Phone number: (918)746-9120

Contacts:

Brooke Rowland, Principal

Shelly Cole, Dean

Kimberly Flanagan, Counselor

Merissa Nichols, Principal's Secretary

Wanda Barre, Attendance Clerk/Registrar

Taina Wilson, Parent Facilitator

Jammie Hayes, Health Clerk

Amanda Brown, Cafeteria Manager

Eula Nichols, Head Custodian

rowlabr@tulsaschools.org

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To report an absence, call the attendance clerk/registrar at (918) 746-9120.

DEVELOPING THE LEADERS OF TOMORROW

Hoover Elementary has the distinguished recognition as a Leader in Me Lighthouse School, the only such distinction in TPS. Every student at Hoover is a leader - from our Pre-K students to our 5th graders. Leader in Me is an evidence-based, comprehensive school improvement model - developed in partnership with educators - that empowers students with the leadership and life-skills they need to thrive in the 21st century. Leader in Me is based on a theory known as the See-Do-Get cycle. When you change the way you see things, it influences what you do and the results you get. At Hoover, we live and breathe the Leader in Me principles - both personally and in our interactions with others. This approach empowers our teachers with effective practices and tools to:

- foster leadership in every student,
- create a culture of student empowerment,
- and support students to achieve academic, personal, and social success.

BUILDING A THRIVING LEARNING COMMUNITY

Community is one of our core values at Hoover and every child has the opportunity to buddy in cross-grade pairings throughout the school year. Each grade takes a turn at leading our Monday meeting and presents to their peers in other grades. Our student leaders also take charge of their own parent conferences by meeting with their teachers and families to reflect on their learning, progress, celebrations, and contributions.

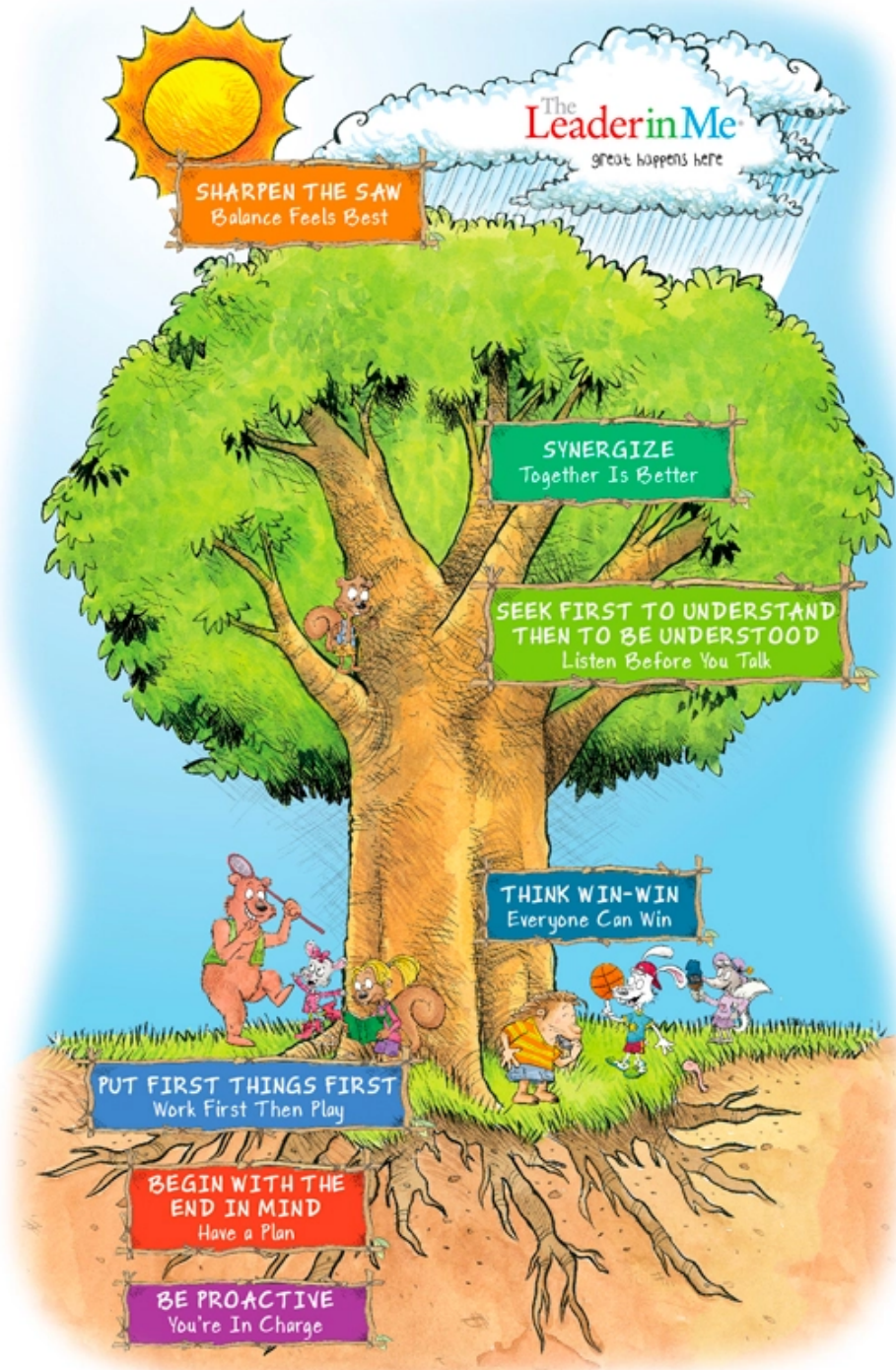
Vision

At Hoover Elementary, we believe that all children deserve to be in an environment where they are encouraged to dream, think, believe, and achieve their highest potential.

Mission

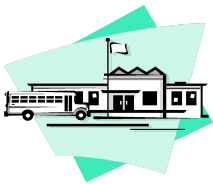
Leading, Learning, and Respecting All

Our mission at Hoover is to introduce our students to the world of learning, the world of ideas, and the world of possibilities. Every student, at every grade level, has the opportunity to be a leader at Hoover. In addition to helping students understand how to manage themselves and collaborate with others, we incorporate the innovative use of technology, meaningful assessments, group interaction, and careful attention to the learning needs and gifts of each child.



The
Leader in Me™
great happens here

HOOVER ELEMENTARY – GENERAL POLICIES/PROCEDURES



Hoover School Hours

7:20 Doors open

7:30am Tardy bell

2:35pm Dismissal

Arrival/Dismissal

Arrival: Outside doors will open at **7:20am**. Students will **not** be allowed in the building before that time.

Dismissal: Classes are dismissed at **2:35pm**. Families will be assigned a family number. Families will be given two cards with their number. This card must be displayed in your vehicle's front window. As cars arrive, numbers will be called and students will exit the far NorthEast doors of the drive thru and will be loaded into cars by staff members.

Students will not be released to parents who are walking up to the drive thru doors. If you are wanting to walk up to pick up your students, you will need to park, enter the main doors of the building and present proper identification or your family number card to the office.

***IMPORTANT:** No students will be released between **2:00pm** and **2:35pm**.

Students **MUST BE PICKED UP BY 2:50pm**. Students who are not picked up by 2:50pm will be taken to the office and will wait on the benches. **NOTE: When picking students up after 2:50 pm, you will be required to park, enter the main doors of the building and present proper identification or your family number card to the office..**

IMPORTANT: TPS Security and/or Tulsa Police may be contacted if students are not picked up by **3:05 pm**.

Attendance

Expectations: Regular school attendance is important for continued educational progress. The expectation is for students to arrive at school on time and to remain at school until dismissal. Students need to be in attendance a minimum of 90% of the instructional time scheduled in order to make satisfactory academic progress and be unconditionally recommended for promotion to the next grade. All absences (excused and unexcused) shall be included in the calculation of the 90% attendance minimum. The principal shall review all students' attendance records reflecting absenteeism in excess of 10% of the scheduled instructional time and shall make a determination regarding a recommendation for retention. Parents/guardians shall be notified, in writing, of any recommendation for retention (non-promotion) due to excessive absenteeism (absences exceeding 10% of the scheduled instructional time). **Letters are automatically sent to parents after the 9th absence during a semester indicating the possibility of retention.**

Absences: Please call the school office (918-746-9120) by 8:30 am to report your child's absence. When you call, please give your child's name and the reason for the absence, e.g. doctor's appointment, illness, etc. All absences must have a written or verbal explanation provided by the parent/guardian within 48 hours of the student's return to school. Although an explanation is needed for absences, absences **may** not be excused. Any absence for which no acceptable explanation is received shall be deemed unexcused. Be advised-Attendance is reflected in each school's A-F Report Card. Please ensure your child attends school regularly.

Transfer Students: Intra-district (transfers within TPS) and inter-district (transfers from outside TPS) transfers are a privilege. Students receiving a transfer are expected to attend school regularly as described above. Excessive tardies, absences, and early pick-ups will, at the principal's discretion, result in revocation of an intradistrict transfer. Parents/guardians shall be notified, in writing, of any recommendation for revocation of a transfer due to excessive absenteeism, tardies, or early pick-up. Parent conferences with the principal will be scheduled after the tenth absence and/or tardy to advise parents that the student's transfer for the following school year is in jeopardy.



Illness: It is often difficult to know when to keep your child home from school. Here are a few guidelines that may help you determine when your child is "too sick for school": Continuous/frequent cough, vomiting and/or diarrhea within the last 24 hours, chronic headaches, continuous fever above 100° F for 24 hours, head lice, or a communicable disease.

Absence Make-up Work: A student absent fewer than three days will receive all make-up work upon his/her return to school. Parents may call the office to request homework if their child is going to be absent for three or more days. Students will have the same number of days they were absent to turn in missed work.



Tardies: When a student arrives after the 7:30am tardy bell, he/she is tardy. Any student who arrives after 7:35am must be **accompanied by a parent** and check in at the office. The student will be marked tardy in the office and receive a tardy slip.

Books

Fees: Textbooks and workbooks are available for use by all elementary students. If books are lost or damaged, the student is responsible for the cost of replacing the damaged or lost book.



Library Books: Children are permitted to check out books from the library at school. As with public libraries, the person checking out a book is responsible for returning it on time and in good condition. A replacement fee will be assessed for lost or damaged books.

Cafeteria Services

Breakfast: Every student will receive free Breakfast in the Classroom. Breakfast will be served in each classroom every morning at the beginning of class. **Parents: Please do NOT send a breakfast, to school with your child.** Children may enjoy these items prior to arriving at school. Outside breakfast food will not be allowed at school. **At school, students may eat the school provided breakfast ONLY.**

Lunch: All students will be provided a free school lunch or students may bring a lunch from home. For students bringing lunch from home, milk or juice may be purchased separately. **Note: Food is not allowed to be taken out of the cafeteria.** All families need to log into SmartChoice at enroll.tulsaschools.org and click on the “Back to School” form. This determines Hoover federal funding dollars.



Lunch with your child: Eating lunch with your child at school gives the parent an opportunity to visit with their child in a social environment. When a parent eats with their child, they must ***check in at the office first and get a visitor’s badge.*** Parents should wait near the cafeteria entrance to meet their student when he/she arrives for lunch.

Food Allergy: If your child has a **food allergy**, please notify the nurse’s office and send a doctor’s note regarding the allergy.

Communication

Information Updates: The school requires that each student have a current **address/phone number on file in the office.** Please ensure that you notify the school office of any address/telephone number changes. This information is critical so that parents can be contacted by school personnel regarding routine school matters or notified during an emergency.



Red Folders: Every student will carry a Red Folder for two-way communication between home and school. Please check the folder every day for important information.

Parent/Teacher Conferences: Formal Parent Teacher Conferences are scheduled twice yearly, in the fall and spring. However, parents/teachers/administrators may request a conference at other times during the year. Parents, please call the school office (918-746-9120) to schedule a conference with your child’s teacher at a time that is mutually convenient, e.g. before school, after school, or during the teacher’s plan time. Please do not attempt to confer with your child’s teacher without an appointment or during times that classes are in session.

Contacting School Administration: Please call the school office (918-746-9120) to schedule an appointment if you would like to discuss questions/concerns with a school administrator.

School Messenger: Occasionally, Hoover Elementary will need to notify parents/guardians of important events, changes in calendar schedules, or other announcements. Tulsa Public Schools uses School Messenger, an automated phone and email system. When a phone call notification is made, the system uses the phone numbers provided by parents/guardians. **It is important to keep the school updated with any phone number changes so you can continue to receive notifications.**

Talking Points: Talking Points is a two-way text message communication system that Tulsa Public Schools utilizes in order for the school, as well as teachers, to communicate with families. These messages will automatically be translated to your home language for your convenience. When a message is sent, the system uses the phone numbers provided by parents/guardians. **It is important to keep the school updated with any phone number changes so you can continue to receive messages.**

Hoover Website: Hoover maintains a school website, <http://hoover.tulsaschools.org>. This site provides a staff directory, dress code information, a calendar of events, and other noteworthy news.

Hoover Facebook: Be sure to join the Hoover Facebook page for important announcements. <https://www.facebook.com/HooverElementaryTulsa>

Emergency Procedures

Drills-Fire, Disaster, and Lockdown: Safety drills are necessary for the safety of students, staff, and faculty. Specific information for fire and disaster drills is posted in each room, and the rules of safety are reviewed regularly. If you are in the building during an emergency or drill, please follow the procedures and direction of school personnel.

Evacuation of School Grounds: If an emergency during the school day requires an evacuation of the building and a relocation of students, children will be escorted by school staff to **a safe, alternative location. Parents will be notified via School Messenger.** Students will not be dismissed until the principal is assured of safe conditions, and students will only be dismissed to parents/legal guardians indicated on their enrollment information.



School Closing: During the winter season there are days when the severity of weather necessitates the cancellation of school. Families will receive a message through School Connects and/or Talking Points and can also check the local news networks or the TPS website (www.tulsaschools.org) for information regarding school closings.

Field Trips: To attend a school-sponsored field trip, a student **must** have a **signed** field trip permission slip. Permission slips will be sent home with students in advance of the event.

IMPORTANT... Students who do not return a field trip permission slip will NOT be permitted to attend the field trip. Other written or verbal consent will NOT be accepted.

Parents are encouraged to serve as chaperones during scheduled field trips, but they are asked not to bring other children with them during the trip. Chaperones are responsible for their own transportation. Parents/guardians must complete and turn in a TPS Volunteer Form/Background Check **at least two weeks prior** to attending the field trip. These forms only need to be submitted once per school year.

Student Progress

PowerSchool Parent Portal gives parents access to updated grades and provides an opportunity for communication with the teacher. Student progress may be viewed on PowerSchool with a Parent Login. **Paper progress reports and report cards will not be sent home with students. Grades and attendance can be checked at any time through the Parent Portal. Please reach out to your child's teacher for any questions or concerns.**

Injured/Sick at School: If your child is injured or becomes ill at school, every reasonable effort will be made to care for him/her. If the parent or the listed responsible persons cannot be reached, the child may be taken to the emergency room by EMSA. Tulsa Public Schools does **not** assume responsibility for the payment of ambulance, hospital, or doctor fees.

Immunizations: All children must present, upon initial entry to school, a certified immunization record indicating the date and type of immunizations received. **Minimum Immunization Requirement:** DPT (Diphtheria-Pertussis-Tetanus) - 5 doses, Polio - 4 doses, MMR (Measles, Mumps, Rubella) - 2 doses- First dose at 15 months and second dose before entry to KDG, Hepatitis A - 2 doses, Hepatitis B - 3 doses, and Varicella or Chickenpox History - 1 dose.



Inside Days: Some days weather conditions may require that students play inside during recess. TPS follows the US Department of Health and Human Services weather guidelines. Students will not go outside while it's raining or snowing or if precipitation has left the play area wet or dangerous. Otherwise, students **WILL** go outside. Please ensure your child is dressed appropriately for the weather.

Lockers: Each student will be given a locker for their personal belongings. Lockers should be kept clean at all times. School lockers are the property of Tulsa Public Schools and may be inspected and/or searched at any time by designated school personnel.



Lost and Found: Lost/Found items should be reported to the office. To help eliminate confusion, children's coats, sweaters, caps, etc., should **have the student's name marked clearly for easy identification**. A Lost and Found Closet is maintained (inside the cafeteria entrance) for all items except watches, rings, necklaces, glasses, purses, etc. These items will be kept in the office.

Medications: Medication that is to be given during the school day must be kept in the school clinic. Paperwork must be completed with the Health Clerk **before** medicine can be given at school. Medicine carried to school by a student will be confiscated. (This includes nonprescription medications such as Tylenol and cough drops.)

Messages to Students: Only **emergency** messages will be given to students during the school day. Each morning, please review after school activities, discuss schedule changes, or clarify who is to pick up your child after school. Please do not call for these messages to be given to students by the office staff.

Parking Lot



Parking: Limited parking is available in the parking lot located on the north side of the school building or on streets adjacent to the school. **Please do not park or stop your car in designated No Parking Zones or in the Drive Thru areas.**

Handicapped Parking: Handicapped parking is available in the north parking lot. Please reserve handicapped parking spaces for those individuals needing parking accommodations.

Student drop off/pick up: To facilitate our efforts to keep students safe, please refrain from parking or stopping in the crosswalks or releasing/picking up your child in an area that requires them to cross traffic. Please refer to Arrival/Dismissal procedures for more information.

Unsafe behavior and unsafe driving on school grounds or around the school grounds **WILL NOT** be tolerated. Such incidents will be reported to the TPS Campus Police and/or Tulsa Police.

Parties

Classroom Parties: Two scheduled parties are held each year to celebrate Winter Break and Valentine's Day. These parties are planned by the teachers and/or homeroom parents. Some additional activities, planned by the teacher and approved by the principal, may be held.

Birthdays: Birthday celebrations will not be held during the school day. Birthday party invitations will not be distributed during the school day.

Security

Release of Students: Students are not permitted to leave the school grounds by themselves at any time during the day. If students must leave school during the school day, they must be signed out through the main office by the child's parent/guardian. **Students WILL NOT be called to the office until an authorized adult is in the office to take them.** Parents are strongly encouraged to schedule doctor/dental or other appointments after school hours. **A Driver's License or card Family Id number is required when picking up any student.** Parents requesting release of their child for dental or doctor appointments, etc. must make the request through the office.

IMPORTANT: Student's will not be called out after 2:00. Please plan to pick up students needing an early dismissal prior to this time.

Secure Entrances: There will be limited access to enter the school building. Students arriving at school between 7:20am and 7:30am may enter the building through the front (west) door or the doors by the parking lot (northwest or northeast doors). Safety Patrols will be stationed at all building entrances beginning at 7:20am. **All doors will be locked at 7:30am.** Once the doors are locked (7:30am), parents should park their car and accompany their child(ren) to the office to obtain a tardy slip. To ensure the safety of our students/faculty, please do not knock on the door and ask students or teachers to let you enter. **All visitors must check in at the office.**

Talent/Picture/Video Release: Many times students are photographed and videotaped by staff members for various school projects. Local media members also periodically do stories at our school. By signing a Talent Release Form, you are agreeing to allow photos of your child to be used in a

public forum, e.g. on the TPS website. If you have specific needs or wishes regarding **an exception** to having pictures and videos made, please notify the office.

Visitors: Visitors at Hoover are always welcome. To ensure the safety of students, Tulsa Public Schools policy **REQUIRES ALL** parents, volunteers and other visitors to check in at the office and obtain a visitor identification sticker. **Please do not go to your child's classroom without checking in with the office and obtaining a Visitor's Badge.** Classroom visits are permitted, but visits must be arranged **24 hours in advance with your child's teacher** and should be limited to 30-45 minutes. Please refrain from bringing other children with you during your classroom visit.

Homework Policy

We encourage students and families to read at home. Research shows that 20 minutes or more of reading each night can increase academic achievement and success. This can also include minutes spent by adults reading to children. Classroom teachers may provide additional at-home learning opportunities on an as needed basis. Students will be asked to complete unfinished assignments at home if necessary.

Hoover Elementary Discipline Plan/Student Expectations

Discipline: Safety, security, and student success are priorities for Tulsa Public Schools to create a learning environment that emphasizes relationships and relevant rigorous learning that prepares students for life and learning. Be sure to review your copy of the **TPS Student and Family Guide to Success**, available on the TPS website (www.tulaschools.org).



At Hoover Elementary, we encourage each child to achieve his/her full potential, and we strive to ensure that every child is treated with fairness and respect and has an equal opportunity to learn. To achieve this end, we encourage teachers and parents to work together to build a community of learners and cultivate principles for effective living based upon Stephen Covey's 7 Habits of Highly Effective People. In addition, we will utilize the guiding principles of **mutual respect, right to pass, personal best, attentive listening, appreciation – no put downs, truthfulness and trustworthiness** and encourage learners to focus on important LIFE SKILLS. Students will be encouraged to demonstrate these principles for effective living, life skills, and positive behaviors, daily.



Discipline Plan: The purpose of the Hoover Elementary Discipline Plan is to provide an appropriate learning environment where students can follow the procedures for success. The Discipline Plan at Hoover Elementary is consistent with the TPS Behavior Response Plan (BRP) to support student success. Teachers utilize positive behavior procedures in their classrooms; however, students must take responsibility for their choices. When a student does not use self-control or disregards procedures, it may become necessary to impose logical consequences and/or disciplinary actions. Disruptive behavior that impedes a safe, secure, and a positive teaching/learning process will not be tolerated. Disciplinary actions may result in a loss of privileges, classroom time-out, noon detention, behavioral assignments, in-house suspension, or suspension from school (or other consequences deemed appropriate by school administration). Suspensions by the Principal are utilized when students engage in activities that are extremely disruptive or dangerous to themselves and/or to others.

On the following pages, *Community Guidelines*, *LIFE SKILLS*, and *procedures regarding Assembly, Cafeteria, Hallway, Playtime, and Restroom Behaviors* are listed.

Tier I behaviors (Code 100s) are those which are addressed initially in the classroom by the classroom teacher. If the behaviors continue or become more severe, additional interventions at the building level may be assigned at the Tier II and/or Tier III level.

Tier II/III behaviors (Code 200s, 300s) are addressed with site-based interventions which may include removal to another teacher's classroom for a period of time, removal to an alternate location within the school building to complete classroom assignments, noon detention, behavioral modifications, conference with parents, short-term suspension, etc.

Tier IV behaviors (Code 400s) may require short- or long-term suspension. According to state law, some behaviors require out-of-school suspension to maintain a safe learning environment for all students. "The Behavior Response Plan cannot cover every set of circumstances that may be encountered in a diverse and complex social setting of a public school. Administrators may use intervention of discipline options and procedures at any tier level not specifically covered in the specified area." (**Reference – TPS Student and Family Guide to Success**)

Alternative Settings: The Principal has the responsibility to supervise the removal of a student from a classroom when the student is not following school regulations or when the conduct of a pupil is injurious to the student or to other students. Some Tier III/Tier IV student misbehaviors may result in a recommendation that the student attend an alternative school.

Due Process: Each student and his/her family have the right to due process and an opportunity to appeal any suspensions with which they disagree. The process is outlined in the **TPS Student and Family Guide to Success**. All students (within reasonable expectations) involved in a disciplinary incident will have an opportunity to give their version of what happened.

Hoover Elementary Procedures

Assembly Procedures

1. Sit quietly.
2. Use attentive listening and mutual respect.
3. Applaud appropriately.
4. Exit quietly.

Cafeteria Procedures

1. Wait quietly in line.
2. Keep your hands to yourself.
3. Get food then milk.
4. Sit at assigned table.
5. Raise your hand for assistance.
6. Use good table manners and talk softly.
7. Clean up your space before you leave.
8. Watch for your class to be dismissed.
9. Line-up for recess.
10. Leave quietly.



Hallway Procedures

Walk on the right in a single file.

1. No talking.
2. Keep hands and feet to yourself.

Playground Procedures

1. Follow safety rules.
2. Obey the teacher in charge.
3. Play in the designated area for your grade.
4. Use equipment properly.
5. No fighting or rough-housing.



Restroom Procedures

1. Take care of restroom needs.
2. Wash your hands with soap before leaving.
(No more than 2 pumps of soap)
3. Dry your hands and place paper towel in a trashcan.
(No more than 3 pulls on the paper towel dispenser)
4. Keep the bathroom clean.



Consequences for Violations of Procedures



The Discipline Plan at Hoover Elementary is consistent with the TPS Behavior Response Plan (BRP) to support student success. Teachers utilize positive behavior procedures in their classrooms; however, students must take responsibility for their choices. When a student does not use self-control or disregards procedures, it becomes necessary to impose logical consequences and/or disciplinary actions. Disruptive behavior that impedes a safe, secure, and a positive teaching/learning process will not be tolerated. Disciplinary actions may result in loss of privileges, classroom time-out, noon detention, in-house suspension, or suspension from school (or other consequences deemed appropriate by school administration). Suspensions by the Principal are utilized when students engage in activities that are extremely disruptive or dangerous to themselves and/or to others.

1. **In-class Time-Out**: Each classroom has a place where a student may reflect and redirect behavioral actions.
2. **Out-of-Class Time-Out**: Student may be sent to another teacher's classroom to complete a form, an assignment, or a time-out.
3. **Teacher-Parent Contact**: Teacher initiates contact with parent/guardian to discuss discipline concern(s) and create a plan of action.
4. **Recess Time-Out**: Student will walk laps under teacher supervision during his/her recess.
5. **Noon Detention**: Student will spend his/her lunch AND recess period in the office or other designated area under adult supervision.
6. **Recess Detention**: Student will spend his/her designated recess period in the office under adult supervision.
7. **Parent Conference**: This is a meeting of school personnel (and may include principal, dean, and/or counselor) with the student's parents to focus on creating a plan for improvement. The student may be included in this conference. Consequences aligned with the district's BRP will be applied.
8. **In-School Suspension (ISS)**: This placement, assigned as a disciplinary consequence, is a designated area for a student to complete schoolwork. This area is separate from the student's classroom. The student may be assigned ISS for a period of 30 minutes to multiple days.
9. **Suspension**: This is denial by the school administration of a student's right to attend school or school-sponsored activities for a specific length of time. Students suspended from school will not be allowed on campus and will not be permitted to attend or participate in any extracurricular school-sponsored clubs or activities.



Hoover Uniform Policy 2022-23

HOOVER ELEMENTARY DRESS CODE 2022-2023

Uniform Tops

Red, navy blue, white, or black polo solid color collared shirts. Hoover t-shirts may be worn any day with uniform pants. Hoodies and jackets must be Hoover spirit wear or solid uniform colors to be worn in the classroom, all other hoodies/jackets will need to be stored in lockers.

Uniform Bottoms

Khaki, navy, tan, or black pants, shorts, dresses, skirts, or jumpers. Jeggings or leggings are not allowed.

Shoes - Closed toe shoes **ONLY** – No sandals, flip-flops, or cleats

Hats/Ball Caps - are not allowed unless it is a special dress day. Parents will be notified of these days.

Hardship Assistance - For hardship cases, limited help with uniforms MAY be available. If you have a need, call the parent facilitator, Taina Wilson, at (918)746-9120.

Student Handbook Addendum

Tulsa Public Schools (TPS) Policy 2601 defines the school district's dress code.

As stated in this policy,

"Individual schools, via their respective school shared decision-making councils or school improvement committees may, upon approval by the principal, impose more strict dress code requirements than those set forth herein. However, all schools must meet the standards set forth in this policy as the minimum requirement. Schools shall publish any and all additional requirements/expectations relative to student dress. Students and their parents/guardians have the responsibility to be aware of any school specific dress codes and to conform to those requirements after the school has provided reasonable notice.

If you have any questions regarding the uniform policy please call the Hoover office at 918-746-9120.

Student/School Connection

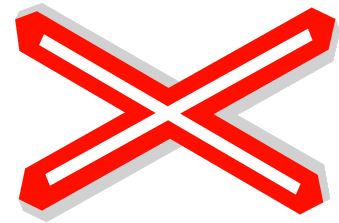
Bicycles/Scooter/Skateboards/Rollerblades: Bicycles and skateboards must be walked on school grounds. Parking space is provided for bicycles at school by the west entry and northeast entry. Students riding bicycles should follow safety rules while riding to and from school. Locks should be on the bicycles when parked. All bicycles are to be parked at the bicycle rack during the school day. Skateboards must be kept in lockers. Scooters, skates, and skate shoes (Heelies - even with the wheels removed) are prohibited at school.

Cell Phones: Student cell phones are acceptable at school; **however**, they should be turned **off** and **kept in the locker during the entire school day 7:20-2:35**. According to TPS's BRP, cell phones are listed among items disruptive to the educational process. Possession/use of these items will result in consequences outlined in the BRP. TPS is not responsible for lost/stolen cell phones or other personal property.



Gum/Candy: Please do not bring outside gum and/or candy to school.

Harassment, Intimidation, or Bullying: Bullying means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward the student or group of students that results in/or is reasonably perceived as being done with intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be, but is not limited to, physical strength, social skill, verbal ability, or other characteristics. Bullying may be reported in several ways. Students may make a report to their teacher, counselors, principal or assistant principal. You may also make a report. A report can also be made on the TPS website (www.tulaschools.org). See the School Safety link. (**Reference: TPS Behavior Response Plan- Student and Family Guide to Success and TPS website.**)



Illegal/Dangerous Items: Students should **never** bring guns, knives, firecrackers or any other dangerous items. If a student brings a firearm to school, the student will receive a mandated one-year suspension. Students should not possess tobacco, alcohol, or any other illegal substances. All of these items can result in suspension from school. Please check pockets, purses, and backpacks before entering the school building, and do **not** bring any dangerous or prohibited items. In addition, threatening statements made intentionally or in fun **should not** be made about guns, knives, bombs, or other dangerous items. (**Reference: TPS Student and Family Guide to Success**).

TPS Nondiscrimination: Tulsa Public Schools does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, disability, genetic information, veteran status, marital status, or age in its employment, programs, and activities. For inquiries regarding the Tulsa Public Schools' non-discrimination policies contact: Human Rights Coordinator - TPS Human Capital Department -3027 S. New Haven Avenue -Tulsa, Oklahoma 74114-6131 (918-746-6517)

Personal Property at School: Students should not bring personal items to school except those basic supplies needed for classwork. Toys, iPods, iTouches, electronics, video games, trading cards, etc., **should not** be brought to school unless given permission from a teacher or the principal. The school will not be responsible for the loss or theft of any item brought to school.

School/Community Connection

Community/Business Partners: We appreciate our School Partners: Highland Park Christian Church, 29th & Yale Church of Christ.

Volunteers: Each year a group of parents and community friends give a very special gift to our school – their time. Our volunteers assist us with various activities. Volunteers are encouraged to be partners with our teachers in helping our children to achieve their potential at Hoover. Volunteers are a vital part of our school organization. Anyone interested in volunteering at Hoover, in any capacity should call the school office or contact the PTA for more information and complete a volunteer application. A confidential background check is conducted for all volunteers.



Important Dates/School Holidays 2022 – 2023

Important Dates

- Classes Begin - August 18, 2022
- First Quarter - August 18 - October 11, 2022
- Fall Parent Teacher Conferences - October 11 & 13, 2022
- Second Quarter - October 12 - December 16, 2022
- Third Quarter - January 4 - March 22, 2023
- Spring Parent Teacher Conferences - March 2 & 7, 2023
- Fourth Quarter - March 23 - May 25, 2023
- Students' Last Day - May 25, 2023



School Holidays - Classes will NOT be in session

- Labor Day/Teacher PD - September 5 - 6, 2022
- Teacher PD/Fall Break - October 17 - 21, 2022
- Teacher PD/Civic Day - November 7 - 8, 2022
- Thanksgiving Break - November 21 - 25, 2022
- Winter Break - December 19, 2022 - January 3, 2023
- Martin Luther King Day - January 16, 2023
- Presidents' Day/Teacher PD - February 20 - 21, 2023
- Teacher PD/Spring Break - March 9 - 17, 2023
- Teacher PD - April 27 - 28, 2023

****Any additional calendar days beyond May 25, 2023, naturally occurring or other, will result in an extension of the calendar or Distance Learning days could be declared.**