



HOOVER

E L E M E N T A R Y

Family Handbook 2024-2025

Hoover Elementary School
2327 S. Darlington Ave.
Tulsa, OK 74114
Phone: (918) 746-9120

Office Hours: 7:00 AM-3:45 PM
Teacher hours: 7:15 AM-3:05 PM
<https://hoover.tulsaschools.org/>

Dear Hoover Families,

It is my honor and privilege to welcome you to Hoover Elementary School!

Elementary school is such an important and special time in a child's life and I am excited to lead the awesome team here at Hoover to provide the best school experience we can for your student.

Our highest purpose as a school is to prepare your child for academic success. In order to accomplish this goal we also help students develop their social-emotional skills. None of these goals can become a reality without partnership with families. Your engagement in your student's education is the greatest support to their growth. For this reason, I hope you will see every staff member as your partner in your student's educational journey.

This handbook will outline my expectations for students and families and provide information about what you can expect of the staff here at Hoover. Please read this handbook thoroughly.

Looking forward to a great year!

Ms. Kari Tapley

Kari Tapley | Interim Principal

Hoover Elementary

tapleka@tulsaschools.org

(918) 746-9120

Hoover PAWS

Persevere: We work hard even when things are difficult

Achieve: We set and reach big goals

Work Together: We help and encourage each other

Seize the Day: We play, laugh, and celebrate

Contact Information

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

Phone number: (918) 746-9120

Principal: Ms. Tapley

tapleka@tulsaschools.org

Counselor: Ms. Loeffler

loeffch@tulsaschools.org

Principal's Secretary: Mrs. Ana

pedroan@tulsaschools.org

Attendance Clerk: Ms. Wanda

barrewa@tulsaschools.org

Parent Facilitator: Ms. Taina

wilsota1@tulsaschools.org

Health Assistance: Ms. Jammie

hayesja1@tulsaschools.org

School Hours

Breakfast Doors Open: 7:05 a.m.

All School Doors Open, Students Enter Class: 7:20 a.m.

Student School Day: 7:30 a.m. - 2:35 p.m.

School office hours: 7:00 a.m. – 3:30 p.m.

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1. Arrival/Dismissal

Arrival:

7:05 a.m. Doors on the south side of cafeteria open to allow entrance to cafeteria ONLY for students wishing to eat breakfast

7:20 a.m. All doors open for arrival to class. Students in the cafeteria may leave for class as they finish breakfast. Students will **not** be allowed in the front doors or car rider line doors before this time.

7:30 a.m. tardy bell rings. Students in the cafeteria are sent to class. Any student arriving after 7:30 is tardy.

Tardies:

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

Dismissal:

Classes are dismissed at **2:35pm**. Families will be assigned a family number. Families will be given two cards with their number.

Car pick up line: The family number card must be displayed in your vehicle's front window for the car pickup line. As cars arrive, students' numbers are typed into the system. Students will exit the far northeast doors of the drive thru and will be loaded into cars by staff members.

Walk-up pickup line: The family number card must be shown to the staff member at the front door. As students' numbers are input into the system, students will exit using the front doors.

Walkers: Only students listed in PickUp Patrol as east walkers will be released with the walker dismissal. Walkers should be walking from school to home, not to an adult waiting in a car.

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 2:00 p.m. and 2:35 p.m.**

Dismissal Changes

We use [PickUp Patrol](#) Dismissal System to help manage dismissal time and for parents to communicate changes to their student's regular dismissal plans. We will dismiss your child based on the dismissal information in PickUp Patrol so be sure to confirm the default dismissal plan before the start of each school year. New parents will receive an email with instructions for

how to register. Changes can be entered from a smartphone or computer in advance and at any time up until **1:30 pm** on the day of the change.

After **1:30 pm**, changes will not be accepted except in the case of an emergency. The end of the school day is a busy time. To ensure the safety of all students, please plan accordingly and limit these exceptions to emergencies only.

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.

2. Attendance

Expectations:

Regular school attendance is important for continued educational progress. The expectation is for students to be at school from 7:30-2:35 every day. Students need to be in attendance a minimum of 90% of the instructional time scheduled in order to make satisfactory academic progress. 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 and the reason for the absence. 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 attendance team may 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.

3. Cafeteria Services

Breakfast:

- Every student will have the option of breakfast in the cafeteria between 7:05-7:25. If you wish for your student to eat breakfast at school, please ensure they are present BEFORE 7:30. Breakfast may not be available to students after the tardy bell rings at 7:30.

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.
- Lunches brought from home must be a complete lunch; eg. sandwich, apple, chips/crackers, fruit roll up, drink. If a student does not have a complete lunch, the student will be given a cafeteria lunch. It will be the discretion of the duty teachers in the cafeteria if there is a question about a student's lunch.
- Students may not bring chips, candy or any other items to add to their school lunch.
- Students may not share or trade food.
- Items not allowed at school for any reason: Soda, candy, energy drinks, coffee drinks, sports drinks, donuts
- 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:

- 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.

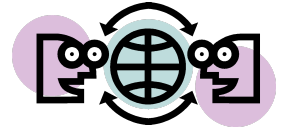
Food Allergy:

- If your child has a **food allergy**, please notify the nurse's office and send a doctor's note regarding the allergy.

4. 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.
- School Messenger is an automated phone and email system used to communicate with all families, when necessary. When a phone call notification is made, the system uses the phone numbers provided by parents/guardians.
- Talking Points is a two-way text message communication system that Tulsa Public Schools utilizes in order for the school and classroom 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. Please download the FAMILIES | TalkingPoints apps for an easier user experience.
- **It is important to keep the school updated with any phone number changes so you can continue to receive notifications.**



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.
- The red folder will contain a calendar that will be updated daily with your student's behavior performance. It is imperative that you check the folder daily and discuss your student's behavior with them. Parents are encouraged to partner with us as we celebrate students' successes and discuss necessary progress.

Parent/Teacher Conferences:

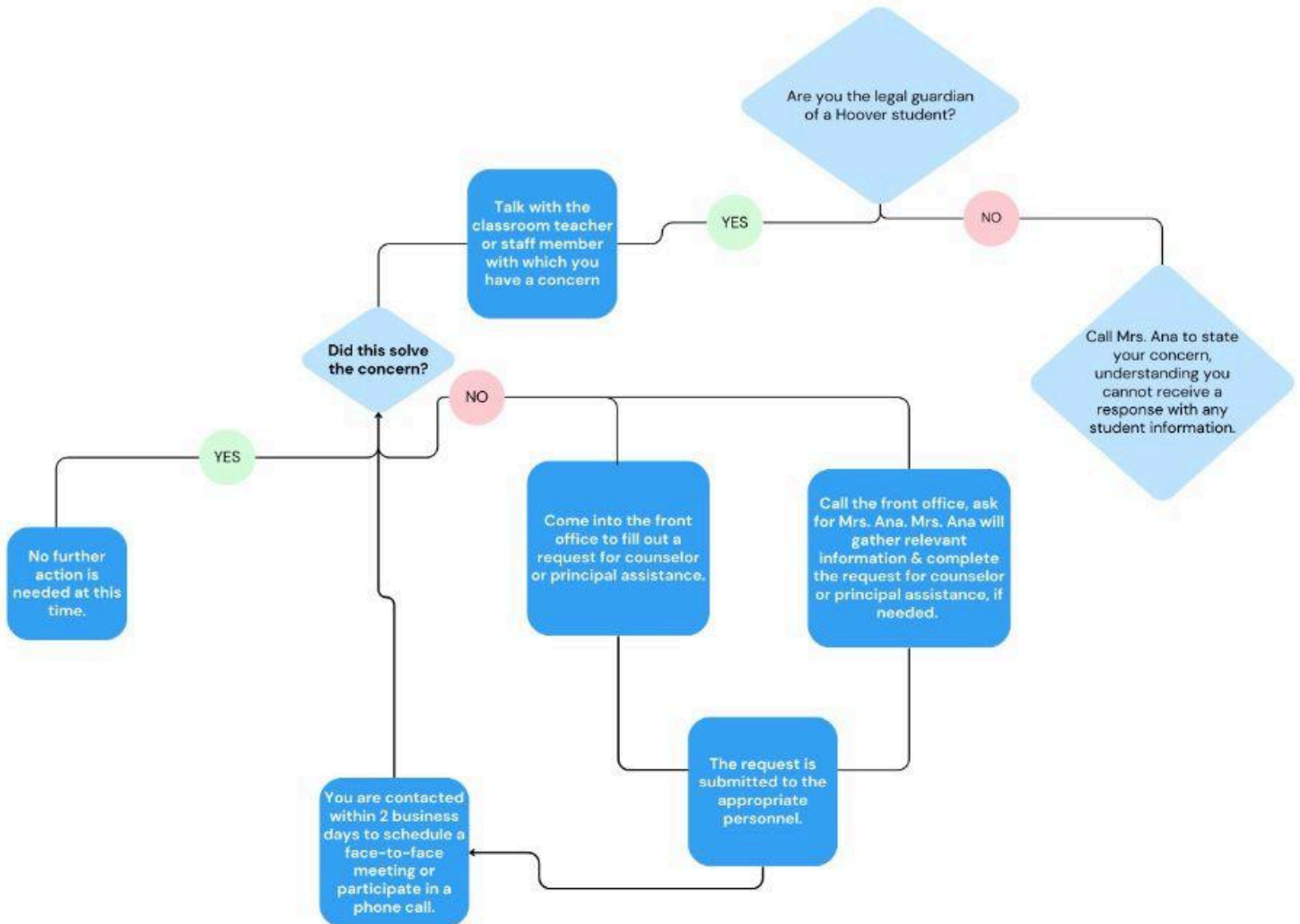
- P/T Conferences will take place Oct. 8th and 10th and Mar. 10th and 12th this year.
- Parents/teachers/administrators may request a conference at other times during the year, as needed. Parents, please call the school office (918-746-9120) to schedule a conference with your child's teacher. Teachers are NOT available to conference with a parent during instructional time. Teacher contract time is 7:15-3:05 every day and teachers may not be available outside their contracted hours.
- Teachers will schedule conferences (in-person or via phone) during their plan time as needed.

Hoover Website: Our website can be found at hoover.tulsaschools.org.

Hoover Facebook: Join the Hoover Facebook page: facebook.com/HooverElementaryTulsa

Process for Lodging a Concern:

If at any point in time you have a concern about your student's experience at Hoover, please follow the steps outlined in the chart below to address the concern.



*If at any point in time a concern is brought to a staff member's attention that communicates imminent danger for any person, that staff member will immediately communicate the concern to administration for an expedited response.

5. Field Trips

- To attend a school-sponsored field trip, a student **must** have a **signed** permission slip. A permission slip for the year can be signed once at the beginning of the year for most field trips.
- Permission slips for trips added mid-year 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.
- Parent/guardian chaperones must complete and turn in a TPS Volunteer Form/Background Check **at least three weeks prior** to attending the field trip. These forms only need to be submitted once per school year.
- In some cases, parents/guardians may be required to accompany students due to safety concerns.

6. Parties and Treats

Winter and Valentine’s Day parties are scheduled in advance and part of our master calendar. School parties will be conducted with the classroom teacher. Each class will also be allowed to schedule an end of year party with principal approval.

Homemade treats cannot be brought to parties to reduce health risk. All parties will be held at 1:30.

Winter Parties- Friday, December 20th at 1:30

Valentine’s Day Parties- Friday, February 14th at 1:30

EOY Classroom Parties- TBD

Students may bring store-bought treats to share with their classmates on their birthday. At the teacher’s approval, a small celebration can be held at the end of the day to celebrate the student. Any birthday party invitations distributed at school must be distributed to the whole class. If the whole class cannot be invited to the birthday party, the invitations are not allowed to be distributed at school.

7. Parent/Teacher Association (PTA)

A message from your PTA officers:

Hoover PTA's mission is to come alongside parents, teachers, and schools to help every child be successful. We want to be here to advocate for every child. There's many ways to support your local PTA. First and foremost is by simply becoming a member. We appreciate your support and are looking forward to a fresh new school year!



Scan the QR code to become a PTA member

8. PowerSchool

Parent Portal:

- You may access your child's grades, MAP assessment scores, and attendance information through the PowerSchool Parent Portal.
- If you have not accessed your account this year or have never logged in to PowerSchool you may request your Access ID and Access password in the front office. We will print your information, but our policy is that you must come into school to pick it up.
- You may combine all the children of your family to one account instead of having multiple usernames and passwords. If you need instructions to create an account using your Access ID and Access password, please contact the front office.

Report Cards/Grades:

- **Report Cards**
***Please note: Physical report cards are no longer used. Parents can log into the Powerschool Parent Portal to view their child's grades.**

Every effort is made to communicate the progress of your child (ren) in regards to their academic and social growth. Grades Pre-Kindergarten through 5th use a report card with specific objectives listed.

Certain symbols for the following objectives/stages are used to communicate your child's progress:

PreKindergarten- Kindergarten: **M**-Mastery, **P**-Progressing Adequately, **N**-Not Making Progress and **Blank**-Skill not assessed at this time.

Grades 1-2:

1 Meet or Exceeds Standard, **2** Progressing Toward Standard, and **3** Area of Concern
E-Excellent, **S**-Satisfactory, **N**-Need to Improve, and **U**-Unsatisfactory

Grades 3-5:

1-Outstanding, **2**-Satisfactory, **3**-Making Progress, **4**-Area of Concern, and **Blank**-Skill not assessed this quarter.

Students will receive letter grades. Grades 3, 4, 5 use traditional report cards with letter grades of A, B, C, D, F. If you have any questions about your child's grades, please visit with his/her teacher.

9. Student Behavior Expectations

The purpose of a consistent discipline system at Hoover is to instill the values of Perseverance, Achievement, Working Together, and Seizing the Day in all our students. (PAWS). Throughout the year as a whole school, in classrooms, in small group discussions, and 1-on-1 with students we will discuss the meaning of these values and how they have or should live them out.

To support students in living our values, we have a clearly defined system of behavior response.

Brag Call Home
Excellent
Exceeding Expectation
Ready to Succeed
Warning & Stay in the Game
Consequence & Reset
Guardian Support

Above you see the tracker teachers will carry in a folder to help students visually track their choices each day. Teachers will discuss students' choices and progress in one-on-one conversations throughout the day.

Students will earn points at the end of the day for ending on blue (+1), purple (+2), or pink (+3). Points will not be taken away once earned. Students earning enough points at the end of the month will attend a behavior reward party. The point goal for the month's party will be set based on the number of days of school in that month and will be communicated to students before the month begins.

All students will have a number on the behavior tracker that may be moved up or down from green based on their choices. Every student will start on green every day. A student may earn additional class rewards at the end of the day based on a color above green. If a student earns their way to pink they will be allowed to call a family member from the classroom to share the good news. If a student earns their number moved down to red, the teacher will reach out immediately to a guardian for support in motivating the student to turn their choices around. If you are contacted due to your student's number being on red, this DOES NOT mean we want you to pick your student up from school. Students are only sent home at the discretion of the principal. Calling home for guardian support allows your student an opportunity to reset their behavior, make better choices, and earn their number moved back up.

10. Student Physical Health

Illness:

- There are three reasons to keep sick children at home:
 - When your child has a contagious or communicable disease.

- When your child is exhibiting any of the signs or symptoms listed below or has an illness for which temporary exclusion is recommended for the health and safety of your child as well as other children.
- When your child does not feel well enough to comfortably participate in their normal school activities.

Children with the following symptoms or illness should be kept (excluded) from school:

Symptom	Child must be at home?
<p>Fever: Elevated temperature of 100°F or greater demonstrates the need to exclude the student from the school setting.</p> <p>Note: A fever is noted to be present at 100.4°</p>	<p>YES – when accompanied by behavior changes or other symptoms of illness, i.e.: rash, sore throat, stomach ache/vomiting, diarrhea, coughing, headache, earache.</p> <p>The student should be fever free (oral temperature below 99°F) without the use of fever-reducing medicines, for a complete school day (24 hours) before returning to school.</p>
<p>Flu Symptoms: Fever over 100° F or greater with cough and/or sore throat. Other flu symptoms can include fatigue, body aches, vomiting and/or diarrhea.</p>	<p>YES – for at least 24 hours after there is no longer a fever, without the use of fever-reducing medicines.</p>
<p>Coughing: Severe uncontrolled coughing or wheezing, rapid or difficult breathing; coughing lasting longer than 5-7 days.</p>	<p>YES – medical attention is necessary.</p>
<p>Mild Respiratory or Cold Symptoms: Stuffy nose with clear drainage, sneezing, mild cough; no temperature elevation.</p>	<p>NO – may attend if able to participate in school activities.</p>
<p>Vomiting: Two or more episodes of vomiting in the past 24 hours.</p>	<p>YES – until vomiting resolves (no further vomiting for 24 hours). Observe for other signs of illness and for dehydration.</p>
<p>Diarrhea: Frequent, loose or watery stools compared to child’s normal pattern; not caused by diet or</p>	<p>YES – if the child looks or acts ill; if the child has diarrhea with temperature elevation of 100° F or greater; if</p>

medication	child has diarrhea and vomiting
Rash WITH Fever:	YES
Rash WITHOUT Fever: A body rash without fever or behavior changes usually does not require exclusion from school; seek medical advice	NO- Spreads quickly, has open, weeping wounds and/or is not healing should be evaluated.

Illness	Child must be sent home?
Conjunctivitis: Pink/reddish color to white part of the eye and thick discharge may be yellow or greenish in color.	YES – until discharge and signs of infection have cleared or completion of 24 hour treatment with ophthalmic solution prescribed by a health care provider.
Head lice or scabies	NO – Treatment initiated. Note: Strict adherence to product directions is essential for successful eradication of parasites.
Impetigo (to include: streptococci, staphylococcus, and MRSA infections). Blister like lesions which develop into pustules. May “weep” and crust.	YES – for 24 hours after medical treatment is initiated. Note: Lesions must be covered for school attendance.
Ringworm	NO – Treatment initiated Note: Lesions must be covered for school attendance.
Vaccine Preventable Diseases: Measles, Mumps, Rubella, (German Measles), Chicken pox, Pertussis (Whooping Cough), Influenza	YES – until determined not infectious by a medical care provider.

What can I do to help prevent the spread of contagious diseases in my home?

- Remind your children to wash their hands often.

- Reinforce the practice of coughing and sneezing into a sleeve or upper arm instead of hands.
- Throw away tissues immediately after each use and immediately wash hands.
- Remind your children not to drink or eat after others, including family members.
- Circulate fresh air through the house at least once a day.
- Provide your children with a balanced diet.
- Keep bed times regular. School aged children need 8-10 hours of sleep each night.
- Encourage at least 60 minutes of daily exercise and daily trips out of doors.
- Encourage your children to dress appropriately for the weather. Layering clothing so they may remove and add as their activity level warrants.
- Take your child to the doctor if the symptoms persist.
- If you use over the counter medications-use those that are specific for your child's symptoms. NEVER give children aspirin, adult medications, someone else's medication or medication left over or outdated.
- Increase fluid intake (juices and water).
- Allow your child to rest and fully recover before sending him/her back to school.

Immunizations:

- State law requires accurate and up-to-date immunization records for each student enrolled. Students needing immunizations will be notified and given the opportunity to obtain the necessary immunizations. **NOTE: This is by law**---Students who fail to meet the immunization requirements will be excluded from school.

Medications:

- **Students who take prescribed medicines are to have a guardian bring the medication in the original container to the nurse's office for safekeeping with the needed information on the container.** The information needed is as follows: date, student's name, medication name, number of tablets in the container, time medication is to be consumed, physician who prescribed the medication, any side effects or concerns, and a telephone number where parent/guardian may be reached in case of questions. **Medications that do not meet these criteria will not be given.**
- Medication carried to school by a student will be confiscated. (This includes nonprescription medications such as Tylenol and cough drops.)

Tobacco:

- Tulsa Public School Policy does not allow for tobacco of any kind to be on school grounds at any time. This includes vapes, matches, lighters, lighter fluid, or any tobacco products. Students who bring any of these items to school will be suspended from school. Any student who uses a vape while at school, whether or not they brought the vape will be suspended from school.

Weapons:

- Tulsa Public School Policy does not allow for weapons to be on school grounds at any time. This includes knives, razor blades, utility knives, pocket knives, steak knives, and

any other type of knife.

- This also includes pellet guns, bb guns and any other type of facsimile gun. Students who bring these to school will be suspended from school and a weapons report will be filed with the State Department of Education.

11. Uniform Policy

Hoover Uniform Policy 2024-2025

Shirts

- White, navy blue, red, or black Long- or short-sleeved polos
- A Hoover t-shirt may be worn instead of a polo shirt

Jackets

- Jackets must be Hoover spirit wear or solid uniform colors to be worn in the classroom

Pants/Shorts/Skirts/Jumpers

- Khaki, navy blue, and black
- Skirts and jumpers should reach a student's fingertips with hands extended to their side

Leggings/Tights

- Leggings/tights can be worn under skirts or shorts
- Leggings/Tights are not uniform-approved pants
- Colors are student's choice

Socks

- Colors are student's choice

Shoes



- Footwear with a solid backing or strap over the heel may be worn.

Students may *not* wear

- oversized coats, sweatshirts with pockets, hoodies, or fleece pullovers in the classroom*
- any jacket that is not Hoover uniform color in the classroom
- hats/ball caps
- anything prohibited by Tulsa Public Schools dress code policy

*If your child gets cold in class please have them wear a long-sleeved shirt of uniform color under their polo or wear a cardigan, jacket, or sweatshirt of uniform color

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.

Addendum 1

Cell Phone Policy at Hoover

Parents,

While we understand that some students need a cell phone for safety reasons and to communicate with you outside of the school day, we have established the following expectations around cell phones at Hoover.

- **Students are prohibited from using cell phones during the academic school day including during lunch, recess, and dismissal; whether inside or outside the building. This includes field trips.**
- ***During school hours, cell phones must be turned off and kept in their locker or turned in to the teacher for safekeeping.***

- Any cell phone confiscated by staff due to students not following the school cell phone policy will be held by the principal for parent/guardian pick up.

I understand the cell phone policy at Hoover Elementary:

Student Signature: _____

Parent Signature: _____

Date: _____