



# Hoover Elementary School

## STUDENT & PARENT HANDBOOK

Sandy Holman, Principal  
2323 Siskiyou Blvd.  
Medford, OR 97504  
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HOOVER ELEMENTARY SCHOOL

Phone 541-842-3750

Fax 541-842-1874

2323 Siskiyou Blvd.

Medford, Oregon 97504

Sandy Holman  
Principal

Greetings Hoover families,

I hope you enjoyed a wonderful summer. I am so excited to welcome you and your student(s) to the 2023-24 school year and am delighted that you are part of our amazing learning community! Our skilled and devoted staff is already planning and preparing for your child(ren). Our enthusiastic office team is registering new families, ordering needed materials and updating student files. Our hard-working and conscientious custodians have spent the entire summer thoroughly cleaning the facility. And, our much-appreciated PTO is gearing up to welcome families, provide volunteer opportunities, and offer other exciting events and programs.

Our theme this year is “**Learning Today...Leading Tomorrow**”. At Hoover, we work hard to educate and inspire students and each other to be forward thinkers, inventive and daring, honest, willing to change, learn, grow, to do the right thing and to lead by example. These traits will equip students with skills and tools to be successful now and in the future.

This year, we will not be holding our traditional Open House prior to school starting. Instead, we are having a **Meet and Greet Ice Cream Social on Thursday, August 24th from 3:00-4:00**. There you can meet your student’s teacher. On September 13th you will get an opportunity to learn about the upcoming school year, meet with your student’s teacher, and participate in a Kindness March which includes rock painting.

To ensure a successful start to the year, I’d like to provide you with some information in order to help transitions go smoothly.

### **Student Placement**

A great deal of time, effort and thought has gone into the process of student placement for the 2023-2024 school year.

Careful consideration was given to input from staff and families as well as student learning styles. Classrooms have been balanced academically and socially. Our class lists are structured to provide equitable class sizes at each grade level. Moving students is difficult without causing imbalances and inequities.

Thank you so much for being positive with your child and helping him or her understand that it is impossible to place all students with a preferred best friend or teacher. ALL of our staff works hard to make school a positive experience for ALL students. Hoover is eagerly looking forward to enriching your child’s life. Thank you for understanding that it can take a few weeks for a child to acclimate to a new grade, peer group and teacher.

### **Arrival: Morning Choice**

- Students may get breakfast in cafeteria, walk the track, or wait on their line-up line on the blacktop

## Meals

- Cafeteria – Meals are free of charge to all students (both breakfast and lunch)
- The meal calendar can be found on the District's website and is updated each month
- Your student is welcome to bring a sack lunch

## Arrival/Dismissal

The safety of your child(ren) is of utmost importance to Hoover. Arrival and dismissal are the most hectic times of the day, so I wanted to make you aware of some systems that are in place at our school.

### Bus—Hoover is served by 4 buses

- Curbside pullout directly in front of the school on Siskiyou Blvd.-- this is a **BUS ONLY** area from 7:00 - 8:00 AM and again from 1:45 - 2:45 PM (12:15- 1:15 on Wednesdays).
- Please see Parent Vue on our Hoover website to see which bus your student rides.

### Car—Two main drop-off/pick-up areas

- West side parking lot near the gym—this will be open to car traffic for drop off from 7:20 AM – 7:55 AM. Pick-up is open after 2:20 PM (12:45 PM on Wednesdays), and is dedicated to students Grades K-3 and their siblings.
- Along S. Modoc Avenue—Trails are cut along the back fence line of our school for student travel and a safety monitor is assigned to that area. For pick-up, this car line is dedicated to students Grades 3-5 and their siblings.

### Walking—Crossing guards locations

- Across Siskiyou Blvd., S. Modoc Ave., and at Dellwood and Black Oak

### Parent Walk Up—Front Entrance of School

- If you are picking up your student out in front of the school, let our safety monitor know your student's name and teacher, and your student will be directed to meet you outside. Kinder parents can pick-up from their teacher in front of the school.

**\*\*\*If you change a meeting spot for your child, please let the teacher know so we can make sure your child gets to the correct place!**

Parking on and around our campus is limited. This is especially the case during special events. In addition to our parking lots, there is parking available along the side streets and in the Community of Christ parking lot across the street. Please be respectful and do not block the neighborhood driveways. Parking in bike lanes is strictly prohibited. This is a city ordinance and not within the control of Hoover or the Medford School District.

I eagerly look forward to greeting students and families again. It remains an honor and privilege to serve as your principal. Please stop by and say hello! Together, I know we will make this school year one of growth and achievement for all children.

Sandy Holman, Principal

# HOOVER DAILY SCHOOL SCHEDULE

|                      |   |
|----------------------|---|
| 7:20.....            | Open for Breakfast  |
| 7:50.....            | Student Entry First Bell  |
| <b>7:55.....</b>     | <b>Instruction Starts (<i>students not in class marked tardy</i>)</b> |
| 9:15 – 9:30.....     | Recess – Kindergarten   |
| 9:33 – 9:45 .....    | Recess – Grade 2  |
| 9:45 – 10:00.....    | Recess – Grade 1  |
| 10:00 – 10:15 .....  | Recess – Grade 4  |
| 10:15 – 10:30 .....  | Recess – Grade 3  |
| 10:30 – 10:45 .....  | Recess – Grade 5  |
| 10:35 – 11:15 .....  | Lunch & Recess - Kindergarten   |
| 10:55 - 11:35 .....  | Lunch & Recess – Grade 1  |
| 11:20 – 11:55 .....  | Lunch & Recess – Grade 3  |
| 11:40 – 12:15.....   | Lunch & Recess – Grade 2  |
| 12:00 – 12:35 .....  | Lunch & Recess – Grade 4  |
| 12:20 – 12: 55 ..... | Lunch & Recess – Grade 5  |
| 1:00 – 1:15 .....    | Recess - Grade 1  |
| 1:15 – 1:30 .....    | Recess – Grade K  |
| 1:30 – 1:45 .....    | Recess – Grade 3  |
| 1:45 – 2:00 .....    | Recess – Grade 1/2  |
| <b>2:30.....</b>     | <b>Dismissal – Kindergarten</b>                                       |
| <b>2:35.....</b>     | <b>Dismissal – Grades 1 – 5</b>                                       |

## Early Release Wednesday Dismissal Schedule

|                   |                                 |
|-------------------|---------------------------------|
| <b>12:55.....</b> | <b>KG - Dismissal</b>           |
| <b>1:00.....</b>  | <b>Grades 1 – 5 - Dismissal</b> |



Revised 2/28/25

## Hoover School Personnel

### Staff Emails & Phone Extensions

All classroom phones go directly to voicemail from 7:50 AM – 2:35 PM.

| Staff -----       | Position-----         | Email -----  | Phone          |
|-------------------|-----------------------|--|----------------|
| Margaret Abbott   | TLF                   | <a href="mailto:margaret.abbott@medford.k12.or.us">margaret.abbott@medford.k12.or.us</a>     | (541)842-1883  |
| Sharon Batuyois   | Assistant             | <a href="mailto:sharon.batuyois@medford.k12.or.us">sharon.batuyois@medford.k12.or.us</a>     | No extension   |
| Kathy Beers       | Kindergarten          | <a href="mailto:kathy.beers@medford.k12.or.us">kathy.beers@medford.k12.or.us</a>             | (541)842-1904  |
| Jason Bingham     | 2nd&3rd Grade         | <a href="mailto:jason.bingham@medford.k12.or.us">jason.bingham@medford.k12.or.us</a>         | (541)842-1900  |
| Dan Blaydon       | 1 <sup>st</sup> Grade | <a href="mailto:dan.blaydon@medford.k12.or.us">dan.blaydon@medford.k12.or.us</a>             | (541)842-1897  |
| Holly Cayetano    | Kindergarten          | <a href="mailto:holly.cayetano@medford.k12.or.us">holly.cayetano@medford.k12.or.us</a>       | (541)842-1888  |
| Dan Chambers      | 5 <sup>th</sup> Grade | <a href="mailto:daniel.chambers@medford.k12.or.us">daniel.chambers@medford.k12.or.us</a>     | (541)842-1909  |
| Alecia Day        | 4th Grade             | <a href="mailto:alecia.day@medford.k12.or.us">alecia.day@medford.k12.or.us</a>               | (541) 842-1893 |
| Alura del Duca    | Steam                 | <a href="mailto:alura.delduca@medford.k12.or.us">alura.delduca@medford.k12.or.us</a>         | (541)842-1912  |
| Jennifer Easton   | Secretary             | <a href="mailto:jennifer.easton@medford.k12.or.us">jennifer.easton@medford.k12.or.us</a>     | (541)842-1864  |
| Chelsea Ellis     | 3rd Grade             | <a href="mailto:chelsea.ellis@medford.k12.or.us">chelsea.ellis@medford.k12.or.us</a>         | (541)842- 1889 |
| Melissa Fealey    | 2 <sup>nd</sup> Grade | <a href="mailto:melissa.fealey@medford.k12.or.us">melissa.fealey@medford.k12.or.us</a>       | (541)842-1915  |
| Marcia Fecteau    | 3rd Grade             | <a href="mailto:marcia.fecteau@medford.k12.or.us">marcia.fecteau@medford.k12.or.us</a>       | (541)842-1976  |
| Stacy Filimon     | Assistant             | <a href="mailto:stacy.filimon@medford.k12.or.us">stacy.filimon@medford.k12.or.us</a>         | No extension   |
| Jill Fjeldheim    | Kindergarten          | <a href="mailto:jill.fjeldheim@medford.k12.or.us">jill.fjeldheim@medford.k12.or.us</a>       | (541)842-1905  |
| Gisselle Garay    | 5th Grade             | <a href="mailto:gisselle.garay@medford.k12.or.us">gisselle.garay@medford.k12.or.us</a>       | (541) 842-1910 |
| Tiffani Gonzalez  | Assistant             | <a href="mailto:tiffani.gonzalez@medford.k12.or.us">tiffani.gonzalez@medford.k12.or.us</a>   | No extension   |
| Caroline Gritters | SLPA                  | <a href="mailto:caroline.gritters@medford.k12.or.us">caroline.gritters@medford.k12.or.us</a> | (541)842-1918  |
| Keenan Hansen     | Assistant             | <a href="mailto:keenan.hansen@medford.k12.or.us">keenan.hansen@medford.k12.or.us</a>         | (541)842-1887  |
| Tierra Holguin    | Assistant             | <a href="mailto:tierra.holguin@medford.k12.or.us">tierra.holguin@medford.k12.or.us</a>       | (541)842-1911  |
| Sandy Holman      | Principal             | <a href="mailto:sandy.holman@medford.k12.or.us">sandy.holman@medford.k12.or.us</a>           | (541)842-3750  |
| Katie Janiszewski | 1st Grade             | <a href="mailto:katie.janiszewski@medford.k12.or.us">katie.janiszewski@medford.k12.or.us</a> | (541)842-1899  |
| Annette Johnson   | Media Tech            | <a href="mailto:annette.johnson@medford.k12.or.us">annette.johnson@medford.k12.or.us</a>     | (541)842-1880  |
| Caley Joy         | 4 <sup>th</sup> Grade | <a href="mailto:caley.joy@medford.k12.or.us">caley.joy@medford.k12.or.us</a>                 | (541)842-1907  |
| Gabrielle Kelly   | SEA                   | <a href="mailto:gabrielle.kelly@medford.k12.or.us">gabrielle.kelly@medford.k12.or.us</a>     | (541)842-1873  |
| Adam Kukuk        | Music                 | <a href="mailto:adam.kukuk@medford.k12.or.us">adam.kukuk@medford.k12.or.us</a>               | (541)842-1881  |
| Austin Manera     | PE                    | <a href="mailto:austin.manera@medford.k12.or.us">austin.manera@medford.k12.or.us</a>         | (541)842-1879  |
| Lauren Martinez   | 1st Grade             | <a href="mailto:lauren.martinez@medford.k12.or.us">lauren.martinez@medford.k12.or.us</a>     | (541)842-1903  |
| Jennifer Maybin   | 5 <sup>th</sup> Grade | <a href="mailto:jenni.maybin@medford.k12.or.us">jenni.maybin@medford.k12.or.us</a>           | (541)842-1908  |
| Ceyla Mendoza     | Custodian             | <a href="mailto:ceyla.mendoza@medford.k12.or.us">ceyla.mendoza@medford.k12.or.us</a>         | (541)842-1885  |
| Jasmine Mendoza   | Resource              | <a href="mailto:jasmine.mendoza@medford.k12.or.us">jasmine.mendoza@medford.k12.or.us</a>     | (541)842-1911  |
| Jennifer Meredith | Office                | <a href="mailto:jennifer.meredith@medford.k12.or.us">jennifer.meredith@medford.k12.or.us</a> | (541)842-1867  |
| April Metcalf     | Office Manager        | <a href="mailto:april.metcalf@medford.k12.or.us">april.metcalf@medford.k12.or.us</a>         | (541)842-1865  |
| John Mickelson    | 3 <sup>rd</sup> Grade | <a href="mailto:john.mickelson@medford.k12.or.us">john.mickelson@medford.k12.or.us</a>       | (541)842-1916  |

|                    |                       |  |                |
|--------------------|-----------------------|--|----------------|
| McKenzie Minica    | 2 <sup>nd</sup> Grade | <a href="mailto:mckenzie.mincia@medford.k12.or.us">mckenzie.mincia@medford.k12.or.us</a>       | (541)842-1901  |
| Katie Mulhollen    | Assistant             | <a href="mailto:katie.mulhollen@medford.k12.or.us">katie.mulhollen@medford.k12.or.us</a>       | (541)842-1911  |
| Margaret Nelson    | 4th Grade             | <a href="mailto:margaret.nelson@medford.k12.or.us">margaret.nelson@medford.k12.or.us</a>       | (541)842-1913  |
| Michelle Oborn     | Assistant             | <a href="mailto:michelle.oborn@medford.k12.or.us">michelle.oborn@medford.k12.or.us</a>         | No extension   |
| Lindsay Primo      | Assistant             | <a href="mailto:lindsay.primo@medford.k12.or.us">lindsay.primo@medford.k12.or.us</a>           | No extension   |
| Angel Pyles        | School Nurse          | <a href="mailto:angel.pyles@medford.k12.or.us">angel.pyles@medford.k12.or.us</a>               | (541) 842-1882 |
| Emma Read          | Assistant             | <a href="mailto:emma.read@medford.k12.or.us">emma.read@medford.k12.or.us</a>                   | No extension   |
| David Reynolds     | Assistant             | <a href="mailto:david.reynolds@medford.k12.or.us">david.reynolds@medford.k12.or.us</a>         | No extension   |
| Madison Richardson | ERI                   | <a href="mailto:madison.richardson@medford.k12.or.us">madison.richardson@medford.k12.or.us</a> | (541) 842-1921 |
| Dee Robino         | Kindergarten          | <a href="mailto:dee.robino@medford.k12.or.us">dee.robino@medford.k12.or.us</a>                 | (541)842-1895  |
| Bethany Ross       | Assistant/ERI         | <a href="mailto:bethany.ross@meford.k12.or.us">bethany.ross@meford.k12.or.us</a>               | (541) 842-1921 |
| Kayla Rowlett      | 1 <sup>st</sup> Grade | <a href="mailto:kayla.rowlett@medford.k12.or.us">kayla.rowlett@medford.k12.or.us</a>           | (541)842-1896  |
| Donna Ruffer       | Assistant             | <a href="mailto:donna.ruffer@medford.k12.or.us">donna.ruffer@medford.k12.or.us</a>             | No extension   |
| Jan Salsedo        | 5 <sup>th</sup> Grade | <a href="mailto:jan.salsedo@medford.k12.or.us">jan.salsedo@medford.k12.or.us</a>               | (541)842-1884  |
| AJ Schultz         | Asst Principal        | <a href="mailto:aj.schultz@medford.k12.or.us">aj.schultz@medford.k12.or.us</a>                 | (541) 842-3750 |
| Jennifer Scott     | Assistant             | <a href="mailto:jennifer.scott@medford.k12.or.us">jennifer.scott@medford.k12.or.us</a>         | No extension   |
| Eddy Soto          | Head Custodian        | <a href="mailto:eddy.soto@medford.k12.or.us">eddy.soto@medford.k12.or.us</a>                   | (541)842-1885  |
| Ellie Stanek       | ELD                   | <a href="mailto:ellie.stanek@medford.k12.or.us">ellie.stanek@medford.k12.or.us</a>             | (541)842-1920  |
| Ed Steiger         | PE (Th AM)            | <a href="mailto:edward.steiger@medford.k12.or.us">edward.steiger@medford.k12.or.us</a>         | (541)842-1879  |
| Callie Toews       | PE (W,Th, F)          | <a href="mailto:callie.toews@medford.k12.or.us">callie.toews@medford.k12.or.us</a>             | (541)842-1879  |
| Tanner Vannice     | Assistant             | <a href="mailto:tanner.vannice@medford.k12.or.us">tanner.vannice@medford.k12.or.us</a>         | No extension   |
| Wendy Walker       | 3rd Grade             | <a href="mailto:wendy.walker@medford.k12.or.us">wendy.walker@medford.k12.or.us</a>             | (541)842-1902  |
| Paige Westbrooks   | 4th Grade             | <a href="mailto:paige.westbrooks@medford.k12.or.us">paige.westbrooks@medford.k12.or.us</a>     | (541) 842-1906 |
| Svetlana Willhite  | Assistant             | <a href="mailto:svetlana.willhite@medford.k12.or.us">svetlana.willhite@medford.k12.or.us</a>   | No extension   |
| Kathy Young        | 2 <sup>nd</sup> Grade | <a href="mailto:kathy.young@medford.k12.or.us">kathy.young@medford.k12.or.us</a>               | (541)842-1898  |
| Meredith Zavala    | Assistant             | <a href="mailto:meredith.zavala@medford.k12.or.us">meredith.zavala@medford.k12.or.us</a>       | (541)842-1869  |

## **Hoover PTO**

The mission of the Hoover Elementary School PTO is to assist the school in their mission to help students learn, do their best, and strive to be safe, respectful, and responsible. Our goals are to complement the school with additional opportunities for the community, parents, teachers and students to learn, socialize, communicate, and grow.

Email: [hooverparents1@gmail.com](mailto:hooverparents1@gmail.com)

Facebook page: [fb.com/HooverHurricanesPTO](https://fb.com/HooverHurricanesPTO)

Website: [www.HooverPTO.com](http://www.HooverPTO.com)

President - Michelle Atkinson

Treasurer - Brooke Lazzari

Vice President - Sara Ward

Secretary - Laree Davis

## **School Colors**

Red, White and Blue

## **Medford School District Elementary Parent Handbook**

Click the link below for the MSD Student/Parent handbook. The information in the document applies to students in all fourteen of Medford's elementary schools. If you have difficulty finding something, please contact your child's school. [Elementary Parent Handbook](#)

### **Positive Behavior Intervention Support**

All staff and students at Hoover Elementary School work together to help everyone reach their fullest potential. Everyone will be treated with dignity and respect. Any behavior or action that will help someone grow and mature will be encouraged. Staff will keep students focused on our school rules:

- Be Safe • Be Respectful • Be Responsible

### **Procedures for Common Areas of the School**

All common areas of our campus have written procedures that students must learn and follow. The staff will teach and reteach procedures for common areas including: Ramps, Playground, Cafeteria, Office Area, Media Center, Gym, Bus Loading Areas and Assemblies. When serious infractions occur, parents will be notified.

### **Classroom Rules**

Each teacher has a classroom plan for student behavior. The rules are posted in the classroom. A copy of the rules will be given to students, parents and principal at the beginning of the school year.

### **District Policy for Cell phones**

**The District Policy for cell phone usage** (we have added the word “device” to include cellular watches):

“Student cellular devices such as cell phones and watches are only to be used before and after school hours. Devices must remain off and out-of-site during the school day. Cellular devices being used during the day for any purpose may be confiscated and held for pick-up by a parent. Schools are not responsible for lost or stolen cellular devices.”  
Source: District Elementary Parent Handbook.

Cellular devices (phones, watches, etc.) should not be used during school hours. Inappropriate cellular device use can lead to strong disciplinary action including suspension and even expulsion from school depending on the severity of the offense.

We would like to encourage you to supervise your child’s cellular device and what they have access to with their device. **We are talking about monitoring to the best of your ability: inappropriate content in language, video, pictures, access to inappropriate internet sites, wallpaper and screensavers, text messaging and possible cyber bullying.**

## **Hoover's Dress Code**

### **Hoover's Dress Code**

- Student dress, grooming or hygiene should not cause disruption or act as a safety or health hazard.
- Pants and shorts must stay up without a belt.
- During warm weather, shorts may be worn but they must have a definite leg. "Short-shorts" or "jogger shorts" are not allowed.
- Clothing should not reveal visible undergarments.
- Clothing and accessories may not have any sign of or promote: graffiti, alcohol/drugs, racism, gang affiliation, tobacco, profanity, drug paraphernalia, sexual connotations, or violence.
- No chains or loose straps hanging from clothing.
- Hats, hoodies or sunglasses are not be worn in school buildings (except as a religious observance/health reason).
- Shoes must be worn at all times for safety reasons. Students wearing inadequate footwear may be restricted from recess or PE activities (flip flops are not allowed).

If your student arrives at school not adhering to the dress code above, he/she will be reminded of what is acceptable and may be offered a change of clothing or a phone call home to provide caregivers the opportunity to bring other acceptable clothing articles.

## **Teacher/Student Responsibility**

All staff members and parents contribute to Hoover's positive environment. The staff and parents set the tone for behavior through their actions and attitudes. Support for students will be demonstrated through four important procedures we follow:

1. We will teach students our expectations for responsible behavior in every school environment.
2. We will provide positive feedback to students when they are meeting expectations and following our guidelines for success.
3. When minor misbehavior occurs, staff will view the misbehavior as a teaching opportunity, responding with calm, consistent corrections or consequences.
4. We will work collaboratively to solve problems that are chronic or severe in nature.

## **Medford School District All-inclusive Non-discrimination Policy**

Medford School District 549C provides equal opportunity and access to all educational services, facilities, and/or employment to every person. Medford School District 549C does not discriminate on the basis of race, religion, gender, ethnicity, cultural background, age, disability, or sexual preference, or any other identified protected class or status.

The following have been designated to handle inquiries or complaints regarding the District's non-discrimination policies and compliance:

Sandy Holman, Principal

Janel Reed Director of HR

(541)842-3750

(541)842-3625

## **Medford School District Important Directory Information Release**

### **PUBLICITY DENIAL**

Medford School District staff often take photos and videos of students during field trips, school events, sports activities, performances and during classroom instruction to share the work and accomplishments of students. Those accomplishments are shared through the district website, social media, print publications, fliers and brochures. The district also works with local news media to promote student work, as well as district projects and initiatives.

**If you do not want your students' image to be published, please visit your school office to fill out a Publicity Denial form. We will make every effort to protect the privacy of your student.**

Please note, the district cannot guarantee a student's image will not be published if the student is photographed/videotaped in a large group or crowd setting such as school assemblies, sports events, and public meetings.

Please contact Communications Director Natalie Hurd with any questions at 541-842-1095 or [natalie.hurd@medford.k12.or.us](mailto:natalie.hurd@medford.k12.or.us).