

# Hoover Elementary School Parent Handbook



**12705 West Euclid Avenue  
New Berlin, WI 53151  
414-604-3800  
Fax 262-782-2231**

**Mike Elliott  
Principal**

**Dr. Marty Lexmond  
Superintendent**

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Welcome to another great year at Hoover Elementary! On behalf of our entire staff, I welcome all students and families.

We look forward to partnering with you this year to assure a quality experience for you and your child. Your engagement is imperative to our success. We highly encourage reaching out to us and becoming involved in all the activities and opportunities we have at Hoover. Consider joining our extremely active PTA. The support they provide to our school is invaluable. I encourage you to ask questions, contact your child's teacher and truly work with us to develop a partnership.

Please take the time to read this handbook and learn the day-to-day procedures that help us manage a school day with roughly 400 students. Keep the office informed of any changes of address or contact information so that we can get a hold of you in the event of an emergency or for other reasons that arise during a typical school day.

When a situation arises where you need to address a concern please contact the person closest to the situation. In most cases that will be your child's classroom teacher. This will allow the situation/concern to be addressed quickly. As always, feel free to contact me at any time and I will help work through the concern.

Please return the following to your child's teacher by the first week of September:

- Student Fee Info/Envelope
- Hoover Emergency Form/Annual Health Questionnaire
- I Pad Permission Form
- Free/Reduced Lunch Application/Shared Information with Other Programs (Optional)
- Student Health Insurance Forms (Optional)
- Rights and Responsibilities Parent Signature on line (sent to you in August)
- PTA Forms
- Updated Immunization Forms for K4 and K5 Students
- Media Opt Form (Optional to pick up in the office)
- Notice of Refusal to Release Director Data (Optional to pick up in the office)

Thank you! We look forward to partnering with you this year at Hoover!

Mike Elliott  
414-604-3811  
elliottm1@wawmsd.org

**SCHOOL DISTRICT OF WEST ALLIS-WEST MILWAUKEE, ET. AL.**

**MISSION STATEMENT**

The mission of the School District of West Allis-West Milwaukee, et al. in partnership with family and community, it is to provide challenging curriculum and engaging instruction so that every student may attain academic success.

**VISION STATEMENT**

The School District of West Allis-West Milwaukee, et al., provides a learning environment where all students will achieve academic excellence in schools in which teachers are involved in continuous professional development so that they can provide exciting, relevant instruction in a school setting that fosters respect, integrity and character.

**BELIEFS**

1. Student achievement is the primary responsibility of the district.
2. Instruction must be delivered to reflect that learning occurs in different ways and at different rates.
3. Learning is the shared responsibility of students, staff, family and community.
4. A positive, supportive environment contributes to an individual's success.
5. Respect for diversity is essential.
6. Every student is entitled to a safe and secure learning environment.
7. Each student is entitled to an equitable education that maximizes his/her potential.
8. On-going professional development and staff collaboration are vital to student success.

**Board of Education**

Daniel Bailey  
Stephone Emons  
Heather Justham  
Brian Keller  
Pat Kerhin  
Noah Leigh  
Jeff Sikich  
Sue Sujecki  
Bill Ustruck

All Board of Education meetings are held at the School Administration Building, 1205 South 70 Street.



### **ARRIVAL/DROP OFF**

Students are not allowed on the school grounds until 8:20 a.m. each school day with the exception of students attending before school rehearsals or breakfast program.

The school playground is not supervised before 8:20 a.m. If families are arriving between 8:00-8:20, parents must stay with their children until 8:20. When the cold weather arrives, students are not permitted into the building when the temperature is 10 degrees or above until 8:25 a.m. Students who arrive prior to these posted times create supervision difficulties. With prior planning, all our students will arrive at school on time and safe. Make sure all students are coming to school with a hat and gloves.

When dropping/picking up students a reminder that the entrance off of Euclid is an entrance only. When dropping off or picking up your child, please park in the east parking lot or on Russell Road. Please observe the cross walk areas for the safety of the students. The Drop off zone is through the fence to drop off students. Please pull all the way forward to allow other cars to enter. This drop off has two lanes. The lane closest to the fence is designated a passing lane only. **DO NOT ALLOW** your student to leave your vehicle toward this lane, as cars will be moving in that lane. Have your student exit toward the playground and walk in the green shaded areas. The outer lane can be used for a quick drop off or you may park for a brief time as long as you pull forward to the last spot and **DO NOT BLOCK** the exit. The exit onto Russell Avenue is an exit only. During busy drop offs, please turn to the right only.



### **DAILY TIME SCHEDULE FOR THE SCHOOL YEAR**

- 8:00 School Breakfast Opens
- 8:20 Earliest arrival to school for students
- 8:25 First Bell
- 8:30 All pupils K4-5 in Classrooms (Tardy Bell)
- 11:15-12:00 Lower Grade Students
- 11:45-12:30 Upper Grade Students
- 3:30 Dismissal



### **ATTENDANCE**

Please report all absences to our attendance line at 414-604-3800. Parents are expected to report a student's absence by 9:00 a.m. on the day of the absence. You can access the attendance line 24 hours a day, seven days a week. A telephone call must be made each day a student is absent. A written note is not necessary if you have called in the day before.

Parents are contacted at home or work by the school office if the parent has not called to report the absence to the school. Please make sure all home/cell/work numbers are kept current. The purpose of this procedure is to ensure that your youngsters are in a safe location at home or school.

Any absence not reported by note or phone call within 24 hours of a student's return to school will be recorded as unexcused.

Each family will be receiving an Attendance Brochure to review concerning the school district's attendance policies and definition of excused and unexcused absences.



### **HABITUAL TRUANTS**

A "habitual truant" is a pupil who is absent from school without an acceptable excuse for either of the following: Part or all of five or more days on which school is held during a school semester. This applies to all children under the age of 18. Children can no longer be released from compulsory school attendance prior to age 18.

### **Parent/Guardian Responsibilities**

Under Wisconsin Statute 118.15, any person having control of a child between the ages of 6 and 18 shall see to it that the child attends school regularly until the end of the school term of the school year in which the child becomes 18.

### **Penalties**

According to 118.15 (5) of Wisconsin Statutes, a parent or guardian of a child may be held responsible for the child's non-attendance, and if convicted, he/she may be fined not more than \$500 or jailed for 30 days, or both, and/or revocation of vehicle registration.

Ordinance 6.06 of the Revised Municipal Code of the city of West Allis makes it unlawful for any pupil to be truant from any school in the West Allis-West Milwaukee School District. If a parent knowingly allows their child to be truant from school, the parent can be issued a citation.

### **Truancy Parents and Student Rights**

Parents have the right to receive written notice of their child's non-attendance from school. Parents and students have the right to attend a meeting with school officials to discuss the child's truancy. Parents and student may request a number of programs or curriculum modifications to attempt to improve regular school attendance.



### **TARDY**

When a student is tardy to school, you must call the attendance line stating the reason. Upon arriving to school, the parent must sign the student into the office and receive a pink tardy slip. If a student arrives before 10:15 the student will be marked tardy. After 10:15 the student will be marked absent for the morning.



### **HOMEWORK FOR ABSENT STUDENTS**

When children are absent from school, and you would like to pick up homework, please inform their teacher as soon as possible. Early notification is necessary in order for that teacher to have sufficient

time to prepare the materials and have them ready by the end of the day.

Extended periods of absence from school due to a family trip should be explained in a letter format to the school with enough advanced warning so homework can be provided. Your advanced planning will minimize the possible disruption to your child's education. If they miss school, they miss out.



### **EARLY DISMISSAL/CHANGE OF DISMISSAL**

Parents should send a note to school or email teacher each time a child must leave school early. Parents must pick up the child at the school office and sign them out. Students will not be sent out to a waiting car and students cannot walk home. We do not call students down until parent arrives to the school. We do this for your child's safety and missing quality classroom education.

When a student has an early dismissal and leaves before 2:15 the student will be marked absent for the afternoon. If the student leaves after 2:15, the student will be marked present.

If your child is having different dismissal procedures (example: parent pick up, bus or Action 330), please send a note or email the teacher in the morning. We get many phone calls during the day and every interruption to the classroom disrupts quality learning time.



### **BUS TRANSPORTATION**

The majority of Hoover School pupils are bussed to school each day. All students must be at their stop at least **7 minutes** before scheduled pick-up time. For obvious safety reasons, it is essential that youngsters display appropriate behaviors while riding the bus. The following simple rules will need to be followed:

1. Pupils must remain seated.
2. Voice Level at "1"
3. No food or beverages on the bus.
4. Act respectful to the driver and passengers.

Video cameras are used on all routes on a random unannounced basis. The videotapes, driver reports, and other student reports will be used as the basis for disciplining students who cannot follow the bus rules.

If a parent moves within the school attendance area during the school year, you will need to provide a two week notice to the school office to avoid interruption of the bus service. Otherwise, a parent would need to transport their child until bus service can be initiated to the new address in Hoover's attendance area. Please plan ahead if there are any changes in your schedule. Students are not for any reason to ride a different bus. These requests will be denied due to district transportation policy.

Parents are reminded to call the bus company directly about pick up or drop off problems, or late busses. First Students telephone number is 414-649-2625.



Parents of students who ride a daycare provider are reminded that it is the day care centers responsibility to know a child's daily schedule.

If a parent is going to pick up a child during the school day or after school, the parents must notify the day care center and the school office so that the child is not left at school. Please remember to communicate with your day care center.

**IMPORTANT NOTICE:** If there is a change in dismissal schedule, a note must be sent to the classroom teacher or a telephone call to the office. All students who ride the bus daily go home on the bus unless a note/telephone call is provided.



### **LUNCH/BREAKFAST PROGRAM**

Students have the opportunity to bring a lunch from home or to purchase a hot lunch. The hot lunch/breakfast menu is sent home monthly. When buying tickets, money must be sent in a sealed envelope with your child's name, grade, teacher's name and amount enclosed. Make checks out to Sodexo Food Service. If you have any questions about the hot lunch program, please call 414-604-3000, ext. 3046 and a supervisor from Sodexo Food Service Company will help you.

Breakfast is served from 8:00-8:25 in the Field House.

The following rates apply to hot lunch/breakfast for the 2016-17 school year:

Breakfast	\$1.30	Reduced Breakfast	.30
Lunch	\$2.35	Reduced Lunch	.40
Milk	.35		

Students who eat lunch at school may purchase hot lunch daily, 5 day, or 20 day ticket basis. All hot lunches receive one milk. If a student would desire an extra milk with their hot lunch, it would be an additional .35.

If you qualify for free/reduced lunch and are not direct certified, the form must be completed within the first two weeks of school. Please include your case number and signature. If you have been pre-certified and have received a letter from our District indicating your students are already approved for free meals for the school year, you do not have to return the form.

If you are new to Hoover and you feel you qualify for free or reduced lunch, you must return the application and wait for the districts approval. You will have to pay for lunch or bring a lunch from home until you receive approval from the district office.

Students who bring a bag lunch will also be able to buy white or chocolate milk. We ask that these students be limited to two milks at each lunch period. No bills will be accepted that are larger than a dollar. Please, no glass containers or soda cans in the lunchroom.



Parents are requested to follow the procedure listed below regarding lunchtime activities.

- We will expect that all students grades K5-5 will stay for lunch each day unless we are notified.
- If a student is going home for lunch, parents are requested to send a note to the child's teacher on the day the child will not eat lunch at school . You must sign your child in/out of the school office.



### **BIRTHDAY TREAT AND SNACKS**

Many children bring in snacks to celebrate special occasions, such as birthdays. Please consider pre-packaged healthy snacks. We do have some students with food allergies. Families or teachers generally keep special treats for these students to enjoy when treats are shared with the class. Please do not send in special treats for specific children in a class who may suffer from food allergies.



### **HEALTHY SNACKS**

We at Hoover try to enforce our healthy lessons about nutrition with the student learning to bring in a quick, healthy snack each day. High sugar snacks or snacks without nutritional value (such as chips, cookies and pudding) should not be brought to school. Because of the limited time, please have the snack be quick and easy snack to eat. Below are some suggestions.

#### **Acceptable**

Fresh fruit or raw vegetables	Yogurt	Fruit
Cheese	Bagels	Muffins or Breads
Pretzels or popcorn	Raisins	Crackers

#### **Not Acceptable**

Chips	Cookies	Cake
Candy	Soda	Doritos
Cup Cakes	Pudding	



### **HEALTH ROOM**

The health room is run by the school office. The school does not have a registered nurse on duty. The student will receive a health room form filled out for each health room visit.

If your child is sick or injured, the office staff or health room volunteer will attend to your child. Parents are notified when illness or injuries are serious enough to warrant communication. If the parent is unable to be reached, we will attempt to reach alternate contacts provided by the parent. It is advisable to list "local" emergency contacts to minimize the response time. Your assistance in keeping the office informed of any changes in your phone numbers or your emergency contact information is greatly appreciated. When picking up a sick or injured student, please report to the office. Children need to be fever free for 24 hours before returning to school.

In the event of a serious injury or other emergency, which requires hospitalization, the City of New Berlin will handle all cases, including students who reside in West Allis. The school is located in the City of New Berlin, jurisdiction in these matters is their responsibility.



## **MEDICATION AT SCHOOL**

At times during the school year, it may be necessary for children to take prescribed and over the counter medications. These can be prescription or non-prescription medications. Parents are reminded that the school district has specific policies regarding school personnel administering medications during the school day. They are as follows:

For all prescription medications, there must be two permission forms to be signed. One from the parent and one from the child's doctor. Without these signed forms, the school cannot administer the medications and it would be necessary for the parent to come to school and administer the medication.

For all non-prescription medications, the same permission form must be signed by the parent and will be placed on file in the school office.

In both cases, this form should include all necessary information for properly administering the medication, including dosage, duration and time of administration.

Medications to be administered at school must have the following information clearly printed on the container:

- Child's full name
- Name and dosage of medication
- Frequency of administration
- Physician's name (for prescription medication only)

All prescription medication must be in a pharmacy labeled container. Non-prescription medication should be stored in the original container of purchase (baggies or other unsafe containers are not allowed for the storage of any medication). Medications will be kept in a locked cabinet in the office.

If your child has asthma and an inhaler has to be left for your child, you will need the parent permission form, medication form and asthma care plan form completed



## **DRESS CODE**

It is expected that your child wear appropriate clothing each day to school that does not interfere with the instructional process.

Students with shirts, t-shirts, and other articles of clothing with slogans or pictures that are not appropriate for school will be asked to turn the shirt inside out for the remainder of the day, or return home with parent to change to more appropriate clothing. Shorts and skirts must be finger tip length, and straps on shirts and dresses must be two finger tip wide.

Parents should set this dress standard at home and check their child daily as to the clothing being worn to school.



## **CELL PHONE**

There has been an increase in children attempting to use their phones in school during instructional time. We do not allow any cellphone use in school. Due to this, we are asking that all phones be turned into their teachers at the beginning of the school day. All phones will be returned to students at the end of the day. If phones are being used during school hours, they will be confiscated and turned into the principal. Parents will have to come to school in order to get the phone back. Please discuss this procedures with your child(ren).



## **VISITORS**

All visitors to Hoover School are required to enter through the locked front door and will be buzzed in. Once, in the office, visitors are required to sign in and receive a “visitor” sticker. All visitors should wear a “visitor” sticker, even if they are a daily visitor at Hoover. Once these steps have been completed, the visitor will be buzzed a second time through the main entrance, having access to the school building/classrooms. If visitors are not wearing a visible “visitor” sticker, they should be prepared to be asked by a staff member about their identity. Visitors should be advised that no student or staff person are allowed to open any door for access to the building/classrooms.

If an item is dropped off in the office for your child, the secretary will call the student down to the office. This will keep interruptions in the halls/classrooms to a minimum.



## **VOLUNTEERS**

Classroom teachers are interested in the help of classroom volunteers. Let your child’s teacher know that you are willing to help.

Volunteers are required to submit for a background check prior to serving in this capacity. Volunteers are gently reminded that student’s right to privacy is of utmost importance. Therefore, volunteers are bound to the same terms of confidentiality as others who work in the school. In additions, please refrain from wearing clothing that promotes alcohol or tobacco use.

Our PTA also appreciates the help of parent volunteers. Watch for flyers outlining the many volunteer opportunities available throughout the school year.

Thank you for your willingness to share your time, enthusiasm, and skills with our students. Your efforts, and the efforts of our many other volunteers, help to make our school the exceptional place that it is.



## **HOOVER HEARTS AND MINDS**

Hoover School is devoted to helping children use *their hearts and minds well*. As members of the Hoover School Community, we all want to foster a love of learning in a caring, supportive, respectful, safe environment with positive, consistent expectations, opportunities for participation, and personal accountability. With that in mind, students are called to focus on five key behaviors upon which this type of learning community can be built. They are:

- Showing empathy and acceptance
- Demonstrating kindness and courtesy
- Taking responsibility for learning
- Respecting adults, peers and property
- Working and playing safely

We know you will do your best to reinforce these important behaviors with your child and appreciate your support and involvement as we strengthen the Hoover School community so that all members are better able to use their hearts and minds well.



### **PBIS**

Positive Behavior Intervention Support is the process of creating safer and more effective schools. It is a systems approach to enhancing the capacity of schools to educate all children by developing research based, school-wide, and classroom behavior supports systems. The process focuses on improving a school's ability to teach and support positive behavior for all students. Rather than a prescribed program, PBIS provides systems for schools to design, implement, and evaluate effective school-wide, classroom, non-classroom, and student specific plans. PBIS includes school-wide procedures and processes intended for all students and all staff in all settings. PBIS is not a program or curriculum. It is a team based process for systemic problem solving, planning and evaluation. It is an approach to create a safe and productive learning environment where teachers can teach and all students can learn.



### **EMERGENCY DRILLS**

Specific plans for evacuation and protection are posted in each room. Monthly fire drills, annual tornado drill and lock-down drills are held in accordance with Wisconsin Law and West Allis-West Milwaukee School Board policies.



### **BICYCLES, SCOOTERS , SKATEBOARDS AND PLAYGROUND EQUIPMENT**

If a student rides a bike to school it should be locked and parked in the bike rack, as the school is not responsible for them. Students should walk their bikes to the rack in the morning and off the school grounds at the end of the day.

Students are prohibited from bringing skateboards or scooters to school . Students should not bring any baseballs, bats or mitts, frisbees, tennis balls, small rubber balls, and small toys for recess at any time.

Students at all grade levels have access to basketballs, kick balls, soccer balls and jump ropes.

Students are allowed to bring a small soft/nerf style football to use at the lunch hour since the larger footballs are hard for students to use in cold weather. Students may also bring a basketball, but all equipment must have a student's name on it. The school is not responsible for lost or stolen items. Please encourage your child to give any valuable items to his/her teacher if they were brought to school by mistake.



### **GIRL SCOUTS/BROWNIES/CUB SCOUTS**

Scouting troops will be forming in September at Hoover School. Information will come home with students at the grade levels that the scouting groups serve.



### **CODE OF PUPIL RIGHTS AND REPSONSIBILITIES**

The Board of Education has an established Code of Pupil Rights and the contents of the code will be discussed with all children in the classrooms the first week of school. Each family will be emailed a link to review in August.

The behaviors listed in this policy disrupt the learning environments and/or the safety of students and staff here at Hoover School. Our plan covers most of the items in the state statutes.



### **CONFERENCES**

Parent-teacher conferences will be scheduled twice a year. Conferences are scheduled in the fall and spring.



### **CUSTODY PLANS**

Parents with custody arrangement are reminded to provide the school office with a current copy of any custody order. Non-custodian parents may release their child from school unless the custodial parent has presented the school with a court order or other legally binding document that prohibits such a release.

Non-custodial parents may request progress reports, report card copies, and may be scheduled for parent teacher conferences at their written request.



### **FEES**

School fees at the elementary level include supplies and workbooks, and a recorder and music book in grade 4, and technology fee for K4-grade 5.

K4 1/2 Day Optional	\$40.00
K4-5	\$80.00

If you qualify for reduced lunch your fees are reduced to the following:

K4 1/2 Day Optional	\$20.00
K4-5	\$40.00

All student fees unpaid by the end of the school year will be turned over to the district for collection including possible referral to a collection agency.

A student fee waiver procedure, based on the reduced meal income criteria on the Free and Reduced Lunch Application will be used by the district to determine families who cannot afford to pay student fees. All of this must be accomplished prior to November 1st.



### **HEAD LICE CHECK**

Students suspected of having head lice are checked in the school office and parents are contacted to take the youngster home and clear up the problem before the student returns to school.



### **HEALTH DEPARTMENT/VISION AND HEARING SCREENING**

Vision and hearing screening will be done by the health department personnel and volunteers.

Hoover School receives public health services from the West Allis Health Department. Should parents who reside in New Berlin have any questions regarding public health services, contact the Waukesha County Department of Health at 262-896-8430, Monday through Friday, from 8:00 am-4:30 pm.

The nurse who will service Hoover School from the West Allis Health Department will be Mrs. Haass. For families that reside in West Allis and have questions regarding public health services, the West Allis Health Department telephone number is 414-302-8600.



### **IMMUNIZATIONS**

Wisconsin State Law requires that all students enrolled in public schools be immunized against diphtheria, tetanus, pertussis, polio, measles, rubella and mumps. In addition, all youngster who will be in Kindergarten through grade 5 must have had two doses on the Measles-Mumps-Rubella (MMR) vaccine and the Hepatitis B series, Also Varicella (Chicken Pox) vaccine will be required for students, or the history (year) when the student had chicken pox. All dates on the immunization form must be in a month/day/year format.

Immunizations to protect against all of the above diseases can be obtained at the West Allis Health Department, 7220 West National Avenue, West Allis (414-302-8600) or the Waukesha County Department of Health, 515 West Moreland Boulevard, Waukesha (262-896-8430).

If a child does not have the proper immunizations by the deadline, state law indicates that these children are to be excluded from school until appropriate immunization procedures have begun. The timetable for notification and exclusion will be sent to all parents not in compliance.

If a parent/guardian choose to exempt their child from one or more required vaccines, they must sign form in the office.



### **LOST AND FOUND**

Every year many students leave behind articles of clothing and school equipment/materials that should make it home. Please take the time to mark your youngster's clothing and school materials with their name and room number for the school year. Parents are welcome to check lost and found for missing articles located near the field house. Small or valuable items are maintained in our office.



School pictures will be taken in the fall and spring. Picture packet information will be sent home.



The Hoover PTA extends a warm welcome to families that are new to our school, as well as to those who have been a part of Hoover School in past years. Our PTA is involved in a wide variety of activities at our school and is always looking for volunteers who are willing to help. By becoming a member of the PTA, you are showing support and dedication to the quality of events and services provided for you by the PTA:

- Welcome Back Picnic in September
- Dances
- Field Trips (Money contributed to classrooms each school year)
- Special Programs
- Fifth Grade Graduation

Membership information will come home the first week of school. Every other month a PTA newsletter goes home with the youngest or only student.



### **PUBLIC NOTICE**

Notice is hereby given that the School District of West Allis-West Milwaukee, et al. has completed inspection of all buildings as required by the Asbestos Hazard Emergency A Response Act (AHERA). Management plans for all buildings operated by the School District are available for inspection at the individual schools and at the District Administration Center.



### **REPORT CARDS/FIVE WEEK PROGRESS REPORTS**

Students in grades K4-5 receive four report cards during the school year. Specialist report cards are given twice during the school year.

Kindergarten students do not receive five-week progress reports until the second marking period. Students in grades 1-5 will receive a five week progress report each quarter. Special subject five-week reports only go to students performing below proficiency and/or needing improvement in work habits or social skills. Special Education Reports will accompany all progress reports and report cards in one envelope for ease of communication.

Please contact your child's teacher if you have any questions or concerns about your child's progress.



### **ACTION 330 PROGRAM**

The WA-WM Recreation Department sponsors the after school program for students each night at dismissal from 3:30-5:30, Monday through Friday when school is in session. The cost is \$95.00 per semester per child or \$190.00 per year per child no matter how many days a student participates.

Students will not be able to leave the program unless checked out by a parent/guardian.

Mail or drop off your registration form with payment to the Recreation Department, 1205 South 70 Street, Monday through Friday, 8:00 am-5:00 p.m. Registration is also accepted at the program in the Hoover field house between 3:30-5:30 p.m. or online. Hoover Camp 330 number is 414-588-1459.



### **SPECIAL SUBJECT**

Students have special subject classes at Hoover. They have art, vocal music, physical education and social/emotional learning.

Students must have a pair of gym shoes for physical education class. It is desirable that these gym shoes not be worn to school, but rather kept at school and changed prior to gym class and removed after gym class. This prevents students from forgetting their gym shoes and having to sit out of gym class. Student clothing worn to school should be comfortable and appropriate to participate in gym.

Eye glass guards are available for students who need to wear glasses during physical education instruction. These are provided by the physical education teacher.

Request for a student not to participate in physical education class should be accompanied by a doctor's request with the date to resume participation.

The following programs are also offered:

- |                  |                |                                |
|------------------|----------------|--------------------------------|
| · Survive Alive  | Grades 1 and 4 |                                |
| · School Chorus  | Grade 4 and 5  | Voluntary Sign up in September |
| · Orchestra      | Grades 4 and 5 | Voluntary Sign up in September |
| · Prelude Violin | Grades K-3     | Voluntary Sign up in September |
| · Band           | Grades 5       | Voluntary Sign up in September |



### **MEDIA OPT**

Periodically, the print and electronic media will report on public events and activities that take place in the schools. If you do not want your child's name, image and/or words or work to appear in the print or electronic media as a result of his or her participation in and/or attendance at a non-public activities or events, please pick up a form in the school office to be put on the Media Opt List.



### **TELEPHONE**

When calling Hoover School, a recorded introductory message identifies a number of initial options for information from which to choose. These are activated by pushing the numbers on your touch tone phones. Sorry, rotary dial phones cannot access this system.

The school office telephone (414-604-3800) will operate from 7:45 a.m. to 4:00 p.m. if a caller requires personal assistance. Calls after hours or on weekends will automatically be transferred to the secretary's voicemail.



School telephones may be used by students only for necessary calls. Ordinarily students will not be permitted to use the phone for forgotten items. School supplies, books, lunch money, band instruments, etc., are the responsibility of the individual student. Please encourage your child to accept and learn this responsibility.



### **ENROLLMENT CENTER**

If a family moves from the Hoover School attendance area outside of West Allis school district during the school year, please let the school office know or the Enrollment Center at 414-604-3000 extension 3014. District policy allows for students to finish the school year if the parents are willing to provide their own transportation to and from school. Parents need to complete a Tuition Waiver form if you moved out of West Allis School District. Students who move after February they may apply for an additional year of Tuition Waiver. Intra-District transfers must be approved by both the sending school and receiving school. The transfer request is to originate from the school the student currently attends. Once approved, this becomes the student's school until the student transitions to a new grade level The following year they MUST apply for Open Enrollment in order to continue enrollment in the West Allis-West Milwaukee School District. Any questions, call the district office at 414-604-3000, ext. 3014.

If you have moved to another address in the West Allis School District, you must bring two proofs of Residency Forms to the Enrollment Center at 1205 South 70th Street. Students have the opportunity to finish up the school year, but will be transferred to their neighborhood school year the following school year.

If you plan on moving out of the district, please notify the school office as to what district you will be transferring to and the name of the new school. Records will be mailed to the new school when we receive a request for records from the new school your child(ren) will attend.



### **WEATHER**

Students will be allowed in the building at 8:15 a.m. and will have indoor recess in the event of inclement weather. Inclement weather situations are rain, when the temperature is below ten degrees Fahrenheit or the wind chill is ten degrees below zero. A flag will be placed by the entrance door indicating that students may enter the building.

As a resident of Wisconsin, we all recognize the need to make special preparations for the safety and welfare of students in the event severe weather conditions develop. School personnel will attempt to take every precaution in planning for the well being of your children.

When it appears that severe weather conditions are developing, please listen to area radio and TV stations for early announcements regarding the possible closings of schools. The announcements will be made periodically starting about 6:00 a.m. over the following local radio/TV stations:

#### **Television Stations**

CBS 58  
TMJ 4  
FOX 6  
WISN 12  
W.A. Cablevision

#### **FM Stations**

WKTI 94.5  
WKLH 96.5  
WQBW 97.3  
WMYX 99.1  
WLZR 102.9

#### **AM Stations**

WTMJ 620  
WOKY 920  
WEMP 1250

WXSS 103.7  
WMIL 106.1

Make arrangements as to where your children should report if you would not be home in the event that classes are dismissed early. A decision to dismiss early will only be made on those rare occasions when dismissing at the regular time will result in our inability to get large groups of students home safely. In such instances, radio stations will be asked to make early announcements of the time of dismissal.

On those few winter days when a decision is made to conduct classes as usual but as a parent or guardian you believe it is in the best interest and safety of your child to remain at home, we encourage you to make that personal decision.



### **WEBSITE**

The school website on the internet is very informative about school dates and events. How to get to the website is as follow:

WEB ADDRESS: <http://www.wawm.k12.wi.us>

CLICK ON THE WORDS: Our Schools

CLICK ON: Hoover

CLICK ON: View our school site



### **YEARLY ENROLLMENT FORMS**

Parents are asked each year to fill out a number of forms to be returned immediately at the beginning of each new school year.

Annual Student Emergency Contact/Health Condition Form-The Annual Student Emergency Contact/Health Condition Form is very important to have all current address and telephone numbers for the household. Work numbers are very important in the case of sick or injured students.

Please call the school office with any changes to home/work numbers during the school year. If we are unable to reach a parent, we will call your emergency phone numbers.

The emergency school closing information is used to help you plan ahead in the event we have to dismiss school early because of an interruption in utility service to our school or due to the weather. You need to discuss this plan with your child and walk them through it until you are sure they understand the procedure.

Students who take the bus will first go to their normal bus stop. Your plan must start there. The students who walk to and from school will need to know where they should walk to upon dismissal.

The back side of the form, (Health Condition), helps the school nurse identify those children attending our school that may have critical health care.

Please make sure if your child has severe case of asthma requiring medication that you indicate this and provide the office with the medicine/district forms to help make sure we can effectively help your child. If your check Asthma/Breathing problem on the form, your must complete an Asthma Care Plan.

School Insurance Plan-An accident insurance plan is available to any interested family. If you are interested in this plan, please complete the enrollment form and return it to the office within two weeks. If you are not interested, please sign the bottom portion of the form indicating that you were provided the opportunity.

Join the PTA-By becoming a member of the PTA, your are showing support and dedication to the quality of events and services provided throughout the school year.

District Directory Form-This form provides a way for parents to opt out of releasing directory information to the general public on a yearly basis.

Student Rights and Responsibilities Booklet-This booklet is revised each year to provide due process to parents and students regarding district behavioral expectations. You must sign on the google doc that you have reviewed the handbook with your child.

iPad Permission Forms-The iPad that students receive is a technology resource owned by the West Allis-West Milwaukee School District. The District retains the sole right of possession of the iPad and any issued accessories for the iPad. Regardless of whether or not the iPad is used on District premises or at an external site or whether it is during the school day or outside of it, the student is bound by the District's Technology Usage policies and guidelines when using their iPad. (Board Policies 363.2 and 363.2R) Disciplinary action for violation of District policies and guidelines will be in accordance with school procedures.

School Fees – Fees are paid yearly, either by cash or check to the school office, or online. If you feel you qualify for free/reduced lunch, you must complete the “Sharing Information with Other Programs Form” for your fees to be waived.