

Hoover Elementary School



1524 Hoover Drive, North Mankato, Minnesota 56003
507-388-5202, he@isd77.org Fax: 507-388-8432

SCHOOL CLOSING HELPLINE 507-386-4777

PLEASE DO NOT CALL OFFICE FOR INFORMATION ON WEATHER RELATED SCHOOL CLOSINGS



Assuring learning excellence and readiness for a changing world

EXCELLENCE - RESPECT - RESPONSIBILITY - ADAPTABILITY - COLLABORATION - ENGAGEMENT - INTEGRITY

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Welcome

Dear Families,

It is my pleasure to welcome you to Hoover Elementary School! Hoover is a 2017 National Blue Ribbon School of Excellence! It is our mission to assure learning excellence and readiness for a changing world. One of the first things you will notice about our school is the dedicated and caring staff.

At Hoover, we are committed to an inclusive and equitable learning environment for all of our students. We believe in the development of the whole child and seek to enrich their lives through a rigorous, relevant and vibrant curricula. It is our desire to see every student learning every day through student centered instruction, teacher facilitated activities, collaboration, student exploration, student directed learning and play.

This handbook is designed to give you an overview of the programs, policies, and services at our school. The Hoover team consists of students, parents and staff. Together we provide an educational environment that meets the needs of all students. We have high expectations for our team and we look forward to working with you to create a positive and caring environment where every student matters every day.

As your Principal, I am eager to serve you, our students, and staff at Hoover Elementary School. Please feel free to contact me or the front office should you have any questions, concerns, or celebrations to share!

Sincerely,

A handwritten signature in black ink that reads "Mollie Meyer". The script is cursive and fluid, with the first letters of each name being capitalized and prominent.

Mollie Meyer, Principal

General Information

School Staff

<p><u>Office Staff</u> Mollie Meyer - Principal Kelsey French - Principal Secretary Judy Garness - Attendance Clerk Samantha Vogel -Media Secretary Kristin Kruesmark - Mentor Coach</p> <p><u>Health Office</u> TBD- Health Assistant Rachel Marnier- Licensed Nurse</p> <p><u>Classroom Teachers</u> Collene Geffe-Dahle - K Angela Burnett - K Emily Lowry - K Casie Klockmann - 1 Jennifer Anderson - 1 Heather Brand - 1 Amy Hoehn - 2 Wendy Palmer -2 Linnea Wilson - 2 Emily Slattery - 2 Michelle Marco - 3 Rachael Sather - 3 Scott Pick - 3 Staci Murphy - 4 Ann Schwartz - 4 Margo Becker - 4 Becky Brudwick - 5 Jeff Soma - 5 Kirsten Ertman - 5 Kristin Moore - 5</p> <p><u>Instructional Support</u> Cindy Borth - Multilingual Learner Teacher Karla Dutton- Reading Intervention Teacher</p> <p><u>ACES</u> Emily Bartels- Site Lead Grace Palmquist- Site Supervisor</p>	<p><u>Specialist Teachers</u> Joshua Hoekstra- PE Stacy Vilt - PE Keira Luntsford- Music Ariana Bealey - Art Paul Christianson - STEM Karla Giesen - Media Specialist</p> <p><u>Special Education Teachers</u> Libby Carr- Resource Taylor Vanderheiden- Resource Danielle Campbell- Resource Jackie Frerichs - Level 3 EBD Chelsey Crary- SEL Intervention Kim Strand - Speech Kelsey Wolner - DAPE Sarah Kenward - Occupational Therapy Pam Bartels - Assessment Specialist</p> <p><u>Student Support</u> Angie Parker - Counselor Ellie Orcut - Psychologist Lindsey Northenscold - School Social Worker Megan Schultz - Mental Health Navigator</p> <p><u>Paraprofessionals</u> Jolene Studer- SPED Mary Hlavac - SPED Niki Post - SPED Ciera Henkelman- SPED Sarah Residorf- Student Success Coach</p> <p><u>Custodians</u> Adam Krueger- Head Julie Mueller- Evening 8 Hour TBD- Evening 4 Hour</p> <p><u>Cooks</u> Jill Krueger - Lead Cook Mary Krahling- Second Cook TBD- Assistant Cook</p>
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School Song

Hoover Huskies, Hoover Huskies, we are here to say
We work hard to achieve success each and every day

RAH, RAH, RAH

Hoover Huskies, Hoover Huskies respect and integrity
Show our pride and we can see Hoover's the place to be!

H-O-O -- V-E-R H-U-S-K-I-E-S
H-O-O -- V-E-R H-U-S-K-I-E-S

HOOVER (CLAP CLAP) HUSKIES (CLAP CLAP)

BE YOUR BEST!!!!

Hours of Operation

- Office Hours: 7:00 a.m. - 3:30 p.m.
- Teacher Workday: 7:30-3:20.
- Student Learning Day: 7:50 a.m. - 2:30 p.m.

*Any student arriving after 8:00 a.m. will be tardy.

Students who are eating breakfast at school may enter the building at 7:35.

Students are welcomed to be dropped off to play on the playground after 7:35. Supervision begins at 7:35, please do not drop off students before 7:35.

Parking

If you are visiting for a longer period of time and parking during the student learning day (8:00-2:30), we ask that you please use the large parking lot on the east side of the building. If you are dropping off or picking students up during the student learning day, we invite you to either use the large parking lot OR pull up to Door 1 on Marie Lane. The parking lot may be used after 2:30 for ACES drop off and pick up only.

Please note, we ask that if you are dropping off your student(s) before school or picking them up at dismissal that you do not park in the parking lot, and rather follow dismissal procedures on page 16.

Daily Schedule

Grades K-5	7:50 a.m.- 2:30 p.m.
Office Hours	7:00 a.m.-3:30 p.m.
ACES	6:30-7:50 a.m. & 2:30-6:00 p.m.

****Students should not arrive at Hoover before 7:35 a.m. unless they are in the ACES program.**

****There is no student supervision prior to 7:35 a.m.**

****Parent drop-off and pick-up occur at door number one. Keep students with you until 7:35.**

Early Release Wednesdays

Early Release Wednesdays are a series of dates where our staff engages in dedicated work within professional learning communities to evaluate student data, monitor student progress, and create plans to modify instruction to meet the unique needs of each learner.

On Early Release days, your student will start their day at the normal time of 7:50 am and be released at 12:30pm. Your student will still receive lunch prior to 12:30pm dismissal when buses will leave the building. Optional supervision by school staff is coordinated by the building and provided between 12:30 and 2:30pm. Students who stay for the optional supervision and are not enrolled in ACES must have transportation home at 2:30pm, the end of a normal school day. Lastly, ExCEL and After School Club programs will not run on early release Wednesdays.

The following are the Early Release Dates

- September 18, 2024
- October 9, 2024
- November 13, 2024
- December 11, 2024
- January 8, 2025
- February 12, 2025
- March 12, 2025
- April 9, 2025
- May 14, 2025

Before School

All students will be offered breakfast free of charge in the cafeteria each morning before school. Breakfast will be available until 8:00 a.m. each day. Students participating in the breakfast program should arrive no earlier than 7:35 AM.

After School

Your child's teacher will learn each child's routine after school. We recognize that occasionally you will need to change how your child goes home after school.

When there is a change (eg. ride or don't ride the bus, walk home or go to the sitter's etc.), we ask parents to please send a note or call the office. If you have changes to your students' end of the day plans **please contact the school office at 507-388-5202 before 1:30 p.m.**

If you are in need of after school care, here are some common programs for families to consider:

My Place

A safe place for kids to learn and grow before and after school.

Hours of Operation:

Open Monday-Friday

School Days: 7:45 a.m. - 5:30 p.m.

Location / Contact:

Email: erin@myplacemankato.org

Phone: 507-720-6898

Address: 709 S Broad Street, Mankato, MN 56001

Please note: our entrance is on the 4th Street side of the building.

ACES Program

Enrolled K-5 students participate in a variety of engaging and developmentally appropriate activities including art, science, social recreation, physical activity, group games, outdoor play and MORE!

ACES has consistent hours, opening at 6:30am and closing at 6:00pm, offering families the option for quality care for their child(ren) before school, after school, and all day on non-school days and during the summer.

For optimal customer service at this time, the best method to contact our office is by email. Appointments can be requested by emailing aces@isd77.org.

Email: aces@isd77.org

Phone: (507) 387-5501

Fax: (507) 387-4700

Mail or Drop Off: 110 Fulton Street, Mankato, MN 56001

YMCA - Mankato After School Adventures

It's action-packed fun for kids. And provides peace of mind for parents.

After School Adventures runs Monday – Friday following the District #77 school year. The Y bus will pick up students from Mankato Elementary Schools. Parents pick up their child at the YMCA at Door A before 5:30 p.m. ASA does not run on non-school days. [Click here](#) to view our Non-School Day Camps.

School Calendar

<https://www.isd77.org/discover-maps/district/calendars>



Mankato Area Public Schools - Independent School District #77 2024-2025 Student Calendar

July

July 2024

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2025

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January

- 1 No School K-12 New Year's Day
- 8 2hr Early Out
- 20 No School K-12 MLK Jr. Day
- 24 End of Quarter 2
- 27 No School K-12

August

August 2024

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2025

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

February

- 12 2hr Early Out
- 17 No School K-12 Presidents' Day

September

September 2024

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

March 2025

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

March

- 12 2hr Early Out
- 14 No School K-8
- 26 End of Quarter 3
- 26 No School K-5
- 27 No School K-12
- 28 No School K-12
- 31 No School K-12 - Eid

October

October 2024

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2025

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

April

- 9 2hr Early Out
- 18 No School K-12 Good Friday

November

November 2024

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2025

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

May

- 14 2hr Early Out
- 26 No School K-12 Memorial Day

December

December 2024

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2025

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

June

- 5 End of Quarter 4
- 5 Classes End Grades K-12
- 5 East/West HS Graduation

- 3 Classes Begin 9th
- 3 No School K-8 (Conf)
- 4 Classes Begin 10-12
- 4 No School K-8 (Conf)
- 5 Classes Begin K-8
- 18 2hr Early Out

- 9 2hr Early Out
- 14 No School K-12 Indigenous Peoples' Day
- 17 No School K-12- MEA Break
- 18 No School K-12- MEA Break

- 8 End of Quarter 1
- 11 No School K-12
- 13 2hr Early Out
- 26 No School K-5
- 27 No School K-12
- 28 No School K-12
- Thanksgiving Day
- 29 No School K-12 Native American Heritage Day

- 11 2hr Early Out
- 23 No School K-12
- 24 No School K-12
- 25 No School K-12 Christmas Day
- 26 No School K-12
- 27 No School K-12
- 30 No School K-12
- 31 No School K-12

Board Approved January
2024

Supplies

<p><u>Kindergarten</u> 8 ct. Washable markers 8 dry erase markers (black) 3 boxes of 24 count regular size crayons 8 large glue sticks 12 sharpened pencils 1 scissors 1 pink eraser 2 wide-lined notebooks 1 package of napkins 1 box of tissues Gym shoes Large backpack (no wheels please) + <i>Headphones (no ear buds please)</i> + 1 3 ring binder -2 inches with protective cover + 1 Plastic 3 prong 2 pocket folder + 1 box sandwich size ziploc bag (last name starting A-L) + 1 box gallon size ziploc bag (last name starting M-Z) + 1 plastic pencil box</p> <p><u>Grade 1</u> 1 box of broad tip, classic, washable markers 8 dry erase markers (black) 2 boxes of 24 count crayons 24 yellow, sharpened pencils 2 yellow highlighters 2 large erasers 1 bottle of glue 8 glue sticks 1 scissors 1 wide-lined notebook 3 pocket folders (1 red, 1 blue, 1 yellow) 1 dry eraser or old clean sock School box/art box (8.25 x 2 x 5 inches) 1 box of tissues Gym shoes Real coins for Math (20 pennies, 10 dimes, 15 nickels, 4 quarters) Large backpack (no wheels please) + <i>Headphones (no ear buds please)</i></p>	<p><u>Grade 2</u> Washable markers 4 thin dry erase markers 24 count box of crayons 24 sharpened pencils Colored pencils 4 highlighters 1 large eraser AND pencil top erasers 1 bottle of glue 2 glue sticks 1 scissors Ruler (centimeters & inches) 2 wide-lined notebooks 4 pocket folders (multiple solid colors) Art box 1 box of tissues Gym shoes Large backpack (no wheels please) + <i>Headphones (no ear buds please)</i></p> <p><u>Grade 3</u> Washable markers 6 dry erase markers (+ black) 24 count box of crayons 24 pencils Colored pencils 4 highlighters 1 large eraser 1 bottle of glue 6 glue sticks Ruler (centimeters & inches) 1 scissors 3 wide-lined notebooks 5 pocket folders (multiple solid colors) Pencil box 1 dry eraser or old clean sock 2 box of tissues Gym shoes Large backpack (no wheels please) + <i>Headphones (no ear buds please)</i> + Red pen</p>	<p><u>Grade 4</u> Washable markers - wide tip 8 BLACK dry erase markers 1 dry eraser or old clean sock 4 pack of highlighters (multiple colors) 36 yellow pencils (no mechanical) Colored pencils Red, black, and blue pen Eraser 1 bottle of glue 4 glue sticks Ruler (centimeters & inches) Scissors 6 pocket folders (multiple solid colors) 4 wide-lined spiral notebooks (multiple solid colors) 1 One inch three ring binder School box/pencil pouch 2 boxes of tissues Gym shoes Large Backpack (no wheels please) + <i>Headphones (no ear buds please)</i></p> <p><u>Grade 5</u> Washable markers 6 dry erase markers 5 highlighters Crayons 36 pencils Colored pencils Eraser Blue, black, and red pen 1 bottle of glue 2 glue sticks 5 wide-lined notebooks (multiple solid colors) 5 pocket folders (multiple solid colors) 1 package loose leaf wide lined paper 1 one inch three ring binder Scissors Ruler (centimeters & inches) School box/pencil pouch Dry eraser or old clean sock 2 boxes of tissues Gym Shoes Large backpack (no wheels please) + <i>Headphones (no ear buds please)</i></p>
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Communication

MAPS Home/School Liaisons

The school/community liaison worker is a member of the department of teaching and learning team. Primarily, their work is to serve as a liaison between families and the school sites to help develop and sustain a trusting and supportive relationship that will benefit students, families, and the district. If your family would benefit from their expertise, please feel free to contact them at your convenience.

Name	Schools	Language	Cell Phone Number	Email
Hani Abdirazak	PreK-Grade 5 and SPED West boundary schools	Arabic, Somali	(507) 720-1422	habdir1@isd77.org
Jamila (Nasra) Ibrahim	PreK-Grade 5 and SPED East boundary schools	Somali	(507) 327-2507	nibrah1@isd77.org
Harbi Hassan	Lead Liaison and grades 6-12	Somali	(507) 469-5459	hhassal@isd77.org
Liliana Cartagena	K-12 and ABE	Spanish	(507) 469-5224	lcartal@isd77.org
Joseph Cham	K-12 and ABE	Anuak, Amharic	507-779-5616	jcham1@isd77.org
Ameina Haines	K-12 American Indian Liaison		507-995-4392	ahaine1@isd77.org

Hoover Happenings Newsletter

Please be sure to have your current email address in your Infinite Campus parent portal so that you receive emails from the school. It is important that you check your email often to stay informed. The Hoover Happenings Newsletter will be sent bi-monthly. Please be sure to read these thoroughly.

Classroom Newsletters

Parent teacher communication is a critical component of our partnership. Each week, you will receive a newsletter from your child's teacher. Newsletters will contain a peek of the coming week's learning goals and share with you important dates along with other classroom updates. In support of your child's educational experience, please read these newsletters and reach out to your child's teacher with questions.

PeachJar

Mankato Area Public Schools uses Peachjar, a digital flier management system! Look for the Peachjar button on Hoover's [school's website](#), select News and then look for the Peachjar logo. You may also use this direct link: <https://app.peachjar.com/flyers/all/schools/92322> !

Through Peachjar, each school can share visually engaging e-flyers with its families, and outside organizations can send approved e-flyers to all families in the district. Families can click to sign up for activities and events directly from the e-flyer! Additionally, parents can forward e-flyers to friends and share them on social media to boost participation. This "green" initiative saves our schools and the district a lot of paper, and reduces copy and administrative costs. [Learn how families can use Peachjar by clicking here or on visit isd77.org.](#)



Conferences

Conferences are scheduled three times a year. The first conference is known as entrance conferences and takes place in the days leading up to the first day of school. Entrance conferences are a time for parents, teachers and students to get to know each other, to discuss philosophy, expectations, anxieties, concerns, and goals for the year. The second and third conferences are a time to follow-up on discussion from the previous conference, report progress and redefine goals. The second conference occurs in late fall while the third conference occurs in early spring.

Conference Registration is done online. A link for each conference will be emailed and texted to families a few weeks prior. If you do not have access to a computer or internet or need assistance with the registration process please contact the Hoover school office for assistance at 507-388-5202.

Infinite Campus

Click [HERE](#) for Campus Parent Portal Information

At the elementary level, caregivers use the website or mobile Parent Portal application for access to Infinite Campus. Through this platform you can keep track of student attendance and grades. This is also how you are notified who your child's classroom teacher will be.

Change of Address/Phone Number

Please notify Central Registration (507-207-4037) of plans to move or a change of address as early as possible. You may also notify them if there is a change in your telephone number, or please call the school office at 507-388-5202.

Grades

As one component of a standards-driven curriculum, grading is one method the district uses to communicate student progress. Unlike a traditional grading system that looks at percentage of achievement, we use what is called Standards Based Grading when reporting your students' progress. Standards based grading looks at student evidence of learning in multiple ways to determine if students fully understand a given Minnesota Standard. We have two reporting periods. The first is after the completion of Quarter 2 and the second is at the end of Quarter 4. Below is a the scaled used to report student progress:

Standards based grading scale:

- 4 Exceeds Standards
- 3 Meets Standards
- 2 Partially Meets Standards
- 1 Does Not Meet Standards

Attendance

Regular school attendance is the first step to academic achievement. All enrolled students are subject to compulsory attendance laws and we urge you to take whatever steps necessary to ensure your child is in school. When your child is absent from school, please call the school at (507-388-5202) or email absences to jgarne2@isd77.org . Please include student name, teacher name, and reason for absence in your message.

In order to promote school attendance and verify records, families will be contacted about absences through auto generated letters, personal phone calls, in person meetings and/or home visits. Our goal is to work with your family to support your child in getting to school each day and to create a plan to ensure high rates of attendance. Each elementary site has an attendance team that is available to help.

Appointments

If at all possible, medical related appointments should be scheduled before or after school hours. Appointments resulting in less than an hour of missed instruction will not be counted as an absence. Appointments resulting in more than an hour of missed instruction will result in a half-day absence.

If a student needs to leave early for an appointment, please call ahead to the office (507-388-5202) stating the time you intend to pick up your child. When arriving at school, please come to the office.

The office will call the classroom for your child. Children will not be released to waiting cars or to anyone who cannot identify himself/herself to the satisfaction of the administration.

Tardies

Students arriving at their classrooms after 8:00 am. will be considered tardy. Students arriving at their classrooms after 9:00 am will be recorded as a half day absence. Our goal is less than 7 tardies throughout the year. Many classroom meetings and reading blocks begin first thing and it is important students don't miss this critical time.

Early Pick-up

Students leaving prior to 1:30 will have a half day, afternoon absence recorded. Our goal is less than 7 early pick-ups throughout the year. Your student's schedule will include instructional time that continues through the end of the day and again is critical for their growth and development. The attendance team will reach out to caregivers of students who frequently leave early to develop a plan to encourage full-day attendance at school

Excused Absences

Excused absences include medical absences that cannot be scheduled outside of the school day, extreme family emergencies (death, hospitalization, treatment), religious observances, or illness. Occasionally, a child may need to be excused for family reasons/emergencies. Family emergencies and vacations are usually excused absences. However, when cumulative absences exceed 14 days, they will be considered unexcused unless a note is provided by a medical provider or other legal documentation is provided.

A phone call to the attendance office is needed prior to or on the date of each absence.

Unexcused Absences

If you have not called the office prior to the start of the school day or on the date of each absence, your child will be marked unexcused. Unexcused absences also include oversleeping, missing the bus, babysitting siblings, car trouble, illness without a doctor's note (if required), providing translation for a parent, failure to return to school following a medical appointment, or absences beyond 14 school days without a medical note.

Vacations/Extra-Curricular Events

We do not encourage extended absences due to vacations or repeated non-school, extra-curricular events. We feel that children at this age need the daily practice in acquiring skills that regular attendance provides. Our goal as a building is to have our students miss less than 7 days.

Attendance Notifications

In order to stay in communication with and support your family and child, we do seek to stay connected with families and keep teams updated on student attendance.

If your student is **tardy**, your child's teacher will make initial contact in support of promoting the student to arrive at school on time. If your child has 7 tardies, an initial letter will be mailed to families from the school and your family will be contacted by a member of our attendance team to help develop a plan for promoting a prompt arrival to school. After 14 tardies, a second letter will be mailed to families and a meeting will be requested with the family and our attendance team. After 21 tardies, a referral may be made to County Social Services to work with you to improve your child's attendance.

If your child has **excused** absences, we encourage families to be proactive and seek out a general medical note for known medical issues and/or seek out a medical note for appointments that are not able to be scheduled outside of the school day. If a student has accumulated 7 excused absences, an initial letter will be mailed to families from the school and a member of our attendance team may reach out to you to help develop a plan to promote attendance. If a student accumulates 14 excused absences, a second letter will be mailed home and medical notes will be required for any additional absences. A team meeting may also be requested at this time. Absences beyond 14 full-day absences are subject to being identified as unexcused and may result in a referral to County Social Services to work with you to improve your child's attendance.

If your child has **unexcused** absences, you can expect that our attendance team and staff will be in frequent contact to ensure support of your family and child. If your child has 1 or 2 unexcused absences, a phone call will be made by a member of our attendance team to check on the health and safety of your child. If your child has 3 unexcused absences, an initial letter will be mailed to families and a member of our attendance team will make contact with the family to develop a plan to promote student attendance. If your child has 5 unexcused absences, a second letter will be mailed to families and a member of our attendance team will reach out to schedule a team support meeting. If your child has 7 unexcused absences, a referral to County Social Services will result in order to work with you to improve your child's attendance. If there is no improvement in your child's attendance, a county social worker may petition the court to request a hearing to address attendance concerns. At any time, if we are unable to reach your family, our school social worker, counselor and/or principal will engage in a home visit in support of your child's health and wellness.

Make-Up Work

Please be aware that only a very limited amount of school work can be “made up.” Class discussions, group work, project work etc. comprise a great part of school work and cannot be “made up” by an individual.

If your child is ill, please ask for makeup work in the morning. It can then be accumulated during the day and left in the office for pick up at between 3:00 and 3:30 on the day of the absence OR can be picked up the following day during office hours (7:30-3:30). We are also happy to make arrangements to send make-up work home with siblings or friends.

Attendance Team

Each elementary site has an attendance team which includes a School Social Worker, School Nurse, School Counselor, and the Principal. *The Hoover attendance team meets weekly to review student attendance.*

Hoover Attendance Team

School Principal: Mollie Meyer (mmeyer1@isd77.org, ext. 5302)

Health Assistant: TBD (ext. 5304)

School Social Worker: Lindsey Northenscold (LNorth1@isd77.org , ext. 3304)

School Counselor: Angela Parker (aparker1@isd77.org , ext. 5351)

Transportation

School Bus

Transportation registration is required each year.

Need busing for the 2024-2025 school year? **Transportation Registration Forms will be completed online.** To verify that your student qualifies for transportation, click [here](#) to find out. If your student qualifies for transportation, please complete the form by clicking on this [link](#). If you do not have access to a device you can visit the central registration office at the Intergovernmental Center (10 Civic Center Plaza) to complete a form. **All forms are due by July 15th in order for busing to be available on the first day of school.**

Late registrations may result in delays. Parents will be required to transport their student until the form is processed and the bus pass received. This process may take longer for registrations that are submitted after July 15th. The link will be shared and active for registrations starting each spring.

Safety is the top priority in transporting our students. Each year, students receive instruction in bus safety and evacuation procedures. When there is a behavior problem, a child may be suspended from riding the bus. When a child is suspended from riding the bus, s/he is still expected to attend school.

Remember that only children in a “transported” area may ride the bus. Guests may not ride the bus home with friends since this could overload our buses. Students are expected to board or leave the bus at their own stop.

Hoover Drive is for bus drop off and pick up only. The road is quite narrow and the buses have a hard time making the turn if vehicles are parked on Hoover Drive. Please do not park northbound or southbound on Hoover Drive.

Palmer Bus Service:

Site Manager: Shelly Goettl

Phone: 507-386-0210

Email:shellyg@palmerbusservice.com

Walking/Biking Transportation

Arrival: Crossing Guards are provided by North Mankato Public Safety at the intersections of Marie Lane and Lookout Drive as well as Hoover Drive and Lor Ray Drive. For all other intersections, families are encouraged to escort students to ensure safety. Students are greeted and may enter the school at Door 1. If arriving before 7:35, families should plan to stay with their child until Hoover staff is onsite. Do not leave children unattended.

Dismissal: For students who walk/bike home, we do ask families to meet them at Door 2 or by the bike racks (pictured below). Students who are walkers and need to cross Hoover Drive, Oak Terrace, and Shady Oak after school will be escorted by staff to ensure they cross safely. If it is too cold for your child to walk/bike, please inform your child’s teacher and plan to use the parent pick up line. Parents who drive to pick up walkers will need to use the parent pick up line and follow the procedures listed below.

*Note: any bikes, skateboards, or rollerblades should be walked or carried while on school property.

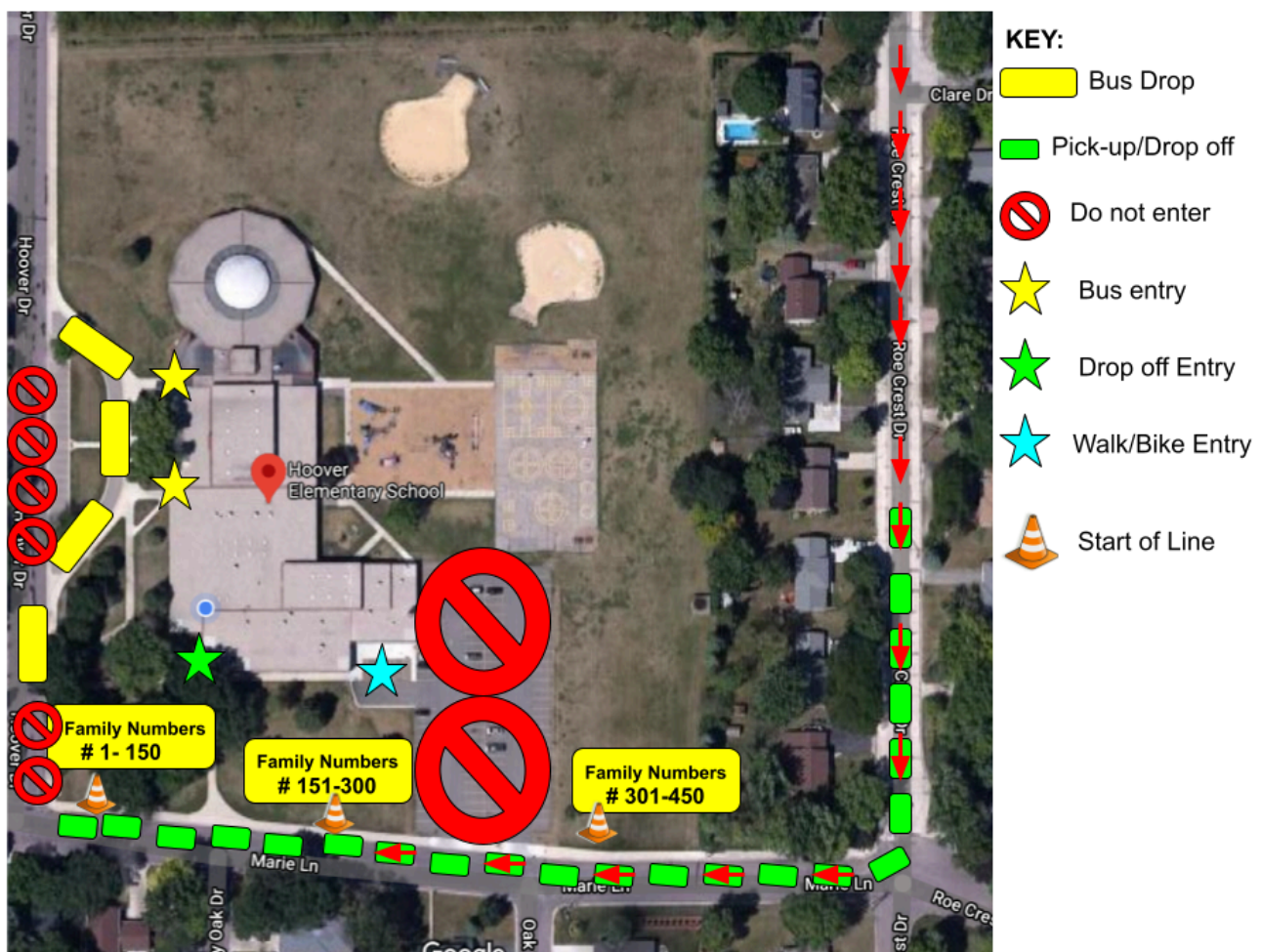
Vehicle Transportation:

Morning Drop-off: ONLY use the Westbound Lane of Marie Lane and drop-off curbside at the front of the school. Due to bus company and cab access, DO NOT use Hoover Drive. If arriving before 7:35, families should plan to stay with their child until Hoover staff is onsite. Do not leave children unattended.

Afternoon Pick-up: Remain in your car and ONLY use the Westbound Lane of Marie Lane at your designated family pick up zone to pick up your student(s). Due to bus company and cab access, DO NOT use Hoover Drive to pick up students. For student safety and pick up efficiency, do not use the eastbound lane, side streets, or Hoover parking lot.

We ask that all pick up families go to their designated area (pictured below) to pick up their students. This process helps our staff to ensure that students go home with an authorized adult and also helps to avoid student safety concerns that could be problematic with students crossing Marie Lane to meet their vehicle.

More specific directions as well as family numbers are provided at entrance conferences or upon enrollment at the school.



[Click HERE FOR ENLARGED PRINT of ABOVE IMAGE](#)

Health Services

Our major focus is to maintain, improve and promote the health of all school age children. To meet the needs of all students we ask that you follow these general practice guidelines.

- **Keep your child home if they have a fever of 100 degrees or more, they should remain at home until they have been fever free without the use of medications for 24 hours.**
- **If your child has vomiting or diarrhea, keep them home for 24 hours after the last episode.**
- **If your child has any rash or skin condition of unknown cause please check with your healthcare provider before sending them to school.**

Please complete the Annual Health Census Form indicating any life threatening allergies, chronic health conditions or if your child has a shunt or implant device. If you have any doctor's orders, doctor's notes or any other health related forms please email them directly to the Health Office at rmarin2@isd77.org. **Remember; if your child is ill please call the school daily to report the illness 507-207-5304.**

Contact:

Rachel Marnier

Title: Licensed School Nurse

Locations: Franklin, Hoover, Monroe and Bridges

Email: rmarin2@isd77.org

Office Phone: 507-207-5103

Work Cell: 507-720-1458

Illnesses

Parents need to call the Health Assistant at **507-207-5304** prior to the start of the school day if their child is absent. If you are not able to call, an email or note can be shared with the front office. We need to account for each child each day. When we do not hear from you, your child's absence is considered "unexcused."

If your child becomes ill at school, we will call guardians followed by emergency contacts in the order in which they appear in Infinite Campus. Caregivers can adjust this setting in their Infinite Campus Parent Parent Portal. Parents are expected to arrange for their child to be picked up as soon as possible.

Medication

Students that need medication at school, **prescription or non-prescription**, must be administered according to the school district medication administration policy. A Consent Form for the Administration of Medication During the School Day is required to be completed and signed by a healthcare provider, parent/guardian and the Licensed School Nurse in order for their child to receive medication at school. **Parents** must bring properly labeled, unopened original medication containers to the school. **For safety reasons students are not allowed to carry any medications to and from school.**

See the District Medication Policy which can also be found online at dist 77.

https://resources.finalseite.net/images/v1612889024/isd77org/wjg7ulwbiwr3zmmctdip/516_1.pdf

Injuries & Emergency Contacts

When a child needs medical attention, we will call the parent(s) or, if necessary, the emergency name you designated in Infinite Campus. If you will be out of town on a trip, etc. please let us know who the caregiver is so we can contact them in case of an emergency.

[Link to Mankato Area Public Schools District Health Services webpage.](#)

Insurance

Each fall, information is sent to parents regarding private insurance covering students in school. The family pays the premium directly to the insurance company. When parents choose not to purchase the insurance, it is assumed that the child is covered under another policy that the family has through work or private means. The school does not provide this type of insurance.

Wellness

The purpose of the Wellness Policy is to assure a school environment that promotes and protects students' health, well-being and ability to learn by supporting healthy eating and physical activity. As we continue to improve the district's wellness initiatives we would like to remind parents of a few key areas including:

Classroom Celebrations - Mankato Area Public Schools is making an effort to promote healthy behaviors among our children and adolescents by making our cafeterias, school stores, fundraisers and vending machines healthier. We have swapped the high-fat, -sugar, and -sodium items out for whole grains, low-fat, reduced sugar and nutrient-dense foods. **In order to provide a consistent message throughout our district we are asking that classrooms celebrate students' birthdays, holidays and other classroom celebrations without food.** Schools have a list of alternative options in order to make the child or day feel special. As a parent, you could consider donating a book to the classroom, eat lunch with your child, or give small items such as pencils, gel pens or erasers to the students.

Please visit <https://www.isd77.org/discover-maps/programs/district-health-and-wellness> for more information.

Food as a Reward - Schools will generally not use food or beverages as rewards for academic performance or good behavior. Exceptions might include if it is collaboratively agreed upon with families and is part of a student's individual education plan or behavior intervention plan. Schools will not withhold food or beverages as punishment.

Classroom Snacks -The school district encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value. Healthy snacks include fresh fruit or fruit canned in its own juice, raw vegetables, whole-grain crackers, trail-mix and granola bars.

Food Service

Educational Benefits

The Education Benefits form is more commonly known as the Free & Reduced Lunch Form. In Minnesota, all students receive free breakfast and lunch.. However, families are encouraged to continue to complete the application each year.

Educational Benefits are about more than meals. When you complete the educational benefit application you support Mankato Schools and students in so many ways.

- Counselors and Social Workers in our Schools
- Reading & Math Intervention support in classrooms
- Instructional Materials: Textbooks, hotspots, technology etc.
- Activity Fees

Educational Benefits Meal Application:

- You may complete the form and submit to the food services office:
<https://resources.finalseite.net/images/v1722533794/isd77org/wz7bwo7c3nugtqjuvyqm/ApplicationsforEducationalBenefits.pdf>
- OR, you may complete the application through your parent portal in Infinite Campus (Directions [LINKED HERE](#))

Breakfast/Lunch

In District 77 we provide a high quality, nutritious meal to the students. Child nutrition programs are an important part of the total educational experience because they teach healthy eating habits and introduce a wide variety of foods. The school lunch, which includes meat, fruit, vegetable, bread and milk, can help students learn good nutritional habits that provide a basis for better health throughout their lives. If you have

questions regarding the breakfast/lunch calendar or district nutritional expectations, please contact Darcy Stueber at 507-388-7442, dstuebl@isd77.org.

Use the following link after receiving your activation key from office staff to sign up for a Parent Portal account: [Obtain a Parent Portal Account](#).

If you need further assistance creating an account, see the school's office staff for assistance

How to Make Payments in Parent Portal: click [HERE](#)

Contact the office at your child's school to set up a Parent Portal account. You can access your child's account information online or from your smartphone. Payments to your student's account can be made in the Parent Portal.

PIN Numbers

Hoover uses a computerized meal access system. This system issues each student a Personal Identification Number [P.I.N.] that is tied to an individual student account in which each student's cash balance is kept. Related students may not share accounts. The PIN number for each student will be the same throughout their time at MAPS. Students will enter their PIN before selecting their meal to give an accurate count of students who selected school lunch on a given day. In Minnesota, full school breakfasts and lunches are free. Should your child want milk only, they can select one free of charge from the 'share cart' if one is available OR they can pay \$0.45 for a single carton of milk.

Lunch Schedules

Lunch Schedule		
Teacher (grade)	Lunch	Recess
Mrs Becker (4)	10:40 - 11:00	11:00-11:30
Mrs Murphy (4)	10:42 - 11:02	11:02-11:30
Mrs Schrantz (4)	10:44 - 11:04	11:04-11:30
Mrs Anderdson (1)	10:55 - 11:15	11:15-11:45
Mrs Brand (1)	10:57 - 11:17	11:17-11:45
Mrs Klockmann (1)	10:59 - 11:19	11:19-11:45
Mrs Lowry (K)	11:10 - 11:30	11:30-12:00
Mrs Burnett (K)	11:12 - 11:32	11:32-12:00
Mrs Geffe-Dahle (K)	11:14 - 11:34	11:34-12:00
Mrs Slattery (2)	11:35-11:55	11:55-12:25
Mrs Palmer (2)	11:37-11:57	11:57-12:25
Mrs Wilson (2)	11:39-11:59	11:59-12:25
Mrs Hoehn (2)	11:41-12:01	12:01-12:25
Mr Pick (3)	11:50-12:10	12:10-12:40
Mrs Sather (3)	11:52-12:12	12:12-12:40
Mrs Marco (3)	11:54-12:14	12:14-12:40
Mr Soma (5)	12:05-12:25	12:25-12:55
Mrs Moore (5)	12:07-12:27	12:27-12:55
Mrs Brudwick (5)	12:09-12:29	12:29-12:55
Mrs Ertman (5)	12:11-12:31	12:31-12:55

Menu

Lunch and breakfast menus can be found on the website.

<https://www.isd77.org/experience/departments/nutrition-services>

Lunches from Home

There is no refrigeration or heating available to students so plan your lunches accordingly. Milk may be purchased at noon for \$0.40. Your child may bring 35-cents daily or you may deposit money in the “PIN” account for milk. * **Put your child’s name inside his/her lunch box.**

In order to promote healthy eating habits, we ask that students do not have pop in the lunchroom. **Please send milk or juice.** We prefer that you do not bring McDonald’s, Subway, or other fast food lunches to the lunchroom.

Lunch and Breakfast Fees

In Minnesota, students are able to access one free breakfast and one free lunch per day. Students wishing to purchase MILK only can do so for a fee of \$0.40. If your student needs milk and also takes a fruit and a vegetable, we can count that as a full meal and the milk will be free.

Snacks/Snack Cart

During the first week of school you will have the option of signing up for healthy snacks for your students. **The cost will be \$70.00 per child for the school year.** There will be a few choices each day for students including such items as: baby carrots, apples, oranges, yogurt, string cheese, graham crackers, pretzels and more. **To pay for the snack cart you can pay on the [parent portal](#) or send cash or check to school with your student. Checks made payable to Mankato Area Public Schools. *If using parent portal, please allow up to 48 hours for processing.***

If your child is going to have a snack during the school day we strongly encourage you to participate in the snack cart. If you do choose to send a snack with your child to school we ask that you choose from the following healthier items: (any fruits) grapes, apples, oranges, bananas, melon chunks, etc., (any vegetables) carrots, celery, cucumbers, broccoli, cauliflower etc., crackers, pretzels, rice cakes, whole grain bagels or yogurt.

***DONATIONS to sponsor students in need are accepted. Please select the donation option in your parent portal to help a student in need.**

Student Safety

Safety Drills

Fire, Tornado, First Aid & Crisis Drill

District 77 has developed an extensive Crisis Plan for our schools. We have an active safety committee at Hoover Elementary. This committee reviews our crisis plan each year, works with our staff, and collaborates with Scott Kaminski, the district safety officer.

Our Crisis Plan includes five fire drills, two first aid drills, two bus evacuation drills, one threat assessment drill, and the tornado drill required by the State of Minnesota. In addition, we have one threat assessment drill and five school-wide lockdown drills. The fire drills and lockdown drills will be scheduled throughout the school year. The Hoover Safety Committee will determine the exact date and time of the drill.

Prior to the fire, tornado, and lockdown drills, teachers will explain the procedure and discuss the importance of keeping students safe during a crisis. Students will review the drill once the “all clear” is announced. Teachers will relay essential student concerns to the safety committee. Parents will be provided advanced notice of lock-down drills with the option to opt-students out of that specific drill.

This is also an opportunity for you to talk to your children about your family’s plans for various emergency situations. Most families have a “meeting place” in case of a fire or other natural disaster. You might also talk about how to answer the telephone when a parent is not home, how to call 911 for help, and how to contact a relative or neighbor during a crisis. Knowing there is a plan at home and at school helps children feel safe.

Crossing Guards

Two total crossing guards are provided by Mankato Public Safety. One crossing guard is located at the intersections of Hoover Drive and Lor Ray Drive as well as one is located at the intersection of Marie Lane and Lookout Drive. Hoover staff is aware of several students who walk to nearby neighborhoods and is committed to assigning staff to help students cross safely at the intersections of Hoover Drive and Marie Lane, Marie Lane and Roe Crest Drive, Oak Terrace, and Shady Oak Drive. With heightened traffic on Marie Lane and Hoover Drive, parents of walkers are invited/encouraged to meet walking students at the school to assist in safe crossing of Marie Lane.

Secure Entry

As a safety precaution doors are locked during the school day and the school playground is closed to the public. If you are visiting the building, picking up your child early, or dropping off a student late, please ring the buzzer near the front entrance (door #1) to gain access to the building.

Bullying and Harassment

District policy expressly prohibits acts of bullying by either an individual student or groups of students. If you or someone you know is being bullied, please verbally report it to the building administrator or their designee or complete the [district's bullying reporting](#) form and submit it to the building principal or their designee.

Bullying: means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. The term, "bullying," specifically includes cyberbullying as defined in the school board policy.

Cyberbullying: means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

Harassment: consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability when the conduct:

1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. otherwise adversely affects an individual's employment or academic opportunities.

No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone, or tolerate bullying. Any person who believes they have been the victim of bullying, or any person with knowledge of conduct that may constitute bullying should report the alleged acts immediately to the building Principal or the building supervisor.

Go to <https://www.isd77.org/discover-maps/district/district-policies> for a complete list of District 77 policies. The bullying prohibition policy is [policy number 542](#).

Leaving School Premises

Parents are requested not to take their child from the school or playground without notifying the teacher or office staff. Students are not to leave unless the teacher receives a note from the parent asking for the student's release or the office receives a phone call from the parent. If you request release of your child during the school day, please plan to come to the office to pick him/her up.

Should a student choose to leave the school premises unaccompanied and without permission during the school day, we consider that to be an elopement. As a practice, staff are instructed not to chase a student, as

that can increase safety concerns. If a student leaves school property, law enforcement and parents will be immediately notified.

Student Discipline

All students are entitled to learn and develop in a setting which promotes respect of self, others and property. Proper positive discipline can only result from an environment which provides options and stresses student self direction, decision making and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities. Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall appropriateness affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

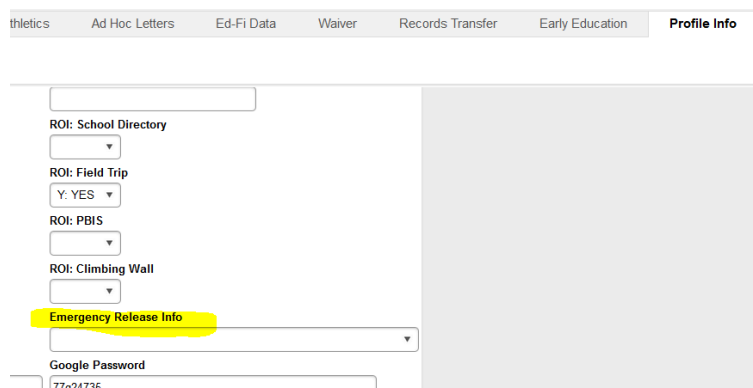
District policies on student discipline:

https://resources.finalsite.net/images/v1612888991/isd77org/n8wrefkxnizirvnbuq/506_2.pdf

Weather

In case of severe weather, parents should be prepared for school starting late, dismissing early, or not opening at all. The safety of children is our primary concern and weather conditions often change abruptly. Closing and delays will be announced over radio and TV. You may also call the **District 77 weather help-line at 507-386-4777**.

TO REDUCE PHONE CALLS and help us efficiently and safely ensure your child is picked up during severe weather please update your child's *Emergency Release Information* in *Infinite Campus* (pictured below) in the census verification section. Please share if your child will be picked up, walk home, or take the bus. This information can be updated at any time. If you need assistance, please call the Hoover Office at 507-388-5202.



The screenshot shows the 'Profile Info' tab selected in a navigation bar. Below the navigation bar, there is a list of sections: 'School Directory', 'Field Trip', 'PBI'S', 'Climbing Wall', 'Emergency Release Info', and 'Google Password'. The 'Emergency Release Info' section is highlighted with a yellow background. Below this section, there is a text input field with the value '77-04792'.

Stay informed about school district happenings. Sign up to receive Mankato Area Public Schools' news alerts by email or text message to stay informed about school district news and events

<https://www.isd77.org/discover-maps/district/subscribe-to-news>

Student Privacy

Data Privacy

Education records are records which are classified as private data by state law and which are accessible only to the student who is the subject of the data and the student's parent. The school district may not disclose private records or their contents except as summary data, without the prior written consent of the parent or the eligible student. The school district will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other party to whom personally identifiable information from education records is disclosed. For more information about Student Data Privacy please use the link below:

<https://resources.fnalsite.net/images/v1588883707/isd77org/ar0oe4bml6ejgrggai0g/515.pdf>

Search of Lockers, Desks, Backpacks/Personal Property

School District Policy 502 does afford staff the right to access school lockers and desks by school staff without notice. Personal possessions found in a locker (such as a backpack) may only be searched if there is reasonable suspicion of the student having access to an item that violates a school rule or a law. Following a search of personal property the student will be made aware unless doing so would interfere with a law enforcement investigation.

Technology

Personal Devices

Cellphones, Gizmos/Smart Watches, and Other Electronic Devices

1. Any student who wishes to use a personally owned electronic device within Mankato Area Public Schools must abide by the guidelines in the Acceptable Use Policy.
2. The student takes full responsibility for his or her device and will keep it in his/her backpack, turned off during the school day (7:50 am-2:30 pm).
3. The student is responsible for the proper care of his or her personal device, including any costs of repair if damaged or replacement if lost or stolen.
4. The school reserves the right to inspect a student's personal device if there is reason to believe the student has violated ISD77 School Board policies, administrative procedures, school expectations or has engaged in other misconduct while using their personal device.
5. Violations of any ISD77 School Board policies, administrative procedures or school rules involving a student's personally owned device will result in the device being secured in the school's office awaiting pick-up by student or parent after 2:30. Additional consequences may follow in alignment with school board policy and the discretion of the building principal.
6. The student must comply with staff requests regarding the device while at school.

7. The student will not be allowed to charge their device while at school.
8. The student may not use the device to record, transmit or post photos or video of a person or persons on campus. Nor can any images or video recorded at school be transmitted or posted at any time without the express permission of a teacher and filmed subject.
9. Students are able to use school land-line phones to communicate with caregivers during the school day. The student will work with the teacher to identify a time that seeks to limit disruption to the student learning day.

Any violation of the above guidelines may result in the loss of network and/or device privileges as well as other disciplinary action.

School Devices

Students are responsible for being at approved internet sites only. If, by mistake, they get to an inappropriate internet site, they are to get off of that internet site immediately and tell their teacher. If a student chooses to use an inappropriate internet site, he/she will not use the chromebook or ipad for the rest of the school year, or longer if the case warrants.

If a student purposely destroys or breaks a school device, they may not be allowed to utilize school devices for the rest of the school year, or longer if the case warrants.

Curriculum and Instruction

Homework

Our goal with homework is to provide students with meaningful applications of previously learned skills to reinforce and rehearse those skills. Research supports that homework is most beneficial when it is personalized, mirrors classroom instruction, intentionally planned, and has a clear and relevant objective. Grade level teams will make determinations of frequency and duration of homework that reflects solid research and developmental appropriateness. Additionally, we believe that the enjoyment of daily reading is an important foundation for students to engage in nightly and do ask each student to set aside time to enjoy books each evening. Our youngest learners benefit from shared reading with an adult or older sibling.

Field Trips

Students have at least one field trip each year. Parents may be asked to help chaperone these trips. Excellent behavior is expected for safety reasons, to respect property, and to respect the people around them, both on the bus and at the destination. **Field trips are a privilege.**

Science Fair

Students in grades 3, 4 and 5 may participate in a school science fair each winter. This science fair experience is an opportunity for your child to investigate and experiment on a topic that interests him or her. The various steps needed to enter the Hoover Science fair are typically completed at home. The booklet your child receives will give an outline of the rules, regulations and methods for preparing the exhibit. Your child will then have an opportunity to present their science fair project at school to their peers and judges.

Student Support

Equity and Inclusion

At Hoover, it is our mission to honor and nurture all members of the Hoover community, centering the experiences and voices of BIPOC (**B**lack, **I**ndigenous, **P**eople of **C**olor) populations and other underserved groups, while uncovering and interrupting racial bias and racial inequity at a personal and systems level in order to foster positive, inclusive, equitable environments for students, families, staff, and community where there is mutual accountability.

We envision a school environment in which all members of the Hoover community engage in asset based thinking by recognizing, supporting, and sustaining that equity, inclusion, and diversity are critical parts of our core values and must be embedded into our school culture, instruction, and practices.

As we consider the values of Mankato Area Public Schools, we believe in:

- **Engagement:** Having a welcoming environment where all feel seen and heard.
- **Excellence:** Providing opportunities for all learners to succeed at a high level.
- **Responsibility and Collaboration:** Engaging in personal and professional growth through reflection and collaboration of underrepresented populations who face systemic barriers. Integrating our work of removing barriers into our learning model.
- **Respect:** Equity of Voice and Centering voices of BIPOC families are at the core of our work
- **Integrity:** Being mutually accountable to ensuring use of an equity lens in all decision making and centering equity work even in the face of whiteness.
- **Adaptability:** Commitment to focusing on removal of barriers to education that promote racist practices.

Multi-Tiered Systems of Support

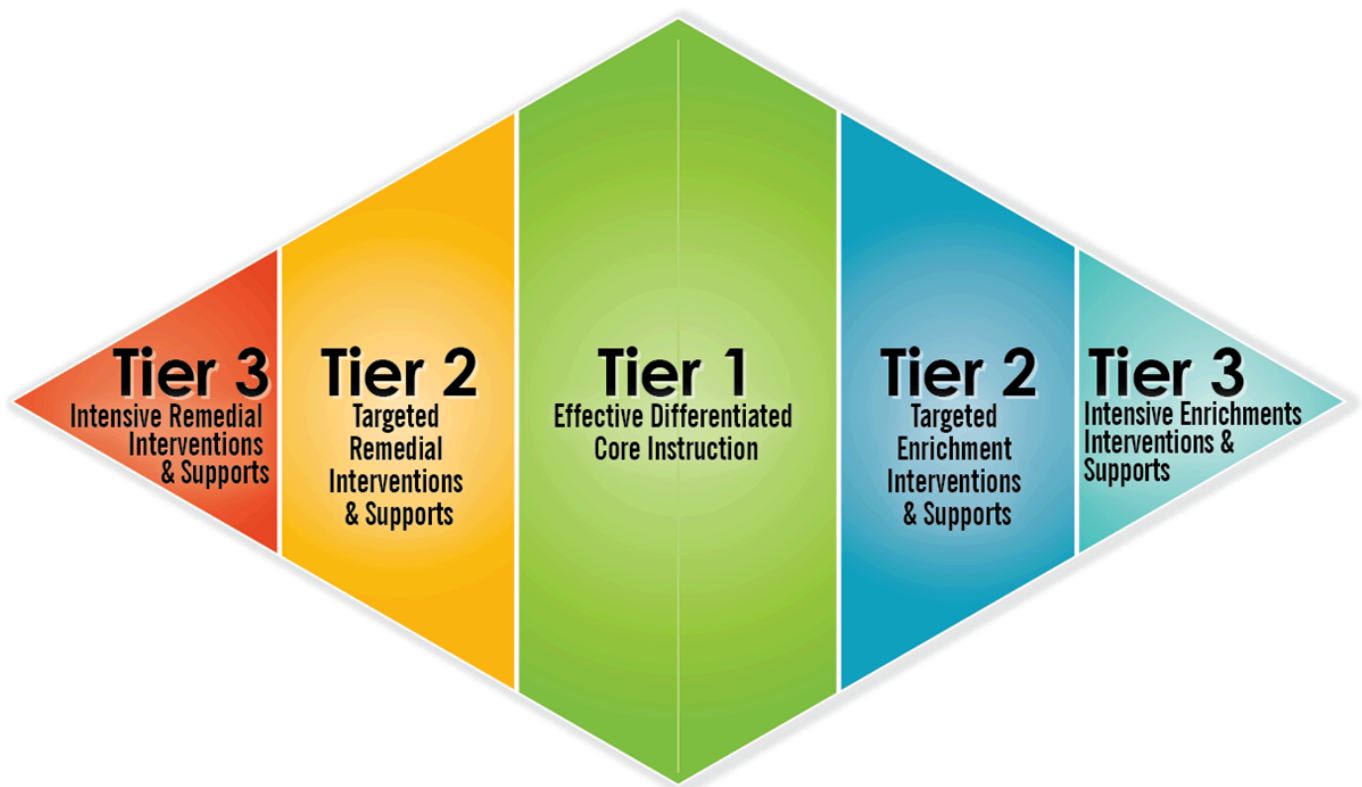
A multi-tiered system of support (MTSS) is a framework with a tiered infrastructure that uses data to help match academic, social-emotional, and behavioral assessment and instructional resources to each and every student's needs.

In this tiered, data-informed framework, educators work across the building and systems to ensure that the majority of students respond to core instruction. Students who need additional support for academic growth are identified by data and provided that support with the right focus and intensity.

MTSS makes the district-wide system more effective and ensures we're supporting the needs of every student. Systems directly supported by a multi-tiered system of support include:

- Proactive Behavior Interventions and Supports
- Response to Intervention
- Talent Development/Rising Scholars
- Special Education
- English Language

Each of these support systems are explained in more detail below and utilize the below tiered infrastructure as a guiding model:



Positive Behavior Interventions and Supports

Hoover Elementary uses the PBIS Framework (Positive Behavior & Intervention Supports). PBIS is a systematic and individualized approach inclusive of common language, consistent interventions, positive and proactive modeling of expected behaviors and clear communication among staff, administration, students and parents.

Our PBIS system is based on the following beliefs:

- Behavior is learned and serves a specific purpose. It tells a story.
- Behavior is related to the context within which it occurs.
- Misbehavior is an opportunity to teach underdeveloped or missing skills.
- Children will learn new skills when they feel safe and connected to the adults, and supported by their peers.
- What we focus on - We get more of.

Positive Behavior Intervention Support the Following Outcomes:

- Promotes community through the use of common language
- Aims to build effective environments in which positive behavior is more effective than problem behavior
- Is a proactive and collaborative assessment-based approach to developing effective interventions to prevent and respond to problem behavior
- Emphasizes the use of preventative, teaching, and reinforcement-based strategies to achieve meaningful and durable behavior and lifestyle outcomes

School-Wide Behavior Plan: Husky Pride Expectations

- Be Respectful
- Be Responsible
- Be Safe
- Be your Best

Response to Intervention

Response to Intervention (RtI) is a process not a place that schools use to support all students in their learning. This process is an approach for redesigning and establishing teaching and learning environments that are effective, efficient, and relevant for all students, families, and educators. RtI involves an education process that matches instructional and intervention strategies and supports student needs. It is also a process designed to help schools focus on and provide high-quality instruction and learning support to all students. RtI looks at how students are making progress with the current learning in the classroom to find more effective ways to help students make academic and behavioral progress during their school experiences.

RtI requires that families and educators work together to discover not only what works for our children, but also what does not work. RtI identifies: 1. struggling learners early to support them in meeting learning goals, 2. on-target learners to continue toward their learning goals, and 3. learners in need of enrichment beyond the established learning goals.

Talent Development/Rising Scholars

Talent Development and Rising Scholars are programs offered to qualifying students who foster their unique academic needs and foster their potential. Talent Development and Rising Scholars formally begin in grade 2. For more information on these programs please visit the link below.

<https://www.isd77.org/academics/talent-development>

Multilingual Learners (MLL)

Multilingual Learners (MLL) staff members provide a balanced program of instruction for students using specific strategies and best practices. Instruction is focused on language learning and acquisition, which will allow students to be successful in all content areas. The students may be in a pull-out model, push-in model, a combination of both, or co-teaching model. In any model, the English Learner teacher may work one-on-one or with small groups of students who have similar needs. Students can also qualify for other building services such as Title I, Assurance of Mastery, Talent Development, and other interventions that may be available. For more information please visit

<https://www.isd77.org/discover-maps/programs/english-learner-el/service-model>.

Identifying Multilingual Learners

- Step 1: Family completes a Minnesota Language Survey. MLL Teacher checks if a language other than English is indicated.
- Step 2: MLL Teacher assesses for student's academic English language proficiency if another language is indicated.
- Step 3: MLL teacher determines best English language services and supports.

Special Education

To qualify for special education services, a child must be evaluated and the information gathered reflects that a child is determined to have a disability that impacts them in an educational manner. Prior to an evaluation being conducted, a student will be provided additional academic or behavioral support through interventions. These interventions will focus on a specific skill and progress toward meeting that goal will be monitored. If you feel that your child is struggling either academically or behaviorally in the school setting, please discuss your concerns with the classroom teacher or the school psychologist. Your child may be referred to the

building's problem solving team who will provide additional recommendations or support to assist your child. If the student is not making progress toward the goals then the intervention may be intensified or adjusted to meet the needs of the student. If the interventions are successful then the support will continue, if the interventions are not resulting in meeting the goal then a referral for a special education evaluation may be recommended. There are specific criteria that the Minnesota Department of Education requires to be eligible for services. Students with disabilities who have qualified for special education services receive additional support or instruction in collaboration with the classroom teacher and the special education case manager.

Student Success Coach

Under the direction of licensed staff, the Student Success Coach serves in a modified paraprofessional capacity to provide intervention for students with significant social, emotional, and/or behavioral needs. Primary duties include implementing individual behavior plans, working in collaboration with the teacher to provide support to the specialized instruction, skill instruction, and behavioral data collection.

School Social Worker

School social workers bring unique knowledge and skills to the school system and the student services team. School Social Workers are trained mental health professionals who can assist with mental health concerns, behavioral concerns, positive behavioral support, academic, and classroom support, consultation with teachers, parents, and administrators, as well as provide individual and group counseling/therapy. School social workers provide services related to a person's social, emotional and life adjustment to school and/or society. They are instrumental in furthering the mission of the schools which is to provide a setting for teaching, learning, and for the attainment of competence and confidence. School Social Workers are the link between the home, school and community in providing direct, as well as indirect services to students, families and school personnel to promote and support students' academic and social success.

School Counselor

Elementary school counselors provide comprehensive counseling services that promote academic, personal/social, and career development through classroom lessons, small groups, and individual counseling. ISD 77 school counselors are a part of the Response to Intervention (RtI) multi-tiered support system to ensure all students are provided the support they need to be successful in school. During the school year children who need additional support may be provided services such as individual counseling or small groups to work on a variety of topics, such as friendship skills, social skills, positive school behaviors, self-confidence, anger or worry management, family change/divorce, study skills, and grief/loss.

School Psychologist

School Psychologists support students' learning, social development, and mental and behavioral health using problem solving, assessment, data-based decision-making, and the delivery of evidenced-based interventions. School psychologists collaborate and consult with educators, families, and other professionals to help create safe, healthy, and supportive learning environments for all students.

Parent Teacher Association (PTA)

Membership

The Hoover PTA is an informal group of volunteer parents and teachers working together to provide educational programs, social activities, school volunteers and special projects to benefit Hoover School students.

Hoover's PTA supports critical academic needs, is an active voice on decisions that impact your child's health, safety and quality of education, and builds a stronger, more inclusive school community. We invite you to join the PTA in support of your child and all the Hoover children because increasing our membership, even by one, makes it possible to:

- Financially support our school to provide tools to keep our students and teachers safe
- Support resources and enrichment opportunities to keep our students engaged in learning
- Provide supplies and equipment to allow our children to experience play and movement during the school day

There is no wrong or right way to be involved – anything you can give, whether it's time or money, will support your child's potential. We invite you to join because we can do more together than apart. It only takes 5 minutes: [Click here for more detailed information about the Membership & how to join.](#)

To contact the Hoover PTA please email mankatohoverpta@gmail.com

2023-24 PTA Board Members

Molly Host

Devan Brand

Casey Hardy

Sara Steiger

Kourtney McConville

Erin Enstad

Meeting Dates

The PTA meets monthly (typically the second Monday of each month) at 6:00 PM in the Hoover Media Center. All parents/guardians, Teachers and Hoover staff are welcome to attend the meetings! Meeting dates are shared throughout the year through the Hoover Happenings Newsletter.

Easy Money

HyVee Receipts Cash 4 Kids Program! Just a friendly reminder to save those HyVee receipts from Mankato stores only, and turn them in! Tell your friends & family to save their receipts for you too!

Box Tops for Education! Box Tops have now gone virtual for the most part, so you no longer have to clip those squares off the tops of food packaging. You simply download the [Box Tops app](#), link up to Hoover, and scan your receipts! So EASY! There are still a few products out there with the tops you cut off of boxes - if you have some of those laying around you can still turn those in too.

Visitors and Volunteers

Background Checks

Hoover is very fortunate to have a strong network of parent volunteers who help our school in a number of important ways. District policy states any parent working directly with students must have a background check through the district office at a cost of \$15 per parent. This policy applies to chaperones and parent volunteers who routinely work with students in small group settings.

A background check needs to be done only once per volunteer, it does not need to be done annually. The District will accept a background check from another agency if it was conducted by the BCA and was done within the past year. Background check permission forms may be obtained from the Human Resources Office or the Hoover Office.

The parent will need to return the completed form with payment to the Human Resources Office in Civic Center Plaza. The average time for receiving the results of a background check is seven to ten days.

https://drive.google.com/file/d/10_LmSTg2V3Oz0q6mKbheJADNibxzknX/view?usp=sharing

Visitor Information/

The staff and students enjoy visits during the school day from parents and other visitors. It is important that **ALL** parents/visitors to Hoover School stop by the office to check in and pick up a visitor's badge **PRIOR** to going to your destination; whether it is to drop off a book or backpack, or to observe or visit with your student's teacher. The visitor's badge is to be worn during the time that parents/visitors are in the school building. We appreciate your cooperation.

As a safety precaution doors are locked during the school day. Please ring the buzzer near the front entrance to gain access to the building.

Roles and Expectations of Volunteers

Parents are welcome to visit the school. However, all visitors should make prior arrangements with the classroom teacher and check in at the office to receive a visitor's badge. Volunteers may assist with the

non-teaching activities, provide individual attention and assistance to children and enrich the school program by sharing their expertise and their skills.

Celebrations/Events

Parties/Classroom Celebrations

Mankato Area Public Schools is making an effort to promote healthy behaviors among our children and adolescent by making food choices healthier and limiting high sugar and high fat foods. In order to provide a consistent message throughout our district we are asking that classrooms celebrate students' birthdays, holidays and other classroom celebrations without food whenever possible.

Schools have a list of alternative options in order to make the child or day feel special. As a parent, you could consider donating a book or board game to the classroom, eating lunch with your child, or giving small items such as pencils, gel pens or erasers to the students. We respectfully request that balloons/flowers etc. be enjoyed at home rather than in the school setting. We do enforce a “no latex” policy.

Please visit <https://www.isd77.org/discover-maps/programs/district-health-and-wellness> for more information.

Outside of School Party Invitations

If you are planning a birthday party in your home and wish to distribute the invitations at school, invitations need to be extended to all students within the room. **If you wish to invite only certain individuals from the room, please distribute them outside of school.**

Gifts

The School Board has a policy that addresses gifts to employees. The purpose of the policy is to avoid the appearance of impropriety or the appearance of a conflict of interest with respect to gifts given to school district employees. The policy states that employees cannot accept or receive a gift from a student, parent or other individual of greater than nominal value. This issue occurs especially around the holiday season and also at the end of the school year.

Rather than giving a personal gift to your child’s teacher, feel free to write a note of appreciation. If you feel strongly about giving a gift, you may want to consider a gift to the classroom, such as a book, game or newspaper/magazine subscription. It is quite awkward for people to refuse a gift so your cooperation by not offering the personal gift to teachers or staff members is appreciated.

MLL Caregiver Circles

Throughout the year, caregivers of students who qualify as Multilingual Learners are invited to attend Caregiver Circles. At Caregiver Circles, families are able to connect and collaborate with the building principal, school liaisons, and other staff around community resources, the school environment, student learning, or any other topic that families feel are important.

Miscellaneous

Lost and Found

If your child loses anything at school, be sure to have him/her check the lost and found cupboard in the hallway next to the office. All pieces of clothing and shoes should be marked with the child's name. Small found items – such as keys, watches, etc. – are kept in the office.

All lost and found items will be kept for approximately three to four weeks. Any unclaimed items will then be donated to a local charity

Dress Standards

In accordance with District Policy 504 The following guidelines might be helpful concerning children's attire. Clothes should be appropriate for the weather, should not create a health or safety hazard and should be appropriate for the activity (i.e. physical education or the classroom). Attire that is deemed to be disruptive to the learning environment will be brought to the attention of the family (example: language that is demeaning or deemed offensive.)

Pledge of Allegiance

District policy and state law requires that students recite the Pledge of Allegiance to the flag of the United States of America each week. Students may decline to participate in the pledge with no consequences. We respect the right of each family to make its own decisions with regard to this.

Pets

Due to possible allergies, please do not send/bring pets to school. A permission slip may be obtained for sharing pets outside on school grounds and scheduled in advance.

Toys/Trading Cards

Our goal is to provide an active and engaging educational experience during the school day. While we know that students may have unique reasons for needing to bring a toy, electronic games, or trading cards to school, we do ask that as a general rule, these items stay at home. Approval of bringing in toys/games/cards for specific reasons can be given by the classroom teacher. Exceptions might include show and tell, comfort/fidget items, and/or celebration days. If allowed by the teacher, students may have non-educational tools out during learning times. Students may not give, trade, buy, sell, loan, etc. toys/games/cards/ etc. while in school/on school property.

Playground

Children should use the school playground and classroom equipment at noon and at breaks. If a child wants to bring some personal equipment, ie. softball glove, it must be approved by the teacher. All personal items must be clearly and permanently labeled with the child's name. The school is not responsible for lost or stolen items.

