



Herbert Hoover Middle School

Vision: To foster an environment where each student is successful.

Mission: To provide each student a rigorous and engaging program of instruction in an environment where students are supported academically, socially, and emotionally so they can maximize their academic and personal potential to become lifelong learners and productive members of their community.

Instructional Focus: In order to increase student achievement for all while reducing the opportunity gap, as measured by Marking Period Averages (MPAs), MAP-R and MAP-M, formative/summative assessments, and student/staff/parent feedback, the staff of Hoover Middle School is committed to improving student learning through the effective implementation of:

- Equitable teaching practices
 - Social Emotional Wellness
 - PLC cohort planning/Universal Design for Learning (UDL) Instructional Framework strategies
 - School and parent communication
-

Dear Hoover Parents,

Summer greetings! I hope that your summer has been relaxing and enjoyable. To those of you who are new members of our Hoover family, Welcome! To those of you who are returning, Welcome Back! I am thrilled to be welcoming our students back to school for 2023-2024! We are very excited to welcome our students back for another year of learning and fun. We remain committed to fostering rigor, relevance and relationships as we focus on our race and equity work. It is our mission to ensure our Hoover students thrive academically, socially, and emotionally.

One of the greatest characteristics of the Hoover learning community is the genuine care and compassion shared among staff, students, and parents. Hoover is a place where staff and families come together to ensure the children entrusted into our care grow to be productive, confident, and compassionate members of a global society. I look forward to working with you to realize this vision together.

The Hoover Middle School teachers, staff and I are looking forward to a productive partnership with you to ensure that your children can achieve their highest potential. We recognize that in order to be successful in school, your children need support from both the home and the school. We know a strong partnership with you will make a great difference in your child's education. Thank you for giving us the amazing opportunity to educate your children. We hold this responsibility with the highest regard! To that end, we encourage all of you to connect with us on an ongoing basis and please join/participate in the PTA if you haven't done so already.

Sincerely,

Yong-Mi Kim, Ed.D.

Table of Contents

[Summer Happenings](#)

[Support Hoover](#)

[Mini-Day for 6th Graders](#)

[New to Hoover 7th and 8th Grade](#)

[Orientation](#)

[First Day](#)

[Back to School Night](#)

[Staff Update](#)

[Course Updates](#)

[PTA](#)

[Bus Transportation](#)

[Carpool/Student Drop-Off](#)

[Absences/Tardiness](#)

[Hoover Bell Schedule](#)

[Chromebooks](#)

[Communication](#)

[Immunization](#)

[Student Code of Conduct](#)

[Food Deliveries](#)

[Birthday Celebrations](#)

[Lockers/Backpacks](#)

[MCPS Calendar](#)

[MCPS Policies](#)

- FERPA
- Patriotic Exercises
- Bullying
- Grading and Reporting
- Dress Code
- Cell Phones and Personal Electronic Devices
- Annual Environmental Compliance Information
- Drinking Water Test Report

[Highlights and Reminders](#)

Summer Happenings:

The summer months are very busy at Hoover Middle School. While we had some of our students attending summer school at Cabin John Middle School, we continued to host our students and students from Churchill High School in our Bridge ESY program. We want to thank Ms. Ahmed, and our teachers for making summer school a great success here at Hoover and at CJMS.

Our building-service team, led by Mr. Pumphrey, have been working tirelessly in preparation for the first day of school for our staff and students. My heartfelt appreciation goes out to our team. Thank you to Ms. Ellen Karavangelos, our school registrar, who continues to enroll new students every day.

The Instructional Leadership Team (made up of department chairs, team leaders, teacher leaders and administration) has been meeting to plan for this year (see below). We are looking forward to providing staff, students, and parents the resources to ensure a great 2023-2024.

- English Resource Teacher: Dina Beatty
- Math Resource Teacher: Maria Davis
- Science Resource Teacher: Julie Marsteller
- Social Studies Resource Teacher: Brian Ostry
- World Languages Resource Teacher: Rosa Sacks
- PE/Arts Resource Teacher: Linda Weiner
- Media Specialist: Jennifer Kim
- SPED Hours Based RTSE: Gina Blake
- SPED Bridge Program RTSE: Christina Anderson
- Resource Counselor: Deborah Velasquez
- Staff Focus Team Leader: Rehana Ahmed
- Student Focused Team Leader: Joshua Menditch
- Student Support Teacher: Miim Kwak
- Staff Development Teacher: Karen Megary
- Elected Faculty Representative: Bridget Rascher
- Elected Staff Representative: Karen Scott

In addition, I would like to recognize our team leaders and department chairs for being available over the summer to talk to students and parents about various instructional opportunities at Hoover. Please do not hesitate to contact them if you have any questions.

	6th Grade Team	7th Grade Team	8th Grade Team
Administrator	Yong-Mi Kim	Edwina Kollo	Jeanni Chin
Team Leader	Ryan Kane	Amalia Triantis	Brian Fratangelo
Counselor	Michael Hopkins	Caroline Capoccia	Aafia Talib

Support Hoover

- **PE Uniforms: UPDATED! SUPPORT THE PE DEPT!**
 Students are required to dress for Physical Education. Hoover Physical Education uniforms (Shirt and Shorts) are sold online. The proceeds from the purchases will be donated to the PE department so that they can use the funds towards equipment repairs. To purchase Hoover P.E. uniforms and Hoover apparel, please use this order link [Herbert Hoover Middle School PE 2023 | The Final Touch \(itemorder.com\)](https://www.itemorder.com). All orders should be placed using your student’s name.

- **Hoover Spirit Wear- UPDATED**

School spirit is key to creating a positive school culture. It creates school pride and brings together the student body and generates a positive school climate. Throughout the year, students will be participating in Spirit Weeks where they have the opportunity to wear their Hoover gear. Proceeds from the sales of our Spirit Wear go directly to maintaining our positive school climate and supporting our wellness programs. To purchase, please visit our [Hoover Spirit Wear Online Store](#).

Mini-Day for 6th Graders

The school is in the process of getting ready for the arrival of our students for the 2023-2024 school year. All sixth grade students are invited to **Mini-Day on Thursday, August 24, 2023 from 7:50 AM to 12:00 PM**. On Mini-Day, students will have the opportunity to walk the building, meet their teachers, and, most importantly, practice opening their lockers. [Transportation](#) (to be updated soon) will be provided to and from school for our sixth grade students on Mini-Day (detailed information about bus routes are linked above and are on our school website). Sixth grade parents will receive a reminder email prior to Mini-Day. [Click here to view the Mini-Day Website](#) for details. Homeroom assignments can be found on the Mini-Day website and will be posted around the school building for students to reference.

Parents are invited to an in-person 6th grade Parent Tea on Thursday, August 24th from 8:30-9:30 AM in the cafeteria. We will share information regarding Hoover's instructional program and introduce the instructional leadership team. Please be on the lookout for the flyer invitation through email and on the Hoover website.

New to Hoover 7th Grade and 8th Grade Orientation

Seventh and eighth grade students NEW to the Hoover community are invited to attend an orientation meeting from 11:00 AM – 12:00 PM, August 24, 2022 on Mini-Day. Please complete the [Google form](#) to [RSVP for 7th and 8th grade New to Hoover Orientation](#).

Students who are unable to attend will participate in orientation and team building activities the first two weeks of school. Returning in-person seventh and eighth grade students will receive schedules on the first day of school and should **not** attend Mini-Day.

First Day

The first day of school is **Monday, August 28, 2023**. This will be a regular full-day session with buses running their regular routes. A complete calendar with all scheduled school holidays and early release days will be posted on [our website](#). Please keep these pages for reference throughout the school year. Posters with homeroom assignments will be posted throughout the building to aid students with locating their homerooms. Students who arrive at school before 7:40 AM will remain outside the building. Students are permitted in the cafeteria from 7:40-7:55 AM and will be dismissed to go to their lockers at the 7:55 AM bell. A reminder bell will ring at

8:10 AM and all students are expected to be in their Homeroom classroom by the 8:15 AM bell. [Click here](#) to view homeroom assignments. Homerooms will be finalized on August 21, 2023.

Back to School Night

This year, our Back to School Night is scheduled for **Wednesday, August 30, 2023 at 6:30 PM**. We will have a Health Education Parent Information meeting prior to the classroom visits in the Media Center at 5:30 PM to share an overview of curriculum materials. We will provide specific details on our school website. We look forward to welcoming you all and providing the information you need to support your child at school.

Staff Update:

We are fortunate at Hoover to have staff members who are dedicated to our students and skilled in delivering world-class instruction. As is typical, the new school year will bring changes in staffing. Most of these changes were announced prior to summer vacation.

This year, as we say goodbye to a few of our friends, we have the opportunity to welcome new members to our Hoover family. Please join me in welcoming:

- Sindy Chin- Math Teacher
- Maria Davis- Math Content Specialist/Teacher
- Priya Gondhalekar-Social Studies Teacher
- Katherine Kalin- Social Studies Teacher
- Jim Koenig-Bridge Math Teacher
- Miim Kwak- Student Support Specialist
- Paul Lee- SPED Teacher
- Monica Martinez-English Teacher
- Ken Masaki- Instrumental Music Teacher
- Amy Rivas- World Language Teacher
- Kaitlyn Winters- Chorus Teacher
- Kevin Zelin- Math Teacher

Course Updates - Revised

We are delighted to offer the following semester course pairings that fulfill the State of Maryland's (MSDE) fine arts and computational learning requirements for all of our students:

6th Grade:

- Coding and Art
- Art and CADD
- Coding and Theatre

7th Grade:

- Forensics and Art
- Robotics and Art

- Robotics and Music

8th Grade:

- Marine Biology and Art
- STEM and Debate Team
- Ceramics and Digital Communication

In addition, we will continue to offer:

- 8th Grade Chorus
- Band (1,2, and 3) and Orchestra (1, 2 and 3)
- Media Science/MakerSpace

PTA

The success that we have achieved at Hoover Middle School would not be possible without the ongoing support from our amazing PTA. They have been true partners in education. I look forward to continuing our partnership under the direction of Ms. King, our PTA President and the members of the PTA board. Please [click the link](#) to see the names of the Hoover PTA board members.

We look forward to working with you to strengthen the school-home partnership to promote student success.

[Please join the PTA](#)—your participation makes a difference!

Support the PTA Programs by helping us **earn FREE cash** for Hoover Middle School through partnerships with:

- [Box Tops for Education](#)
- [Amazon Smile Program](#) (Search for Herbert Hoover Middle School Potomac, MD)
- [Harris Teeter](#) Together in Education (TIE) program (Code No. 7948)

Bus Transportation

Please refer to the bus route list below for the locations and times for pick-up. School bus routes are identified by their route number, which is displayed in the window. Parents should be aware that road construction, poor weather conditions, and accidents are real traffic stoppers in the Hoover area, so buses may be legitimately delayed when picking up students in the morning. Additionally, buses may run slower during the first two weeks of school, as students and drivers are still adjusting to new routes. **In order to ensure that our students are safe and accounted for at all times, students are only permitted to ride the bus that is assigned to them.**

Students are only permitted to ride a different bus home on Fridays on a limited basis. Parents, please plan in advance to submit a written request for change of bus assignment by Wednesday to allow your child to ride a different bus home on Friday. Students should put the note in the red mailbox in the cafeteria. Once we have received your request in writing, administration and

security will review all requests and provide passes to students. Unfortunately, we are not able to honor late requests or make exceptions.

Parents/guardians are responsible for their children on the way to the bus stop, at the bus stop, and on the way home from the bus stop. Bus operators do not know all of the possible caretakers who might be picking up a student on a particular day and are unable to match each child with a specific adult. **When students get off the bus, they are entirely in the care of the parent/guardian or other caregiver. They are on their own to walk home if no parent/guardian or caregiver is present.** Establishing a buddy plan for your child with an older sibling or classmate is advised, in case your child arrives at the afternoon bus stop without meeting you or another caregiver. Parents/guardians should familiarize their children with the bus stop so they can become independent riders.

The seats on the school bus are there to accommodate students only. Students should refrain from utilizing bus seats for backpacks, sports equipment, musical instruments, etc. as this seemingly reduces the number of available seats. Students may bring large items with them on the bus. However, it is the policy of Montgomery County Public Schools that **“large objects that cannot be held on a student’s lap, such as some musical instruments, class projects, etc., should not be transported on the bus. Parents should make other arrangements to transport such items to and from school.”**

2023-2024 Bus Routes will be updated shortly

[Bus transportation parent letter](#) [Bus transportation parent letter \(Spanish\)](#)

[Bus routes arrival 2023-2024](#) [Bus routes departure 2023-2024](#)

If you have any questions or concerns regarding bus transportation, please contact the Bethesda Bus Depot at .240-740-6569

Carpool/Student Drop-Off

If you choose to drive your child to school, please use caution and patience as you enter and exit the parking lot. Please wait in the parent drop-off loop and follow the directions of the staff members who are assisting. Kindly drive your vehicle as far as possible towards the front of the carpool line when dropping off students and refrain from dropping your student off on Post Oak Road. All students crossing Tuckerman and/or Postoak Road should do so only at the crosswalk that is attended by a county crossing guard. When exiting the student drop off loop, please only turn **RIGHT** on Post Oak Road. [Please click here to view a map of our drop-off areas.](#)

Absences/Tardiness

Students must be in their first period classrooms by 8:15 to be marked present and on time. Chronic tardiness to school and/or classes will result in progressive disciplinary action to include detentions. Students with 10% or more absences will be referred to the Pupil Personnel Worker (PPW) and an attendance letter will be included in your student’s academic record. Chronic

absenteeism above 20% will result in referral to the Attendance Matters Board and a letter to the student's academic record.

Hoover Bell Schedule

Please see the [Hoover Bell Schedule linked here](#).

REGULAR BELL SCHEDULE								
Grade 6			Grade 7			Grade 8		
Morning bell to dismiss from cafeteria: 7:55 am; Warning bell to ring at 8:10 am								
Period 1	8:15 - 8:59	44	Period 1	8:15 - 8:59	44	Period 1	8:15 - 8:59	44
Period 2*	9:03 - 9:50	47	Period 2*	9:03 - 9:50	47	Period 2*	9:03 - 9:50	47
Period 3	9:54 - 10:38	44	Period 3	9:54 - 10:38	44	Period 3	9:54 - 10:38	44
Lunch	10:42 - 11:12	30	Period 4	10:42 - 11:27	45	Period 4	10:42 - 11:27	45
Period 4	11:16 - 12:01	45	Lunch	11:31 - 12:01	30	Period 5	11:31 - 12:16	45
Period 5	12:05 - 12:50	45	Period 5	12:05 - 12:50	45	Lunch	12:20 - 12:50	30
Period 6	12:54 - 1:38	44	Period 6	12:54 - 1:38	44	Period 6	12:54 - 1:38	44
Charge Up Connect	1:42 - 2:12	30	Charge Up Connect	1:42 - 2:12	30	Charge Up Connect	1:42 - 2:12	30
Period 7	2:16 - 3:00	44	Period 7	2:16 - 3:00	44	Period 7	2:16 - 3:00	44
Extra-Curricular Bell Tuesdays - Thursdays: 3:05 pm - 4:15 pm								

Chromebooks

All 7th period classroom spaces have been equipped with a cart of chromebooks. Each student will be assigned a chromebook for the year. Students will pick up their chromebooks from their 7th period carts at the beginning of the day and carry them throughout the school day. Students will return chromebooks at the end of 7th period before dismissal. Chromebooks are to be used in school only. Students are not permitted to bring their own device to school. Please view the Chromebook Usage/Repair policy linked [here](#). A hard copy of the policy will be sent home with the students the first week of school for your signature.

Communication

There are a number of ways you can stay connected with the most up-to-date news and information:

Monthly Principal Update: Each month, Dr. Kim will share schoolwide updates and important information. We will highlight various teams and departments to showcase what students will be learning in classes. In addition, we will provide parent resources to support students' academic, social and emotional wellbeing.

Website: Our website, <http://www.montgomeryschoolsmd.org/schools/hooverms/> will provide you with a number of links that you will need to access throughout the course of the school year. Additionally, reminders for upcoming events and other important dates will be shared. Our master school calendar is posted on the website and is updated regularly. Be sure to consistently check out the school's website to stay informed with all school-related announcements and activities.

Weekly Planner: Every week, Hoover will share a weekly overview of the week's topics and any major assessments/projects for classes which will be sent on Sunday at noon at the beginning of each week. Homework will be posted on MyMCPS Classroom for each class.

ConnectEd: Throughout the year, we will send emails through ConnectEd, an automated communication system. Often, many of the emails will be grade-level specific. However, for big events such as Back to School Night, we will do a whole-school email. Emergency messages will also be communicated through the ConnectEd automated communication system.

ParentVUE (MyMCPS Classroom): This platform allows parents to view grades, access teacher resources, and receive important information from teachers. You will receive specific information about accessing this platform directly from the county before the end of the summer. You will need to sign up for an account in order to access the information relevant to your child's education.

Remind App: This year Hoover will be piloting the Remind App. It is a communication platform to reach parents via text message, email, Remind app, or phone call. Hoover will use the Remind App for school-wide announcements. We will provide more information at the beginning of the school year.

Hoover Notes: Every week, the PTA sends out a correspondence that outlines important dates and events relevant to our school community. Administration and teachers frequently use Hoover Notes to communicate important information. Please [join the PTA](#) and make sure you receive your Hoover Notes.

Immunization

All rising seventh grade students, regardless of the date of entry into the school system, are required to have one tetanus, diphtheria, and attenuated pertussis (Tdap) and one meningococcal (MCV4) vaccination before beginning Grade 7 in the 2023-2024 attending school until they are in compliance with the State law. Please refer to [Vaccine Requirements for Students-Maryland 2023-24](#) for more information.

Student Code of Conduct

In order to ensure a safe, productive, and positive learning environment, Montgomery County Public Schools (MCPS) publishes two documents that help students, parents, and staff understand school rules and regulations. The expectations for student conduct and the possible consequences for violating the rules are clearly outlined in these two documents.

[A Student's Guide to Rights and Responsibilities](#) is an overview of the rights and responsibilities students have in MCPS and a summary of the laws and regulations that affect students.

[The MCPS Code of Conduct](#) provides an overview of discipline procedures and protocols and the range of consequences students could face for violating various policies, regulations, and rules. The guide also discusses the MCPS philosophy to discipline and defines the various disciplinary responses.

The administrative team will meet with all of the students to review the *Student Code of Conduct*. We would appreciate your support in communicating behavior expectations with students. Please review the *Student Code of Conduct* and the discipline policy with your child and provide a time for them to discuss follow-up questions.

Food Deliveries

We are **NOT** accepting deliveries of food from outside vendors during the school day. Any and all deliveries from vendors such as Chipotle, Panera, Chick-Fil-A, DoorDash and Uber eats will be held in the main office until the end of the school day.

Birthday Celebrations

We have found that birthday celebrations have the potential to disrupt our learning environment. Please **DO NOT** send catering, shared lunches, cupcakes, brownies, cookies, doughnuts, or other sweets to share with students at school. This also supports Montgomery County Public Schools' initiative to "promote healthy eating, personal well-being, and fitness" and will help us reduce the risk of any kind of reaction for our food-allergic children.

Lockers/Backpacks

Each student will be assigned a personal locker. Backpacks are not permitted to be carried around throughout the school day. Students should secure all personal belongings in their lockers and keep it locked at all times. Do not share lockers or locker combinations with other students/friends.

MCPS Calendar

The 2023-24 MCPS School Calendar is available on the MCPS website. The direct link is [2023-2024 MCPS School Calendar](#)

MCPS Policies

Below are some important MCPS policies for you to review with your child in preparation for school.

Family Educational Rights and Privacy Act and Protection of Pupil Rights Amendment (FERPA)

Each year we are required by law to inform parents of the Family Educational Rights and Privacy Act, P.L. 93-380 (FERPA), as well as their rights under the Protection of Pupil Rights Amendment, 20 U.S.C. 1232h: 34 CFR Part 98 (PPRA). Please take a moment to click on the link below for the information regarding you and your child's right regarding this matter.

[Educational Rights and Privacy Act](#)

Student Participation in Patriotic Exercises

Information regarding students' rights and responsibilities pertaining to their participation in patriotic exercises is noted in [Regulation JFA-RA, Student Rights and Responsibilities \(page 5\)](#).

Students have a right to:

- Appropriate opening exercises that include the opportunity to salute and pledge to the flag
- The inclusion of patriotic exercises, when appropriate, preceding assemblies and other school programs
- Be exposed to patriotic exercises as part of positive learning experiences for students
- Be involved in the planning and production of patriotic exercises
- Not be compelled to participate in patriotic exercises, or be penalized or embarrassed for failure to participate
- Not have other students interfere with their right to participate in patriotic exercises and such interference constitutes grounds for disciplinary action

Reporting and Investigating Incidents of Bullying

The Montgomery County Public Schools (MCPS) Regulation JHF-RA, Bullying, Harassment, or Intimidation (Attachment A), is available on the MCPS website at:

[Bullying Regulation](#)

Should your child experience instances of bullying, harassment, and intimidation, please contact his/her grade level administrator and/or the counselor for support. A blank MCPS Form 230-35, [Bullying, Harassment, and Intimidation Form](#) is also available on our school website for your convenience.

Grading and Reporting

The following are some clarifications on Hoover's grading and reporting procedures in accordance with MCPS policy.

- Consistent gradebook templates across all courses (90% All Tasks/Assessments, 10% Practice/Preparation)
- Implementation of “50% Rule” to include consideration of whether the student attempted to meet the basic requirements of the assignment
- Z’s calculated as a zero in the gradebook
- Plagiarism is academic dishonesty. Students who share or use other’s work will be penalized and will result in consequences per the Student Code of Conduct

Dress Code

Hoover policy is in accordance with MCPS policy as stated below from the [Students Rights and Responsibilities Handbook](#). We appreciate your support.

1. Students have a responsibility to be dressed and groomed for school in a manner that contributes to a school environment conducive to learning and in accordance with the local school discipline policy.
2. Students may wear clothing associated with their religion or containing a religious message as long as the clothing is consistent with the requirements outlined in section 3 below. JFA-RA 16 of 18
3. Students may not be disciplined for their style of dress or grooming unless it—
 - a) is likely to cause a disruption to the educational environment;
 - b) causes a disruption to the educational environment;
 - c) endangers or potentially threatens the health and/or safety of self or others;
 - d) fails to meet a reasonable requirement of a course or activity;
 - e) is associated with gangs;
 - f) is lewd, vulgar, obscene, revealing, or of a sexual nature;
 - g) promotes tobacco, smoking, alcohol, drugs, or sexual activity.

Cell Phones and Personal Electronic Devices

Per the MCPS [COG-RA Regulation](#) regarding personal electronic devices (PMDs)

- A personal mobile device (PMD) refers to any non-MCPS-issued device used to send or receive data via voice, video, or text. Mobile phones, e-readers, tablets, personal computers, smart watches, or other devices equipped with microphones, headphones, speakers, and/or cameras are all considered PMDs.
- Students may possess PMDs on MCPS property and at MCPS-sponsored activities; but may not turn them on until the end of the school day for independent use, including lunch.
- Middle school students may use PMDs before and after the student day. Middle school students are not permitted to use PMDs between classes/during transitional time.

- Students are responsible for ensuring that their PMDs are turned off and kept out of sight during times of unauthorized use.
- Students are responsible for ensuring that their PMDs are managed securely at all times.
- MCPS will assume no responsibility or liability for loss, theft, or damage to a device or for the unauthorized use of any such PMD.

Annual Environmental Compliance Information

Please [click here](#) to see the letter from MCPS

Drinking Water test Report

Please [click here](#) to view the test results for Hoover.

Highlights and Reminders

- The first day of school is Monday, August 28, 2023.
- Mini-Day for sixth grade students will be held on Thursday, August 24, 2023, from 7:50 AM to 12:00 noon. Seventh and eighth grade students new to Hoover will be able to join us from 11:00 AM to 12:00 noon.
- 6th Grade Parent Welcome Tea on Thursday, August 24, 2023 at 8:30-9:30 AM in the cafeteria.
- Our instructional program will be explained at our Back-to-School Night, which is scheduled for Wednesday, August 30, 2023 at 6:30 PM.
- A complete calendar with all the scheduled school holidays and early release days can be found on [our website](#).
- Please check the [Hoover website](#) under School Information (left column) for updated Bus Routes. MCPS will update the Bus Routes when they become available.
- MARK YOUR CALENDARS- Fall Portrait Day is Monday, September 11, 2023. More information to follow.

A hard copy of this letter and all important information will be available in the main office. Feel free to call me if you have any questions. Enjoy the rest of the summer! I look forward to seeing all of you soon.