



Hoover Elementary Quick Reference Guide

6425 GREENHOUSE RD. KATY, TX 77449 - [HTTP://HOOPER.CFID.NET/EN/](http://hoover.cfid.net/en/)

TELEPHONE: 832.667.7301 FAX: 832.667.7310 - PRINCIPAL DR. MICHELLE RICE

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Welcome to Hoover Elementary School!

We are so excited about the new experiences your child will have during the 2023-24 school year. This guide has been prepared to provide you with important information about our school and procedures. We look forward to building a partnership with you so that we can make this a wonderful year for your child!

ATTENDANCE INFORMATION

TARDIES - Students who arrive after 8:45 am until 9:59 am. will be issued a tardy slip starting at 8:41 am. Tardy students MUST be signed in by a parent.

ABSENCES - Attendance is taken at 10:00 am. Students who leave school prior to the 10:00 am or students arriving at 10:00 am or after, are marked absent for the entire day. If your child is absent, please send a doctor's note within 3 days for the absence to be excused. A phone call does not excuse the absence(s).

EARLY DEPARTURE - If you need to pick up your child prior to dismissal time, please send a note in the morning stating the time and reason the child needs to leave. We will make every effort to have your child in the front office at the requested time. The person picking up the child must be on the student's pick-up list or designated in the note and show their driver's license.. If they are not on the pick-up list, please include their name in the note. If an early departure note is not sent, please anticipate delays.

INCLEMENT WEATHER - We will work to determine inclement weather (heavy rain, lightning) for dismissal at 3:50 p.m. On these days, please be patient as dismissal may take longer than normal.

School aged children not enrolled at Hoover will not be allowed at any on campus function during school hours.

WHO CAN HELP?

Classroom Teacher	First Contact	832-667-7301
Nurse	Jaquita Houston	832.667.7303
Librarian	Lara Schlarman	832.667.7243
Counselor	Rutilo Gonzalez	832.667.7271
Counselor	Sheree Jones	832.667.7207
Sped Secretary	Fabi Mata	832.667.7352
Attendance Secretary	Daisy Castillon	832.667.7302
Administrative Secretary	Brenda Garza	832.667.7348
Principal's Secretary	Lupita Ramirez	832.667.7291
Assistant Principal (K/2nd)	Christi Herring	832.667.7347
Assistant Principal (PK/1st)	Melinda Potlono	832.667.7346
Principal	Dr. Michelle Rice	832.667.7291



SCHOOL COLORS

Yellow, Gray and White

SCHOOL MASCOT

Heroes

SCHOOL HOURS

8:45 am - 4:10 p.m.

ADDRESS/PHONE CHANGES

Changes in address/phone number should be communicated to the front office immediately as well as to your child's teachers. Changes can be made in the front office or by sending a note with your child.



CAFETERIA SERVICES

When your child's lunch account becomes low, you will be notified by the Food Services automated system of the need to replenish the account at www.parentonline.net. In addition, your child will receive a reminder to bring home. Forms for free and reduced meals are available through the cafeteria or front office. Lunch applications must be completed annually.

SNACKS

Students may bring snacks to class. The snack should be a dry, **peanut free snack** and water bottles. They are not permitted to bring any other drink to the classroom.

HOUSE TEAMS

All classes participate in House Teams at Hoover. Each colored House Teams meet one Friday a month to celebrate birthdays, focus on academics, and service projects, etc. Teachers will communicate your class' House Team color.



BREAKFAST

Students in grades PreK - 2 will be served breakfast beginning at 8:25 A.M. and ending at 8:45 A.M. Staff members will be in the hallways, cafeteria and classrooms to assist students as they get their meals and monitor arrival.

MEDICATION

If it is necessary for medication to be administered to your child at school, the medication must be delivered to the school by the parent/guardian. In addition, parents must transport the medication home.

Students are not permitted to transport or be in possession of any medication (over-the-counter or prescription). All medications must be in original containers.



BUS RIDER

Bus transportation is available to all Hoover students. Each student will be escorted to his/her scheduled bus each day, unless written permission is received (by 2:30 P.M.) to authorize another means of transportation. Students are not allowed to board another bus without written permission signed by the principal or assistant principal. Temporary transfers from one bus to another will not be allowed except in extreme emergency situations. We enlist your support in working with your child concerning appropriate bus conduct. Students must realize that misbehavior on the bus can lead to unsafe conditions and will not be tolerated. Students must exhibit respect to the bus driver and courtesy to fellow passengers during the bus ride. Failure to observe the bus rules will result in parent notification through a bus report. Repeated bus reports will result in the removal of the student from the bus. Information concerning student conduct on buses is outlined in the *Cypress-Fairbanks I.S.D. Student Handbook and Code of Conduct*.

HOOVER ACTIVITIES

Many opportunities will exist for parents, students, and teachers to build a partnership during the school year. Check your child's folder regularly for information about Parent Nights, Curriculum Nights, Celebrations, Conferences, Festivals and Family Nights. Information will also be posted on Hoover's website, Facebook, Twitter and Instagram and sent via the Hoover Happenings newsletter and Remind.

CONDUCT

Student Code of Conduct is available online at www.cfidnet. Student conduct is communicated through assignment sheets, planners, phone calls, conferences, office referrals, progress reports, and/or report cards. Students are expected to follow the Code of Conduct, all school rules, and directives given by school personnel. Students are expected to demonstrate respect for themselves, their peers, and adults in the building at all times.

EMERGENCY CARD CONTACTS

It is important that parents update the school emergency card online. Changes should be updated in the front office. Person(s) who are listed on the emergency card are called only in an "EMERGENCY" when parents cannot be reached. Any other visitors will not have access to your child without written parent permission. That includes siblings, grandparents, aunts, uncles, etc. It is important to notify the school and teacher each time a cell phone number or home number is changed for each emergency contact.

BACKPACKS AND PERSONAL ITEMS

We request that each student bring a backpack to school every day. This teaches responsibility for their belongings, and it provides a convenient means of transporting their device and items between school and home. Please remember to label all personal items (lunch kits, sweaters, coats, etc.) that your child brings to school. This will assist us in identifying lost or misplaced items. Students should not bring items other than those on the school supply list (toys, sports equipment, etc.). We do not want these to become distractions in the school environment.



LUNCH VISITS –

We do not have lunch visitors. This is due to:

- ★ The capacity of our cafeteria is limited. When we have too many people in that location, safety is a concern.
- ★ Too many visitors overstimulates some of our students.
- ★ Many students struggle with separation at the end of lunch. This creates difficulty returning to the classroom and back to learning.

Please note we have several special lunch visitor days planned and are planning multiple opportunities for families to be involved in their child's education.

No lunch or snack drop-offs will be taken.

If your child forgets to bring his/her lunch to school, they will get a lunch from the school as we cannot guarantee that staff will be able to deliver lunches.

CAR RIDER DROP-OFF

Parents who provide transportation for their children are asked to use the appropriate drop-off line through the Hoover parking lot. Students who are eating breakfast can be dropped off beginning at 8:25 A.M. Students should NOT be dropped off before 8:25 A.M. as staff members will not be on duty to supervise them. Staff will go in at 8:40 each morning. At that time, please park and walk in to sign in your child. When picking up your child we ask that you wait patiently in your car until he/she is released.

TRANSPORTATION

The modes of transportation at Hoover are bus, car, day care van, or Club Rewind program (at Jowell).

School bus transportation is available to every Hoover student; therefore, we encourage all students to ride the bus. At the beginning of the year, it takes a couple of weeks for bus drivers and students to become familiar with routes and establish routines. The bus may be later than normal during these first weeks, and we appreciate your patience as we go through this process.

If you decide to provide car transportation for your child, we ask that you drive through the car rider line in the front parking lot. A Hoover staff member will assist your child safely to the car.

Students who participate in the afternoon Club Rewind program will be transported to Jowell by Club Rewind staff at dismissal.

PBIS

One of our goals at Hoover Elementary is to create a positive and engaging learning environment. The next time you visit Hoover, we hope that you will see our students busily engaged as they show their Shield- as a Hero and R.I.S.E. - Respect, Integrity, Safety, Effort. RISE Cash (incentive tickets) will be distributed to students who follow the RISE matrices. Students will be able to "cash" in their RISE Cash for a variety of rewards.

SHOW YOUR SHIELD



CONFERENCES

Conferences can be scheduled as needed for every student. Appointments can be made by phone, email request, or by sending a note to the teacher. Conferences are scheduled during the teacher's daily planning time. In some cases they may be scheduled before or after school.

DRESS CODE

Please refer to the Cypress-Fairbanks I.S.D. Student Handbook and Code of Conduct for detailed information about the student dress code. The school may call you to bring school-appropriate clothing. For your child's safety, please ensure that appropriate clothing and shoes (open-toe and flip flops are discouraged) for PE and recess are worn daily. Failure to do so could impact his/her conduct grade (prepared for class).



SCHOOL & DISTRICT CALENDAR

The Hoover online calendar contains updated information about what's happening at Hoover and is available by following the Online Calendar link on our school's website. The CFISD school district calendar for 2023-24 is available at <https://www.cfid.net/Page/2#calendar/20210715/month>

CONDUCT AND WORK HABITS

All Hoover students are expected to follow the school, grade-level, and classroom rules. We will also focus on the application of PBIS skills (Positive Behavior Intervention Systems) in different settings of the school. If a child does not meet the HERO behavior expectations, the teacher will reteach the appropriate skill. Repeated infractions in any area over a nine-week period may result in an N on the report card. Should inappropriate behavior continue, parents will be contacted and an administrative intervention may occur.

It is also our goal to help your child develop good work habits (staying focused, following instructions, being prepared for class, and completing classwork and homework). If a child is having difficulty with a particular work habit, the teacher will provide assistance so that the student can develop the appropriate skill. Repeated difficulty with a particular work habit over a nine-week period may result in an N on the report card.

VISITATION PROCEDURES

Visitors are welcome at Hoover. For the safety of our Hoover students, school personnel will request the reason for your visit prior to buzzing you into the building. They will also ask for identification from any person on school property. All visitors are required to sign in and show ID at the front desk. Visitors will be asked to visibly wear a school issued name tag. On the name tag will be a designated location where the visitor will be permitted. This procedure helps ensure the safety of all our students and staff. Visitors must return their nametag to the front office prior to leaving through the main doors.

TRANSPORTATION CHANGES

Temporary changes in transportation must be kept to a minimum. To make a temporary change, please send a note to your child's homeroom teacher. It is a good idea to call the front office to make sure that the school received the transportation change. **Note: All transportation changes must be received in writing by 2:30 P.M. Students leaving for appointments must be picked up by 3:00 P.M.**

VISIT TO THE CLASSROOM

If you would like to visit your child's classroom, **we request that you make an appointment in advance by contacting the grade level AP.** This enables them to advise you of any schedule changes or instructional/testing times that might impact your visits. Visits to the classroom can last up to 30 minutes.

BIRTHDAYS AT HOOVER

Student birthdays will be recognized during house team meetings each month. No treats nor birthday party invitations can be passed out during the day. If parents would like to do something special, there are three options to choose from on campus. Parents can purchase cookies for the class through the cafeteria. Please contact the cafeteria manager connie.crumpton@cfisdnet and provide two weeks notice. Parents may also choose to purchase a birthday book donation for their students. Contact the librarian, laraschlarman@cfisdnet for more information. We're excited to offer the opportunity to put birthdays on our new marquee. If you're interested in purchasing this, please contact lupitaramirez@cfisdnet for more information.

DEVICES

Students need to bring their district assigned device to and from school each day. Please ensure your student charges the device each night so it is ready for instructional use in the classroom daily.