

Hoover Elementary

VOLUNTEER HANDBOOK



<http://cfisd.net/hoover>





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WELCOME MESSAGE



Dr. Michelle Rice *Principal*

On behalf of the students and staff at Hoover Elementary, we would like to extend our personal welcome to you. Your contributions are invaluable as we continue to work together to enhance the quality of education for each of our students.

Your interest, commitment, time, and energy help provide excellence in education. Every volunteer hour provided by each of you improves the educational opportunities available to our Heroes. Volunteers like you make Hoover an amazing place for students to learn and grow.

Thank you for giving your time and talents. We hope you find personal fulfillment in adding to the life of a child.



OUR HISTORY

Hoover Elementary is named after Janet Hoover. Hoover, a Cy-Fair High School graduate, retired in 2010 after 36 years with CFISD. She began her career with CFISD in 1974 as a special education and general education teacher for Post Elementary School. She spent six years at Holbrook Elementary School as a team leader, served as an assistant principal at Holmsley Elementary School for two years, and transitioned to assistant principal at Millsap Elementary School. After four years, she was promoted to principal at Millsap, serving nine years. She then opened Gleason Elementary School, staying three years before being promoted to assistant superintendent for elementary administration at the Instructional Support Center. She retired in 2010 after seven years in that role.





OUR VISION

Learn. Empower. Achieve. Dream. LEAD

OUR MISSION

We will maximize every student's potential through rigorous and relevant learning experiences preparing students to be 21st-century global leaders.

WHY VOLUNTEER



Here are just some of the many reasons why you should volunteer at our schools:

- Make a difference in people's lives, especially children's
- Opportunity to demonstrate your skills, talents, and ideas
- Learn, develop, or acquire new skills
- Gain work experience
- Earn extra credit hours
- Build self-esteem and self-confidence
- Work with people from different cultural backgrounds
- Help improve school performance
- Be a mentor/role model to somebody
- Help create community

Plus did you know that by contributing volunteer hours, our district has the opportunity to earn grants for additional funding? All volunteers that give at least an hour of time are invited to a special VIPS luncheon hosted by the district at the end of the year. We also hold a campus celebration to honor your contributions.



EXPECTATIONS FOR VOLUNTEERING



Volunteer Conduct

- Volunteers shall comply with the standards of conduct outlined in District policies, regulations, and guidelines.
- Volunteers shall be courteous to one another and the public, working together in a cooperative spirit to serve the best interests of the District.
- Volunteers wishing to express criticism or concerns shall do so through the building administrator.
- Volunteers are expected to respond to instructions from teachers and administrators in a positive manner.
- Threats, abusive language, and shouting will not be tolerated and will result in the discontinuation of their involvement in the school.
- Volunteers shall limit conversations with students to that required to perform their assignments.
- Volunteers shall not give gifts or money to students for any reason.
- No volunteer shall ever attempt to lift an injured student except to assist at the school principal's request.
- No volunteer shall attempt to discipline or punish a student. The need for discipline shall be reported to the teacher or principal for action.
- Any violation of conduct or volunteer expectations may be grounds for immediate discontinuation of their volunteer involvement in the school.



EXPECTATIONS FOR VOLUNTEERING



Name Tags/Stickers

When reporting for duty, volunteers should check-in and obtain a sticker from the front desk receptionist and visibly wear it while performing their assigned duties. This will help participants and staff members to easily identify volunteers in staff and public areas from their volunteer.

Personal Property

The District is not responsible for personal belongings. It is the responsibility of the volunteer to secure their personal property.

Volunteer Schedules

Schedules will be established at the time of placement. Some volunteer opportunities have regular schedules, and others have more flexible schedules. It is important for the campus to be able to rely on a volunteer's timely and consistent attendance. Volunteers should notify their volunteer coordinator or school secretary if they will be absent, late, or unable to continue volunteering at Hoover.



EXPECTATIONS FOR VOLUNTEERING



Appearance

Volunteers are representatives of the District while on duty and should present a clean, neat, and professional appearance. Volunteers should dress comfortably but appropriately for their assigned tasks and for a business environment. Volunteer coordinators can provide additional insight into school expectations and may require modifications of dress or grooming to meet standards and to ensure the safety of everyone.

Confidentiality

During the course of their volunteer work, volunteers may be privy to confidential records and information such as student names, addresses, and information about the campus and District. Volunteers may not discuss or share this information and should bring up any questions regarding confidentiality to their volunteer coordinator.

Smoking

State law prohibits smoking or using tobacco products, including e-cigarettes, on public school property.



EXPECTATIONS FOR VOLUNTEERING



Drugs & Alcohol

CFISD is committed to maintaining a drug-free environment and will not tolerate the use of illegal drugs in schools. Volunteers shall not distribute, dispense, possess, use, or be under the influence of any of the following substances while at school or at school-related activities.

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, THC, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.
5. A volunteer need not be legally intoxicated to be considered "under the influence" of a controlled substance.
6. A volunteer who uses a drug authorized by a licensed physician through a prescription specifically for that volunteer's use shall not be considered to have violated this policy.





GETTING STARTED

If you are the parent, grandparent, or legal guardian of a student enrolled in the CFISD school where you wish to volunteer, you must create a volunteer portal account with CFISD. The steps to volunteer are listed below.

1. **Create a Volunteer Portal Account** (<http://bit.ly/cfisd-volunteer>) and receive your account information and password from donotreply@raptortech.com (may take up to 5 business days).
2. **Contact your child's, grandchild's, or legal dependent's campus Community Engagement Liaison.** Hoover's liaisons are Sheree Jones - sheree.jonesmilledge@cfisd.net and Leigh Ann Dyer - leigh.dyer@cfisd.net or contact them at 832-667-7301 to learn about volunteer opportunities.
3. **Log your volunteer hours in the Raptor Volunteer Portal.** All volunteers who have recorded at least one volunteer hour in the current school year will receive an invitation to the annual VIPS Appreciation Luncheon.
4. **Present your driver's license at the school's front desk** each time you volunteer and ask the receptionist to sign you in as a volunteer (not a visitor).

VOLUNTEER OPPORTUNITIES



Family Events

Volunteers will assist in the set-up and carry-through of family events - i.e. instructional nights, movie nights, family fun nights, etc.

Fundraising

Volunteers will assist in school fundraising efforts - i.e. organize and pass out fundraising items and prizes.

Garden

Volunteers will help clean, plant, and tend the garden with students and staff.

Instructional Support

Volunteers provide instructional support in varying ways - i.e. students reading to you, helping with bulletin boards, cutting out or helping create instructional materials, etc.

Library Support

Volunteers will aid in shelving, check-out, and book fair events.

PBIS Support

Volunteers will assist with various PBIS events that occur throughout the school year - such as PBIS incentives - i.e. snow cone party, etc., and putting together PBIS fundraiser items - i.e. Santa photos, candy grams, etc.



VOLUNTEER OPPORTUNITIES



SRC Demonstrations

Volunteers will participate in training provided by the district to handle and bring animals for demonstrations to Hoover students.

School Supplies

Volunteers will sort, organize and distribute school supplies.

Special Day Events

Volunteers will assist with special events happening during the school day - i.e. picture day, school store, field day, House Teams, etc.

Staff Appreciation

Volunteers will help organize and carry-out staff appreciation throughout the school year.

Yearbook

Volunteers will aid in taking pictures of campus activities and assist in assembling yearbook pages, and distributing orders in the spring.



SCAN ME