

# *Volunteer Handbook*





## San Elizario ISD Volunteers:

- Welcome the new volunteers!
- Maintain confidentiality.
- Display a positive attitude.
- Exhibit professional behavior.
- Model dress code standards
- Stay focused on a common goal.
- Operate as a team.
- Keep our commitment to volunteer.
- Honor the learning environment of our schools.
- Give encouragement to our students.
- Ensure the safety of our children.



**We want you to have a great volunteer experience! Below are some guidelines to help you get started.**



- Each campus holds a volunteer recruitment event near the beginning of the school year. The event is announced by the campus and is posted on the campus calendar of events. If you are interested in volunteering, please plan to attend. If you are unable to attend, you may contact the campus volunteer coordinator through the campus office.
- Visit the campus volunteer coordinator, they will work with you to find the volunteer opportunity that works best for you.
- After the campus volunteer coordinator has approved, you must complete the San Elizario ISD online volunteer application packet.
- Please visit the campus office to sign in/out each time you volunteer.
- While on campus, please wear the identification badge provided by the campus at all times.
- Volunteers should always work within the rules of the school as set by the principal.
- Follow campus processes for training on use of equipment and materials in the campus workroom and in classrooms.
- If illness or any emergency arises and you are unable to volunteer at a scheduled time, please contact the campus office to let them know.
- Please be courteous if using your cell phone on campus. If possible, switch your ringer to vibrate or silent.
- Respect teachers' time. Personal concerns should be addressed at the scheduled parent conference.
- If a volunteer suspects that a student is in an abusive situation or is being neglected, they have a responsibility by law to inform school personnel immediately.
- Teachers are responsible for the curriculum, content, techniques and discipline in the classroom. Concerns over unacceptable behavior should be reported to the staff at once.
- Have fun!



## Confidentiality

- While on campus, you may overhear conversations regarding staff and/or students. These conversations must remain confidential. Academic and personal information volunteers overhear about a student may not be shared with neighbors, friends, or other parents.
- All communication with parents should be handled by the teacher or the school staff.

## Frequently Asked Questions

### How do I become a volunteer?

All San Elizario ISD volunteers and interns/observers must complete the volunteer application online. On the application you will have the opportunity to list your skills, interests and preferred school location, grade level and type of volunteer service.

Please see procedures below:

- Volunteers/interns/observers must **first** visit the campus/department where services will be conducted.
- Designated campus/department personnel will provide the TEAMS Application link and will assist with the application process. **A copy of identification must be attached to the application.**
  - **Volunteer must provide the district with a copy of a valid driver's license or another form of identification containing the person's photograph issued by an entity of the United States Government;** Texas Education code 22.0835.
  - Once the application is submitted and background check has been cleared, applicant will receive an email to the email listed on the application notifying them of their status. Phone calls will not be made. The process is not complete until applicant is issued a Badge by the Human Resources Department.
- **Student Observers/Interns** will need to attach their syllabus to the TEAMS application and will not be allowed to observe during student testing dates.
- **Processing is completed on Tuesdays and Thursdays.**
- Applications expire the last day of the school year.



### **I am a current SEISD Employee; can I still volunteer?**

Yes! In order for an employee to be processed as a volunteer, campus personnel (i.e. teacher, counselor, coaches or other designee) must submit employee name via email to the Human Resources Department. Please refer to the volunteer instructions above. Employee must obtain a volunteer badge.

### **I am not a teacher; can I still volunteer?**

Yes! A teaching background is not required because a volunteer works under the direction of the professional staff and always assists in a supervised setting. The qualifications needed to be a school volunteer are a personal desire to help, sincere interest in students, ability to follow school procedures and policies and a willingness to make a definite time commitment.

### **Why do I need an ID badge? The teacher knows who I am.**

It is true, that your child's teacher knows you, but other campus staff may not. By wearing a name badge designated for volunteers, you will be immediately recognized as a person whose specific purpose is helping staff and students. Your name badge will enable staff to recognize you as a registered volunteer and an important part of the school's educational team.

### **Why do volunteers have to sign in?**

For security reasons, and in case of an emergency, it is important for staff to know who is on campus and why.

### **Why do I have to log my volunteer hours?**

A record of volunteer hours enables the school/district to evaluate its volunteer program and recognize its volunteers for their contribution of time. The hours spent volunteering are an indicator of parent involvement and an example of the commitment to quality education in our school district.

### **I'd like to volunteer, but I can't offer my services on a regular basis. Can I still volunteer?**

Yes! You may be a special activity volunteer who is involved with special school projects. This time commitment for the volunteer job depends on the specific project. You can also work from home (i.e. phone calls, cutting, coloring, etc).



### **I would like to volunteer, but I have a pre-school child. Can I bring my child with me?**

We love children but want to protect them from the hazards that may be present in the campus work area (hot laminating machines, paper cutters, scissors, etc.). For their safety, we ask that preschool children not accompany you when you volunteer. Instead, please visit with your campus volunteer coordinator to see if there are volunteer tasks you could do from your home.

### **What if I don't feel qualified to perform the assignment I have agreed to undertake?**

Please feel free to say so. We want you to have a positive experience. Talk to the campus volunteer coordinator for reassignment.

### **What if something happens and I can't make my scheduled time to volunteer?**

Dependability is important, but unexpected schedule changes occur. If an illness or any emergency arises, please call the campus office as soon as possible. Ask the office staff to get a message to the teacher or leave it on the teacher's voice mail.

### **What do I do about student discipline?**

Simply nothing. Disciplinary action is the legal responsibility of teachers and school staff. Volunteers should never be put in a position of having to enforce discipline. Immediately notify the teacher, or office staff, if you are encountering a discipline problem.

### **Should I tell my neighbor if I see her child misbehaving at school?**

Adults in the school environment have the responsibility to maintain the child's confidentiality. Sharing tidbits about a child's behavior or academic progress at school is inappropriate and could be detrimental to a child who is still learning to control him or herself. Even sharing "good stuff" can be damaging. We ask that our volunteers respect the privacy of each child as required by the Family Educational Rights and Privacy Act (FERPA) that governs student information.

### **What if I observe something about which I am concerned?**

Do I tell the parents? Absolutely not. It is not a volunteer's job to contact the parents about anything occurring in the classroom or at the school. Please do let the teacher or principal know your concerns. Teachers are governed by multiple legal obligations and restraints. The teacher's responsibility is to decide when it is necessary to take further action.

### **What if I have questions about my child?**

Please arrange for a separate time to conference with your child's teacher. Volunteer time is valuable and is often tightly scheduled.