VOLUNTEER
LEADING TO A BRIGHT FUTURE
LEANDER ISD
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Board of Trustees

The Leander ISD Board of Trustees is elected by the LISD community to govern and set policy for one of Texas' fastest-growing school districts.

The Board of Trustees creates the vision and goals for the district and selects the Superintendent, who serves as the district's Chief Executive Officer. Together, the Board of Trustees and Superintendent form Leander ISD's "Governance Team."

District Vision & Goals

The LISD Vision is "engage, inspire, achieve for lifelong success."

The LISD Goals are:

1. Maximize academic growth for each student.
2. Prepare each student for college and career success.
3. Inspire the whole child.
4. Engage each student in relevant learning.
5. Ensure a world class workforce focused on student achievement.
6. Manage district resources effectively.
7. Communicate effectively with our community to build relationships.

Leander ISD is a place where care and concern for every student, parent and partnership is at the heart of everything we do. Our Guiding Documents — the Learning Model, 10 Ethical Principles, the Graduate Profile — are the foundation of who we are and ensure that we maintain a great learning environment for all students.
**Purpose**
The purpose of the Leander ISD Volunteer Program is to enrich the quality of education for the district’s students by providing opportunities for parents and community members to become actively involved in Leander ISD schools.

**Welcome**
On behalf of our more than 40,000 students, we want to thank you for being part of our district’s outstanding volunteer program!

Leander ISD would not be a destination district for teachers and families without community members just like you. Your commitment to education is shown through your engagement, and I hope your experiences this year are rewarding and memorable.

Our volunteer program began 35 years ago, and while our district has certainly changed since that time, our volunteers’ enthusiasm for education and passion for serving our students, staff and schools remain the same. Whether you spend your day interacting with students, stuffing Wednesday folders, serving as a Room Parent or with Watch D.O.G.S., you are making a world of difference.

Your interest, time and energies will enhance the services our schools can provide for all Leander ISD students. In your work as a volunteer, it is important to know that our students look to you as role models. Because of this we have created a volunteer handbook that explains the important role you play as a volunteer.

There has never been a more exciting time to be a part of the education community in Leander ISD. Thank you for giving of your time and talents!
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The Importance of Parent & Community Involvement

We know that each of you contributes an amazing amount of time and talent to Leander ISD campuses. But one of the most important aspects of parental involvement in our schools is what your presence says—not only to your own child—but to all students... “Education is Important!”

Who can become a volunteer?

Any family member, community partner or district employee at least 18 years of age and has completed the LISD volunteer application and been approved through a Criminal Record Check (CRC).

- Parents
- Community members
- Business partners
- LISD staff
- Mentors and tutors
- One-time guest speakers
- Science fair judges
- Booster club members
- PTA/PTO groups

Currently enrolled Leander ISD students may volunteer in our district under the supervision of a district employee. Homeschool, private and/or charter school students (any non-LISD students) must comply with the age requirement listed above.

What does a volunteer do?

An approved LISD volunteer may serve in a variety of ways depending on their interests, availability and the campuses needs. Stuffing envelopes, cutting box tops, laminating, working carnivals, chaperoning field trips, mentoring, participating as a Watch D.O.G.S., PTA/PTO member, booster club, LEEF or Literacy Partners are just a few of the opportunities to volunteer in LISD!

How do I become an approved volunteer?

Complete Online Application:

- A NEW registration must be completed this year
- Once approved, access to your volunteer account is located on the LISD Volunteer webpage

Criminal Record Check (CRC):

- All applicants will be processed through a real-time background screening, to include an in-state DPS screening, Texas county court and a nationwide search
- Allow 2-3 business days for processing

Once Approved:

- The applicant will receive an email from the domain ezcommunicator.com (be sure to white list these messages) with their approval status and login credentials for their volunteer account
- Communications will be sent regarding events, news, meetings and volunteer opportunities based on the specific campus(es) chosen in the volunteer profile
- Attend a volunteer orientation at home campus
- As part of standard school safety practices, all volunteers and visitors to Leander ISD campuses must provide a photo ID each time they visit a site
Opportunities Requiring Additional Trainings

Off-Campus Event/Club Chaperone
An Off-Campus Event is defined as any school sponsored event/club taking place on or off campus, after regular school hours or over-night trips*. Examples of a school sponsored event/club include, but are not limited to: Destination Imagination, Robotics, Band, Dance, Student Council. Volunteers interested in serving as a chaperone responsible for administering medications and maintaining protected health information, during an off-campus event, will be required to attend a specialized training and receive clearance from the Leander ISD District Nurse. The completion of this training will allow the volunteer to serve in this role for the current school year. For current training dates and locations, please visit the LISD Volunteer webpage.
*Field trips taking place during regular school hours do not fall into this category.

HEROES Mentoring
Our HEROES mentoring program in a one on one, school-based program. All meetings will occur on school property during normal school hours. To become a trained HEROES mentor, there is a one and half hour required training prior to serving in this role. Training dates and more information can be found on our HEROES Mentor page.

Volunteer Management System
EZVolunteer
The NEW software program used to screen, recruit, track and engage volunteers.

Logging Hours
Volunteers will be asked to record the hours they served directly in their personal volunteer profile. Tutorial Video on how to log your hours.

Why Track Volunteer Hours
Engagement Equals Student Success
Because the research shows student outcomes improve when parents actively participate in their children’s education, family engagement has become a vital part of our culture. Making sure that family and community members are matched to useful volunteer opportunities and recording hours helps quantify that engagement when looking at the whole child and student success.

Community Partners Seek ROI
Collaboration between your school and local partners highlights the business or organization that is working with your students. Often the partner is contributing employee time, as well as other material and supplies. Tracking all those hours and their value, and then sharing that back with those organizations shows your commitment and can help build an even stronger, sustainable partnership.

Time Is Money
When your school can demonstrate on a grant application how many community members are engaged the chances of a grant award only goes up. When you can provide quantitative data on volunteer hours the odds improve even more. In fact, more and more socially minded, nonprofit organizations require engagement metrics either as part of the application or as part of the reporting of outcomes. Make your application stand out with verifiable details like growth in volunteer numbers and hours, year over year.
Volunteer Expectations and Guidelines

**Attitude & Professionalism**
Respect, care and concern for every student, parent and partnership is at the heart of everything we do. Although the job is voluntary, the commitment is professional.

- Be on time
- Be dependable
- Be confidential

**Adhere to Rules for School District**

- Keep in mind that you are a role model for students
- Know your campus resources. Learn which restrooms, cafeteria lines, phones, parking lots, libraries, copiers, and bulletin boards, etc. are available for use and when
- Alcohol consumption, smoking and/or tobacco use is strictly prohibited on the campus. This includes parking lots, stadiums and outside fields
- Respect the teacher's time. All personal concerns should be addressed at a scheduled parent conference
- Be flexible to changing needs and schedules at each campus
- School equipment should not be used for personal purposes
- Make sure your cell phone is silent while on campus
- Please ask your campus volunteer coordinator for individual campus administrator guidelines regarding bringing young children to the campus when volunteering
- Remember that you are included in the day’s lesson plan – the staff and students count on you to be there. If illness or any emergency arises, please call the campus office as soon as possible
- Your home or meeting place is considered an extension of the school whenever the interest of the school is involved on or off school grounds in conjunction with/or independent of classes and school-sponsored activities. All rules and policies are to be enforced
- As a representative of Leander ISD, avoid expressing differences of opinion or dissatisfaction with teachers, staff, administrators or other volunteers while on campus
- Volunteers should not photograph or record any students who are not their own, without prior permission from teacher and or campus principal
- Any volunteer who discusses students (by name or in general reference) in a disparaging manner, through social media or other public forum, can be removed from the volunteer program

**Dress Code**

- No clothing featuring pictures, emblems, writings, or slogans that are lewd, offensive, risqué, vulgar, obscene, provocative, or that convey hate messages or racially, religiously, or ethnically demeaning messages may be worn (including jewelry or accessories)
- No dress or grooming shall disrupt the learning environment or create a health or other hazard to a student’s safety or the safety of others
- No apparel or accessories shall depict tobacco products, alcoholic beverages, drugs or any other dangerous, prohibited, or controlled substance
- No clothing or accessories that promote violence, weapons, bombs, illegal acts, or anything that could be construed as provocative or offensive or otherwise distract from the learning environment, as determined by the administrators
- No pajamas, sleepwear, or house slippers of any kind
- No clothing that is too tight such as spandex/Lycra unless worn with a dress, skirt, or tunic (using the standards that are applied to shorts, skirts, and skorts)
- No holes in apparel that expose any areas that are not allowed by this dress code
Pants, Jeans:
- Shorts, skirts and skorts must be at fingertip or mid-thigh length as measured with relaxed shoulders
- Pants, jeans, shorts, skirts and skorts must be worn at the hip and cover undergarments

Shirts, Blouses, Sweatshirts, Sweaters, Vests, Jackets, Coats:
- No strapless tops, spaghetti-strap tops, backless, halters, large armholes, or off-the shoulder tops
- No low necklines (which reveal cleavage)
- No see-through or mesh shirts
- Tops must meet the beltline, and must not reveal undergarments or skin
- No full-length jackets and coats such as those commonly referred to as “trench coats” or “dusters”

Eyewear and Accessories:
- No sunglasses shall be worn in building
- No metal-studded collars, choker chains, armbands, wristbands, chains, or other metal-studded accessories are permitted

Headgear:
- Hats, caps, sweatbands, scarves, bandanas, doo-rags, hoods, and other headgear shall not be worn inside campus buildings without administrative approval

Cash Handling Procedures
- There may be times when volunteers are involved in activities where money is being collected
- Volunteers are prohibited from collecting or handling district money without the approval and direct supervision of trained LISD staff
- PTA and booster club representatives are responsible for the collection and handling of their organization’s funds. PTA and booster club money should never be commingled with district funds
- Any questions about cash handling procedures can be directed to the campus administrative assistant or bookkeeper

Cash Receipt Procedures
- All cash collections received for fees, dues, sales, fundraising, etc. must be deposited upon receipt. All funds must be supported by some type of record documenting the source and amount of funds. Such documentation should be readily available for audit purposes.
- It is recommended that deposits be made daily if the total receipts on hand exceed $250.00. If daily receipts are less than $250.00, deposits shall be made within one week even if the receipts for all days combined are less than $250.00. All money must be deposited prior to holidays and weekends.

Safety, Security & Confidentiality
Safety and security are our top priority. We believe relationships are critical to successful schools, and ultimately, our families and students are the best partners in keeping our schools safe. Our principals and school administrators investigate every reported tip or threat. We work with law enforcement and take quick and appropriate action, including notifying families, if there is a valid danger on campus. We ask all our families and students to please share any information regarding school or student safety by either directly contacting a school staff member or by using our anonymous alert system. As we continue to grow, we will continue to explore, to collaborate with other school districts, and to find new ways to improve safety and security.
Visitor Management System (Raptor)

For the purpose of protecting students, staff, volunteers and visitors, LISD utilizes Raptor, a visitor management system for tracking and checking against the public sex offender database.

- Anyone entering a school building must **SIGN-IN AND SIGN-OUT** using Raptor each time they visit. In the event of an emergency, staff must be able to immediately account for everyone on site.
- Any visitor requesting to go beyond the front office must provide a state issued driver’s license or photo identification for scanning against the database and for printing a **temporary Raptor badge**. This is not a criminal background check; no other information is searched, provided or stored. Any visitor not wearing a Raptor sticker should be redirected to the front office or immediately reported to the campus/department administration.

Emergencies

**Policies CKC & CKD**

Each campus/department has a plan for emergencies. The plan includes procedures for such emergencies as fires, tornadoes, and other emergency situations. Emergency drills will be conducted to familiarize employees, students and volunteers with safety and evacuation procedures. It is very important to follow the administration’s instructions. Everyone must participate.

Each campus is equipped with an automatic external defibrillator (AED) for restoring a regular heart rhythm during sudden cardiac arrest. AED and CPR training are encouraged for properly responding to an emergency. If an AED is used, complete the form inside and follow the reporting procedures as listed on the form.

Please report any injuries, accidents or damage to property to campus administration as soon as possible. You are encouraged to use a campus phone when calling 911 so that the location is displayed to dispatch, a cell phone will not show location. All campus phones can direct dial 911 or dial 7 then 911.

Fire extinguishers are located throughout all LISD buildings and available for use for fire emergencies. If a fire extinguisher is used or missing, report it to the campus administration for maintenance or replacement.

Safety

Students must always be properly supervised. All student activities are to be age appropriate for safety.

**Policy CK**

LISD has developed and promotes a comprehensive program to ensure the safety of its employees, students, volunteers and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. Program activities intended to reduce the frequency of accident and injury include inspecting work areas and equipment, training frontline and supervisory staff, establishing safe work procedures and regulations, reporting, investigating, and reviewing accidents, and promoting responsibility for LISD property on the part of students, employees, and the community. Security cameras are used in certain high-risk areas that have been identified throughout LISD.

All unsafe conditions or practices shall be reported to the campus/department administration or to Risk Management for review. In addition, all employees and volunteers must comply with all local, state, and federal regulations. Employees and volunteers can be held personally responsible for repeat violations including citations written directly to them by local, State or Federal agencies and subject to disciplinary actions.
Hazardous Communication Standard

Employees or volunteers are not allowed to bring any chemicals onto LISD property that have not been approved to be used or stored per district policy, DI Legal and as required by state and federal law.

The Hazard Communication Standard (HCS), revised in 2012, requires that all employers provide Safety Data Sheets (SDSs), for each hazardous chemical, to users to communicate information on these chemical hazards. Prior to the rule revision, employers were required to provide Material Safety Data Sheets or MSDSs. However, the format of information presented on MSDSs was not strictly regulated. The information contained in the SDS is largely the same as the MSDS, except now the SDSs are required to be presented in a consistent, user-friendly, 16-section format.

The 16 sections of an SDS are as follows: sections 1 through 8 contain general information about the chemical, identification, hazards, composition, safe handling practices, and emergency control measures (e.g., firefighting). Sections 9 through 11 and 16 contain other technical and scientific information, such as physical and chemical properties, stability and reactivity information, toxicological information, exposure control information, and other information including the date of preparation or last revision. This information should be helpful to those that need to get the information quickly.

All hazardous chemicals must be properly labeled and have an SDS available. If an accident or spill should occur, refer to the label or the SDS for proper emergency information or for proper clean-up instructions. Campus areas such as Science, Cosmetology, Shops and other areas that uses or stores chemicals must retain SDSs in their immediate area. Support Departments such as CNS, Custodial and maintenance must retain SDSs in their work area. LISD Contact: Environmental Safety and Security Specialist 512-570-0136 ext.: 10136

Safe Interaction with Students

We expect all volunteers to set the example for students that will serve them well in their own conduct and behavior and contribute toward a school atmosphere that is friendly and promotes students learning.

Communication

- Do not engage in social networking with students via Facebook, MySpace, Instagram, Snapchat, Vine, Twitter, YouTube or any other social networking website to initiate or maintain relationship(s) with any student that is not consistent with appropriate professional behavior and/or boundaries
- Do not say or write things to a student that you would be uncomfortable sharing with the student’s parents, district/school administrators or the teacher you are working with
- Do not make any comments that are based on gender or could be construed as sexist
- Do not make any comments and/or innuendos that are sexual in nature or could be construed as sexual
- Do not make jokes that belittle or diminish another person
- Do not give students compliments that focus on physical attributes
- Do not initiate conversations or correspondence of a private and/or personal nature with students

Working Alone with Students at School

- Always keep the door open and lights on
- Do not post anything on class windows that would obstruct a clear view into the room
**Sexual Harassment**

Sexual harassment is any unwelcome, unsolicited behavior of sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that interferes with the life of the targets. Consequences of sexual harassment are listed in the Student Code of Conduct and Employee Handbook.

**Adult-to-Adult Sexual Harassment**

Any unwelcome sexual conduct that affects an employee’s/volunteer’s work performance is sexual harassment

- **Two Types**
  - Quid Pro Quo (something for something)
    - A supervisor conditions a benefit on sexual favors such as firing, hiring, demoting, increasing pay or granting a transfer
    - Even if the other party agrees, it can still be sexual harassment
  - Hostile Environment
    - Can be created by anyone through jokes, stories, pictures or conversations

- **Its effects**
  - interfering with work performance
  - creating an intimidating, hostile or offensive environment

**Adult-to-Student Sexual Harassment**

- Adult-to-student harassment is never appropriate. Don’t get yourself in a situation where it even can be alleged
- If you suspect a volunteer or staff member is harassing a student, you must:
  - Report it to the campus administrator or supervisor immediately
  - Report it within 48 hours to CPS or local law enforcement if you suspect abuse
  - Cooperate in an investigation

**Student-to-Student Sexual Harassment**

- Respond appropriately
  - Stop the behavior and report it to a campus administrator or supervisor
  - If you suspect child abuse, report to authorities (CPS and/or police) and to a campus administrator

**How is Sexual Harassment Judged?**

- Using a reasonable person’s point of view, it’s judged by:
  - Frequency, severity; how threatening or humiliating, and affecting one’s work
  - Sexual harassment is in the eye of the beholder, not in the intentions of the person doing the action.
- Use this informal test:
  - If it were reported on the front page of tomorrow’s newspaper, would it be okay?
  - If your answer is, “No,” then STOP!
  - Change your behavior before someone changes it for you.

**If You Feel Harassed**

- Tell the person to stop
- If the behavior doesn’t stop, tell the campus administration
- If an administrator is doing the harassing, report it to the district
Child Abuse and Neglect

In Texas, anyone who suspects that a child is being abused or neglected has a legal obligation to report it. Legal Definitions of Abuse according to the Texas Family Code.

Abuse

• Physical abuse is a physical injury that results in substantial harm to the child, such as bruises, fractures, or death. It also can include a genuine threat of harm even if there is no visible injury.

• Sexual abuse is sexual conduct harmful to a child's mental, emotional, or physical welfare. This includes fondling a child’s genitals, penetration, indecent exposure, and exploitation through prostitution or producing pornography.

• Emotional abuse is an action that results in a marked impact on a child's growth, development, or psychological functioning. Emotional abuse includes extreme forms of punishment such as confining a child in a dark closet, habitual scapegoating, or belittling to the point that it results in noticeable effects on the child's daily functioning.

Neglect

• Neglectful supervision means placing a child in a situation that requires judgment or actions beyond what the child is physically or mentally capable of doing and results in bodily injury or a substantial risk of immediate harm to a child.

• Medical neglect is failing to get or follow up with medical care for a child when the lack of care results in physical injury or in a marked impact on a child's growth, development, or functioning.

• Physical neglect is the failure to provide a child with food, clothing, or shelter necessary to sustain the life or health of the child. Physical neglect can include a situation where the home environment presents a health or safety threat to children.

• Abandonment and refusal to accept parental responsibility are two other categories of neglect.

• Failing to protect a child from any situation described above also falls under the definitions of abuse and neglect.

Reporting

Call the Abuse Hotline toll-free 24 hours a day, 7 days a week, nationwide, or report with the secure website and get a response within 24 hours.

By Phone: 1-800-252-5400
Online: Texas Abuse Hotline

Refer to the Texas Department of Family and Protective Services (TxDFPS) - Child Protective Services (CPS) website for more information.
Maintain Student Confidentiality and Privacy

- As part of your volunteer service on a campus, you may have access to certain private and/or confidential information about students. Volunteers agree to comply with all applicable rules and laws regarding student confidentiality and privacy.
- FERPA: Family Educational Rights & Privacy Act protects the privacy of student records. A student record is defined as any document that contains information directly related to a student (i.e. discipline reports, attendance records, test scores, written student statements, grades, transcripts, meeting notes, Sp.Ed./504 records, etc.).
- Other privacy laws exist that prohibit volunteers from verbally sharing information, communicating about a child other than their own, or identifying a child on social media without express permission.
- Volunteers should understand that the academic and personal information they know about a student should be shared only with the appropriate teachers and school staff and should not be shared with neighbors, friends or other parents.
- Unless otherwise specified, all communication with parents should be handled by the teacher or school staff.

Parent Information and Confidentiality

- As an LISD volunteer, it is important to ensure that any parent and/or student information (including email addresses) you may be given access to, will be treated respectfully and confidentially. Therefore, please keep in mind that parent’s personal email addresses may only be used to communicate on approved topics such as: notification of classroom events, upcoming school functions, school volunteer opportunities, etc. Volunteers should not send unauthorized or non-school related emails to parents’ personal email addresses. This includes emails of a personal nature, emails that advertise or market non-school related items or activities, and emails discussing confidential information about another student, parent, or staff member.
- Please note that LISD must comply with privacy laws by ensuring that all staff members and volunteers who have access to confidential information ONLY use that information as authorized. Unauthorized use of confidential information, including parents’ personal email addresses, can result in removal from the volunteer program.
- Because parents have not consented to share their personal email address with other parents, best practice is to “bcc” email recipients. This ensures that each email recipient does not see the email address of all other parents in the classroom/campus.

Outside Legal Matters

Volunteers certify that there are no outside legal matters that would interfere with their ability to perform their volunteer duties. (Examples: a parent who has restrictions on visitation with their child, active restraining orders related to a student or employee on the campus, etc.). If any legal restriction is put in place, the volunteer understands that he or she must notify the principal at their assigned campus and Shannon Lombardo, District Volunteer Coordinator.
**The Principal is the LEADER**

Volunteers should always work within the rules of the school as set by the principal. The campus principal has the final say as to what can and cannot be done on the campus. Teachers are responsible for the curriculum, content, techniques and discipline in the classroom.

**You Are Part of Our Education Team**

Volunteers who are committed to helping students succeed are important members of the school team. These individuals are essential to bringing the community into the school. Students need contact with individuals who can share experiences and bring other perspectives into the classroom. They need adults who can guide them through the learning process.

**Goals:**

- Enrich the curriculum
- Enrich children’s learning opportunities
- Provide help for individual students
- Provide opportunities for meaningful service
- Relieve teachers of some non-instructional tasks
- Enhance a school and community partnership for quality education
- Enhance all aspects of the educational process

**Working closely with the classroom teacher and school staff includes:**

- Following the direction of a school staff member
- Respecting the privacy of teachers and students by not discussing school matters away from the classroom
- Understanding that evaluation of a student’s learning can only be done by the teacher
- Seeking help from the teacher when you need additional information or instruction
- Enjoy working with students by:
  - Finding ways to establish a good rapport with students
  - Providing help and assistance without doing the work for students
  - Showing a genuine interest in each student
  - Accepting each student and encouraging the best from him or her
  - Using patience and kindness

**Volunteer Placement**

- Your volunteer assignment is determined by your skills, interests and preferences, as well as the volunteer service needs of individual schools and teachers
- Volunteers are placed in classrooms where teachers have specifically requested assistance. Feel free to discuss your preference with the school’s volunteer coordinator
- Sometimes a volunteer placement may not be the right fit for the volunteer, teacher, student or campus. If your volunteer placement does not work for you, for whatever reason, please let your campus volunteer coordinator know immediately
- In supporting the best interests of our students and the district; a principal or district administrator has the authority to remove a volunteer from their position, if the partnership has proven to be unsuitable
Helpful Hints when Working with Students

Listening to a student is one of the most important things you can do for them. It helps to teach most of the basic skills students need.

When Speaking to Students:
- Use a tone of voice that will encourage and make them feel confident
- Show an interest in what each student says
- Avoid comparing students and their work
- Give students a choice only when you intend to abide by the choice
- State directions in a positive form (e.g., “Use the blocks for building,” rather than “Don’t throw the blocks”)
- Your goal should be the success of the students

Basic Skills Students Need That Volunteers Can Help Develop:
- How to pay attention
- The desire to listen
- Body awareness: How it works and where it is in relation to the environment
- Language skills: Be able to ask questions when they do not understand
- The ability to verbally express themselves
- The ability to carry on a conversation with other students and adults
- The ability to understand different sounds
- Knowledge of time and space
- Understanding and use of numbers
- Planning a task and following it through
- Problem-solving at their own level
- A good self-image
- Getting along well with students of their own age

Assisting Students in their Learning:
- Students learn by doing versus passive observation
- Students learn by asking questions and by searching for answers to their questions. Ask students questions that may lead to the correct answer instead of telling them the answer directly
- They learn by discovery. Let students discover properties of materials by themselves, e.g., let them discover which materials are attracted by a magnet
- They learn by using all their senses when possible. Encourage students to feel, smell, taste and listen, as well as look at objects
- They learn by experimenting. Let students try new methods of doing things even though you already know an easier way
- They learn by sorting and combining objects. Let students sort and combine according to their own ideas, e.g., shapes or sizes rather than colors
- They learn by repeating experience. Give the students as much time as they need (often weeks or months) to understand a new idea
- They learn by building confidence in themselves
Volunteer Coordinator Duties

What is a volunteer coordinator?
The role of the campus-based volunteer coordinator is vital to the success of the school and the students it serves. The volunteer coordinator’s job is to connect volunteers to specific tasks/jobs or special events at the campus. The position could encompass acting as a recruiter, screener, trainer, supervisor and advocate.

What’s First?
• Make sure YOUR volunteer profile is updated and submitted for renewal each year. Please remember that anyone interested in volunteering in Leander ISD schools, including booster clubs, mentoring, PTA/PTO, literacy partners, etc., must complete an online volunteer application and criminal background check.
• Attend a volunteer orientation if you are a new volunteer.

Connecting
• Connect and collaborate with other volunteer leaders on your campus (PTA/PTO presidents, Watch D.O.G.S., booster presidents, etc.) to serve in the most efficient capacity.
• Meet with the campus principal and decide together what is reasonable and a priority.
• Helpful points to discuss:
  o Which person will you directly report to on campus?
  o Regular communication. The principal will generally be glad to get an update. This might be a monthly memo via email or simply part of your newsletter updates.
  o Discuss existing campus programs you want to continue/improve and programs you would like to implement.
  o What school procedures do the volunteers need to follow?
  o What equipment can volunteers use and when?
  o Can you attend a faculty meeting to let staff know how the volunteer program can help meet their needs and how they can contact you?
  o Recruit, recruit and recruit!

Communicating
• Each campus volunteer coordinator should be registered in the EZVolunteer system and will be assigned by the District as a Volunteer Coordinator with specific rights to research and interact with volunteer groups at their campus.
• Hosting a volunteer orientation or two for your new volunteers is a great way to engage and include new parents and community members. * The orientation can provide new volunteers with helpful information about school procedures, student/campus confidentiality, signing in/out procedures, knowing where materials are kept and where to find help and assistance. You may wish to have several at different times in order to accommodate busy schedules, etc.
  *A Volunteer Orientation PowerPoint has been designed (and can be customized for your campus) to assist with these meetings. This tool is located on the LISD volunteer webpage.

Identifying
Volunteers are required to sign-in as a visitor through the Raptor system prior to entering the building. Volunteer name badges are not required but are encouraged to identify those serving in a volunteer role versus just visiting the campus. The new volunteer management system, EZVolunteer, will allow for the campus volunteer coordinator to print name badges for all active volunteers assigned to the campus, if they choose to do so.
Managing Volunteers Districtwide

When volunteers register, they can choose any number of schools to volunteer. Once approved their record will appear on the school list at each campus. Coordinators can add comments to a volunteer record that are shared with campus coordinators for a districtwide profile of the volunteer.

Creating Opportunities

As a Volunteer Coordinator, you will have the ability to create Opportunities (tutorial video) for upcoming and ongoing events at your campus. Adding a Form (tutorial video) is the tool used to assign multiple shifts to an Opportunity. You will also be able to assign volunteers to become an Opportunity Coordinator(s) (tutorial video) for specific events.

At off-campus events, Volunteer and/or Opportunity coordinators can sign a matched volunteer in and out or record hours for all volunteers who signed up after the event. Alternatively, a volunteer can sign in online, view and log their own hours.

Tracking Service Hours

Encourage and train volunteers to enter service hours worked. Tracking hours will help the campus quantify time spent on certain projects and events allowing for a more accurate planning and budgeting process. Volunteers will also be able to use this resource to promote their own community service experiences to showcase through resumes and social network for professionals.

Orientation Outline

- Introductions and thank you
- District/campus guidelines
- Sign in procedures
- Overview of Volunteer/PTA website and its use in posting news and links to events
- Who to notify with scheduling issues or absence notification? Most scheduling conflicts can be handled through the EZVolunteer website as schedule changes warrant; however, volunteers should notify the volunteer coordinator or campus staff if last minute conflicts arise that would keep them from making their commitment. Remember to review www.leanderisd.org/calendar that could affect their volunteering, such as holidays, testing schedules, or early release days
- Q & A - Always give them a chance to ask questions
- Campus tour

What’s Important?

- Make COMMUNICATION with your volunteers a priority. All our volunteers need to feel supported and that they are a part of the school community. Ongoing support is a hallmark for effective volunteer programs
- Delegate when you can. You might be able to identify some other volunteers who can take on some of your tasks. Make it a team effort if possible
- Establish defined boundaries. Remember that your role as volunteer coordinator is different than your role as a parent at the school. As a leader at the school, you will likely have different roles with the staff, students and their families than other parents. Try to keep those roles distinct and help others understand when you are functioning as the volunteer coordinator and when you are functioning as your child’s parent. Your role at school should make a positive impact on your child’s education
- Understand the school culture and system, how things work, how staff members interact and what they expect of you
IN AN EMERGENCY
WHEN YOU HEAR IT. DO IT.

LOCKOUT! Get inside. Lock outside doors.

STUDENTS
- Return inside
- Business as usual

TEACHER
- Bring everyone indoors
- Lock outside doors
- Increase situational awareness
- Business as usual
- Take attendance

LOCKDOWN! Locks, lights, out of sight.

STUDENTS
- Move away from sight
- Maintain silence
- Do not open the door

TEACHER
- Lock interior doors
- Turn out the lights
- Move away from sight
- Do not open the door
- Maintain silence
- Take attendance

EVACUATE! To the announced location.

STUDENTS
- Bring your phone
- Leave your stuff behind
- Follow instructions

TEACHER
- Lead evacuation to location
- Take attendance
- Notify if missing, extra or injured students

SHELTER! Hazard and safety strategy.

STUDENTS
- Hazard: Tornado
- Safety Strategy: Evacuate to shelter area
- Tornado
- Hazmat
- Earthquake

TEACHER
- Lead safety strategy
- Take attendance

HOLD! In your classroom. Clear the halls.

STUDENTS
- Remain in the classroom until the “All Clear” is announced

TEACHER
- Close and lock classroom door
- Business as usual
- Take attendance

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