

# VOLUNTEER HANDBOOK

2013-2014





## **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, Volunteers!**

The staff and administration wish to express their appreciation to you for assuming an active role in our schools. Your interest, time and energies will enhance the services your 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. We hope you will find personal satisfaction in giving back to our students.

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!

### **Shannon Lombardo**

*Director, Community Services*

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**Leander ISD's Volunteer Program**



## Superintendent's Message

Dear Volunteer:

Thank you for serving as a volunteer in Leander ISD and demonstrating to countless students your commitment to high-quality education.

Because your time as a volunteer benefits all children throughout the district, you are joining with us to create links in a chain. These links—accessing college- and career-readiness opportunities; closing the achievement gap; focusing on the critical factors in the Learning Model; and emphasizing students' physical, social and emotional well-being—are forming a support structure that we believe will guarantee success for every student. We cannot do this alone and will continue to rely on our volunteers, parents and community partners to help strengthen our school system.

Since our volunteer program began in 1984, many of the faces have changed, but our volunteers' enthusiasm for education and passion for serving our schools remains the same. Whether you spend your day interacting with students, stuffing Wednesday folders, serving as a Room Mom or Watch D.O.G.S., you are making a world of difference. Though you may not realize it, you are helping to mold a child's confidence and attitude toward school in a positive way.

We believe that the LISD volunteer program is a vital part of the district's purpose to educate all students to their highest level of academic performance, while fostering self-esteem and responsibility.

Again, thank you for volunteering and putting our students first!

Sincerely,

Bret A. Champion, Ed. D.  
Superintendent of Schools  
Leander ISD

*As parents, we are the owners of the public school system. As owners, we bear a responsibility to participate in the schools. Accountability for the schools, its employees and funding, rest with us and the rest of the school's owners. Our children's future depends on the improvement of the public schools, and school improvement depends on our participation.*

*- President Woodrow Wilson*



## Parent 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 aspect of parental involvement in our schools is what your presence says - not only to your own child - but to all students...

**“Education is Important!”**

### How Do I Volunteer?

#### Application:

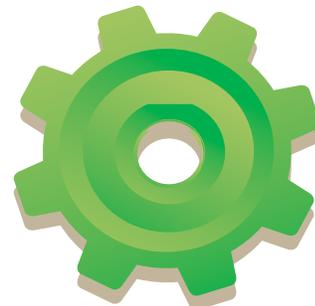
- Submit application online through LISD [volunteer services](#).
- Make sure all steps are complete
- Confirm when finished

#### Criminal Record Check (CRC):

- Information is then pulled and sent for background check
- Reports are securely sent to LISD administration only

#### Approved:

- Information from CRC is uploaded into a district site
- List of approved volunteers will be uploaded to the campus volunteer/PTA website.
- Attend a volunteer orientation
- Campus coordinator will contact you about volunteering opportunities or you may check the campus volunteer/PTA website for upcoming events



### Volunteer Expectations

#### Attitude:

- Volunteers are responsible for maintaining a professional attitude.
- Take your volunteering seriously - the kids you serve do!

#### Sign In & Out:

- Every person in the building must be identified if the school is to be a safe learning environment for the students. Please sign-in each time you come into the building. It is also important for you to sign-out when you leave the school. In the event of an emergency, the staff must be able to immediately account for everyone in the building. While in the building, volunteers should always wear an ID badge - 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 education team.
- Signing in and out allows the district to track volunteer hours for program evaluation and recognition - so we can say *“Thank You”* for your service to our schools and children.
- 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 is an example of the commitment to the quality education in our school district.
- Raises awareness of the value of **ALL CAMPUS ORGANIZATIONS** and **ALL AREAS** where parents support your school (booster clubs, for example).



## Wear Professional Attire

### Shirts/blouses:

- No tank tops, strapless tops, spaghetti strap tops, backless or off- the- shoulder tops
- No low necklines
- No see-through shirts or shirts that are too tight
- Tops must meet the beltline, not reveal undergarments or skin

### Dresses, Skirts, Shorts, Skorts, Capris:

- No biker shorts or wind shorts
- No shorts, skirts or skorts that are too tight or sag; no spandex/lycra

### Pants, Jeans:

- No jeans that are torn or have holes in them in inappropriate areas
- No pajama wear

### Other:

- No item worn may advertise or depict tobacco, alcohol, drugs or any other substance prohibited under Board Policy (ex. weapons, bombs, illegal acts, violence, etc.).



## Adhere to Rules for School District

- Smoking and/or tobacco use is strictly prohibited on the campus. This includes parking lots, stadiums and outside fields.
- Keep in mind that you are a role model for students.
- 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.
- Use of personal computers is not allowed on any LISD facility.
- School equipment should not be used for personal purposes.
- Please be courteous if using your cell phone on campus. Refrain from cell phone usage in classrooms. If possible switch your ringer to vibrate or to the off position.
- 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.

## Maintain Student Confidentiality

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. When a volunteer suspects that a student is in an abusive situation or is being neglected, they have a responsibility to inform school personnel immediately.

## 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, the teacher or the 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.

## 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 be successful 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.

### Committing to working in a classroom to support and improve education for all students.

- Seeking help from the teacher when you need additional information or instruction.
- Sharing ideas and constructive comments with the teacher.
- 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.

## 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 Which Volunteers can Help Them 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.
- Waiting for something they want.



### Assisting Students in their Learning:

- Students learn by doing, not 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.

# Leander ISD Sexual Harassment Prevention

## What is Sexual Harassment?

- Sexual harassment, is any unwelcomed, unsolicited behavior 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*

### 1. 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.
  - Report it within 48 hours to CPS or local law enforcement if you suspect abuse.
  - Cooperate in an investigation.

### 2. Adult-to-Adult Sexual Harassment

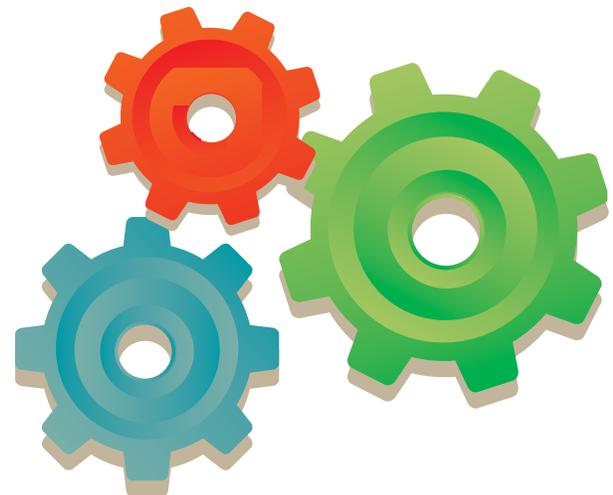
- Any unwelcome sexual conduct so severe that it affects an employee's/volunteer's work performance is sexual harassment.
- Two Types:
  - a. Quid Pro Quo (something for something)
    - a supervisor conditions a benefit on sexual favors such as firing, hiring, demoting, increasing pay or granting a transfer.
    - even if the other party agrees, it can still be sexual harassment.
  - b. 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

## 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 on ones 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

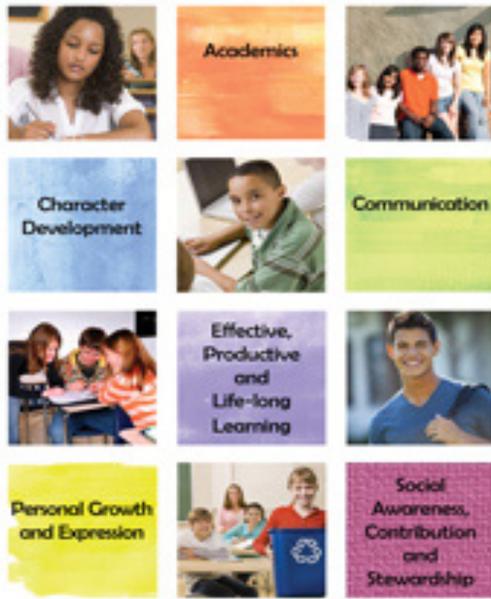
- Tell the person to stop.
- If the behavior doesn't stop, tell the campus administration.
- If an administrator is doing the harassing...
  - Report it to the district.



# Leander ISD Graduate Profile

The six key characteristics shown below represent the Leander ISD Graduate Profile, a document that lists the skills and abilities each LISD student will know and be able to demonstrate upon graduation. To view this document in its entirety, please visit [www.leanderisd.org](http://www.leanderisd.org).

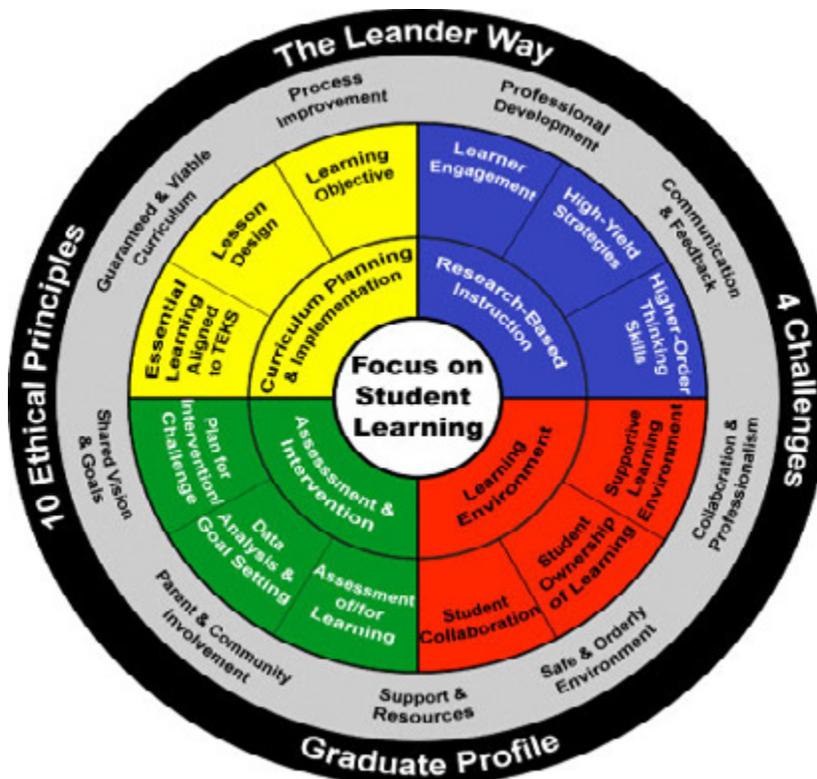
In LISD, everything we do and every learning activity is focused upon meeting our district vision and upon guiding our students toward acquiring the skills and competencies listed in Leander ISD's Graduate Profile. This is the singular purpose of our existence.



Volunteers are a vital piece of the district puzzle, a fit that truly contributes to the success of our students from Pre-K to graduation.



These principles identify character traits which promote responsible behavior. Throughout the school year, the district challenges students, teachers and volunteers to model these qualities in all areas of life.



Our volunteers perform such tasks as tutoring and mentoring students, chaperoning school dances and field trips, serving as room parents, helping with field days and book fairs, serving Thanksgiving lunches, helping with class projects, laminating, helping in the campus office, and the list goes on. The commitment of those countless parents and community members is a key reason for LISD's success.