



Volunteer Guidelines

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.



Sign In & Out

- Anyone entering a school building must SIGN-IN AND SIGN-OUT using the Volunteer Management System each time they visit. In the event of an emergency, the staff must be able to immediately account for everyone on site.
- Signing in and out allows the district to track volunteer hours for program evaluation and recognition. The hours spent volunteering is an example of the commitment to the quality education in our school district.
- Identifying the value of ALL campus organizations and the opportunities where volunteers engage in our schools, staff and students (mentoring, PTO, Literacy Partners, booster clubs, room parent, chaperoning, etc.) is important.

Dress Code

- Dress should be comfortable and professional.



Expectations and Guidelines

Maintain Student Confidentiality

- All information you are told about your student is confidential, and sharing that information with others may be a violation of the law. However, there are certain things that you are required by law to tell the principal that are exceptions to this requirement of confidentiality, and it is critical not only for the welfare of the student, but also to protect you from violating the law.
 - These exceptions are: If a student confides that he or she is the victim of sexual, emotional, chemical, or physical abuse, or is considering homicide or suicide, or is involved in any illegal activity, you **MUST** notify the student's principal immediately. Make a note on your calendar when this information was reported and to whom it was given. Remember, this information is extremely personal and capable of damaging someone, so do not share it with anyone except the appropriate authorities. If you have questions, please ask a campus administrator.

Transportation

- Transporting a student in your personal car is prohibited. Students must be transported in a school district vehicle (field trips), in a school official's vehicle, or in a parent or legal guardian's vehicle. Do not put yourself in the position of being alone with any student in any vehicle.

Physical Contact

- Many of the children we work with have a strong need for positive physical contact with caring adults. You are encouraged to be a positive role model. However, your physical contact should be limited to shaking a hand, or giving a pat on the back in full view of other school officials. Remember that what you see as simple, friendly affection between the student and yourself may be viewed as something entirely different by someone else.



Expectations and Guidelines

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 Burnet CISD staff.
- PTO and booster club representatives are responsible for the collection and handling of their organization's funds. PTO and booster club money should never be co-mingled with district funds.

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.



Expectations and Guidelines

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.
- As a representative of Burnet CISD, avoid expressing differences of opinion or dissatisfaction with teachers, staff or other volunteers.
- 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.
- Do not put yourself in the position of being alone with any student at any time.



Child Abuse & Neglect

Recognizing

- Mental or emotional injury to a student or minor that results in an observable and material impairment in the student's or minor's development, learning, or psychological functioning;
- Causing or permitting a student or minor to be in a situation in which the student or minor sustains a mental or emotional injury that results in an observable and material impairment in the student's or minor's development, learning, or psychological functioning;
- Physical injury that results in substantial harm to a student or minor, or the genuine threat of substantial harm from physical injury to the student or minor, including an injury that is at variance with the history or explanation given and excluding an accident or reasonable discipline; or
- Sexual conduct harmful to a student's or minor's mental, emotional, or physical welfare.

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](#)



Working with Students

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
- 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



Working with 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



Working with Students

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.





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VOLUNTEERS IN PUBLIC SCHOOLS
CRAFTING the FUTURE by giving back

Thank You!
Thank You!
Thank You!

