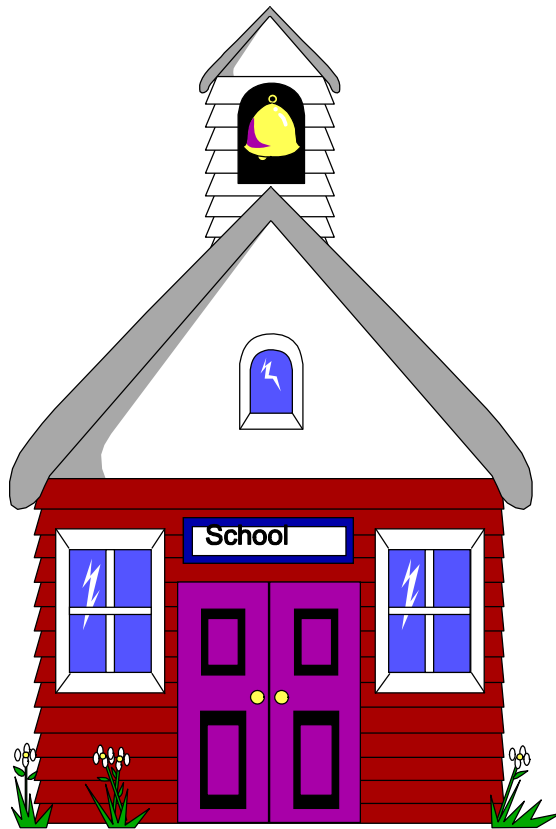


C-FB ISD VOLUNTEER HANDBOOK



Dear Volunteer:

On behalf of the Carrollton-Farmers Branch Independent School District Board of Trustees and our volunteer program, we would like to extend our personal welcome to you. Your contributions are invaluable as we continue to strive to enhance the quality of education for each of our students.

Every year presents new challenges to us as a school district. With continued demands placed on our resources, your commitments of time and energy to our students carries increasing importance in our efforts to provide excellence in education for every child. Every volunteer hour contributed by you improves the educational opportunities available to our students. Volunteers like you make our district a great place for students to learn and grow.

Please feel free to talk with your building principal, PTA President or volunteer coordinator should you have any questions or suggestions. Your enthusiasm, support and overall efforts are greatly appreciated.

Sincerely,

Dr. Bobby C. Burns
Superintendent
Carrollton-Farmers Branch ISD

SCHOOL VOLUNTEER PROGRAM STATEMENT OF PURPOSE

The statement of purpose for the School Volunteer Program of the Carrollton-Farmers Branch Independent School District is as follows:

The volunteer program of Carrollton-Farmers Branch Independent School District is designated as the School Volunteer Program and shall constructively support the programs of the Carrollton-Farmers Branch Independent School District.

The overall purpose of the School Volunteer Program shall be to promote the creative involvement of school volunteers in order to supplement, support and enrich learning activities in the classroom, school and school system; to enrich the school program by making available the talents and resources of the community; and to stimulate an informed community to the more active support of public education.

The **GOALS** which will help achieve the purpose are as follows:

1. To continue to develop the volunteer program in every school in the Carrollton-Farmers Branch school district.
2. To involve volunteers with all teachers and children in the public schools.
3. To obtain community support and commitment to public education.

The **OBJECTIVES** which will help achieve the goals are as follows:

1. To provide direct support to children in curriculum areas such as reading, math, art and other areas of special need.
2. To relieve teachers and staff of clerical or routine work.
3. To effectively enlarge the staff so as to permit instructional strategies essential to individualization.
4. To enrich and augment the school program by bringing in special skills, talents and experiences from community members.
5. To expand the instructional materials available for teachers and students by creating teaching aids.
6. To assist teachers in increasing children's motivation for learning.
7. To provide opportunities for the positive, personal relationships between children and adults and between older and younger students which can contribute to improving the self-image of the student.
8. To increase community knowledge and understanding of the school programs and improve school-community communications.

PLEASE REMEMBER that each principal is in charge of the School Volunteer Program in his/her building. The role of the building's volunteer coordinator is to work under the principal's supervision in organizing and coordinating the building's volunteer program. Questions and concerns that cannot be answered by the volunteer coordinator should be directed to the building principal.

VOLUNTEER CODE OF ETHICS

In order to promote volunteering in our schools, it is essential for all school volunteers to adhere to a professional code of ethics. We ask that volunteers pay special attention to the following items:

1. **ATTITUDE:** Please come to school with a good attitude, one that will say to the principal and teachers, "I'm glad you asked me to help you"; and, one that will say to the boys and girls with whom you are working, "You are so special. I'm glad that I have an opportunity to work with you."
2. **DEPENDABILITY:** Make a professional commitment - please be dependable. The teacher is planning activities for you and the students. Keeping your part of the bargain is very important. Please notify your school office if you can't come.
3. **COMMUNICATION:** We want your volunteer work to be a rewarding activity for you; therefore, if you have questions as to policy and procedures, please ask the appropriate person - the teacher, the principal, the building coordinator, or the district level coordinator.
4. **CONFIDENTIALITY:** You may have access to grades and records. You may know the children who are succeeding, and you may know the children who are struggling; therefore, *please remember that any information pertaining to a child must be left in the classroom. As school volunteers, you do not want to be responsible for sharing any information that might be detrimental to a child.*
5. **SUPPORT:** As a school volunteer, you are always in a support position. *Your support* for both the classroom teacher and the principal of the building is *invaluable*, as they are responsible for the education of the students at school.

As a school volunteer adhering to a professional code of ethics, you are a vital part of the school team whose goal is to provide the best opportunities for all children to learn!

VOLUNTEER CONDUCT

- Volunteers shall comply with the standards of conduct set out in District policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as District volunteers.
- Volunteers shall be courteous to one another and the public, working together in 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 disciplinary action up to and including termination.
- 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.

UNLAWFUL CONDUCT

The District does not violate the law and does not tolerate those who do. If any volunteer believes that anyone in or associated with the District has requested or directed him or her to do anything that violates the law, or has prohibited the volunteer from doing anything that the law requires him or her to do, the volunteer must report this immediately to the building administrator.

DRUG-FREE SCHOOLS

CFBISD is committed to maintaining a drug-free environment and will not tolerate the use of illegal drugs in the 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, 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.

A volunteer need not be legally intoxicated to be considered "under the influence" of a controlled substance.

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.

SMOKING & TOBACCO USAGE

State law prohibits smoking or using tobacco products on public school property.



SEXUAL HARASSMENT

Sexual harassment is a form of discrimination and is strictly prohibited. CFBISD defines sexual harassment as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her gender and that:

1. has the purpose or effect of creating an intimidating, hostile, or offensive working environment; or
2. has the purpose or effect of unreasonably interfering with an individual's work performance; or
3. Otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes (1) epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to gender and (2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of gender and that is placed on walls, bulletin boards, or elsewhere on District premises, or is circulated in the schools.

All District personnel shall recognize and respect the rights of students, as established by local, state and federal law.

District volunteers shall not engage in sexual harassment of students. Sexual harassment includes such activities as engaging in sexually oriented conversations, telephoning students at home or elsewhere to solicit unwelcome social relationships, physical contact that would reasonably be construed as sexual in nature and threatening or enticing students to engage in sexual behavior in exchange for grades or other school-related benefit. In considering allegations that a volunteer has sexually harassed a student there is a presumption that the conduct was unwelcome.

District officials or their agents shall investigate all allegations of sexual harassment and officials shall take prompt and appropriate disciplinary action against volunteers found to engage in conduct constituting sexual harassment.

In order for any action to be considered sexual harassment, it must be unwelcome. The volunteer must let the person know that the comments or actions are unwelcome.

Suggested Information for Volunteers

- Immediately inform the building administrator if you are having a problem with a student or think he or she might be misinterpreting your actions.
- Avoid all unnecessary physical contact with students.
- Avoid being alone with individual students/volunteers, especially behind closed doors.
- Do not socialize with students.
- Avoid engaging in flirtatious or suggestive conduct.
- Do not joke in a sexual manner.
- Do not write personal notes to students.
- Do not give gifts or money to individual students.
- Stop whatever you are doing if you sense discomfort from a student.
- Dress appropriately for the school environment.

- Volunteers shall limit conversation with students to that required to perform their assignments.
- Conduct yourself in a business-like manner.

WHAT COUNTS AS VOLUNTEER HOURS

*A volunteer's hours will be counted in the following areas
Only if they are a registered and approved volunteer.*

Assisting in any classroom: Helping the teachers as needed (providing extra one-on-one help to a child with a subject such as reading or math; presenting or assisting with special programs; cutting, coloring, copying, laminating, making instructional materials and visual aids; decorating bulletin boards, etc). Time is counted for activities both in school and/or work taken home.

Classroom enrichment: Finding speakers for teachers; sharing professional experiences, hobbies, travel, etc.; collecting resource materials, etc.

Library/Media Center: Assisting in processing books/magazines, reshelving of books, making visual aids, decorating bulletin boards, storytelling, making tapes, video taping, etc.

Assisting school office staff: Clerical duties (typing, duplicating, answering telephones, etc.).

Cafeteria: Assisting in the cafeteria, assisting on the playground during lunchtime, etc.

Chaperoning: Field trips, sock hops, school parties, assemblies, pool parties, etc.

Other school activities: Assisting photographers when student pictures are being taken, conducting tours at schools, assisting with registration/enrollment activities, back-to-school activities, school parties, fund raising activities, carnivals, coaching teams such as Destination Imagination, etc., serving on a PTA committee (hospitality, carnival, silent auction, Tuesday Newsday, yearbook, etc.). Any time spent in or out of school performing PTA or AGT Board functions.

Workshops and seminars: Attending or presenting at workshops, meetings and individual orientations with teachers, parents and school personnel that would assist the volunteer in better performance of volunteer duties

Recruitment activities: Recruiting of volunteers for PTA committees, PTA meetings, telephoning for assistance with all activities, manning of booths, etc.

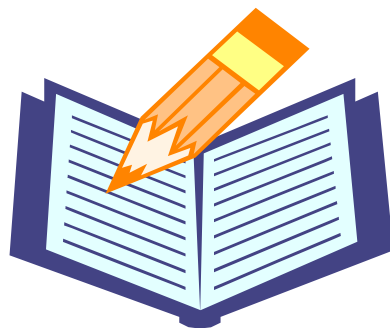
Participation: Participating on school councils, district councils, task forces, planning councils that directly benefit the school or district such as PTA, AGT, etc.

Volunteer hours are any hours directly related to your school or to the school district. This includes things such as (but not limited to): chaperoning during field trips, band trips, dances, etc.; participating with a school Booster Club, String Society, etc.; helping with class parties; helping out in the cafeteria, library, workroom, etc.; helping out at a school athletics event (helping with the team or in the concession stand); assisting teachers and/or other school or district staff; serving on the board of PTA or AGT; attending PTA or AGT workshops and/or meetings associated with these organizations; coaching a D.I. team. You can also count the hours that your children volunteer for your school or the school district.

Things that have been asked about that DON'T count: Boy Scouts/Girl Scouts; attending your child's athletic events; helping with an athletic team not associated with CFBISD -- these will however win you Good Parent Points, so keep up the good work!

THE IMPORTANCE OF RECORDING VOLUNTEER HOURS

1. A record of volunteer hours worked helps our schools by providing documentation of parent partnership and community involvement. This can be used for:
 - ✓ Helping CFBISD gain the recognition it deserves as one of the outstanding school districts in Texas
 - ✓ Promoting a feeling of community commitment to education
 - ✓ Helping demonstrate the need for additional staff positions
 - ✓ Helping in the recruitment of new staff members
 - ✓ Applying for additional grant support
 - ✓ Applying for Blue Ribbon status
2. A record of volunteer hours can increase our ability to have on-going, consistent, and effective volunteer programs by helping to:
 - ✓ Identify strengths and weaknesses in the volunteer program
 - ✓ Identify volunteers for specific services
 - ✓ Provide a basis for future planning
3. A record of volunteer hours can benefit individual volunteers by:
 - ✓ Providing a record of a volunteer's community involvement, responsibility, and dedication
 - ✓ Identifying volunteers for recognition of their service
4. A record of volunteer hours helps PTA speak with a louder and more effective voice to legislators and other decision-makers. Those with the influence to make changes and reforms in education cannot ignore the great ownership and proper motivation volunteers have in the welfare of students and excellence in education.



RESPONSIBILITY

The effective volunteer...

- Is in regular attendance.
- Is appreciative of the efforts of the school to educate all children and to provide maximum learning opportunities for each.
- Is cooperative with the administration and teaching personnel.
- Is aware of the importance of planning.
- Is sincerely concerned about the students.
- Is able to generate enthusiasm about each child.
- Is willing to be discrete, sincere, dedicated and punctual.

RAPPORT

The understanding volunteer...

- Recognizes the child's need to improve self-image and independent learning habits.
- Supports the child by offering genuine friendship.
- Recognizes the individuality of each student.
- Provides a relaxed, friendly and caring atmosphere with students.
- Respects the teacher or staff member's ultimate responsibility for the health, welfare and education of each student.
- Provides opportunities for each child to be successful.
- Cooperates, coordinates and communicates continually with school administrators, faculty members and staff.
- Is willing to express concerns and questions with supervisor.

REWARDS

The successful volunteer...

- Shares with the child the warm personal satisfactions that result from successful human relationships.
- Provides the teacher or staff member with the satisfaction of knowing that the student's needs are being met and that quality education is being promoted, extended, and enriched.
- Receives the sincere gratitude of the total school community.

BE DEPENDABLE...BE DEDICATED...BE RESPONSIBLE...BE SUPPORTIVE...BE PROFESSIONAL

VOLUNTEER SELF-EVALUATION

DID I OBTAIN INFORMATION ON SCHOOL PROCEDURES?

- eating facilities within the school? • restroom locations?
- smoking? • fire drills? • telephones and use? • school ethics?
- dress code? • parking? • volunteer identification badge?
- sign-in sheet location? • special training requests?

HOW AM I DOING ?

- Have I shared with the teacher my skills and interests which may be useful in my service?
- Do I make suggestions as to how I can be of further help?
- Am I effective in helping students who have problems?
- Do I make an effort to learn by observing the teacher and the student?
- Am I discreet and tactful in working with students and teachers and careful to observe the rules about confidentiality?
- Am I able to accept criticism?
- When I am unable to come to school, do I contact the school promptly?
- Am I reliable and prompt?
- Do I take advantage of training opportunities to enhance my skills as a school volunteer?
- Do I share my enthusiasm for my work at school with friends and community members?
- Do I find opportunities for giving students choices, or do I tell them what to do?
- Am I appropriately dressed and in compliance with school district dress codes?
- Do I avoid criticism of the student, teacher and the school district?
- Do I talk directly to the principal if I have areas of concern?