



Leonard Independent School District Volunteer Handbook

The Leonard ISD appreciates the involvement of volunteers in supporting the instructional and extra-curricular activities programs and enriching the learning environment. Whether you are chaperoning field trips, assisting office staff, or mentoring a student in reading or mathematics, your involvement does make a difference. If you are interested in serving as an education volunteer, please complete the information below to help us make the best use of your time and talent.

There are many ways to get involved in Leonard ISD schools, and each school's needs are different. Contact the school where you would like to volunteer for more information on their campus need and volunteer opportunities. As a volunteer, you will make a difference!

"Only a life lived for others is worth living." –Albert Einstein

Volunteer Guidelines

As a volunteer, you will be assisting the staff at the school to provide an enhanced educational experience for the students. Your contribution is a vital one and will become an important part of the total instructional effort. Teachers and students will be counting on you. Be sure that you take seriously your responsibilities as a member of the educational team.

In Leonard ISD, school volunteers must always work under the supervision of school staff members. Make sure that you are working in an open, visible area and do not allow yourself to be in a situation where your actions might be misconstrued.

All volunteer activities take place on the school grounds during school hours under general supervision of school staff. Exceptions can include chaperoned field trips and away-from-school volunteer activities such as projects done at home, booster club activities, and district-level activities.

How Do I Become a Volunteer?

A new application must be completed each school year. Volunteer Applications are available at each campus or from the district central office. The forms to be completed and submitted are also provided at the end of this document.

Complete the Criminal Record Check (CRC) Document. State and local policy also requires individuals who serve as school volunteers to submit to a criminal history check each year. By completing the volunteer application, individuals permit Leonard ISD to run a Criminal History Check.

All information is confidential. Leonard ISD reserves the right to refuse volunteer placement to individuals with disqualifying criminal convictions.

Signing In and Out

- Anyone entering a school building must SIGN-IN AND SIGN-OUT each time they visit.

Confidentiality

- 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.).
- 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.

Conduct & Dress Code

As a volunteer, you are considered to be a role model for the students and should dress and act appropriately. Please follow the District Code of Conduct regarding what is appropriate to wear on campus. If there is any confusion, ask your supervising teacher or a staff member what attire is appropriate for your assignment.

Discipline

It is the teacher's responsibility to discipline students, not the volunteer's. Discuss any discipline problems with the supervising teacher before they escalate.

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

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.

Leonard Independent School District

Volunteer Application

Return completed application to the Campus Principal

Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

Email Address _____

SKILLS & INTERESTS:

I am interested in volunteering at the following levels:

High School Junior High Intermediate Elementary

I am interested in volunteering in these areas: (Check all that apply)

Classroom Support Field trip chaperone Career Day Material Prep Concessions

Other _____

Please list any special skills/knowledge you could share (hobbies, ethnic cultures, foreign language, etc.)

Volunteer Code of Conduct Agreement

As a volunteer, I agree to abide by the following code of conduct:

- I will complete and submit a new Volunteer Application each school year.
- I will sign in and out at the front office each visit.
- I agree to never be alone with individual students who are not under the supervision of teachers or school authorities.
- I will maintain confidentiality of all school or classroom information.
- I will share with teachers and/or school administrators any concerns that I may have related to student welfare or safety.
- I will not supervise a class in the absence of a certified teacher.
- I will not discipline or directly teach students.
- I will not establish or make decisions about instructional objectives.
- As a role model for students, I will dress and act appropriately.
- I agree only to do what is in the best interest of every child with whom I come into contact.
- I agree to follow the Volunteer Code of Conduct at all times or risk being dismissed from my volunteer placement.

Signature

Date

DPS Computerized Criminal History (CCH) Verification
(AGENCY COPY)

I, _____, acknowledge that a Computerized Criminal
APPLICANT or EMPLOYEE NAME (Please print)

History (CCH) check may be performed by accessing the Texas Department of Public Safety Secure Website and may be based on name and DOB identifiers. (This is not a consent form, but serves as information for the applicant.) Authority for this agency to access an individual's criminal history data may be found in Texas Government Code 411; Subchapter F.

Name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history record information (CHRI), therefore the organization conducting the criminal history check is not allowed to discuss with me any CHRI obtained using the name and DOB method. The agency may request that I also have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search.

(This copy must remain on file by this agency. Required for future DPS Audits)

Signature of Applicant or Employee (optional)

Date

Agency Name (Please print)

Agency Representative Name (Please print)

Signature of Agency Representative

Date

Please: Check and Initial each Applicable Space	
CCH Report Printed:	
YES _____ NO _____	_____ initial
Purpose of CCH: _____	
Empl ___ Vol/Contractor ___	_____ initial
Date Printed: _____	_____ initial
Destroyed Date: _____	_____ initial
Retain in your files	

