

Volunteer Handbook 2016-2017



Carroll Independent School District

2400 N. Carroll Ave

Southlake, TX 76092

Personnel Services Department

(817) 949-8218

volunteer@southlakecarroll.edu

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Carroll Independent School District

Creating an environment that fosters excellence

Our Mission

Building on a Dragon tradition of excellence, the Carroll Independent School District will foster a safe, caring, and creative learning environment that inspires students to realize their full potential as they positively impact the world around them.

District Goals

1. Provide innovative and authentic instructional experiences that challenge and empower all students to be active participants in their own learning.
2. Cultivate a secure, supportive, and nurturing environment where everyone feels safe and valued.
3. Provide an adaptive, efficient, and innovative infrastructure to optimize all operational areas in a fiscally responsible manner.

Core Values

- Excellence
- Relationships
- Character & Integrity
- Innovation
- Open & Honest Communication
- Compassionate Service

CARROLL INDEPENDENT SCHOOL DISTRICT
Southlake, Texas
VOLUNTEER HANDBOOK RECEIPT
2016-2017

PLEASE PRINT

Name: _____

I hereby acknowledge receipt of my personal copy of the Carroll ISD Volunteer Handbook. **I agree to read the handbook and abide by the standards, policies and procedures defined or referenced in this document.**

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or eliminate the information summarized in this booklet. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes. In addition, changes to Federal, State, and CISD Board Policy take precedence and supersede information in this handbook.

I understand that I have an obligation to inform the Personnel Department of any changes in personal information, such as phone number, address, or if I wish to be removed from the Volunteer list. I also accept responsibility for contacting my campus supervisor if I have any questions, concerns, or need further explanation.

I understand that the application to be a volunteer in Carroll ISD is an annual process, with a required background check updated each year before consideration for volunteering can be considered.

Volunteer's Signature

Date

FORWARD

The purpose of this handbook is to help you have an understanding of the requirements, policies, and procedures for being a Volunteer for the Carroll Independent School District. CISD's Volunteer Program is governed by Policies GKG (Legal), GKG (Local), GKC (Legal) and GKC (Local). Volunteers may be mentioned or addressed in other CISD policies, available on the district's website at <http://www.southlakecarroll.edu>.

Carroll ISD, its Board of Education, and professional staff consider Volunteering an important part of our total school program. The Volunteer plays a vital role in upholding the high standards which we maintain in our school system, therefore, the presence of the Volunteer must ensure a quality environment for all children. It is one in which you may face new and different situations several times each day and the Volunteer work is not always easy. Volunteers are expected to meet these challenges with personal dedication and sincere, conscientious effort. Volunteers are welcome as members of our Dragon family and are to be treated with consideration, courtesy, and respect by all school personnel, parents, and students.

A Volunteer is one of our most valuable assets at Carroll ISD. Our faculty could not deliver the level of instruction expected by our community without the help and support of dedicated Volunteers like you. As a Volunteer, you play an important role in the lives of the students we serve. Our students walk into our classrooms with the expectation that they will experience a quality learning environment.

We expect all of our Volunteers to report for their assignment with a positive attitude and willingness to continue the instructional process established by our classroom teachers. We expect our staff to fully support you by providing detailed assignments in a manner which will allow you to understand and perform any and all tasks required.

This handbook will provide you with information to help you perform your responsibilities successfully. Please read the information carefully so that you will be able to work within our district policies and have the structure necessary for a positive experience as a Volunteer.

The information in this handbook is subject to change. Changes in district policies may supersede, modify, or eliminate the information summarized in this booklet. As the district provides updated policy information, you will be required to accept responsibility for reading and abiding by the changes. In addition, changes to Federal, State, and CISD Board Policy take precedence and supersede information in this handbook.

Please feel free to call upon members of the administrative staff for assistance at any time. Have a great year!

Campus Information

Campus Volunteer Coordinators

| | | |
|-------------------------|----------------------------|--------------|
| Carroll Elementary | LaDonna Heath | 817-949-4300 |
| Johnson Elementary | Tracy Pugh | 817-949-4500 |
| Old Union Elementary | Lesa Fukuchi/Kelli Walters | 817-949-4600 |
| Rockenbaugh Elementary | Paula Connor | 817-949-4700 |
| Walnut Grove Elementary | Cheryl Bischoff | 817-949-4400 |
| Durham Intermediate | Sue Sapp/Monaca Neel | 817-949-5300 |
| Eubanks Intermediate | Sharon Carlen | 817-949-5201 |
| Carroll Middle | Beth Gulliver | 817-949-5400 |
| Dawson Middle | Danielle Moore | 817-949-5500 |
| Carroll High | Tracy Witt/Kari Litwak | 817-949-5600 |
| Carroll Senior High | Lisa Neid | 817-949-5804 |

Volunteer Parking Information

| | |
|-------------------------|-------------------------------------|
| Carroll Elementary | Front Parking Lot |
| Johnson Elementary | Front Visitor Lot |
| Old Union Elementary | Side Faculty Lot |
| Rockenbaugh Elementary | Side Faculty Lot |
| Walnut Grove Elementary | Front Visitor Lot |
| Durham Intermediate | Front Parking Lot |
| Eubanks Intermediate | Front Visitor Lot |
| Carroll Middle | Front Visitor Lot |
| Dawson Middle | Front Visitor Lot |
| Carroll High | Front Visitor Lot |
| Carroll Senior High | Front Visitor Lot marked "Reserved" |

School Hours

| | |
|-------------------------|---------------|
| Carroll Elementary | 7:40am-3:20pm |
| Johnson Elementary | 7:40am-3:20pm |
| Old Union Elementary | 7:40am-3:20pm |
| Rockenbaugh Elementary | 7:40am-3:20pm |
| Walnut Grove Elementary | 7:40am-3:20pm |
| Durham Intermediate | 8:20am-4:00pm |
| Eubanks Intermediate | 8:20am-4:00pm |
| Carroll Middle | 8:20am-4:00pm |
| Dawson Middle | 8:20am-4:00pm |
| Carroll High | 7:40am-3:25pm |
| Carroll Senior High | 7:40am-3:25pm |

*The times listed above are the hours that employees will work; Volunteer assignments are likely to be shorter. School will begin 20 minutes after the listed start time and end 20 minutes prior to the listed end time.

Responsibilities of the School Volunteer

Professional Ethics

- Volunteers have a responsibility to recognize and respect the rights of students, parents, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the district.
- Any Volunteer wishing to express concern, complaints, or criticism shall do so through appropriate channels.

Public Relations

- All schools within Carroll ISD are operated under the same policies of the Board of Trustees. Differences may exist in the administration of the individual school in carrying out the policies. A Volunteer is in a position to establish good school-community relationships for the school system and for the individual school in which he/she will be serving. Reactions to the day's work will often be discussed with non-teaching, as well as teaching friends, and will result in good or poor impressions being made. At all times, we welcome your suggestions as to how we may better the school's services to the Volunteer and how the Volunteer can better serve the schools. Suggestions may be made to the Principals of the schools or, if you prefer, to Elaine Langston, Ph.D., Director of Personnel Services or Lauren Wurman, Personnel Services Administrator. All suggestions will be regarded as confidential.

Confidentiality

- Volunteers are required to keep all information confidential about the school (pupils, teachers, parents, staff and principals) which might be granted while Volunteering. Please be aware that any discussion of student information violates the Family Education Rights and Privacy Act (FERPA) and could result in liability for the Volunteer and CISD.
- In turn, at no time will a CISD campus employee or PTO representative have access to the information in a volunteer's criminal background report or volunteer application other than the name, telephone number and/or email address of those on the Approved Volunteer List.

- EXCEPTIONS – The following should be reported by the Volunteer to a District classroom teacher or campus administrator as soon as possible:
 - Any suspicion or indication of child abuse or neglect.
 - Any suspicion or indication that a child is or is planning to be involved in any illegal activity.
 - Any suspicion or indication that a child is considering or has attempted suicide.

Dress and Grooming

- The dress and grooming of Volunteers shall be clean, neat, and in a manner appropriate for their assignments.
- Volunteers are asked not to wear shorts, halter tops, flip flops, or low-cut shirts. Dresses and skirts must be an appropriate, professional length.
- Any Volunteer not dressed appropriately as deemed by the campus will be sent home.

General Information for School Volunteers

- Upon arriving, report directly to the campus volunteer coordinator located in the front office to check in and obtain any instructions or other information needed to carry out your Volunteer duties.
 - Volunteers are given badges or Volunteer stickers to wear while at school, which must be worn at all times while volunteering
 - Please have your driver's license on you when you arrive at the school.
- All Volunteers are asked to remain on campus the entire duration of their Volunteer assignment.
- At the end of the day the following should occur:
 - Any materials and equipment borrowed should be returned to the proper authority.
 - Before leaving campus, check out with the Volunteer coordinator.

- Do not plan to have anyone visit you while on duty as a Volunteer. If you believe you absolutely need to have a visitor with you while you are volunteering, including your non-school age children, you must seek prior approval from the campus principal and ensure that the child does not disrupt the educational process. Visitors will not be allowed without prior approval from the campus principal under any circumstances.
- Silence cell phones during Volunteer assignments and/or be sure your cell phone use is not disrupting the instructional day.

Computers

- Volunteers should not be logged in or using school computers at any time unless given expressed permission by a campus administrator. Computer use (if given permission) is for school business only. **Personal use of the computers is strictly prohibited.** Failure to follow this guideline may be grounds for dismissal as a Volunteer.

Classroom Volunteers

- Volunteers are to follow the instructions provided by the classroom teacher or staff member overseeing the assignment.
- Volunteers are encouraged to review each campus student handbook to become familiar with policies and regulations of each CISD school.
- Volunteers assisting in the classroom should never physically handle a student or administer corporal punishment.
- If a Volunteer is having a severe problem with a student or class, the office or an administrator should be contacted immediately.
- Volunteers should never leave a student or class put in their care unattended.
- At no time, under any circumstances, should students be released from the classroom without official notice from the building principal or campus designee. Any outsider who comes to the classroom for information about a

student or asks for a student to be released from school must be directed to the front office. Please follow campus and classroom guidelines in regards to restroom breaks and ill students.

- When any doubt exists regarding the proper procedures to follow in carrying out the duties and responsibilities as a classroom Volunteer, please ask for assistance from the grade level chairperson, the department chair, or any available administrator.

Information Changes

- All Volunteers will complete a Volunteer Address Change Form in order to change any contact information.
- The Volunteer Address Change Form can be found on the Volunteer Information webpage.

Volunteer Withdrawal

- All Volunteers will complete a Volunteer Withdrawal Form if they no longer wish to be on the Approved Volunteer list for Carroll ISD.
- The Volunteer Withdrawal Form can be found on the Volunteer Information webpage.
- Should a Volunteer change his/her mind about volunteering after a withdrawal takes place, the individual must complete the application process again, including the criminal background check.
- CISD reserves the right to deny access to a former Volunteer at a CISD campus based on the circumstances of the withdrawal.

CARROLL ISD POLICIES

Equal Opportunity

- Carroll ISD's Volunteer Program does not discriminate on the basis of race, color, age, religion, handicap, sex, or national origin.

Electronic Media

- Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing Web sites, editorial comments posted on the Internet, and social network sites. Electronic media also includes all forms of telecommunication, such as landlines, cell phones, and Web-based applications.
- During the course of an assignment, Volunteers are not permitted to take photographs of students or audio/video of students for use on personal social media sites or for public disclosure. This is a violation of federal law under FERPA and could result in restrictions including or leading up to removal from the CISD Volunteer Program.
- **Use with Students** – Volunteers must obtain consent from the Superintendent before engaging in the use of electronic media with students. In accordance with administrative regulations, a certified or licensed employee, or any other employee designated in writing by the Superintendent or a campus principal, may use electronic media to communicate with currently enrolled students about matters within the scope of the employee's professional responsibilities. All other employees are prohibited from using electronic media to communicate directly with students who are currently enrolled in the District. Volunteers shall abide by these same guidelines/regulations. The regulations shall address:
 1. Exceptions for family and social relationships;
 2. The circumstances under which an employee may use text messaging to communicate with students; and
 3. Other matters deemed appropriate by the Superintendent or designee.

- **Personal Use** – A Volunteer shall be held to the same professional standards in his or her public use of electronic media as for any other public conduct. If a Volunteer’s use of electronic media violates state or federal law or District policy, or interferes with the Volunteer’s ability to effectively perform his or her assignment, the Volunteer is subject to restrictions leading up to possible dismissal as an Approved Volunteer.

Tobacco Use

- District policy prohibits the use of tobacco and alcohol products on school property, as well as at school-sponsored events.

Alcohol and Drugs

- A Volunteer shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during Volunteer working hours while at school or at school-related activities during or outside of usual working hours:
 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 drug.
- A Volunteer need not be legally intoxicated to be considered “under the influence” of a controlled substance.
- A Volunteer who manufactures, possesses, or dispenses a substance listed above as part of the Volunteer’s job assignment, or who uses a drug authorized by a licensed physician prescribed for the Volunteer’s personal use shall not be considered to have violated this policy.

Arrests, Indictments, Convictions, and Other Adjudications

- A Volunteer shall notify a CISD Administrator within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the Volunteer for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:
 1. Crimes involving school property or funds;
 2. Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
 3. Crimes that occur wholly or in part on school property or at a school-sponsored activity; or
 4. Crimes involving moral turpitude, which include:
 - Dishonesty; fraud; deceit; theft; misrepresentation;
 - Deliberate violence;
 - Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
 - Felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
 - Felony driving while intoxicated (DWI); or
 - Acts constituting abuse or neglect under the Texas Family Code.

Prohibited Behavior

- Volunteers shall not threaten or intentionally inflict emotional or physical injury upon a child, youth or other adult.
- Volunteers should refrain from using inappropriate language in front of students and school employees, parents and patrons.
- Volunteers should be familiar with the Student Code of Conduct and should abide by and encourage others to abide by district rules and procedures. A Volunteer, however, is not responsible for handling discipline and should not participate in disciplining students or disciplining an individual student

for any reason. Volunteers should report behavioral problems to the school staff and/or campus administration.

- Volunteers should not drive students in their personal vehicles to or from school-sponsored fieldtrips or events.
- For their protection and the protection of others, volunteers should not work one-on-one with students behind closed doors or out-of-sight from school employees.
- Volunteers shall not discuss students, CISD employees or other confidential information to anyone other than the campus administrator or appropriate central office administrator.
- Volunteers shall not, under any circumstances, administer medication to any student or provide medical treatment to any student except in emergency situations. Any situation involving a student's need for medical care should be brought to the attention of a District nurse, classroom teacher, or campus administrator as soon as possible.
- Volunteers may not sell products or services, or promote commercial or brand name products or services, on CISD property.
- CISD students and employees come from a variety of different cultures and backgrounds, so volunteers are expected to respect each student and employee's rights and opinions even when different from their own. Volunteers shall not promote a particular religious belief or doctrine, nor shall they advocate for a political party or candidate for office while in the role of CISD volunteer.
- Volunteers should use restrooms reserved for adults at all times and should never use student restrooms.
- Volunteers shall not give money or other gifts to any student at any time, nor shall a volunteer accept money or other gifts from students, without express permission from the campus principal.

Relationships with Students

- A Volunteer shall not form romantic or other inappropriate social relationships with students. Any sexual relationship between a student and a CISD Volunteer is always prohibited, even if consensual.

Removal from Service

- If any Volunteer refuses to comply with the policies and procedures of Carroll ISD, Carroll ISD reserves the right to remove an individual from the Approved Volunteer List as it deems necessary. This may include individual campuses or the entire district depending on the circumstances.
- Removal from Volunteer service does not necessarily prohibit a parent or guardian from exercising his or her rights to visit his/her child's school and attend school activities.

CARROLL ISD SEXUAL HARASSMENT STATEMENT

Sexual Harassment (Volunteer-to-Employee) – Engaging in conduct constituting sexual harassment is strictly prohibited and is grounds for immediate termination as a Volunteer. Sexual harassment includes but is not limited to, the following examples: unwelcome sexual advances, making sexually offensive remarks to employees, treating employees differently because of their sex, or the seeking of sexual favors.

Sexual Harassment (Volunteer-to-Student) – Sexual harassment of students include such activities as engaging in sexually-oriented conversations, telephoning students at home or elsewhere to solicit social relationships, and physical contact that would be reasonably constructed as sexual in nature.

Sexual Harassment (Investigations) – The District shall investigate all allegations of sexual harassment and shall take appropriate disciplinary action up to and including termination of Volunteer assignments.

If a Volunteer has a complaint concerning allegations of sexual harassment, the Volunteer should file a complaint detailing such claim to:

Elaine Langston, Ph.D.
Director of Personnel Services
Carroll ISD
2400 N. Carroll Ave.
Southlake, TX 76092
(817) 949-8218

Crisis Management Procedures

The safety of students, staff and building volunteers is a top priority for Carroll ISD. The district maintains an Emergency Operations Plan that contains step-by-step procedures for handling a crisis. Copies of the plan are available for review in the school office.

Each CISD campus has an armed, School Resource Officer (SRO) on site during regular school hours. This individual has direct contact with police/fire dispatchers and is available at the school as a first responder in an emergency or crisis.

Campuses also have trained and licensed nurses on staff to assist with medical emergencies and health-related questions. At secondary campuses, athletic trainers are also available to assist with student or staff injuries.

Always handle the emergency first; dial 911 as necessary to respond to the situation.

The following information should prove helpful to Volunteers when handling an emergency or when a crisis occurs:

- Dial 911 if an immediate medical or safety situation exists.
- Identify the nearest exit in your Volunteer assignment area in the event of a fire or building evacuation.
- Identify the nearest fire extinguisher and AED unit in the building where you are volunteering.
- Contact the campus principal to report concerns about safety or security.
- If you answer a threatening phone call as a school Volunteer, calmly ask questions of the caller, keeping the caller on the line as long as possible; observe background noise, age of caller, exact details of the threat and/or any other identifying factors that could assist authorities; do not hang up; use another phone to call 911; notify the campus principal so a building evacuation can begin; fill out the threat call checklist available in the school office/EOP Red Notebook; and make yourself available to local authorities/first responders for a witness statement.
- If the principal announces a “soft lock down” in the building, this means that ALL exterior and interior doors should be locked and individuals should remain safely inside continuing school until the threat passes. As a volunteer, find the nearest classroom or go immediately to the office area to

receive further instructions. If children are in your care, remain with the students in a locked location, but continue a routine until further instructed.

- If the principal announces a “hard lock down” situation, find the nearest classroom, closet or hiding place, turn out the lights, and remain until law enforcement authorities rescue you. Do not enter the hallway or leave the building. *NOTE: CISD does not conduct unannounced hard lock down drills. Hard lock down drills will be sufficiently communicated in advance.*
- In the event of an immediate student or adult health emergency, call 911, notify the nearest CISD staff member and help administer basic first aid until a SRO, nurse or emergency personnel arrives on the scene.
- In the event of a weather-related emergency, follow the instructions of the campus administrator or CISD staff member in charge. If severe weather is imminent, proceed to a safe location away from windows and doors, preferably an interior place in the building like a classroom or restroom, and get into a duck and cover tucked, sitting position facing the wall.

Volunteer Application & Background Check Information

All CISD Volunteers must consent to a Background Check before they start working as a School Volunteer.

District Volunteer Program Webpage

Carroll ISD offers a Volunteer Program webpage to assist parents, grandparents and citizens who wish to volunteer in our public schools. The process is easy and confidential. All of the requirements and information about becoming a volunteer are available on the district's volunteer webpage, accessible from numerous locations at <http://www.southlakecarroll.edu>.

Online Application Process

Individuals interested in serving in volunteer positions with the District must complete an online application and consent to a criminal background check before beginning volunteer activities.

Application to volunteer with Carroll ISD is an annual event. Your application status is good for one school year only.

To apply as a School Volunteer, you must fill out Carroll ISD's Online Volunteer Application and consent to the Background Check. You must also agree to adhere to the rules and guidelines outlined in the Volunteer Handbook as part of the application process.

At no time will a CISD campus employee or PTO representative have access to the information in a volunteer's criminal background report or volunteer application. This information is considered confidential and known only to the staff of CISD Personnel Services conducting the background check.

Approval Process

The Personnel Services Department will process and certify volunteers for approval following successful completion of the required background check. Campuses and departments will be provided with regularly updated approved volunteer lists from which to draw for their pool of volunteers.

The campus principal has the authority to assign and supervise volunteers for volunteer activities.

If a volunteer applicant's criminal background check comes back with a questionable finding, the applicant will be subject to further review by the District's personnel services department and the school attorney, as necessary.

District staff will use the following criteria to determine eligibility to volunteer:

- State Penal Code
- District policy
- Date and nature of the offense
- Outcome/punishment served
- Lapsed time since offense
- Offense as it pertains to role of the volunteer

Volunteer Notification

You will be contacted via email with instructions once the Criminal Background Check is complete.

Volunteers for Carroll ISD will receive one of the following responses:

- Approved
- Approved with Restrictions
- Denied

Volunteers Approved with Restrictions can contact the Personnel Services Department to find out more information about the restrictions. For example, an individual with an embezzlement arrest and conviction may or may not be allowed to handle money while volunteering in a spirit shop.

After visiting confidentially with a member of the CISD Personnel Services staff, the volunteer will be given the option to withdraw his/her volunteer application/request or sign a consent form allowing CISD Personnel Services to notify the principal about the Restriction.

A volunteer who has been denied approval may choose to appeal/grieve the decision.

Confidentiality Upheld

Volunteers who are approved will be put on a list to be shared with CISD campuses and PTOs for the purpose of assigning volunteer tasks. Contact information such as name, phone number and/or email will be shared in order for staff/PTO representatives to contact the volunteer for an assignment.

Volunteers who are approved with restrictions will be given the option of withdrawing their application or signing a consent allowing CISD Personnel Services to notify the Principal of the restrictions. Their name will appear on the list with an asterisk indicating the principal must approve that volunteer's assignment.

Information regarding volunteers who have been denied remains confidential and known only to Personnel Services staff. This information will not be shared with campuses or PTO representatives.

At no time will a CISD campus employee or PTO representative have access to the information in a volunteer's criminal background report or volunteer application.

Appeals Process

The District's volunteer application decisions may be appealed using the timelines and processes outlined in policy. [See FNG and GF]