



# Volunteer Handbook 2020-2021





Dear Volunteer:

On behalf of the Carrollton-Farmers Branch Independent School District Board of Trustees, administrators, and staff, 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.

Your interest, commitment, time, and energy will help provide excellence in education. Every volunteer hour contributed by you improves the educational opportunities available to our students. Volunteers like you make CFBISD a great place for students to learn and grow.

There has never been a more exciting time to be a part of the educational community at CFBISD. Please feel free to talk with your school principal, PTA President, or volunteer coordinator should you have any questions or suggestions.

Thank you for giving your time and talents. We hope you will find personal satisfaction in giving back to our schools.

Sincerely,

A handwritten signature in black ink, appearing to read 'John E. Chapman III', is written in a cursive style.

Dr. John E. Chapman, III  
Superintendent  
Carrollton-Farmers Branch ISD

# Contents

Welcome .....	1
About Us.....	2
Mission, Vision, Values.....	2
Board Policies .....	2
Historic Timeline .....	3
Schools .....	6
Elementary Schools.....	6
Middle Schools .....	9
High Schools.....	10
Centers .....	11
CFBISD Volunteers.....	13
Volunteer Opportunities.....	13
Why You Should Volunteer .....	13
Volunteer Policies and Procedures .....	14
Appearance.....	14
Background Checks.....	14
Changes in Personal Information .....	15
Confidentiality .....	15
Drugs & Alcohol.....	15
Harassment .....	15
Name Tags/Stickers .....	17
Orientation/Training.....	17
Personal Property .....	17
Safety.....	17
Schedules.....	17
Separation .....	18
Smoking.....	18
Telephones.....	18
Timesheets.....	18
Volunteer Conduct.....	19

What Counts as Volunteer Hours .....	19
The Three R's for Volunteers .....	21
Responsibility.....	21
Rapport .....	21
Rewards.....	21
Volunteer Self-Evaluation .....	22
Did I Obtain Information on School Procedures?.....	22

## About Us

Carrollton-Farmers Branch Independent School District is a school district based in Carrollton, Texas. The District covers most of the cities of Carrollton and Farmers Branch and parts of Addison, Coppell, Dallas, and Irving.

### Our Vision, Mission and Goal

#### Motto

High Expectations for ALL

#### Mission Statement

The Mission of CFBISD, a diverse community of global learners, is to empower scholars to acquire life-long knowledge, skills, and values that prepare them to compete in the world marketplace while contributing to their community.

#### Vision

CFBISD will be an exceptional learning community where all gra and excel in a complex, interconnected, and ever-changing world.

#### Value Statements

CFBISD BELIEVES IN...

- Excellence in ALL learning opportunities
- Respecting differences by embracing diversity
- A growth mindset for students, faculty, and staff
- Ongoing partnerships with the community
- Support & love of the whole student

#### Board Policies

Board Policies reflect the operating philosophy of Carrollton-Farmers Branch

Independent School District. Policies are decided upon in open session of the Board and are part of public record.

To check our Board Policies, please visit our website at:

<https://pol.tasb.org/Home/Index/359>

For specific policies pertaining to school volunteers, please check:

<https://pol.tasb.org/Policy/Code/359?filter=GKG>

## Historic Timeline

- 1846 Webb Chapel School, Farmers Branch
- 1856 "Rainwater College," Carrollton Union School, Carrollton
- 1890 The Carrollton Academy, Carrollton
- 1900 Carrollton School, Belt Line at Erie
- 1901 State of Texas authorizes establishment of local school districts
- 1902 Creation of the Carrollton Independent School District
- 1903 Creation of the Farmers Branch Independent School District
- 1904 Farmers Branch School, Valley View Lane
- 1916 New Carrollton School (red brick building)
- 1918 Trinity Mills Common School District consolidates with Carrollton ISD
- 1936 Carrollton High School (current DeWitt Perry)
- 1948 Hackberry Independent School District consolidates with Carrollton ISD
- 1951 Carrollton Elementary School
- 1954 Farmers Branch Independent School District consolidates with Carrollton ISD
- 1955 Valwood Elementary School
- 1956 R. E. Good Elementary School
- 1959 Webb Chapel Elementary School
- 1960 Vivian Field Middle School
- 1962 R. L. Turner High School, former Carrollton High School recognized as DeWitt Perry Junior High School
- 1963 School district's name officially changed to Carrollton-Farmers Branch ISD
- 1964 Janie Stark Elementary School
- 1965 Central Elementary School
- 1967 Farmers Branch Elementary School (on Tom Field Road)

- 1968 Name of Webb Chapel Elementary School changed to Neil Ray McLaughlin Elementary
- 1971 L. F. Blanton Elementary School
- 1974 Woodlake Elementary School (now June R. Thompson Elementary School)
- 1975 Former Farmers Branch school building opened as Valley View Learning Center to house alternative high school program; Newman Smith High School; Dale B. Davis Elementary School; Country Place Elementary School
- 1978 McCoy Elementary School
- 1979 North Carrollton Junior High School
- 1980 Furneaux Elementary School
- 1981 Name of Valwood Elementary School changed to L. P. Montgomery Elementary School
- 1983 Rosemeade Elementary School; New district administration building opened on Perry Road; Special Education center opened in old administration building on Walnut Street
- 1985 Blalack Junior High School, Sheffield Elementary School
- 1986 Las Colinas Elementary School
- 1988 Name of North Carrollton Junior High changed to Dan F. Long Middle School
- 1989 E. L. Kent Elementary School; Sheffield Elementary School changed to Sheffield Primary School; Sheffield Intermediate School
- 1993 Charles C. McKamy Elementary School
- 1994 Annie Heads Rainwater Elementary School
- 1995 Name of Woodlake Elementary changed in honor of June R. Thompson, the school's first principal
- 1996 Tom Landry Elementary School
- 1997 Ted Polk Middle School
- 1998 Creekview High School, Barbara Bush Middle School
- 2000 Riverchase Elementary School
- 2001 Kathryn S. McWhorter Elementary School



- 2002 Dave Blair Intermediate School
- 2002 Ranchview High School
- 2004 Bernice Chatman Freeman Elementary
- 2006 Early College High School opened on Brookhaven College Campus
- 2007 Community Learning Complex/CLC Pre-Kindergarten Center
- 2007 Kelly Pre-Kindergarten Center
- 2007 New L. F. Blanton Elementary School opens
- 2007 New Janie Stark Elementary School opens
- 2008 Nancy Strickland Intermediate School
- 2008 La Villita Elementary School
- 2010 L. P. Montgomery School closed as an elementary school; Dave Blair Intermediate School changes name to Dave Blair Elementary School, becoming an elementary school serving grades K through 5th
- 2010 CLC Pre-Kindergarten Center closed
- 2012 Pre-Kindergarten classes no longer held at Kelly Center
- 2012 Community Learning Complex name changed to Educational Services Division Complex when the Division of Educational Services relocates to the building
- 2012 New R. E. Good Elementary School building opens
- 2014 New Las Colinas Elementary opens; Old Building is demolished
- 2014 Freeman Elementary Additions
- 2016 La Villita Elementary Additions
- 2016 Bush Middle School Additions
- 2016 Ranchview High School Additions

## Schools

### Elementary Schools

#### **Blair Elementary**

1745 Hutton Drive  
Carrollton, TX 75006  
972-968-5600 (Office)  
972-968-5610 (Fax)

#### **Blanton Elementary**

2525 Scott Mill Road  
Carrollton, TX 75006  
972-968-1100 (Office)  
972-968-1110 (Fax)

#### **Carrollton Elementary**

1805 Pearl Street  
Carrollton, TX 75006  
972-968-1200 (Office)  
972-968-1210 (Fax)

#### **Central Elementary**

1600 South Perry  
Carrollton, TX 75006  
972-968-1300 (Office)  
972-968-1310 (Fax)

#### **Country Place Elementary**

2115 Raintree  
Carrollton, TX 75006  
972-968-1400 (Office)  
972-968-1410 (Fax)

#### **Davis Elementary**

3205 Dorchester  
Carrollton, TX 75007  
972-968-1500 (Office)  
972-968-1510 (Fax)

**Farmers Branch Elementary**

13521 Tom Field Road  
Farmers Branch, TX 75234  
972-968-1600 (Office)  
972-968-1610 (Fax)

**Freeman Elementary**

8757 Valley Ranch Pkwy.  
Irving, TX 75063  
972-968-1700 (Office)  
972-968-1710 (Fax)

**Furneaux Elementary**

3210 Furneaux Road  
Carrollton, TX 75007  
972-968-1800 (Office)  
972-968-1810 (Fax)

**Good Elementary**

1012 Study Lane  
Carrollton, TX 75006  
972-968-1900 (Office)  
972-968-1910 (Fax)

**Kent Elementary**

1800 Rosemeade Pkwy W.  
Carrollton, TX 75007  
972-968-2000 (Office)  
972-968-2010 (Fax)

**La Villita Elementary**

1601 Camino Lago Way  
Irving, TX 75039  
972-968-6900 (Office)  
972-968-6910 (Fax)

**Landry Elementary**

265 Red River Trail  
Irving, TX 75063  
972-968-2100 (Office)  
972-968-2110 (Fax)

**Las Colinas Elementary**

2200 Kinwest Parkway  
Irving, TX 75063  
972-968-2200 (Office)  
972-968-2210 (Fax)

**McCoy Elementary**

2425 McCoy Road  
Carrollton, TX 75006  
972-968-2300 (Office)  
972-968-2310 (Fax)

**McKamy Elementary**

3443 Briargrove Lane  
Dallas, TX 75287  
972-968-2400 (Office)  
972-968-2410 (Fax)

**McLaughlin Strickland Elementary**

3030 Fyke Road  
Farmers Branch, TX 75234  
972-968-5700 (Office)  
972-968-5710 (Fax)

**McWhorter Elementary**

3678 Timberglenn  
Dallas, TX 75287  
972-968-2600 (Office)  
972-968-2610 (Fax)

**Rainwater Elementary**

1408 E. Frankford Road  
Carrollton, TX 75007  
972-968-2800 (Office)  
972-968-2810 (Fax)

**Riverchase Elementary**

272 S. MacArthur Blvd.  
Coppell, TX 75019  
972-968-2900 (Office)  
972-968-2910 (Fax)

**Rosemeade Elementary**

3550 Kimberly at Raleigh  
Carrollton, TX 75019  
972-968-3000 (Office)  
972-968-3010 (Fax)

**Sheffield Elementary**

18110 Kelly Boulevard  
Dallas, TX 75287  
972-968-3200 (Office)  
972-968-3210 (Fax)

**Stark Elementary**

12400 Josey Lane  
Farmers Branch, TX 75234  
972-968-3300 (Office)  
972-968-3310 (Fax)

**Thompson Elementary**

2915 Scott Mill Road  
Carrollton, TX 75007  
972-968-3400 (Office)  
972-968-3410 (Fax)

**Middle Schools****Barbara Bush Middle School**

515 Cowboys Parkway  
Irving, TX 75063  
972-968-3700 (Office)  
972-968-3710 (Fax)

**Blalack Middle School**

1706 Peters Colony  
Carrollton, TX 75007  
972-968-3500 (Office)  
972-968-3510 (Fax)

**Field Middle School**

13551 Dennis Road  
Farmers Branch, TX 75234  
972-968-3900 (Office)  
972-968-3910 (Fax)

**Long Middle School**

2525 Frankford Road  
Dallas, TX 75287  
972-968-4100 (Office)  
972-968-4110 (Fax)

**Perry Middle School**

1709 Belt Line Road  
Carrollton, TX 75006  
972-968-4400 (Office)  
972-968-4410 (Fax)

**Polk Middle School**

2001 Kelly Boulevard  
Carrollton, TX 75006  
972-968-4600 (Office)  
972-968-4610 (Fax)

**High Schools**

**Creekview High School**

3201 Old Denton Road  
Carrollton, TX 75007  
972-968-4800 (Office)  
972-968-4810 (Fax)

**Early College High School**

3939 Valley View Lane,  
Farmers Branch, TX 75234  
972-968-6200 (Office)  
972-247-2258 (Fax)

**Ranchview High School**

8401 Valley Ranch Pkwy E.  
Irving, TX 75063  
972-968-5500 (Office)  
972-968-5510 (Fax)

**Smith High School**

2335 North Josey Lane  
Carrollton, TX 75006  
972-968-5200 (Office)  
972-968-5210 (Fax)

**Turner High School**

1600 Josey Lane  
Carrollton, TX 75006  
972-968-5400 (Office)  
972-968-5410 (Fax)

## Centers

### **Bea Salazar Learning Center**

2416 Keller Springs Road

Carrollton, TX 75006

972-968-6200 (Office)

972-968-6270 (Fax)

### **Marie Huie Special Education Center**

1820 Pearl Street Bldg. C

Carrollton, TX 75006

972-968-5800 (Office)

972-968-5810 (Fax)

### **Mary Grimes Education Center**

1745 Hutton Drive

Carrollton, TX 75006

972-968-5600 (Office)

972-968-5610 (Fax)



## CFBISD Volunteers

Volunteers provide support to the District in various ways - from assisting in registrations/enrollments, serving on PTA committees to chaperoning on field trips and school parties. They also help in advocating and raising awareness of cancer research as well as other illnesses. Being a volunteer is one way to help your local school(s) serve its community better.

Volunteers for these activities represent the District to clients and partners and have access to staff work areas, so they are required to complete the District's volunteer application process, including background checks.

This handbook explains the important role you play as a volunteer, and other important factors to consider when volunteering.

### **Volunteer Opportunities**

Detailed descriptions may be found on the specific school's website for volunteer opportunities. Volunteer opportunities vary seasonally and by school location. Visit your local school's website at [www.cfbisd.edu](http://www.cfbisd.edu) to check for opportunities, or call the schools directly on their contact numbers provided on pages 6-11. Or log in to your ParentSquare account for volunteer information and updates.

### **Why You Should Volunteer**

Here are just some of the many reasons why you should volunteer at our schools:

- Make a difference in people's lives, especially children's
- Opportunity to demonstrate your skills, talents, and ideas
- Learn, develop, or acquire new skills
- Gain work experience
- Earn extra credit hours
- Build self-esteem and self-confidence
- Work with people from different cultural backgrounds
- Help improve school performance
- Be a mentor/role model to somebody
- Help create community

## Volunteer Policies and Procedures

### Appearance

Volunteers are representatives of the District while on duty and should present a clean, neat, and professional appearance. Volunteers should dress comfortably but appropriately for their assigned tasks and for a business environment. Volunteer coordinators or supervisors can provide additional insight on school expectations and may require modifications of dress or grooming to meet standards and to ensure the safety of everyone.

### Background Checks

In order to protect students, parents, staff, and other volunteers, the District requires an annual background check on each volunteer prior to volunteering. Each volunteer is encouraged to apply a few weeks before the beginning of each school year, or at least two weeks prior to supporting a school activity.

To complete a background check, if you are a parent/guardian, please log in to your ParentSquare account on a desktop computer: [parentsquare.com/signin](https://parentsquare.com/signin). Note: The system currently does not recognize mobile devices. Please also note that for security reasons, each email address can only be linked to one individual/parent to run a background check. You will have to create your own email address to sign up to ParentSquare.

Click "**PARTICIPATE**" on the navigation menu (left hand pane), select **BACKGROUND CHECK** and complete the application. It will take three to five business days to process the background check. You will receive an email notification showing your background check status.

If you are not a parent or guardian, please complete the online form to create a ParentSquare account: [cfbisd.edu/parentsquare-volunteer-signup/](https://cfbisd.edu/parentsquare-volunteer-signup/). You will receive an invitation email from ParentSquare to activate your account. Make sure you check your spam or junk folders.

Once you receive the email, please log in to your ParentSquare account on a desktop computer: [parentsquare.com/signin](https://parentsquare.com/signin). On the left hand pane, click "**PARTICIPATE**", select "**BACKGROUND CHECK**" and complete the application.

It will take three to five business days to process the background check after which you will receive an email showing your background check status. Once approved, you can contact the schools directly to sign up for volunteer opportunities.

If you encounter any problems with your background check, feel free to call the school where you want to volunteer and they will be happy to assist you. Otherwise, contact Communications Services at 972-968-6187.

### **Changes in Personal Information**

Volunteers should log into their ParentSquare account to update their profile and/or contact information. Or they can call the school clerk/secretary if they need help updating their ParentSquare profile. This should be done as soon as changes occur to avoid missing important volunteer info.

### **Confidentiality**

During the course of their volunteer work, volunteers may be privy to confidential records and information such as student names, addresses, and information about the District. Volunteers may not discuss or share this information, and should bring up any questions regarding confidentiality to their volunteer coordinator or supervisor. Any confidentiality violation may be grounds for immediate termination of their volunteer involvement in the school.

### **Drugs & Alcohol**

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, THC, 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.
5. A volunteer need not be legally intoxicated to be considered "under the influence" of a controlled substance.
6. 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.

### **Harassment**

The District is committed to maintaining a productive and pleasant work environment. If a volunteer witnesses or experiences harassment from a staff member, fellow volunteer, or member of the public, they should immediately report the incident to their volunteer coordinator or supervisor so it can be investigated and addressed.

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.

Follow these tips to maintain a harassment-free work environment:

- Immediately inform the building administrator if you are having a problem with a student or think he or she might be misinterpreting your actions.
- Do not engage in unnecessary physical contact with students.
- Do not spend time alone with individual students/volunteers, especially behind closed doors.
- Do not socialize with students.
- Do not engage 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.

- Limit conversations.
- Conduct yourself in a business-like manner.

### **Name Tags/Stickers**

When reporting for duty, volunteers should obtain a name tag or sticker from their volunteer coordinator or school secretary and wear it while performing their assigned duties. This will help participants and staff members easily identify volunteers in staff and public areas at the school.

### **Orientation/Training**

Volunteers must complete the online orientation on ParentSquare prior to volunteering. They will also receive a general overview of the expectations from their volunteer coordinator (e.g. PTA coordinator, church organizer, etc.) or school secretary depending on the school event or activity.

### **Personal Property**

The District is not responsible for personal belongings. It is the responsibility of the volunteer to secure their personal property.

### **Safety**

- **Lifting:** Volunteers should not attempt to move or lift excessively heavy loads or objects without assistance.
- **Machinery & equipment:** Volunteers should not operate equipment or machinery unless instructed, trained, and authorized to do so by their supervisor.
- **Accident or personal injury while on duty:** Volunteers must report any accidents or personal injuries immediately to their supervisor. Volunteer supervisors must complete accident reports for all incidents of this nature.

The schools have placards posted in all work areas instructing personnel where to report in the event of an emergency, fire, or disaster. School principals and secretaries can provide information regarding school emergency or evacuation plans. Please familiarize yourself with these plans.

### **Schedules**

Volunteer schedules will be established at the time of placement. Some volunteer opportunities have regular schedules, and others have more flexible schedules. It is important for the District to be able to rely on a volunteer's timely and consistent attendance. Volunteers should notify their volunteer supervisor or school secretary if they will be absent, late, or unable to continue volunteering with the District. Failure to report for three (3) or more consecutive scheduled days without notification may be considered a resignation from the volunteer program.

## **Separation**

Volunteer service may end at any time at the discretion of the volunteer or the District. Volunteers should notify their supervisor if they decide to resign from the volunteer program.

## **Smoking**

State law prohibits smoking or using tobacco products, including e-cigarettes, on public school property.

## **Telephones**

District telephones are for official business and are not to be used for personal calls. Only personal calls of an urgent nature will be relayed to volunteers while on duty.

## **Timesheets**

Each volunteer is responsible for logging their service hours. Recording hours ensures that volunteers receive proper credit for hours worked. Make sure you clock in and out whenever you report for duty to get an accurate record. Or sign in with the school secretary to keep track of your attendance.

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 ongoing, 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.

### **Volunteer Conduct**

- Volunteers shall comply with the standards of conduct outlined in District policies, regulations, and guidelines.
- Volunteers shall be courteous to one another and the public, working together in a 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 termination of their involvement in the school.
- 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.

### **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, videotaping, etc.
- **Assisting school office staff:** Clerical duties (typing, duplicating, answering telephones, etc.).
- **Cafeteria:** Assisting in the cafeteria, helping on the playground during lunchtime, etc.
- **Chaperoning:** Field trips, sock hops, school parties, assemblies, 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, fundraising 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 help the volunteer perform his volunteer duties better.
- **Recruitment activities:** Recruiting of volunteers for PTA committees, PTA meetings, telephoning for assistance with all activities, manning of booths, etc.
- **Participation:** Participating in 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 activities 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 Three R's for Volunteers

### Responsibility

The effective volunteer...

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

### Rapport

The understanding volunteer...

8. Recognizes the child's need to improve self-image and independent learning habits.
9. Supports the child by being a good role model/mentor.
10. Recognizes the individuality of each student.
11. Provides a relaxed, friendly and caring atmosphere with students.
12. Respects the teacher or staff member's ultimate responsibility for the health, welfare and education of each student.
13. Provides opportunities for each child to be successful.
14. Cooperates, coordinates and communicates continually with school administrators, faculty members and staff.
15. Is willing to express concerns and questions with supervisor.

### Rewards

The successful volunteer...

16. Shares with the child the warm personal satisfactions that result from successful human relationships.
17. 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.
18. Receives the sincere gratitude of the total school community.

## 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 need additional support?
- 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 corrective feedback?
- When I am unable to come to school, do I contact the school?
- 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 provide opportunities for students to make informed choices, or do I tell them what to do?
- Am I appropriately dressed and in compliance with school district dress codes?
- Do I speak positively about students, teachers, fellow volunteers and the school District?
- Do I talk directly to the principal if I have areas of concern?