



**Sanger ISD welcomes you as a District Volunteer!  
As a Volunteer, you can work with students and staff to ensure that progress, no matter how big or small, is made because together we cannot fail.**

**Volunteers work in every aspect of school operations from the classroom and office helpers, tutoring and mentoring, organizing and manning special events and extracurricular activities, and preparing teacher/student materials. The Sanger ISD Volunteer Program is the organization of individuals that contribute service to Sanger ISD Schools to strengthen and/or enrich the educational experience offered to our students. A District Volunteer is a person who, working under district staff supervision, contributes service without financial remuneration from Sanger ISD. Volunteers can work at the campus or outside the school site to support educational activities. As with all other school personnel, volunteers must meet certain qualifications and accept certain responsibilities. If you have any questions, you may contact our district's Community and Family Outreach Liaison, Marta Chavez, at 940-458-4859 or [marta.chavez@sangerisd.net](mailto:marta.chavez@sangerisd.net).**

### **General Volunteer Information**

#### **Volunteering can .....**

- Enrich opportunities and learning for all students
- Provide personalized, small group, and individual attention
- Improve student achievement and behavior
- Provide a better quality education
- Provide a more responsive school system
- Increase community and school relations

#### **Volunteer qualifications**

- A genuine interest in students
- A professional commitment to your volunteer activities
- A cooperative attitude
- Flexible

#### **Types of Sanger ISD Volunteer Opportunities**

Different campuses offer different types of volunteer opportunities based on their campus needs and guidelines. Below are some examples that may be available at the school where you have elected to volunteer.

- Classroom Service

- Art, Music, and Art Volunteer
- Library Support
- Clerical work
- Chaperones for field trips
- Preparing materials for teachers and students
- Organizing and supporting school events and activities
- Mentoring – Academic and Career activities
- Helping students during breakfast or lunch
- Preparing labs/activities/centers
- Boat Captain
- Career Pathway Guest Speaker

### **Volunteer Responsibilities while on Campus**

- REPORT to the receptionist desk to sign in and out, note location of work and follow all campus procedures.
- Scan your DL upon arrival on campus and wear the printed badge at all times while volunteering in any Sanger ISD Volunteer capacity.
- Go only to your assigned area of volunteering.
- Work under the direction of school staff, recognizing that instruction, supervising, grading, and disciplining students are the responsibilities of staff.
- Communicate with designated staff members to ensure you understand expectations and assignments. Do not be afraid to ask questions.
- Follow all safety guidelines.
- Be responsible for your scheduled times and notify school staff if not able to meet your assigned commitments.
- Follow school dress code guidelines to set an example for students.
- Refrain from using cell phones while volunteering, except in case of emergencies.
- Arrive promptly and leave when the work has been done.
- Respect teachers' responsibilities and schedules. Their focus must be on the students in their classroom and attending to duties and meetings as assigned daily.
- Exhibit professional and appropriate relationships with students.
- Please do not take cell phones into the classrooms or any area where students are located.
- If you lose your badge, report immediately to your campus volunteer coordinator that your ID badge is unsecured and not in your possession.

### **Volunteer Policies and Procedures**

All volunteers have a responsibility to act in an appropriate manner when dealing with students. There are, however, some specific policies and procedures that must be followed. ALL VOLUNTEERS MUST ABIDE BY THESE POLICIES AND PROCEDURES.

- Attend professional meetings, programs, and /or training when requested.
- Notify the school or Campus Volunteer Coordinator when an illness or other circumstances prevent you from fulfilling your volunteer activities.
- Abide by the established CODE OF ETHICS for Volunteers as well as the DRESS CODE established for Sanger ISD employees.

- Carry out only those duties assigned.
- Abide by the school policy that states that volunteers will exercise reasonable care in protecting students from harm.
- Report any incident that could lead to legal action against a volunteer and/or Board of Education.
- Abide by the policy that prohibits volunteers from administering, or supervising the taking of any medications, grading, counseling students, and/or disciplining students.
- Under the Family Educational Rights and Privacy Act (FERPA), parents have the right to prevent photographs of their children from being taken in instructional settings. Given that volunteers have no knowledge of which parents have allowed their children to be photographed and which have not, volunteers should **NOT** take any photographs or videos of a student in any instructional setting during the instructional day. This includes recess, lunch, school events, and field trips.
- Inform the Campus or District Volunteer Coordinator if you are uncomfortable performing any task that is asked of you.

### **Code of Ethics**

- I understand that all information concerning children, teachers, and the school is confidential and should not be shared with others, even with my friends or parents of students with whom I work. I will honor this code of confidentiality.
- I understand that I am a representative of the school and will show respectful behavior towards all students and staff to set a good example at all times.
- I will be impartial, courteous, and fair to every student no matter the race, ethnicity, gender, religion, and/or disability.
- I will keep my beliefs on religious and political issues outside of the school setting.
- I will willingly work with any staff member I am assigned to.

### **Child Abuse Information**

Child abuse and neglect is a serious problem, which requires the involvement of everyone in the community for the purposes of prevention, identification, and treatment. In Texas, the law requires that anyone who SUSPECTS a child has been or is being mistreated must report the matter to the Department of Social Services. Any person who, in good faith, makes a report of abuse or neglect is IMMUNE from any civil liability or criminal penalty. School administrators and guidance counselors may be able to offer assistance in helping you make the report.

### **Sexual Harassment and Volunteers**

Sanger ISD is committed to maintaining an environment for students, employees, and volunteers that is free from all forms of harassment. Sexual harassment is the unwanted and unwelcome behavior of a sexual nature, which interferes with a student's right to study, learn, work, achieve, or participate in school activities in a comfortable and supportive atmosphere. As you work within our schools, you will be responsible for recognizing and reporting any incidents of sexual harassment, which may come to your attention. Sexual harassment is a form of sex discrimination and is illegal as defined by Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act, the 14<sup>th</sup> Amendment of the Constitution, and numerous state criminal and civil statutes. Sexual harassment is not just a problem for adults. It occurs in our schools and may affect students as early as elementary school. We are all responsible for recognizing and addressing allegations of sexual harassment.

Volunteers who learn of allegations of sexual harassment should immediately report that information to the school campus principal. Investigations of all complaints will be conducted quickly to prevent additional allegations. All investigations are handled in a confidential manner involving only those people who need to know.

### **School Procedures**

Each Sanger ISD Campus has specific information for the volunteer to learn such as fire drills, restroom locations, school dress code, restricted areas, student expectations, signing in and out, eating facilities, cell phone usage, and general regulations before, during, and after school.

### **School Safety Precautions**

Safeguarding all students and maintaining campus security is of the utmost importance. Please observe all campus procedures including accessing the building, child abuse reporting, following all safety drills, etc. If you are on campus during any kind of safety drill, you must fully participate in the drill until released by the campus administrator.

Preschoolers, infants, or other children not attending school are NOT ALLOWED to accompany adult volunteers when volunteering in any instructional areas when students are present. The distraction is detrimental to the students trying to concentrate, the teacher trying to instruct, and the volunteer trying to help.

The equipment used in schools and in the volunteer work areas, (such as paper cutters, scissors, and reproduction machines) can be very hazardous areas and may be unsafe for children to be around. Parents who have preschoolers may wish to take on tasks that can be completed at home.

### **School Climate Precautions**

Keeping our campuses focused on making all students, staff, and parents feel they are valued and welcomed is an ongoing focus of Sanger ISD. You may overhear, witness, or be a part of a situation that may be concerning to you. It is easy to get engaged in negative talk, rumors, or gossip and oftentimes this can be due to miscommunications and/or lack of understanding of certain situations. A misplaced comment can be devastating to a student, a family, a staff member, and the volunteer program. Volunteers are representatives of our school community and we ask that if there is a problem or concern that you speak with the campus volunteer coordinator and/or campus principal.

### **Health Precautions**

Please do not come to school when you are not feeling well, (including the beginnings of a cold, sore throat, upset stomach, or a cough). Germs, viruses, and bacteria that cause illness are everywhere, including schools. In order to protect you from getting sick, we encourage the following:

1. Wash your hands often and throughout the day.
2. Do not rub or touch your eyes after touching your nose or mouth or touching students.
3. Remember to use a tissue when you cough or sneeze.
4. Do not share your comb, fingernail file, nail clippers, or Chap Stick with anyone.
5. When an accident happens and there is blood or body fluids, the following procedures should be followed:
  - a. Before having any contact, put on disposable gloves to protect your skin.
  - b. Any affected surfaces should be cleaned up immediately.
  - c. Be sure the area is disinfected after it has been cleaned.

- d. Disposable items from the cleanup should be placed in sealable plastic bags before throwing them in the trash.
- e. Wash your hands.
- f. District personnel are trained extensively on procedures when encountering blood or body fluids. Contact the campus office immediately for cleanup assistance while maintaining a safe perimeter, keeping any and all students away from the contaminated area.

#### **Lastly, suggestions when working with students**

- Learn the names of students you will be working with and call them by their name.
- Make sure the students know your name.
- Accept all children as they are- with all their differences, idiosyncrasies, backgrounds, values, and behavior.
- Observe all techniques used by the teachers and try to mimic them when working with students.
- Give positive feedback and encourage often.
- Use comments that allow children to feel good about their efforts.
- Let students know that it is OK to make mistakes and that this is part of learning.
- Help to keep students focused and on task, but give them time to understand new concepts.
- Do NOT give students food or treats of any kind unless approved by the teachers.
- Don't be afraid to say you do not know an answer to a question – and do not be afraid to ask for help.
- Keep your sense of humor and smile – do not take things personally.
- Maintain strict confidentiality concerning grades, records, abilities, peer interactions, and family situations.
- If a discipline problem arises that you cannot redirect, notify the teachers.
- If a student begins to share personal information with you, tell them that you will let the teacher and/or counselor know and do not try to advise or help in these types of situations.
- Do not write comments on students' work – give a note to the teacher about any observations or concerns.
- Remember what is a small thing in our eyes, maybe everything to a student. It is important to not make light of their concerns, questions, or incorrect/inappropriate responses.
- Many students do not feel comfortable and/or may have experienced inappropriate or aggressive touching, so pats on the back may be more appropriate than hugs.
- If an accident occurs, notify the teacher in charge, as there are specific school guidelines that must be followed.
- Use age-appropriate vocabulary to ensure students understand what you are saying/teaching.

**On behalf of the Sanger ISD Staff and Students  
THANK YOU FOR YOUR SERVICE!**

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