Raptor Access Requirements and Approved Activities for **Visitors**, **Volunteers**, and **Mentors**

During normal school hours all campus visitors must present a photo ID and obtain a "Visitor" badge from Raptor.*

During normal school hours all volunteers and mentors must present a photo ID and obtain a "Volunteer" badge from Raptor.*

Raptor entries **ARE** required for volunteers and mentors who are entering the campus **(regardless of time)** for the purpose of assisting or participating in a scheduled: special school event/activity; school sponsored performance by a class, team, club or group; or open house.*

VISITORS are entitled to:

- Eat lunch with their child
- Parent - Teacher conferences
- Student academic/instructional related conferences
- Administrative related meetings/activities
- Discipline conferences
- Join their child on field trips (no chaperone or volunteer duties)
- Visit with their child on extra-curricular activities, school programs, and seasonal parties

VOLUNTEERS are entitled to:

- Chaperone approved field trips and other school sanctioned trips
- Volunteer, assist, or serve on campus
- Assist teachers in the classroom
- Join their child on field trips (no chaperone or volunteer duties)
- Assist with student clubs or other sanctioned events
- Assist/participate in extra-curricular activities, school programs, and seasonal parties

MENTORS are entitled to:

- Mentor students of Wimberley ISD
- Volunteer, assist, or serve on campus
- Assist with school sanctioned events
- Assist/participate in extra-curricular activities, school programs, and seasonal parties

Raptor conducts a quick scan of photo ID entries. Any non-approval or "hit" by Raptor is immediately reported to Campus and District Administrators.

The campus maintains an approved Volunteer Listing which includes Mentors. Only persons on the approved list may assist, participate, and/or serve the school and its students.

All Accessible Activities and/or Volunteer and Mentor Duties shall be at the discretion, direction, and oversight of Campus Administrators.

Wimberley ISD REGULATIONS for SCHOOL PARTICIPATION

The Wimberley ISD recognizes that school participation involvement is a valuable contribution to the school's educational programs and increases the school's effectiveness in accomplishing its mission. Through partnership with the school, school participation involvement not only supports, but also enriches positive opportunities for all Wimberley ISD students. Parents/Guardians and other qualifying individuals are encouraged to support and/or become involved as volunteers, mentors, chaperones, sponsors, etc. Only cooperative opportunities which meet the goals, objectives, and needs of Wimberley ISD educational programs, activities, and students are permitted.

Prior to service, as required by law, all volunteer and mentor applicants must provide information to the school that will lead to an acceptable result from the required Background Check, Criminal History Search, and Public Sex Offender Database Search. The school district and its campuses maintain an "Approved Volunteer Listing." Updated listings are distributed on a regular basis and only persons on the approved list may assist, participate, and/or serve the school and its students in any capacity. Campus Administrators will appoint volunteer duties to assist the school and its students as needed.

Approved volunteers shall receive a copy of this document **"Wimberley ISD Regulations for School Participation"** as well as the **"Raptor Access Requirements and Approved Activities for Visitors, Volunteers and Mentors"** document which includes necessary information to familiarize each with the procedures governing their school participation, service, and activities.

Approved volunteers and mentors are subject to the oversight and administrative management of Wimberley ISD, Campus Administrators, Director of Safety and the Superintendent.

ETHICS (Volunteers/Mentors)

RESPECT FOR AUTHORITY A School Volunteer/Mentor shall respect the authority of school administrators, classroom teachers, and other applicable school leaders.

CONFIDENTIALITY A School Volunteer/Mentor shall not discuss school matters or information concerning students outside the classroom with anyone apart from designated school staff who have a need to know.

OBJECTIVITY A School Volunteer/Mentor shall not let his/her personal feelings enter into his/her duties in a school activity/event or relations with students and school employees.

IMPARTIALITY A School Volunteer/Mentor shall favor no one side or party more than another in all school situations.

DEPENDABILITY A School Volunteer/Mentor shall be responsible for his/her scheduled times and must notify Campus Administrators if he/she is not able to meet a commitment.

Failure to adhere to School Administration direction(s) or any district or campus policy or procedure; or other volunteer/mentor impropriety may be cause for revocation of application approval

BASIC REQUIREMENTS

All Volunteers Must:

- Be at least 21 years of age.
- Be familiar with the school's expectations for Volunteers by consulting all applicable policies and associated documents.
- Report to the office to sign in and out during each visit.
- Display raptor generated Volunteer identification badge at all times while volunteering, chaperoning, assisting, or participating in school activities/events.
- Follow all directives provided by Campus Administrators, event/activity leaders, or club sponsors and abide by all district policies and procedures.
- Adhere to all "Wimberley ISD Regulations for School Participation" standards as outlined, including Ethics, Basic Requirements, Expectations and Guidelines, and Payment Transfer Stipulations.
- Communicate with Campus Administrators, teachers, and activity/event sponsors/leaders to ensure clear expectations, task assignments, and feedback on assigned activities.
- Cooperate and work in collaboration with Campus Administrators, teachers, school employees, and event/activity sponsors/leaders. When possible, the Campus Principal will match volunteer commitment and talent with available tasks.

All Mentors Must:

- Be familiar with the school's expectations for Mentors by consulting all applicable policies and associated documents.
- Report to the office to sign in and out during each visit.
- Display raptor generated Volunteer identification badge at all times while mentoring, assisting or participating in school activities/events.
- Follow all directives provided by Campus Administrators, event/activity leaders, or club sponsors and abide by all district policies and procedures.
- Adhere to all "Wimberley ISD Regulations for School Participation" standards as outlined, including Ethics, Basic Requirements, Expectations and Guidelines.
- Communicate with Campus Administrators, teachers, and activity/event sponsors/leaders to ensure clear expectations, task assignments, and feedback on assigned activities.
- Cooperate and work in collaboration with Campus Administrators, teachers, school employees, and event/activity sponsors/leaders.

EXPECTATIONS and GUIDELINES

Procedures for Approved Volunteers/Mentors

- For safety purposes: Volunteers/Mentors are restricted to the general area of the campus activity/event that they have been assigned;
- Due to confidentiality laws: Volunteers/Mentors may not take pictures or video-tape students, school employees, or school facilities;

- Avoid disrupting classrooms while classes are in session and avoid disturbing employees in the main office during the performance of their duties; unless is an emergency situation.
- Never become involved with testing or grading. By school policy, these responsibilities can only be carried out by school employees;
- Do not invoke any level of discipline on students of the school;
- Use of cell phones should be limited while at school assisting or participating in an activity/event;
- Model the behaviors expected of WISD employees at all times and set a good example for students;
- Dress appropriately for the duties assigned.
- Actively supervise and keep an accurate check on students assigned to you during your volunteer/mentoring assignment;
- Report any student behavior problems or inappropriate conduct to Campus Administration or appropriate teacher as soon as possible;
- Never bring other children, student siblings, or other persons along while providing assistance or performing duties for the school as a volunteer/mentor; and
- Never possess or use alcohol, tobacco, illegal drugs, or weapons of any kind while on school property or during any school activity off school property.

IN GENERAL (Volunteers/Mentors)

All school participation applicants must complete the appropriate school participation application and include all required information. Incomplete applications as well as those submitted without proper legible photo identification will not be processed or reviewed for approval. The school reserves the right to deny or otherwise not approve any application based on the information provided by the applicant and/or the results obtained from the application background check.

Wimberley ISD is under no obligation to make available to the applicant the reasons for denial or non- approval; however, denied applicants will be provided the opportunity to clarify negative information or situations. Furthermore, upon written request, denied applicants may obtain the name of the reporting agency as well as the nature and substance of the criminal record information that was deemed to adversely affect the decision to approve an application. It will be the applicant's responsibility to have any discrepancies or derogatory information corrected and/or removed from their record, after which they may re-apply.

Actual background information received from the TXDPS and other agencies will not be discussed with the applicant. No appeals process exists for school volunteer or mentor applicants.

No person shall be granted access to students, property, or information based solely on a clear background check or approved participation application. A real need or school sanctioned and district approved purpose for the person's involvement or presence on campus or with WISD students must exist.

A new Volunteer and Mentor application must be completed each school year and must be on file with the district and campus before the performance of any role or duties.

The school reserves the right to revoke application approval at any time and for any reason. Failure to adhere to School Administration direction(s) or any district or campus policy or procedure; or other volunteer/mentor impropriety may be cause for revocation of application approval.