

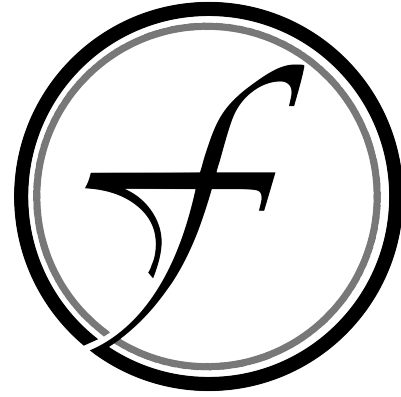
Forney ISD Volunteer + Contractor Training



Objectives

After completing this course, participants will be able to:

- Describe what to do when going on campus to participate in a volunteer/contractor activity.
- Identify the safeguards that exist to protect student information.
- Explain the expectations for volunteer behavior on campus and at school-sponsored events.
- Describe what to do if you receive a report of suspected abuse or neglect.



On Campus Basics



On Campus Basics

Each time you volunteer/work as a contractor, you will need to:

- **Sign in through Raptor:** Enter through the front office and sign in with the receptionist using Raptor. This allows us to know who is in the building in case of emergency.
- **Receive a school-created ID for use while on campus:** Display this in a prominent/easily visible location while you are volunteering/contracting, and return it to the office when you are finished. Be sure to bring your state issue identification so an ID can be created for you!
- **Follow all safety procedures:** if you are on campus during a safety drill or emergency situation, follow the directions of campus personnel



Campus Safety

You will see this image in every classroom and office in Forney ISD.

During an emergency, listen and follow the instructions that you receive.

IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

LOCKOUT! Get inside. Lock outside doors.

STUDENTS
Return inside
Business as usual

TEACHER
Bring everyone indoors
Lock outside doors
Increase situational awareness
Business as usual
Take attendance



LOCKDOWN! Locks, lights, out of sight.

STUDENTS
Move away from sight
Maintain silence
Do not open the door

TEACHER
Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence
Take attendance



EVACUATE! To the announced location.

STUDENTS
Bring your phone
Leave your stuff behind
Follow instructions

TEACHER
Lead evacuation to location
Take attendance
Notify if missing, extra or injured students



SHELTER! Hazard and safety strategy.

STUDENTS
Hazard
Tornado
Hazmat
Earthquake
Tsunami
Safety Strategy
Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

TEACHER
Lead safety strategy
Take attendance

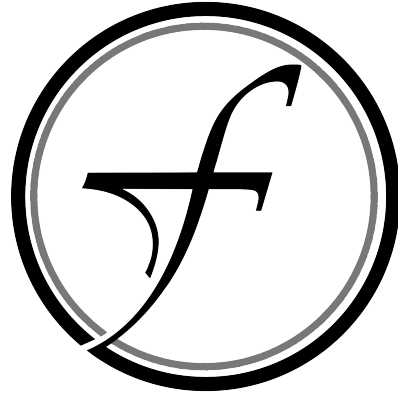


HOLD! In your classroom. Clear the halls.

STUDENTS
Remain in the classroom until the "All Clear" is announced

TEACHER
Close and lock classroom door
Business as usual
Take attendance





Student Privacy and Confidentiality



FERPA and Confidentiality

- The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects personally identifiable information in students' education records from unauthorized disclosure.
- It affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right for parents and eligible students to have some control over the disclosure of student information from education records.



Dos and Don'ts of Student Privacy

It's important that you take the following steps to protect student privacy:

- **Do not disclose information about Forney ISD students to another party (except back to the School or District):** This includes “watercooler” talk, or even well-meaning concern, when shared with parties outside the district. **If the reason you know something about a student is because of your service with our district,** you are only authorized to discuss this information with a member of the school’s administration (Principal, Assistant Principal, etc.) team, or the student’s classroom teacher.
- **Do not use student information for other purposes:** the information you’ve received is only for you to perform the volunteer/contractor service for which the school provided you the information. It should not be used for other purposes.
- **Do not keep any student information after you complete your volunteer service:** if you are in receipt of physical documentation, destroy or return it to the school or district after completion of the service that you provided.



FERPA and Confidentiality

Volunteers are important in helping schools operate efficiently, but it's important to know your role in protecting student information while helping out in your school.

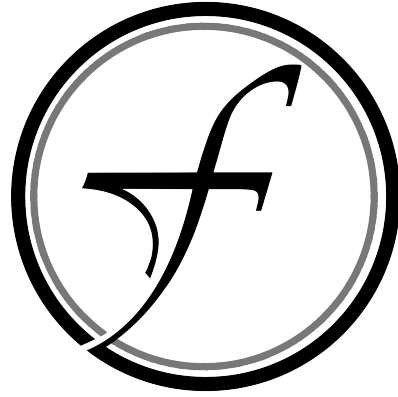
The video that follows explains a school volunteer's responsibilities to help keep student information private and secure.

If you have any questions about Student Confidentiality, please contact hrdept@edu.forneyisd.net



FERPA and Confidentiality





Appropriate Boundaries



Appropriate Boundaries

Because an imbalance of power naturally exists between adults and students, it is important for volunteers to be aware of and diligent about creating and maintaining appropriate boundaries.

When you are a school district volunteer, it is important to put on your “District volunteer” hat – behaviors or actions that may be appropriate in different setting are not always appropriate at school.

Let’s start by reviewing the different types of boundaries.



Appropriate Boundaries

Below is a brief description of the different types of boundaries:

Personal

- Relating to physical space and privacy

Emotional

- Relating to emotions (and one's responsibility for them), giving/receiving advice

Mental

- Relating to thoughts, values, and opinions

Material

- Relating to personal possessions and giving/receiving gifts

Physical

- Related to bodily autonomy

Spiritual

- Related to beliefs and experiences, or lack thereof, regarding God/a higher power



Appropriate Boundaries

When you are volunteer with Forney ISD, you are expected to:

- **Use appropriate settings**
- **Maintain personal limits**
- **Communicate with school administration**

These rules apply to all types of boundaries. Each school in Forney ISD is an environment where a student is free to learn, think, grow, and develop in a safe and student-directed way. The slides that follow outline what boundaries that support this mission might look like in a volunteer context.



Boundaries: Appropriate Setting

Use appropriate settings

- Activities should be scheduled at times of regular school operations, and on-site (unless organized by the district to be elsewhere). Do not transport students in the context of your volunteer service, and do not take them to your home.
- Be aware of the differences and limits of students at their various stages of development – the younger the child the more literally he/she will take you.
- If one-on-one meetings or tutoring are scheduled, these should be conducted in rooms with open doors and unobstructed window views.
- Do not enter bathrooms or other private places, unless an immediate threat to the student exists.
- Do not have contact with students outside of school, including contact via electronic or social media in the context of your volunteer work with Forney ISD. Other familial or other community roles with Forney ISD students (e.g. sports coach, faith leader, etc.) should have contact that is clearly separate from your volunteer/contractor role.



Boundaries: Personal Limits

Maintain personal limits

- Do not initiate physical contact – a high five or handshake is an appropriate response to student-initiated contact. Do not discipline students in any physical manner.
- Do not lavish attention on a particular student, and do not give gifts. Be careful that praise is not overly personal, nor centered on one particular student. Do not give food or drinks to students, as you may not be aware of allergies.
- Do not share inappropriate personal details with students. Do not converse with students about their sexual lives, and do not share details of your own sexual or romantic relationships.
- Do not discuss religion, religious beliefs, or distribute religious materials (books, pamphlets, faith-branded items) to students. Do not proselytize.
- Consider your attire when volunteer on campus, and set an example for our students.



Boundaries: Communication

Communicate with school administration:

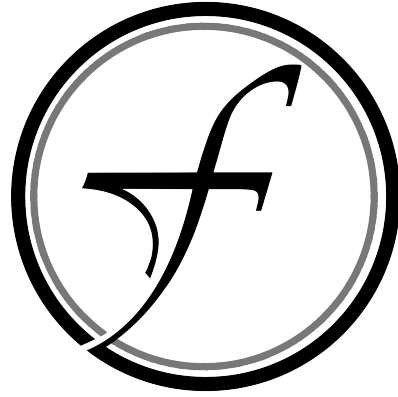
- Do not encourage or request students to keep secrets. If a student confides in you, direct him/her to appropriate school personnel (counselor, principal), and make a report to those individuals yourself.
- Immediately communicate concerns regarding a student to appropriate school personnel (counselor, principal).
- Document and communicate any interaction with students that might be interpreted as a boundary violation.
- Document and communicate any interaction that is observed during the course of your volunteer/contractor work that you feel may constitute a boundary violation.



A note about Social Media

In addition to not connecting with or interacting with students online or via electronic communication, please be mindful of your social media usage.

- ✓ Do not post images of any Forney ISD student (other than your own) on any social media pages
- ✓ Do not claim or appear to represent the district in any opinions or interactions online.



Community Partnerships



Community Partnerships

Forney ISD partners with community-based organizations, both faith-based and non faith-based, in building a culture of high expectations and support for education. The purpose and beliefs of this partnership, as established in 2018, are:

- Develop and support service initiatives within the school district and campuses through collaboration to meet the needs of our students, FISD staff and their families;
- Provide positive role modeling of acceptance, high expectations, motivation, nurturing through educational and emotional support to students and FISD staff.
- Work together to ensure a successful future for our students.



Community Partnership Guidelines

If you are volunteering in a community partnership context, please remember:

- **Meetings / Presentations should be scheduled with school administration in advance.** You will need to review the substance of your presentation with school administrators, to ensure they are aware of your presentation materials, and can help provide guidance if needed.
- **Your role has higher visibility than non-partnership volunteers:** you are acting as a representative of both yourself and your organization – please be especially sensitive to appropriate behaviors and actions while on campus.
- **Dress appropriately:** our students are in standardized dress – please model your own dress accordingly.



Faith-Based Partnership Boundaries

Guidance on Separation of Church and State

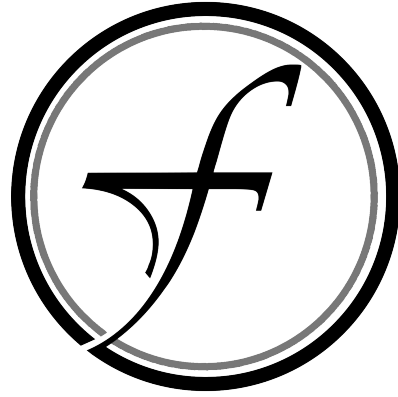
- Students may bring personal faith-based books or objects of devotion on campus, but they cannot distribute faith-based materials, nor can an organization distribute faith-based materials on campus. This would include regular items (i.e. chips or water bottles) that have church recruiting, branding, or faith-based sayings or verses on them.
- Students may meet with their own faith-leader on campus.
- Students may conduct clubs or assembly meetings for faith-based purposes.
- Faith-based organizations can perform any regular volunteer functions (i.e. reading partners, donating breakfast/lunch for staff, etc.).



Faith-Based Partnership Boundaries

Lunch Buddy Program Guidelines:

- All visits must be coordinated and approved by the school administration in advance. Visits are limited to no more than twice per week per church.
- No more than two members from the same congregation may visit with students during lunch periods at any given time.
- No food, drinks, or other materials may be handed out to students during visits.
- Representatives shall not try to recruit students that do not belong to their congregation. This includes inviting non-congregants to any church-sponsored activity, or engaging in any dialogue with a student regarding faith or religion (even if student-initiated) if that student is not already a congregant.
- Obey all lunchroom rules and staff administrators on duty.
- Dress appropriately: our students are in standardized dress – please model your own dress accordingly.

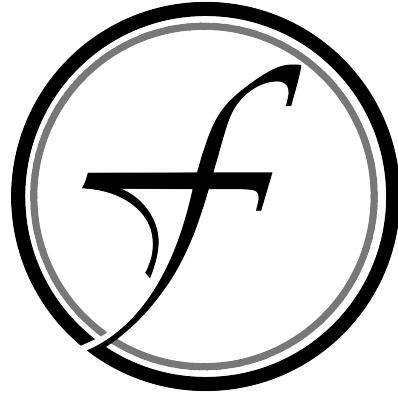


Reporting Abuse or Neglect



Reporting Abuse and Neglect

- If a student discloses anything that indicates he/she is being abused or neglected, or *anything at all that gives you concern, regardless of if it rises to the level of abuse or neglect*, you **must** report it to an administrator on campus (Principal, Assistant Principal) immediately.
 - In some cases, you may also be required to report your concerns to Child Protective Services (CPS) and/or Law Enforcement. Always comply with applicable state and federal law. Please also ensure you have reported this to campus officials when making such reports, so that the school may provide any services it is obligated to provide, and can ensure that any additional family members may be included in an additional report (if needed).



Review and Conclusion



Conclusion

Forney ISD is committed to providing a safe, high-quality education for all students.

Volunteers are integral to this process, and provide essential support and enrichment opportunities for our staff and students. We thank you for your commitment to our excellence, and for helping us ensure that our schools are a safe, welcoming, and respectful environment for all of our students.



Next Steps

Now that you have completed your training, your next steps are:

- ✓ **Register in Raptor**
On the district's volunteer page, click the "Raptor Volunteer" button and create an account with your personal information.
- ✓ **Background Check**
After you register in Raptor, we will initiate the background check. You may have to provide additional information to complete the background check and the process will take 1-2 days.
- ✓ **Volunteer for Projects**
Once your background check has cleared, you will receive a notification that you are able to sign up for projects. Login to Raptor to sign up for projects with volunteer opportunities. Your campus and PTO Executive Board will always keep you updated as new volunteer opportunities arise.