



#GrowingGreatness

Aledo Independent School District

Volunteer Handbook 2025-2026

Mission Statement

Ensure High Levels of Learning for All Students

Vision Statement

Growing Greatness through Exceptional Experiences that
Empower Learners for Life

<http://www.aledoisd.org>



2025-2026 ALEDO ISD INSTRUCTIONAL CALENDAR

2025

Students DO NOT attend school on:

- Holidays
- Professional Learning Days
- Work Days
- Staff Flex Days
- Early Release (attend half day)

Red Numbers = State Testing Window

JULY 2025

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

July 29-31 New Teacher Inservice

AUGUST 2025

S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Aug. 4-12 5 District/Campus PL Days & 2 Work Days

Aug. 13 1st Grading Cycle Begins

Aug. 29 Student Holiday/Work Day

SEPTEMBER 2025

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Sept. 1 Student/Staff Holiday

Sept. 19 Student Holiday/Work Day

OCTOBER 2025

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Oct. 8 1st Grading Cycle Ends

Oct. 9 Student Holiday/PL Day

Oct. 10 Student Holiday/Work Day

Oct. 13-14 Student/Staff Holiday

Oct. 15 2nd Grading Cycle Begins

Oct. 31 Student Holiday/PL Day

NOVEMBER 2025

S	M	T	W	T	F	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Nov. 21 Student Holiday/Work Day

Nov. 24-28 Student/Staff Holiday

DECEMBER 2025

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Dec. 18 Early Release/Work Day

Dec. 18 2nd Grading Cycle Ends

Dec. 19-31 Student/Staff Holiday

JANUARY 2026

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Jan. 1-2 Student/Staff Holiday

Jan. 5 Student Holiday/PL Day

Jan. 6 Student Holiday/Work Day

Jan. 7 3rd Grading Cycle Begins

Jan. 19 Student/Staff Holiday

FEBRUARY 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Feb. 13 Student Holiday/PL Day

Feb. 16 Student Holiday/Work Day

MARCH 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March 13 Early Release/Work Day

March 13 3rd Grading Cycle Ends

March 16-20 Student/Staff Holiday

March 23 Student Holiday/PL/WK Day

March 24 4th Grading Cycle Begins

APRIL 2026

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

April 3 Student Holiday/Staff PL Flex Day

April 6 Student Holiday/Work Day

MAY 2026

S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May 21 Early Release/Work Day

May 21 4th Grading Cycle Ends

May 22 Staff Work Day

May 25 Staff Holiday

May 26-27 Staff PL Flex Days

JUNE 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

2026

Grading Cycles:
 1st 38 Days
 2nd 40 Days
 3rd 45 Days
 4th 41 Days
 Total School Days: 164

Semester 1 78 Days
 Semester 2 86 Days
 Total School Days: 164

Approved
2-17-25

General Information

Volunteer Opportunities

In Aledo ISD we believe that parent involvement ensures student success, and an important way for parents to be involved is to volunteer. Volunteer opportunities include, but are not limited to the following:

- Copy Volunteer – assist teachers in making the necessary copies according to the specifications and deadlines provided.
- Library Volunteer – gather resource materials, help students find and select books, assist in circulation procedures, shelve books, etc.
- Office Volunteer – reproduce and file materials, record absences, answer phones, deliver messages and notes to teachers and students, etc.
- Lunchroom Volunteer – assist with duties in school cafeterias like monitoring for student safety, supporting student needs like retrieving utensils napkins, etc., and helping with cleaning and transitions between lunch groups
- Watch DOGS Volunteer – Dads of Great Students provides an opportunity for fathers to get more involved and volunteer on a regular basis. Watch DOGS will monitor the halls, secure exits, and help supervise students during lunch. We are also happy to include any mothers that would like to participate in this program!

Volunteer Requirements

All individuals wishing to volunteer in any capacity must complete an Aledo ISD [Criminal Background Check](#), attend a campus volunteer training (check with your preferred campus on when these trainings take place), and complete the [Volunteer Acknowledgement Form](#). Once a background check has been completed, individuals will be notified and added to the AISD Volunteer List. Each individual must complete a background check **every school year** to be eligible to volunteer. It is not necessary to complete a form for each campus if you wish to volunteer in more than one place.

In addition to passing the criminal background check, all individuals wishing to volunteer in Aledo ISD should also meet the following requirements:

- Professionalism – present oneself as a professional in attitude, dress and communication.
- Confidentiality – be able to maintain student confidentiality as you are made aware of reasons for absences, other potentially sensitive student information, etc.

Reporting Schedule

Individuals interested in volunteering should contact the campus for the specific assignment and schedule for that assignment. Volunteers will be assigned shift(s) based on need, availability, and request. A Volunteer Schedule and Watch DOGS Volunteer Schedule will be developed and shared at each campus based on need and availability.

If a volunteer is not able to report during his/her regularly scheduled volunteer shift, he or she should notify the front office as soon as possible so other arrangements can be made. Volunteers should not try to find a replacement on their own.

Dress Code

Since they are a reflection of the individual campus and of Aledo ISD, volunteers are asked to observe modesty and neatness in clothing and personal appearance. All volunteers should be clean and well groomed.

Code of Ethics

Volunteers are considered members of the professional team and are expected to observe the same ethical code as employees. Each volunteer is required to review and comply with the Code of Ethics and Standard Practices for Texas Educators in Appendix A of this Volunteer Handbook. Complaints and concerns from volunteers should be directed to the building principal or to the district's administration.

A friendly, cheerful, and cooperative attitude toward building personnel, students, and visitors is expected of all volunteers at all times.

Confidentiality

The Family Educational Rights and Privacy Act (FERPA) requires faculty and staff to maintain confidentiality of all student records. As a volunteer, you may be privy to confidential student information as students and parents come to the office to make requests, attend meetings, etc. As a volunteer, you shall maintain the highest level of confidentiality, to the same degree as faculty/staff, in order to protect the privacy of our students and families. Volunteers are required to comply with the confidentiality provisions included in the Code of Ethics in Appendix A.

Reporting Concerns

The safety of our students and staff is a number one priority. Volunteers are expected to report any concerns to the safety of students to the campus principal or district administration immediately. Additionally, all volunteers in Aledo ISD are required to complete the Standard Response Protocol (SRP) training prior to beginning to volunteer in our schools. A schedule of upcoming SRP trainings can be found at each campus.

Noise Level & Minimizing Distractions

Volunteers play a valuable role in helping the front office run smoothly by answering phones, welcoming visitors, and supporting daily operations. To help everyone stay focused and make the most of their time, we kindly ask that volunteers help maintain a calm and quiet environment. Your support allows campus staff to complete important tasks efficiently

Teacher Access

Communicating with Teachers

We know that building strong relationships with teachers is important! Just like all parents, volunteers should schedule any conversations or conferences with teachers by reaching out through email or phone. To respect instructional time and keep the day running smoothly, we ask that these discussions happen outside of volunteer hours.

Parking

Volunteers may park in the front parking lot of the school. In the event that a parking pass is required, it may be obtained through the office at that campus.

Identification

All volunteers will be given a volunteer badge that should be worn at all times while on duty. Volunteers will also be required to scan their driver's license into the campus RAPTOR System prior to beginning their volunteer work.

Safety

The continual safety of students and staff is paramount. Every individual in the school has some responsibility for the safety of everyone. Volunteers to Aledo ISD are required to view the Standard Response Protocol (SRP) training prior to beginning to volunteer in our schools. Additional safety precautions include ensuring that all exterior doors are closed and locked at all times of the day and that all interior doors – occupied or unoccupied – are locked at all times of the day. No exterior doors should ever be propped open for convenience or other any reason. Any observation of exterior doors that are propped, that don't latch and close correctly, or that appear to require maintenance or upkeep should immediately be reported to the campus administration and/or campus police officer.

Questions & Clarification

If a student or parent asks something you're unsure about, just check in with an administrator or front office staff for further direction. Volunteers aren't expected to have all the answers, and it's always okay to ask for help or clarification. We're all here to support each other and keep things running smoothly!

Campus Policies and Procedures

Some of the following policies and procedures may be specific to the volunteer job, while others may vary slightly campus to campus. These policies and procedures are meant to provide general guidance and consistency and to communicate expectations for all volunteers.

Answering the Phone

The following script should be followed when answering outside calls:

*Thank you for calling [NAME OF ALEDO ISD CAMPUS]. This is [YOUR NAME], a **parent volunteer**. How may I help you?*

Transferring Phone Calls

Before transferring a call to office personnel, the call should be announced to the necessary party. Volunteers should place the phone call on a brief hold and call the office of the Assistant Principal, Counselor, Diagnostician, Nurse, etc. to make sure they are available to receive the call. In the event they aren't available, the call should be transferred to the individual's voice mail.

All calls for the campus Principal should be transferred to the principal's secretary.

Phone calls for teachers should be transferred directly to voicemail, unless it is the teachers conference period, and he or she has notified the front office he or she is expecting a call.

Greeting the Public

As a volunteer, you may be the first friendly face a visitor sees—and that makes a big impact! A warm greeting and a quick check-in to see how you can help goes a long way in making our school feel welcoming and supportive.

Raptor System

The campus utilizes a Raptor Check-In System to ensure student safety and for record-keeping. Volunteers will all be trained and become proficient in the use of the Raptor System for the following situations:

- **Student Check-In and Check-Out**

When a student arrives at school after school has started and/or needs to leave campus before the school day has ended, the student should be signed in or out of the front office. This procedure may vary slightly by campus, and will be shared with office volunteers upon initial volunteer shift in the office. Students are never allowed to leave the building with anyone who isn't authorized by parents or guardians to take them. Checkout procedures may vary slightly from one level to the next and should be confirmed with office staff at the campus where a volunteer shift is taking place.

- **Raptor Volunteers**

Any volunteer coming to any campus should be signed into the Raptor System upon arrival. A volunteer name tag can be printed if needed.

- **Raptor Visitors**

All visitors must check in through the front office. A visitor's Driver's License must be scanned into Raptor if a visitor wishes to enter any area in the building other than the office. After signing in through Raptor, each visitor shall receive a printed visitor badge that is to be worn during the entire visit. Visitors should be announced to teachers and appointments verified before allowing visitors into the building. Visitors should be instructed to return to the office before leaving the building. They should be signed out in Raptor and their name tag collected.

Messages for Teachers

If a message is left for a teacher, the volunteer should use the official message form provided by each campus and complete all pertinent information: name, contact information, date/time of message, and the specifics of the message. Messages should be accurate, legible and be delivered to the teacher in a timely manner.

Taking Absent Calls

When parents/guardians call in to inform us of student absences, the call must be logged in the front office. Where this is done varies slightly by campus. The volunteer should be intentional about requesting a reason for the absence and the specific symptoms if a student is ill. For example, "I'm sorry to hear that Sarah is ill, does she have a fever today?" These symptoms must be documented and will be given to the school nurse for reporting purposes.

Parents Picking up Students

Parents/Guardians are required to enter the building to check out a student. Many call and want the student waiting, but common practice should be to call for the student once the parent arrives to pick them up. Students shouldn't be waiting in the office for long periods of time rather than receiving instruction. Volunteers should use the campus practice for check-out and should make sure that the person picking up is authorized to do so.

Appendix A

Code of Ethics & Standard Practices for Texas Educators Effective 12/2/2002

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community.

Standard 1 Professional Ethical Conduct, Practices, and Performance.

- 1.1 The educator shall not knowingly engage in deceptive practices regarding official policies of the school district or educational institution.
- 1.2 The educator shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.
- 1.3 The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.
- 1.4 The educator shall not use institutional or professional privileges for personal or partisan advantage.

1.5 The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. The standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents, or other persons or organizations in recognition or appreciation of service.

1.6 The educator shall not falsify records, or direct or coerce others to do so.

1.7 The educator shall comply with state regulations, written local school board policies, and other applicable state and federal laws.

1.8 The educator shall apply for, accept, offer, or assign a position or responsibility on the basis of professional qualifications.

Standard 2 Ethical Conduct Toward Professional Colleagues

2.1 The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.

2.2 The educator shall not harm others by knowingly making false statements about a colleague or the school system.

2.3 The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.

2.4 The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.

2.5 The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, sex, disability, or family status.

2.6 The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.

2.7 The educator shall not retaliate against any individual who has filed a complaint with the SBEC under this chapter.

Standard 3 Ethical Conduct Toward Students.

3.1 The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.

3.2 The educator shall not knowingly treat a student in a manner that is adversely affects the student's learning, physical health, mental health, or safety.

3.3 The educator shall not deliberately or knowingly misrepresent facts regarding a student.

3.4 The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, sex, disability, national origin, religion, or family status.

3.5 The educator shall not engage in physical mistreatment of a student.

3.6 The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student.

3.7 The educator shall not furnish alcohol or illegal/unauthorized drugs to any student or knowingly allow any student to consume alcohol or illegal/unauthorized drugs in the presence of an educator.

Aledo Independent School District

Parent Volunteer Handbook Acknowledgment

I acknowledge that I have read the Aledo ISD Volunteer Handbook and agree to comply with all policies and procedures. I understand the importance of private matters and agree to maintain confidentiality of student information. I agree to abide by the Code of Ethics & Standard Practices for Texas Educators as outlined in Appendix A and acknowledge that my failure to do so shall make me subject to limited, or a complete loss of, volunteer opportunities within Aledo ISD. I will report all concerns, especially those regarding student safety, to the campus principal or district administration.

Upon review of this handbook and before the first volunteer shift each school year, each Aledo ISD volunteer must complete the acknowledgement form at the link below.

[VOLUNTEER ACKNOWLEDGEMENT FORM](#)