Volunteer Handbook

2026-2027

San Elizario Independent School District

Welcome to the San Elizario ISD Volunteer Program

Dear Volunteer,

Welcome, and thank you for sharing your time and talents with the students and staff of San Elizario ISD. Volunteers are vital in helping us fulfill our mission of providing a high-quality education and supportive environment for every student. Whether you're assisting at an event or supporting office staff, your contribution makes a meaningful difference in the lives of our students.

We are deeply thankful that you have embraced the opportunity to help out in our schools. Your dedication and generosity strengthen our community and inspire our students to reach their full potential.

This handbook provides essential information about district policies, procedures, and expectations. It will help you understand your role and ensure a safe, productive volunteer experience.

We are proud to partner with individuals who believe in the power of education and building a brighter future for our students.

With gratitude,

Gina Ramirez
Executive Director of Human Resources
San Elizario Independent School District

How Volunteer Core Values Reflect San Elizario ISD's Mission and Vision

San Elizario ISD's mission is to graduate students with innovative skills for 21st-century careers by fostering academic and social growth, supporting transformative practices, and building strong school–home relationships.

Its vision — "A Proud Community of Champions – Soaring Excellence"—is centered on student success, collaboration, and community pride.

Volunteer Core Expectations — Aligned with SEISD Values:

- **Maintain Confidentiality**
  Builds trust and supports positive school–home relationships.
- **Display a Positive Attitude**
  Promotes community spirit and encourages student confidence.
- **Exhibit Professional Behavior**
  Models excellence and integrity for students.
- **Model Dress Code Standards**
  Reflects respect for the learning environment and school pride.
- **Stay Focused on a Common Goal**
  Reinforces the shared mission of student achievement.
- **Operate as a Team**
  Strengthens collaboration between school, families, and the community.
- **Keep Our Commitment to Volunteering**
  Demonstrates dedication to student growth and school support.
- **Honor the Learning Environment**
  Ensures classrooms are safe, focused, and supportive.
- **Encourage Our Students**
  Inspires learners to reach their highest potential.
- **Ensure the Safety of Our Children**
  Aligns with SEISD's core priority—student well-being.

By embracing these expectations, volunteers help San Elizario ISD live out its commitment to excellence, equity, and student success.

Welcome, Volunteers!

We want you to have a great experience while supporting our students and staff!

Important Information to Get Started:

- Any volunteer is required to complete the whole application process. There are no exceptions.
- It is essential to note the 4 district orientation dates per year and the HR processing dates of Tuesday and Thursday each week after each district orientation.
    - One training course is required to be completed per year.
    - For more information on dates and times, see the SEISD website or contact the district or campus parent liaison.
- Please read through the entire handbook for details.

How to Apply: Volunteer Application Process

- **Application Submission & Background Check**
    - Submit the volunteer application online at: _____
    - HR conducts a mandatory criminal background check
    - If the background meets GKG standards, HR will notify the applicant of approval to attend district orientation
- **District Orientation Completion**
    - Attend and complete the required SEISD volunteer orientation
    - Orientation dates are listed on the SEISD website
    - Must be approved by Human Resources before attending
- **Verification of Orientation Completion**
    - Campus parent liaison and district liaison will confirm attendance at district orientation
    - They will notify HR upon completion
- **HR Appointment**
    - Human Resources will contact the volunteer to finalize processing
    - Once complete, HR will inform campus and district liaisons
- **Campus Notification**
    - Campus and district parent liaisons will work with the campus administrator
    - A volunteer plan will be created based on current campus needs

While Volunteering

- Sign in/out at the front office using the “Volunteer” button.
- Wear your official SEISD volunteer badge at all times.
- Follow school rules and any necessary equipment/facility training.
- Notify the school if you can’t make your scheduled volunteer time.
- Silence your phone and use it only when appropriate.
- Schedule a parent-teacher conference for any personal concerns.

Important Reminders:

- Report suspected child abuse or neglect to school staff immediately (as required by law.
- Only staff may manage student behavior and discipline.
- Enjoy your time! Your presence supports and inspires our students.

Confidentiality

As a volunteer, you may observe or hear private information about students, staff, or classroom situations. This information must remain confidential to protect privacy and comply with FERPA and Texas state law.

Please remember:

- Do not discuss:
  - Student behavior
  - Academic progress
  - Personal or family situations
- Do not communicate with parents about any student-related matters
  - Refer all parent questions to the teacher or campus staff
- If a parent asks about their own child or another student:
  - Kindly direct them to the appropriate school personnel
- Maintaining confidentiality:
  - Builds trust
  - Keeps our schools safe, respectful, and supportive for everyone

SEISD Volunteer Guidelines (Policy GKG Local Summary)

Full policy available online at: SEISD Board Policy Manual

Purpose
The Volunteer Program supports campuses by providing additional help to teachers and students.
Qualifications
Volunteers must be 18 or older. Placement is based on campus needs and District guidelines.
Authority
Volunteers work under the supervision of the campus principal or a designated coordinator.
Application Requirements
All volunteers must:

- Submit a completed volunteer application
- Provide valid government-issued photo ID
- Consent to a criminal background check
- Be approved by HR before starting any volunteer work

Criminal History Check
A Criminal History Check is required for all volunteers, without exception, including:

- Parents, guardians, or grandparents
- One-time or supervised volunteers

Criminal History Checks are only valid for one school year and must be renewed annually. Volunteers who refuse the check will be denied participation.

Individualized Assessment
Every applicant's Criminal History, without exception, will undergo an individualized assessment consistent with standards and factors established under GKG (Local).

SAN ELIZARIO VOLUNTEER COMPLIANCE FORM

Volunteer Information

Full Name: _____

Telephone Number: _____

Volunteer Address: _____

Start Date: _____ End Date: _____

SEISD Campus/Department Assigned: _____

Volunteer Compliance Requirements

1. Background Check Clearance
   I will provide proof of a cleared criminal background check, as required under Texas Education Code §22.0835 or other applicable law, prior to my first day on campus.

2. Confidentiality and FERPA Compliance
   I will maintain strict confidentiality regarding all student records and educational information in accordance with the Family Educational Rights and Privacy Act (FERPA) and school district policy.

3. Professional Conduct
   I agree to conduct myself in a professional manner, including appropriate attire, communication, and behavior aligned with the SEISD Board Policy DH (Series) and the San Elizario ISD Employee Handbook.

4. Mandatory Reporting Obligations
   I understand my legal obligation to report suspected child abuse or neglect under Texas Family Code Chapter 261 and will follow district protocol in doing so.

5. Compliance with District Policies
   I agree to comply with all applicable District Board Policies, administrative regulations, campus rules, and any specific directives provided by campus or District personnel. I further agree to adhere to all requirements and standards of the District's volunteer program, including completion of required training, background checks, and submission of any necessary documentation.

6. Health and Safety Protocols
   I agree to follow all campus-specific safety procedures, including any public health requirements related to communicable diseases, emergency drills, and visitor sign-in/out procedures. . I acknowledge that I am not permitted to supervise students alone, administer discipline, or act outside the scope of responsibilities assigned to me by the District.

7. Orientation and Training
   I will attend any mandatory orientation or training sessions required by the School District prior to or during my placement.

8. Use of School District Resources
   I will use district resources (e.g., devices, software, materials) only for authorized internship activities and not for personal or unauthorized use.

9. Liability and Insurance
   I understand that I am participating as a volunteer and not as an employee of the San Elizario Independent School District. I acknowledge that I am responsible for maintaining my own health and liability insurance coverage, if applicable.

*Full policies available online at: *SEISD Board Policy Manual*

Acknowledgment and Signature

I hereby acknowledge that I have read and agree to comply with the above requirements as a condition of my volunteer placement with San Elizario Independent School District (SEISD). I further acknowledge that SEISD reserves the right to remove me from my position as a volunteer at any time and for any reason, with or without cause, and without regard to whether a violation has occurred. I further acknowledge that I am a volunteer and there is no expectation of compensation. I will comply with all reasonable directives of the school district personnel. I confirm that I have reviewed the San Elizario ISD Employee Handbook and Board Policy DH (Series) and will conduct myself in accordance with the standards and expectations contained therein.

I understand that I will not volunteer in my child's classroom.

Volunteer Signature: _____Date: _____

San Elizario ISD Representative: _____ Date: _____

SEISD Contact Information

Campus Contacts

Campus Name	Principal	Parent Liaison	Phone
Lorenzo G. Loya Primary School	Julissa Esquivel	Flor Sanchez	(915) 872-3940
Josefa L Sambrano Elementary School	Susana Frescas	Ashley Garcia	(915) 872-3950
Alfonso Borrego Sr Elementary School	Martha Santana-Garcia	Rebecca Jauregui	(915) 872-3910
Lorenzo G. Alarcon Elementary School	Monika Ruiz	Nancy Alvarez	(915) 872-3930
Ann M. Garcia-Enriquez Middle School	Alexander Corona	Janet Natividad	(915) 872-3960
San Elizario High School	Troy Enriquez	Jesusa Portillo	(915) 872-3970

District Contacts

- **District Parent Liaison:** Flor Sanchez-Reza
  (915) 872-3900

- **Human Resources Contact:** Elizabeth Gutierrez
  (915) 872-3900

Frequently Asked Questions (FAQs)

1. **How do I become a volunteer?**
   Follow the steps outlined in the application process.

2. **Can SEISD employees volunteer?**
   Yes. A badge is still required, and HR must be informed.

3. **Do I need to be a teacher?**
   No. You only need a desire to help and a commitment to follow school procedures.

4. **Why do I need a badge?**
   For identification, security, and accountability.

5. **Why must I sign in and out?**
   To track hours, for safety, and for emergency purposes.

6. **Can I volunteer without a regular schedule?**
   Yes. You can help with special events or do projects from home.

7. **Can I bring my preschool child?**
   No. Please ask your liaison about tasks you can complete from home.

8. **What if I have questions about my assignment?**
   Speak with your campus volunteer coordinator.

9. **What if I can't attend at my scheduled time?**
   Call the school office to notify them.

10. **Should I discipline students?**
    No. Always inform a teacher or staff member.

11. **Can I talk about what I see with others?**
    No. Keep everything confidential to protect student privacy.

12. **What if I see something that concerns me?**
    Tell a teacher or administrator. Do not contact parents directly.

13. **What if I have questions about my own child?**
    Schedule a parent-teacher conference separately.