LHISD Volunteer Handbook



LIBERTY HILL INDEPENDENT SCHOOL DISTRICT
301 Forrest Street | Liberty Hill, TX 78642 | Phone: (512) 260-5580 | Fax: (512) 260-5581

Dear Liberty Hill ISD Volunteer:

Thank you for your willingness to commit to public education and share your time and talents with the Liberty Hill Independent School District students. Our volunteers are very
important people to us. As a volunteer, you are helping our district to build strong partnerships with our parents, teachers, administrators, and community members.

On behalf of our Trustees, our parents, and our staff, we thank you for your dedication and your willingness to share one of life's most valuable commodities. . . your time.

Vision
Building Champions in Academics, Character, and Community

Mission
The mission of Liberty Hill ISD is to build future-ready graduates empowered to be the best version of themselves.

Have a great school year!

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Applicant complete, sign, and return to the campus office:

- *The policy receipt for the handbook (first visit)*
- *Copy of current government-issued photo ID or valid driver's license (every visit)*

We appreciate your cooperation and concern for the student's safety at Liberty Hill ISD. Thank you!

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VOLUNTEER APPLICATION

To become a volunteer with Liberty Hill ISD, please use the website below to apply.

LHISD Volunteer

Once your application has been approved/denied, you will receive an email. If you have any questions, please call the Human Resources Department at 512-260-5586.

BENEFITS OF VOLUNTEERING IN LHISD:

TO STUDENTS:

- Increased achievement
- Higher quality education
- Increased self-esteem/self-confidence
- Motivation to learn
- Association with positive role models
- Insight into real-world expectations

TO THE SCHOOL:

- More efficient and effective operation
- Reduced cost to the taxpayer
- More parental/community involvement
- Improved student achievement
- Ability to address issues proactively

TO THE VOLUNTEER:

- Satisfaction in preparing future leaders
- Opportunity to try out new skills
- Being part of the school
- Involved in children's lives
- Feels welcome in school and trusts school to work with children

TO THE COMMUNITY:

- Improved community image
- Satisfied employees
- Creates quality future employees
- Becomes a stakeholder in the school
- Improved quality of life

SUGGESTED VOLUNTEER OPPORTUNITIES:

- Classroom/Front office/Library Assistant
- Reading to/with Students
- Guest Speakers (Career Day, Texas Scholars, etc.)
- Mentors
- Judges/Coaches (Science Fair, UIL, Reflection Artwork, etc.)
- Workroom Assistant (copies, mail, die cuts, etc.)
- Maintain Marque
- Snacks for Teachers/Students (Teacher Appreciation, Testing Days)
- School Supply Donations
- Campus Organization (PTO, WatchDog, Room Mom, etc.)
- Campus Committee Member
- Serve on SHAC (School Health Advisory Committee)
- Attend Board Meetings to learn about District Operations
- Adopt-a-Campus Program

EXPECTATIONS FROM THE VOLUNTEER PARTNERSHIP

Some expectations are similar for both teachers and volunteers. Both groups have the same goal: providing the best educational experiences for every child.

Shared Expectations:

- A genuine love of children
- Honest and open communication
- Patience
- Cooperative attitude

- Enthusiasm
- Respect and courtesy
- Sincerity

What volunteers expect from teachers and staff:

- Sensitivity to the volunteer's time and needs
- Students being prepared for the volunteer
- Relevant information regarding students
- An open mind to the volunteer's ideas
- To be kept informed of schedule changes
- Explanation of policies and procedures of the school
- Clear directions and essential materials
- Appreciation of the volunteer's efforts
- To be regarded in a professional manner

What teachers and staff expect from a volunteer:

- A friendly, pleasant, positive attitude
- Professional attitude and behavior
- Promptness
- Recognition that the teacher is the authority
- Willingness to work with all children
- Creativity and flexibility
- Dependability
- Discretion and trustworthiness with confidential matters in the classroom
- Sensitivity to the needs of children
- To serve as a role model
- To motivate students

All volunteers should:

- Complete volunteer application and background check forms each school year per district policy.
- Using the raptor system, sign in at the front office with your Driver's license.
- Call the school and leave a message if you are unable to attend a volunteer assignment.
- Meet with the teacher or school personnel with whom you will volunteer to work out the specific job duties.
- Support teachers and other personnel as volunteers act only as assistants.
- Follow the district dress code.
- Make sure your cell phone is silent while on campus.
- Keep communication open between you and the teacher or school personnel.
- Share matters of concern or constructive criticism with the campus principal.
- If you are unsure about anything, ask a question!
- Turn the situation over to the teacher should behavior problems develop with a student.
- Avoid expressing dissatisfaction with the school or staff in the presence of students.
- Discuss student/s only with the assigned teacher or campus principal.
- Work within the rules of the school district.

For the safety of our students:

- **All volunteer applicants will be subject to a background check <u>each school year.</u>**

CODE FOR VOLUNTEERS

As a school volunteer, you will be a role model for our students. State law and Legal Policy *(Texas Education Code 22.053, (a, b, c) and GKG Legal Policy* set certain standards for all staff and volunteers to follow so that the safety and well-being of our students are ensured while they are attending school. Therefore, everyone is asked to observe these guidelines:

- Follow any directions given by campus and district administration
- Observe the no-smoking policy and dress codes.
- Keep confidential any information about students and other volunteers.
- Volunteers will not give medications or medical treatment
- Volunteers should not propose personal/religious doctrines or beliefs to students.
- Volunteers must seek the aid of school personnel in case of serious discipline problems.
- Volunteers must avoid lending money to students.
- Volunteers should not promote specific businesses, commercial products, or brand names.
- Unless supervised by school district personnel, a volunteer must be 18 before the first day of the school year.
- As a representative of Liberty Hill ISD, avoid expressing differences of opinion or dissatisfaction with LHISD staff, parents, community members, or other volunteers while on a district or campus facility or official communication platform, including social media.
- Volunteers should not photograph or record any students who are not their own without prior permission from the teacher and or campus principal.

HANDBOOK RECEIPT AND CONFIRMATION

I have read and understand the LHISD Volunteer Handbook.

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By signing below, I agree to the rules and guidelines laid out in the handbook. Failure to comply with the guidelines may result in removal from the Volunteer program with LHISD.

_____ _____

Volunteer Signature Date

_____

Volunteer Printed Name

Please return the receipt to the campus you are volunteering with. Thank you.