East Central ISD



VIP Volunteer

Very Important Partner
2026-2027

Certification Handbook



"Your contributions enrich the quality of our school system, and we greatly appreciate you. When you volunteer we all grow."

Roland Toscano
Superintendent of Schools

Dear ECISD VIP Volunteer Candidate,

We are grateful for your willingness to serve as a volunteer. As a volunteer you are a very important partner in our district. It is through our partnership that we are capable of ensuring that every student has a fantastic school experience, meets their annual growth goals and develops the characteristics of an East Central graduate.

Together, we can grow a school system that teaches all children to read critically, write compellingly, think logically, and solve problems creatively. Most of all, we can prepare our students for life, equipping them with the ability to earn credentials they find appealing and have value in today's economy.

Again, thank you for your partnership. Your contributions enrich the quality of our school system and we greatly appreciate you. When you volunteer we all grow.

Sincerely,

Profile of an EC Graduate



Roland Toscano
Superintendent of Schools
East Central ISD



DISTRICT CULTURE CODE

East Central ISD is a proud community. We are a diverse family, brought together by a tradition of quality education. We stand united in times of celebration and adversity. We believe in who we are and who we will become. We are EC Proud! #ECPROUD!

School-Family-Community Partnership

One of the goals of partnership research has been to identify the actions that schools, families and communities engage in when they focus on student learning. To build capacity in our schools and develop a consistent presence of strong parental and community participation, East Central ISD utilizes the Six Types of Parental Involvement research-based practices developed by Dr. Joyce Epstein of Johns Hopkins University, which are as follows:



PARENTING

Promote Positive Parenting
Assist all families with parenting skills and in creating a home environment that support children as students.



COMMUNICATION

Communicate Effectively
Conduct effective communications from school-to-home and from home-to-school about school programs and student progress.



VOLUNTEERING

Increase Volunteerism
Organize volunteers to support the school and its students. Provide volunteer opportunities in various locations and at various times.



LEARNING AT HOME

Enhance Student Learning
Provide information to families about how to help students at home with their homework and other curriculum-related activities and decisions.



DECISION MAKING

Support Decision Making & Advocacy
Include families as participants in school decisions and develop parent and community leaders.



COLLABORATING

Collaborate with the Community
Coordinate resources and services from the community for families, students, and schools and provide services to the community.

VOLUNTEERING AT ECISD

- The education of our students requires the involvement and support of its entire East Central ISD community.
- We welcome parents, caregivers, family members, retirees, businesses, members of the military, civic groups, college students, and other community members who want to help make a difference in the life of an East Central ISO student.
- A "volunteer" is a person rendering services for or on behalf of a district on district premises or at a school-related activity on or off school property who does not receive compensation in excess of reimbursement for expenses. *Texas Education Code, Section 22.053*
- A Certified VIP Volunteer may volunteer at any school.

VOLUNTEER OPPORTUNITIES

- Classroom Volunteer
- Clerical/Office/Library Volunteer
- District/School Committee Member
- Storyteller/Reader
- Field Trip Chaperone
- Booster Club Chaperone
- Organize/support school activities and events
- Tutor/Mentor
- Job/Career Coach
- Support bus loading/unloading
- Hall Monitoring
- Help Students during breakfast or lunch
- Prepare materials for teachers & students
- Prepare labs/activities/centers

VOLUNTEER CERTIFICATION REQUIREMENTS

NEW Volunteer Candidates
Must complete VIP Volunteer Certification.

Volunteer Re-certification
Must complete VIP Volunteer Recertification.



VIP Volunteer Certification
Valid August 1 - July 31

VOLUNTEER GENERAL POLICIES AND PROCEDURES

1. VIP volunteers must provide a **valid government issued picture ID, be cleared through the Raptor system, sign in and out at the school office** and go only to their volunteer assigned area.
2. VIP volunteers **must wear a school issued identification badge** whenever they are serving as a school volunteer or accompanying students on a school activity.
3. VIP volunteers must **respect the schools' and teachers' schedules and responsibilities**. VIP volunteers shall communicate with the VIP School Representative or a district professional employee to ensure they **understand their volunteer schedules, assignments, and expectations**.
4. Volunteers must be **prompt to their assignments** and notify the school if they will be delayed or will be absent.
5. VIP volunteers must work **under the direction and supervision of a district professional employee at all times**, recognizing that the **primary instruction and disciplining of students are responsibilities of the staff**.
6. VIP Volunteers must inform the VIP School Representative or district professional employee if they are **uncomfortable performing any task that is asked of them**.
7. VIP volunteers must **not ever meet with a child alone**.
8. VIP volunteers must **follow all safety guidelines**.
9. VIP volunteers must **use the school restrooms designated for adults/volunteers**.
10. VIP volunteers may praise and **encourage students in an appropriate and respectful manner** as these are approved methods to demonstrate care and respect for students.
11. VIP Volunteers **must not give students any food or treats of any kind** unless approved by the teacher or administration.
12. VIP volunteers **must not administer medications to students**.
13. VIP volunteers **must not bring other children to school** when they volunteer or serve as a chaperone on or off school grounds.
14. VIP volunteers **must refrain from using their cell phones** during their volunteer assignment, except in case of emergencies.
15. VIP volunteers **must not dismiss a student from school, take a student from school grounds, walk or drive students to their homes or any other destination**.
16. VIP volunteers **must not ride on the regular scheduled school buses**.
17. Under the Family Educational Rights and Privacy Act (FERPA), parents have the right to prevent photographs of their children be taken in instructional settings. Given that volunteers have no knowledge of which parents have allowed their children to be photographed and which have not, VIP volunteers **must not take any photographs or videos/movies of a student nor post the student's name on social media** in any instructional setting during the instructional day without a school administrator's authorization. This includes recess, lunch, activities, and events on or off school grounds.
18. VIP volunteers **shall abide by the District's Volunteer Code of Ethics**. If a VIP volunteer has **a question about a policy or a procedure** he/she shall ask the appropriate person; the teacher, the principal or the VIP School Representative.

VOLUNTEER CODE OF ETHICS

CONFIDENTIALITY

Information of a confidential matter may be shared with you as a VIP volunteer. **The problems, abilities, relationships, and confidences of students, their families, and the school personnel must never be discussed with anyone who does not have a professional right.** Like teachers, VIP volunteers are bound by a code of ethics to keep confidential matters within the school.

RESPECT

VIP volunteers shall **respect all school personnel and all students at all times.**

OBJECTIVITY & IMPARTIALITY

VIP volunteers must not allow personal feelings to affect their work in the school setting. A volunteer's first priority is to the students that are being served. A volunteer must not favor one student more than another. **VIP volunteers must be impartial, courteous and fair to every student no matter the race ethnicity, gender, religion, and/or disability.** VIP Volunteers must accept children's differences in background, culture, values, language and aspirations.

DRESS AND CONDUCT

The District's Dress Code and Code of Conduct are intended to promote responsibility and good citizenship in a safe and respectful learning environment. **VIP volunteers must abide by these codes found in the District Parent and Student Handbook and Code of Conduct.**
Any concerns or uncertainties a VIP may have about the written codes, he/she shall address with the school principal.

SCHOOL PROCEDURES AND POLICIES

VIP volunteers should become familiar with the procedures and policies of the District Parent and Student Handbook as well as any school rules. The School VIP Representative, principal or supervising teacher are also available to explain the school's policy on:

- smoking
- sexual harassment/discrimination
- school safety, climate and health
- precautions
- use of telephones/cell phones
- and equipment
- fire drills
- substance abuse
- child abuse and neglect reporting information
- correspondence
- eating facilities
- accidents and emergency procedures

VIOLATIONS OF POLICIES AND PROCEDURES

Violations by a VIP volunteer of the policies and procedures outlined in the VIP Volunteer Certification Handbook, District Parent and Student Handbook and/or any other district policies and procedures are rare. However, for the protection and safety of all, if a violation occurs the following will be the consequence thereof:

FIRST INFRACTION

Principal or Campus Administrator will **speak with the VIP volunteer about the concern and document accordingly.**

SECOND INFRACTION

The volunteer's ECISD VIP **Volunteer Certification will be terminated in writing by the principal.**

IMMEDIATE TERMINATION

Any serious violation that can cause harm to the district, school, students and/ or school personnel or that the principal assesses as an interference of the educational environment will result in the **immediate termination of the volunteer's VIP Volunteer Certification**.

VIP SCHOOL REPRESENTATIVES

SCHOOL NAME	REPRESENTATIVE	EMAIL	ADDRESS/PHONE
Harmony Elementary School	**Charlotte McReynolds** Principal	charlotte.mcreynolds@ecisd.net	10625 Green Lake Dr. 78223 **210.634.6900**
Highland Forest Elementary School	**Sarah Harred** Assistant Principal	sarah.harred@ecisd.net	3736 SE Military Dr. 78223 **210.634.7000**
Honor Elementary School	**Lorena Molina** Administrative Assistant	lorena.molina@ecisd.net	3610 N. Graytown Rd. 78109 **210.630-2735**
Oak Crest Elementary School	**Laura Gonzalez-Vasquez** Assistant Principal	laura.gonzalezvasque @ecisd.net	7806 New Sulphur Springs Rd. 78263 **210.634.6300**
Pecan Valley Elementary School	**Monica Valenzuela** Assistant Principal	monica.valenzuela@ecisd.net	3966 E. Southcross 78222 **210.634.6000**
Salado Elementary School	**Delilah De La Rosa** Assistant Principal	delilah.delarosa@ecisd.net	3602 SWW White Rd. 78222 **210.648.3310**
Sinclair Elementary School	**Nathan Cruz** Assistant Principal	nathan.cruz@ecisd.net	6126 Sinclair Rd. 78222 **210.634.6400**
Tradition Elementary School	**Erica Bratton** Assistant Principal	erica.bratton@ecisd.net	7284 FM 1628 78263 **210.662.1700**
Victory Elementary School	**Justa Garcia** Assistant Principal	justa.garcia@ecisd.net	17150 Sage Common. 78112 **210.634.6100**
Heritage Middle School	Andrea Chase Assistant Principal	andea.chase@ecisd.net	8004 New Sulphur Springs Rd. 78263 **210.634.6500**
Legacy Middle School	**Christina Campos** Counselor	christina.campos@ecisd.net	5903 SW Loop 410 78222 **210.634.6600**
Valor Middle School College and Preparatory Academy	**Oletha Johnson** Assistant Principal	oletha.johnson@ecisd.net	415 E FM 1518 N 78152 **210.634.6350**
CAST Lead High School	**Erica Jackson** Assistant Principal	erica.jackson@ecisd.net	7284 FM 1628 78263 **210.634.7302**
East Central High School	**Corey Tobias** Assistant Principal	corey.tobias@ecisd.net	7173 FM 1628 78263 **210.634.7100**
East Central ISD	**Francisco Salinas** Student Services Administrator	vanessa.vasquez@ecisd.net	5903 SE Loop 410 78222 **210.634.6660**
East Central ISD	**Angelina Gonzales** Coordinator of Federal Grants/Programs	angelina.gonzales@ecisd.net	6674 New Sulphur Springs Rd. 78263 **210.634.6139**

VOLUNTEER INFORMATION

Visit the Volunteers web page at www.ecisd.net.
Click on the Our Families tab then click on Volunteers on the directory to:

- Register for a VIP Volunteer Training Session or a VIP Volunteer Re-certification Session
- Complete the VIP Volunteer Re-certification Session online
- View the list of VIP School Representatives
- Look for Volunteer Opportunities

Also, find the latest information updates for VIP volunteers on our social media accounts.

Facebook X LinkedIn Peach Jar

DONATIONS WELCOMED

- District/Department/School Wish Lists: for example teacher and school supplies
- Scholarships, ECISD School Foundation, Awards/Recognitions and School Organizations/Clubs

For all donations, contact your child's school administration for more information about donation procedures or the District Central Office at (210) 634.6100

DISTRICT COMMITMENT

We believe that our East Central ISD schools are responsible for creating and maintaining a student-centered learning environment that fosters respect for everyone in the schools; students, school personnel, parents and volunteers.

Our District values our volunteers contributions and dedication and commit to:

- Treat our volunteers with care and respect;
- Make every effort to assign volunteers to positions that match what they like to do and know how to do best;
- Provide volunteers with the information they need about our schools, policies, procedures, personnel and programs;
- Offer support throughout the volunteer experience;
- Make sure volunteers understand how and to whom to talk about any concerns;
- Give volunteers the opportunity to share comments and suggestions about their volunteer experience; and
- Celebrate the contributions our volunteers make to the quality and culture of our schools with recognition, a smile, and frequent thank yous!

STATEMENT OF AGREEMENT

- I hereby certify that the information provided in all forms required by the VIP Volunteer Certification process is true and complete, and I understand that **false information or omissions may disqualify me from volunteering with the District.**

- I understand and agree that school volunteer certification is contingent upon the verification of completion of the **VIP Certification Online Training for new** volunteer candidates. I further understand and agree that I must complete online the VIP Volunteer **Recertification Session on an annual basis.** Also the submission of all other required forms for volunteers as well as to provide a valid government issued picture ID and be cleared through the Raptor system.

- I understand and agree acceptance as an East Central ISD VIP Volunteer and my volunteer services **does not in any manner imply, offer, or create an employment relationship or contract for employment**. I further understand and agree, as a volunteer, **my service is at-will** and can be terminated by me or by the District or district designee at any time.

- I hereby authorize East Central ISD to include my **last name, middle name, first name and date of birth on the District VIP Volunteer Certified List**. I also understand that the list will only be viewed by District personnel and will not be distributed to the public.

- As a volunteer in East Central ISD, I understand and agree not share with anyone any confidential information about any student, family, or staff member to any person outside the school setting. I will refer all requests for student and family information and school or staff information to the school principal. **Should I fail to uphold the right to confidentiality**, I understand that I may be dismissed as a volunteer and my actions my have legal ramifications.

- I agree to keep my **beliefs on religious and political issues** outside of the school setting.

- I agree to abide by the district and school policies that states **the responsibility of volunteers to recognize and report to the school principal** any information, allegations or incidents of sexual harassment and child abuse and neglect, which may come to my attention.

- I understand and agree to **abide by the Volunteers Code of Ethics and general policies and procedures**.

- I will **abide by all East Central ISD current policies, procedures, handbooks, and any other updates** set forth after today's date.

- I understand that **volunteering is a privilege and not a right**. The school's principal reserves the right to deny or remove any volunteer violating confidentiality or any district policy or procedure.

VIP Volunteer
Copy DO NOT
Submit

_____ _____

Printed Name
(*As it appears on government issued identification*)

Date of Birth (MM/DD/YYYY)

_____ _____

Signature

Today's Daye (MM/DD/YYYY)