Volunteer Handbook

MIDLAND INDEPENDENT SCHOOL DISTRICT

Mission Statement

All students will graduate college, career, or military ready.

Vision Statement

Educating the Future with Excellence

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General Information
Midland Independent School District invites parents, guardians, and patrons of our district to become an active part of the success in our schools by sharing their time and talent as volunteers. We will create and maintain ongoing partnerships including families, businesses, higher education institutions, and community organizations.

We value all our volunteers and the work they do to help our schools. MISD requires all potential volunteers to complete a volunteer application and background check *prior to volunteering.* A volunteer must be 18 years of age before the first day of school.

This handbook is designed to provide you with practical information to assist with volunteer placement and management. It is our goal to support your volunteer work so that the time you spend is mutually beneficial to you, students, families, and our schools.

Thank you for making a difference!

Volunteer Opportunities
MISD follows recommended health and safety guidelines for our students so some opportunities may be available but become restricted in the future. The list below provides possible opportunities to volunteer on a campus, which will vary by campus. Feel free to reach out to a specific campus with questions regarding any volunteer opportunity which may be available.

Event Support Examples
- Guest Speaker (Career Day, Veterans Day, etc.)
- Judges / Coaches (Science Fair, Reflection Artwork and Compositions, Academic Decathlon, UIL events, etc.)
- Field Trip Chaperone
- Book Fair
- Math, Literacy, and Science nights, Field Day
- Landscape, gardening, and plant materials
- Fine Arts
    - Build sets, paint, props
    - Costumes and Uniforms (sewing buttons or rips, cleaning and storing)
- Snacks for teachers and students (testing days, teacher appreciation)

School / Office Support Examples
- Bulletin Boards
- Cafeteria Monitoring
- Library - check in and out books, shelve books, read to younger grade levels
- Workroom Helper - make copies, laminate, die cut, etc.

- Mentor
- School Office - help on party days, sort mail and deliveries, answer the phone, etc.
- Morning Greeters - help with traffic flow during drop-off
- Watch D.O.G.S. or All Pro Dads
- Campus Newsletter or Yearbook
    - Take photos
    - Highlight parents helping parents and resources
- School Committees
- Parent Support
    - PTA Board or Committee Member
    - Greeter
    - Booster Club
    - Help another parent with technology or understanding their child's lessons
    - Book Club for Parents
    - Language translation or interpretation for families

Teacher/Instructional Support Examples

- Reading Buddy Mentor
    - Read a book to a student / listen to students read
    - Commit to ongoing support for a student (usually once a week)
    - Provide consistent encouragement to students
- Classroom Helper
    - Career Day
    - Small group help
    - Read to class
    - Make copies for teacher
    - Help with classroom parties, field trips, etc.
- Tutor
- STEM Coaching
    - Assist students in robotics or other STEM classes
    - Visit classrooms and share your talents with them
- Assist from home (if you are unable to help during the day you can still volunteer)
    - Cut, collate or organize materials for the teachers

How to Become A Volunteer in Midland ISD

Volunteers will begin the application process with a District Volunteer Application. Your application must be completed **at least 72 hours** before the event or you may be ineligible to volunteer. You can complete your background check in English or Spanish with acceptable identification.

Accepted Forms of Identification

The following forms of photo ID are acceptable to become a volunteer:

- A valid current driver's license issued by any state.
- A current identification card issued by the state of Texas with a photo.
- A current passport of the United States.
- A valid current military ID card.
- A current Resident Alien card issued by the United States Government.
- A valid current Alien Registration Card (Visa, Permanent Resident, Employment Authorization card) issued by the United States Government.
- Any other official photo ID card which includes the person's full name, and date of birth issued by another country.

Common Issues Affecting Volunteer Application Approval

- The name on the online Volunteer Application does not match the FULL LEGAL NAME as it appears on the current valid government-issued photo ID.
    - The name entered on the Volunteer Application must match the name on the photo ID exactly.
    - Do not use a nickname or a shortened version of your name (i.e. Will instead of William).
- You entered special characters such as accent marks or hyphens which are not recognized.
    - Do not use special characters.
    - If your last name is hyphenated, use a space between last names instead of a hyphen.
- Date of birth entered incorrectly or not entered.

Incomplete Applications

Incomplete Volunteer Applications will be automatically denied after **30 days** and applicants will need to resubmit a new one. Volunteer applications are considered incomplete if the applicant's name or ID was not entered into the Raptor Visitor Management System, or any required information is missing.

Completing an Application

To apply:

- You will need a digital copy of a valid photo ID.
- Read Raptor Volunteer Application Tips and Guidelines.
- Complete the online application in either English or Spanish. The Raptor system will complete the criminal background check.

Confirmation and Approval of Completed Volunteer Applications

Applicants will receive an email from Raptor confirming an online application has been received.

Successful applicants will receive a second email within **3-5 days** notifying them that Volunteer Application has been approved. In this email you will be provided a link to access your individual Raptor portal.

Through this portal you can submit volunteer hours, sign up for events, and receive communication from the campus coordinator. Only approved volunteers will have access to the volunteer portal. You can download a help sheet here Raptor Volunteer Portal.

If you do not receive an email within 3-5 days, contact the district at (432) 240-1072 and they can help to determine the cause. Usually this means there was a problem with the application.

When you arrive at the campus, please check in at the front office and provide them with your official government-issued photo ID. They will scan the ID and provide you with a Raptor badge, which must be worn at all times while on campus. Please return the badge to the office when leaving the campus.

Volunteer Conduct

As a volunteer in our schools, you are a role model for our students. State law (Texas Education Code 22.053), GKG (Legal) and administration set certain standards for all staff and volunteers to follow so that the safety and wellbeing of our students is ensured. MISD volunteers are expected to abide by this Code of Conduct:

- I agree only to do what is in the best personal and educational interest of every student/family with whom I come into contact.
- Upon arrival, I will enter through the main doors of the school property and report to the campus office ***prior*** to visiting any other portion of school property.
- I will identify the purpose for visiting campus, sign in/sign out of the campus office for each visit, and if requested by school personnel I will present a government issued ID.
- I will wear or show a volunteer identification at all times.
- I will only use adult bathroom facilities.
- I will refrain from being alone with individual students in the classroom or virtual settings without the authorization of teachers and/or school authorities.
- I will not solicit outside contact with students particularly through social media.

- I agree not to exchange personal telephone numbers, home address, e-mail address or other home directory information with students.

- I will maintain confidentiality outside of school and will share any concerns that I may have with teachers and school administrators.
- I agree not to transport students.
- I will not disclose, use, or disseminate student photographs or personal information about students, myself, or others.
- I agree not to post, transmit, publish, or display harmful or inappropriate material that is threatening, obscene, disruptive, sexually explicit, or that could be construed as any form of harassment.

Volunteer Management

- Volunteers should be courteous to one another, the public, and school staff– always working together in a cooperative spirit to serve the best interest of MISD students and families.
- Volunteers work under the direction and supervision of school administrators or a specific school contact while on school/district property or at school sanctioned or sponsored events.
- Volunteers should comply with directives provided by the school and abide by District policies, regulations and guidelines including those on drug use, concealed handguns and emergency preparedness.
- If you commit to a specific volunteer opportunity, notify your school contact as soon as possible if unable to fulfill your volunteer assignment or schedule. Please notify the school if you no longer wish to volunteer.
- Volunteers are expected to present a positive image. Wear clothing appropriate for a school setting and volunteer duties.
- The volunteer/student relationship is primarily focused on the campus setting or sponsored events. Include school personnel on any student/volunteer interaction taking place online or virtually.
- We recommend silencing electronic devices including cell phones when entering the school and limit cell phone use as much as possible while volunteering in person or virtually.
- Guests and/or infants or toddlers should not accompany volunteers; however, the school administrators have discretion in such matters and can decide on a case-by-case basis.

Safety & Security

- All visitors, volunteers, and MISD employees must enter through the school property's main door, report to the campus office before visiting any other portion of school property and identify their purpose for visiting campus.
- Volunteers may not possess or display any firearm, knife, club, or prohibited weapon on District property including MISD campuses or onto grounds where a school-sponsored event is held. Questions or inquiries regarding License to Carry (LTC) can be directed to the Midland ISD Police Department.
- We recommend volunteers review and become familiar with Standard Response Protocol, and view the SRP video prior to volunteering at the school or for sponsored events.
- If you encounter anyone on school property who does not appear to have a visitor, volunteer or employee badge, politely direct or escort them back to the campus office for assistance.
- Ensure that doors leading in and out of the building are securely locked and are not propped open.

Working With Students

- Volunteers should not discipline or punish students. Seek the aid of a school administrator, teacher or counselor.
- Students may feel more inclined to report insecurities or crises they are facing. Report to school personnel anything that may seem out of the norm or sensitive issues which are of concern including a threat to harm self or others or physical, sexual or emotional abuse or neglect.
- Volunteers should not photograph students, use social media to post information about students (e.g., name, contact information, image or likeness), invite students to follow you on social media or accept a student request to follow them on any social media platform.
- Volunteers are not authorized to give medical treatment or dispense prescription or over the counter medication to students. If a student needs any medical attention, contact the School Nurse or in case of emergency – dial 9-1-1.
- If working one-on-one with a student, work in an open space like the hallway, library, or cafeteria. If you are ever alone with a student or students in a classroom, leave the door open if another school professional is not present.
- Be conscious of the background in virtual settings (e.g. Google Meets, Zoom, etc.). Backgrounds should not include any pictures, posters, or items that could be considered unprofessional or offensive. Use virtual background options if appropriate.
- Unless authorized by school officials, refrain from providing any snack or candy to students. Texas public schools participating in the Federal Child Nutrition must comply with the nutrition policy outlined by the Texas Department of Agriculture (TDA).
- Some students particularly at the elementary level will naturally become attached and affectionate. Handle the situation with the utmost respect and sensitivity to boundaries.

Front hugs should be avoided. However, there are less physical yet comfortable ways to encourage a student including a thumbs up, high five, fist bump, pat on the back, or a handshake.
- Be mindful of any contact that includes lingering touches or shoulder rubs/massages particularly with older students. **Always respect students' personal space and physical/social/emotional boundaries.**
- Refrain from lending money to students for any reason. If you wish to make a donation or gift to the school in support of students/families, consult the school principal for guidance, or contact the Midland Education Foundation.

Confidentiality
- Treat student information as personal and confidential regardless of the source. Avoid discussing such matters with non-school personnel.
- The Family Educational Rights and Privacy Act (FERPA) requires school personnel and volunteers to maintain the confidentiality of student information including: student id number, social security number, grades, location, enrollment history, and student conduct.
- Understand that not all information can and will be shared with volunteers because of legal considerations.

Other Considerations
- Do not discriminate against or coerce anyone on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.
- Use district time, funds, and property for authorized district business/activities only.
- Volunteers who receive an interview request (on or off-camera) from media or who are asked to comment/react to a news story **must** first contact Midland ISD Communications for approval.
- Volunteers may accept modest gifts/tokens offered and accepted openly from students, parents, or other persons or organizations in recognition or appreciation of service as long as such gifts/tokens are not intended to impair a volunteer's judgment or obtain special advantage.

Midland ISD reserves the right to ask a volunteer to cease participation in the volunteer program or volunteer involvement with the school for failure to comply with District policies or one or more standards in this handbook or any violation or potential violation of local/state/federal law.

Student Club Participation:
Texas Senate Bill 12 (SB12) requires parental consent for students to join any school club. This form must be completed for all club participation, including involvement with outside organizations (e.g., Young Gentlemen's/Women's Club, Good News Club, FCA), regardless of whether they have their own permission forms. Your student's club sponsor can also provide this form for your signature.
Parental Consent Form for Student Participation .pdf

IN AN EMERGENCY
TAKE ACTION

HOLD! In your room or area. Clear the halls.

STUDENTS
Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS
Close and lock the door
Account for students and adults
Do business as usual

SECURE! Get inside. Lock outside doors.

STUDENTS
Return to inside of building
Do business as usual

ADULTS
Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual

LOCKDOWN! Locks, lights, out of sight.

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

ADULTS
Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend

EVACUATE! (A location may be specified)

STUDENTS
Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS
Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults

SHELTER! Hazard and safety strategy.

STUDENTS
Use appropriate safety strategy for the hazard

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

ADULTS
Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

K12 2021 STANDARD RESPONSE PROTOCOL

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EN CASO DE EMERGENCIA
TOMEN MEDIDAS

HOLD! (¡ESPEREN!) En su salón o área. Despejen los pasillos.

ESTUDIANTES
- Permanezcan en el área hasta que se indique que la situación se ha resuelto
- Continuar con la actividad rutinaria

ADULTOS
- Cierren la puerta y echen la llave
- Cuenten a los estudiantes y a los adultos
- Continuar con la actividad rutinaria

SECURE! (¡PROTEJAN!)
Vayan adentro. Echen llave a las puertas exteriores.

ESTUDIANTES
- Regresen adentro
- Continúen con la actividad rutinaria

ADULTOS
- Lleven a todas las personas adentro
- Echen llave a las puertas exteriores
- Mantengan la alerta sobre lo que ocurre en su entorno
- Cuenten a los estudiantes y a los adultos
- Continúen con la actividad rutinaria

LOCKDOWN! (¡CIERRE DE EMERGENCIA!)
Echen llave, apaguen las luces, escóndanse.

ESTUDIANTES
- Desplácense a un lugar donde no se les vea
- Guarden silencio
- No abran la puerta

ADULTOS
- Lleven a las personas en los pasillos a dependencias interiores si es posible hacerlo de forma segura
- Echen llave a las puertas interiores
- Apaguen las luces
- Desplácense a un lugar donde no se les vea
- Guarden silencio
- No abran la puerta
- Prepárense para evadirse o defenderse

EVACUATE! (¡EVACUEN!)
(Es posible que se especifique un lugar determinado)

ESTUDIANTES
- Dejen sus cosas donde estén si se les pide que lo hagan
- Llévense sus teléfonos
- Seguir instrucciones

ADULTOS
- Dirijan la evacuación a un lugar determinado
- Cuenten a los estudiantes y a los adultos
- Avisen si entre los estudiantes o los adultos falta alguien, hay personas de más o hay heridos

SHELTER! (¡BUSCAR RESGUARDO!)
Riesgo y estrategia de seguridad

ESTUDIANTES
- Utilizar una estrategia de seguridad adecuada para el peligro

ADULTOS
- Dirijan la estrategia de seguridad
- Cuenten a los estudiantes y a los adultos
- Avisen si entre los estudiantes o los adultos falta alguien, hay personas de más o hay heridos

Riesgo	Estrategia de seguridad
Tornado	Evacúen a un área resguardada
Terremoto	Agáchense, cúbranse y agárrense
Materiales peligrosos	Sellen el salón
Tsunami	Diríjanse a terreno elevado

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