



**#GrowingGreatness**

# *Aledo Independent School District*

Volunteer Handbook

2022-2023

## **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>



# 2022-2023 ALEDO ISD INSTRUCTIONAL CALENDAR

# 2022

Students DO NOT attend school on:

- Holidays
- Professional Learning Days
- Work Days
- Staff Flex Days

Red Numbers = State Testing Days

- Early Release
- Bad Weather Makeup Day

**JULY 2022**

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 31	25	26	27	28	29	30

**AUGUST 2022**

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			

**SEPTEMBER 2022**

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	

Aug. 2-4 ..... New Teacher Academy  
 Aug. 8-16 ..... PL Day (5)/Work Day (2)  
 Aug. 17 ..... 1st Day of School  
 Aug. 17 ..... 1st Grading Cycle Begins

Sept. 5 ..... Student/Staff Holiday  
 Sept. 23 ..... Student Holiday/PL/WK Day

**OCTOBER 2022**

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					

**NOVEMBER 2022**

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			

**DECEMBER 2022**

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. 12 ..... 1st Grading Cycle Ends  
 Oct. 13 ..... Student Holiday/PL Day  
 Oct. 14 ..... Student/Staff Holiday  
 Oct. 17 ..... Student/Staff Holiday  
 Oct. 18 ..... Student Holiday/Work Day  
 Oct. 19 ..... 2nd Grading Cycle Begins

Nov. 18 ..... Student Holiday/PL/WK Day  
 Nov. 21-25 ..... Student/Staff Holiday

Dec. 16 ..... Early Release/Work Day  
 Dec. 16 ..... 2nd Grading Cycle Ends  
 Dec. 19-30 ..... Student/Staff Holiday

**JANUARY 2023**

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. 2 ..... Student Holiday/PL Day  
 Jan. 3 ..... Student Holiday/Work Day  
 Jan. 4 ..... 3rd Grading Cycle Begins  
 Jan. 16 ..... Student/Staff Holiday

**FEBRUARY 2023**

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. 17 ..... Student Holiday/PL Day  
 Feb. 20 ..... Student Holiday/Work Day

**MARCH 2023**

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 10 ..... Early Release/Work Day  
 March 10 ..... 3rd Grading Cycle Ends  
 March 13-17 ..... Student/Staff Holiday  
 March 20 ..... Student Holiday/PL/WK Day  
 March 21 ..... 4th Grading Cycle Begins

**APRIL 2023**

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 30	24	25	26	27	28	29

April 7 ..... Student Holiday/Staff Flex Day  
 April 10 ..... Bad Weather Make-Up Day

**MAY 2023**

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 25 ..... Early Release/Work Day  
 May 25 ..... 4th Grading Cycle Ends  
 May 25 ..... Last Day of School  
 May 26 ..... Staff Work Day  
 May 29 ..... Staff Holiday  
 May 30-31 ..... Staff Flex Days

**JUNE 2023**

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	

# 2023

**Grading Cycles:**  
 1st ..... 39 Days  
 2nd ..... 37 Days  
 3rd ..... 45 Days  
 4th ..... 46 Days  
 Total School Days: 167

Semester 1 ..... 76 Days  
 Semester 2 ..... 91 Days  
 Total School Days: 167

APPROVED 3-21-22

# 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.

## Volunteer Requirements

All individuals wishing to volunteer in any capacity must complete an Aledo ISD Criminal Background Check. The form to give consent to complete a background check is [available online here](#). 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.

All individuals wishing to volunteer in Aledo ISD should also meet the following requirements:

- Availability – be available for a regularly scheduled time slot on a rotation (preferably at least once every two weeks).
- 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 at 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.

## **Noise Level & Distractions**

Campus personnel will be assigned to the front office at all times. Volunteers are there to help free up personnel to do necessary paperwork and record-keeping by answering the phones, checking in visitors, etc. Volunteers are asked to keep the noise level and distractions to a minimum to allow campus personnel to utilize their time efficiently.

## **Teacher Access**

Volunteers are asked to follow the same protocol for accessing teachers as other parents. If a conversation and/or conference is needed with a teacher, the volunteer must request that via email or phone call and schedule a time (outside of volunteer hours) to meet with the teacher. Volunteers may not drop in on teachers throughout the day to speak about their own personal children.

## **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.

## **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

In the event that a student or parent asks a question that the volunteer can't answer, he or she should seek an administrator or office personnel. Volunteers should never attempt to answer questions she/he does not know the answer to nor be afraid to ask for information or clarification.

## 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. Volunteers should 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**

Volunteers are often the first (and sometimes the only) point of contact with the campus that a parent, community member, or visitor has. Visitors should be acknowledged upon entrance to the building and the volunteer should inquire and address their needs as timely as possible.

## **Concerned Parents**

At times, parents will drop in expecting to speak to an administrator or teacher or counselor regarding a concern. They should be given a Parent Concern Form to fill out in the office. Upon completion, the volunteer should ask office personnel to collect the concern form. It will be taken to the appropriate person to see if he or she is able to meet with the parent immediately or schedule an appointment for a later time. Parents should not expect to be seen by an administrator without a prior appointment.

## **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 a 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 an official message form 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 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](#)**