



THE DISTRICT^{2.0}

FORGE THE FUTURE

2023-2024 Volunteer Handbook



YSLETA INDEPENDENT SCHOOL DISTRICT

2023-24 Board of Trustees

Ysleta Independent School District

9600 Sims Drive
El Paso, Texas 79925

Ysleta Independent School District does not discriminate on the basis of race, color, national origin, religion, sex, disability, genetic information, or age in its programs, activities, or employment.

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Volunteer program goals

Volunteer activities shall support and enrich the lives of our students, including:

- Recruiting and organizing parent help/support;
- Enriching children's learning opportunities and the classroom curriculum;
- Providing opportunities for volunteers to share their talents or learn new talents, and make a meaningful contribution to students and schools;
- Providing help for students;
- Assisting teachers with non-instructional tasks;
- Establishing a school-community partnership for quality education.



Volunteer guidelines

1. Complete a **yearly volunteer application form online** at **www.yisd.net**, or contact your campus volunteer coordinator for assistance.
2. A **background check** is required of all volunteers at no cost.
3. Volunteer applicants must scan and upload a **valid U.S. government-issued photo ID*** and attach it to the application.

***Except military IDs, according to Title 18, U.S. Code Part 1, Chapter 33, Section 701, which prohibits the photocopying of a military identification card.**

If you do not have a scanner, please go to the campus and provide the campus volunteer coordinator with your valid U.S. government photo ID.

Please note: You must provide the results of a background check from the most recent state or country you resided in if you are unable to provide a U.S. government photo ID.

4. Applicants will receive **notification of approval** via email, (if an email address was provided), or by the campus volunteer coordinator by phone.
5. Upon notification of approval, you may go to the District Initiatives and Affairs Department at Central Office, 9600 Sims Drive, to be issued a volunteer badge. Volunteers will be issued a new badge every year. All volunteers on duty **MUST** wear their volunteer badge while on YISD campuses or during school functions.
6. Our top priorities are **student safety and welfare**; therefore, all volunteers to include Parent-Teacher Associations (PTA), Parent-Teacher Organizations (PTO), booster clubs, Partners in Education, employees, and parents must abide by the guidelines.

7. Volunteers will be provided with an **orientation which is imbedded in the application or will be provided** by the campus volunteer coordinator.
8. **Sign-in and sign-out sheets:** Volunteers **MUST** sign in and out. This helps you register your volunteer hours in order to be recognized.
9. Volunteers must work under the direction of the principal, campus volunteer coordinator, or any other school personnel assigned by the principal.
10. **No volunteer shall attempt to discipline or punish a student.** The need for discipline shall be reported to the teacher or principal for action.
11. Volunteers shall not communicate inappropriately with students in any way (phone, mail, email, text, etc.) unless specifically advised or directed by a school official.
12. **Volunteers are not to perform substitute teacher duties.**
13. Volunteers must communicate with the campus volunteer coordinator or school staff to review expectations and task assignments.
14. Volunteers are expected to follow and adhere to the volunteer guidelines, volunteer code of ethics, and campus policies and procedures.
15. Volunteers who do not adhere to the volunteer code of ethics, district and campus policies, and procedures will be asked by the principal or district coordinator to discontinue their services.
16. In accordance with district regulation GKG-R, one-time volunteers who chaperone a day field trip or attend a class party may, **at the discretion of the administration**, be exempt from a criminal history records check.

Volunteer code of ethics

Respect

Volunteers shall be respectful and courteous to one another, students, administration, school staff, and the community.

Responsible

Each volunteer shall be responsible for his/her schedule times, and must notify the campus volunteer coordinator or school staff if he/she is unable to meet his/her commitment.

Attitude

Volunteers shall maintain a good attitude of respect, patience, courtesy and maturity.

Confidentiality

Volunteers shall not discuss information they may hear, see or otherwise acquire while at the school concerning students or others.

Appearance

Volunteers shall dress appropriately, always remembering that they are setting an example for all students. All clothing shall be acceptable in appearance, within the limits of decency, and in good taste as appropriate for school.



Suggestions for volunteer opportunities

There are wide variety of opportunities available to volunteers at the school site, including:

- Providing assistance during school special events;
- Participating in school councils, district councils, PTA, PTO, boosters, etc.;
- Monitoring students on playground, cafeteria, etc.;
- Assisting in the work room/parent room (making copies, cutting, laminating, etc.);
- Recruiting volunteers to help in school activities, committees, parental involvement, and district activities;
- Chaperoning field trips, school parties, assemblies, etc.;
- Participating in classroom enrichment, such as finding community speakers for teachers to enhance classroom learning, or helping promote parental involvement;
- Assisting school office staff in clerical duties;
- Providing child care for parent meetings and workshops at school;
- Serving as crossing guards, mentors, and tutors.



Campus volunteer coordinator responsibilities

The campus volunteer coordinator is the essential link between the students, community, school staff and volunteers. He or she is the main contact between the campus and district volunteer program. Volunteer coordinators should:

- Provide information on volunteering that includes the application process and notification of clearance;
- Provide all campus volunteers with an orientation on the volunteer guidelines, code of ethics and campus rules;
- Provide volunteers with a volunteer handbook;
- Maintain volunteer documentation such as applications, sign-in sheets and hour reports;
- Submit monthly online volunteer hour reports to the district volunteer program;
- Conduct meetings with volunteers to provide them with updates, assignments and trainings;
- Organize and assign meaningful tasks for campus volunteers;
- Recruit and retain volunteers;
- Attend district bi-monthly meetings.



Responsibilities of the school principal

The principal is the key organizer of a school and official link to the community, as well as the initiator of a strong volunteer program.

The principal is responsible for:

- Selecting the campus volunteer coordinator to lead the program;
- Assessing the school's needs;
- Defining objectives for the volunteer program;
- Providing support to all persons involved in the program.
- Determining campus guidelines for volunteers, such as volunteers in the classrooms, use of lounge, etc.

The principal and the district volunteer specialist have the authority to dismiss a volunteer whose actions, in the opinion of the principal, are not in the best interest of the students or the staff to include:

- a) A volunteer fails to follow the volunteer handbook guidelines or the code of ethics.
- b) A volunteer fails to follow campus policy and procedures.
- c) A volunteer fails to adhere to campus/district policy and regulations.

In the event volunteer privileges are revoked at a school, volunteer opportunities are automatically revoked for any other school, district facility, or function. A suspended volunteer may reapply for restoration of their volunteer privileges at the beginning of the next school year. The principal and the volunteer specialist will review and rule on the appeal.

Please note: The principal is in charge of their campus volunteer program. Therefore, any questions, concerns, or issues that cannot be answered or resolved by the campus volunteer coordinator should be directed to the principal.

School responsibilities

- All schools shall support, encourage and recognize the volunteer program.
- All schools should maintain a volunteer log or file, which will record volunteer names, dates and hours of service by each volunteer. Schools must report such information to the district volunteer program.

District volunteer program responsibilities

The district volunteer coordinator is responsible for managing the district volunteer program. The volunteer specialists' responsibilities are to:

- Regulate and ensure student safety by verifying the integrity of the backgrounds of participants in the volunteer program;
- Provide all campuses with the district volunteer handbook;
- Provide training and orientation to all campus volunteer coordinators on district volunteer guidelines and regulations;
- Maintain regular communication with principals, volunteer coordinators and staff;
- Maintain the district volunteers profile database, such as application clearance, volunteer hours, etc.;
- Provide assistance to principals and volunteer coordinators;
- Ensure volunteer program regulations are followed.

Purchasing guidelines for volunteers

- 1) Volunteers are not authorized to obligate the district financially.
- 2) All financial transactions must be coordinated and channeled through the principal.
- 3) Volunteers may make suggestions about acquisition of goods and services, but may not make specific arrangements for delivery and acceptance of goods/service without specific authorization of the principal.
- 4) **All fundraising contracts must be approved by Central Office after review by the principal.** Volunteer personnel may only recommend possible fundraisers, but may not be involved in the actual decision process.
- 5) Purchase authority may not be delegated from the principal to any volunteer.
- 6) Volunteers may not sign on behalf of the school or the district for any goods or services; this function must be performed by YISD staff only.
- 7) Any questions regarding procurement procedures on campus that cannot be answered by the principal's office may be referred to **Purchasing Services at (915) 434-0285**.
- 8) These guidelines do not prohibit the issuance of additional guidelines from the campus principal as deemed necessary.



PTA, PTO, and booster clubs

The Ysleta Independent School District encourages the participation and involvement of students, parents and community organizations in our schools. Any outside organizations – such as PTA, PTO and booster clubs – operate under their own policies and procedures, but are not a component of YISD. Therefore, any financial decisions remain with the respective organization. Members of the PTAs, PTOs, and booster clubs must register as volunteers.

In accordance with district regulation GE-R, all fundraising, promotional activities and/or general solicitation for charitable contributions that are sponsored by community parent groups must receive prior approval from the principal and associate superintendent. The procedures are as follows:

- 1) There must be a specific purpose for the project and the amount of money to be raised.
- 2) The type of fundraising project must be decided upon.
- 3) The sponsoring organization(s) must submit a “Fundraising/Sales Activity Application” in triplicate to the principal for approval.
- 4) When the principal has approved the project, all copies of the “Fundraising/Sales Activity Application” will be forwarded to associate superintendent for approval. The white and yellow copies will be returned to the principal. The sponsoring organization will then receive the white copy.

Please visit www.yisd.net under Accounting Department to view YISD booster club guidelines.

Ysleta Independent School District

2023-2024 DISTRICT CALENDAR

July						
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July 3-7 10-20 17-20 21 24-28 31	District Holiday Student Registration New Teacher Induction Teacher Prep Day Professional Development First Instructional Day/ First Day of the First Semester
August 28 29	Parent Conference / Full Day Instruction (High School) Parent Conference / Full Day Instruction (Middle School)
September 4 13 29	Labor Day/District Holiday Parent Conference / Full Day Instruction (Elementary School) End of 1st Nine Weeks
October 2-6 9-13 16 31	Fall Intersession Fall Break Professional Development / No Students Early Release Campus PD / Students Half-Day (4 Hours)
November 10 20-24	Veteran's Day/ District Holiday Thanksgiving Break
December 5 6 20	English I EOC Biology and US History EOC English II EOC and Algebra I EOC Early Release/ Students Half-Day (4 Hours) End of First Semester/ End of 2nd Nine Weeks Winter Break Winter Break
January 1-3 4 8 15	Winter Break Holiday Exchange Day Professional Development First Day of Second Semester/ Students Report Back to School Martin Luther King Jr. Day/ District Holiday
February 26 27 28	Parent Conference/ Full Day Instruction (High School) Parent Conference/ Full Day Instruction (Middle School) Parent Conference/ Full Day Instruction (Elementary School)
March 4-8 11-15 18 29	End of 3rd Nine Weeks Spring Intersession Spring Break Professional Development / No Students Good Friday/ District Holiday/ Inclement Weather Make-Up Day
April 16-19 23-26 30	EOC/STAAR Testing EOC/STAAR Testing EOC/STAAR Testing
May 1-3 7-10 27 31	EOC/STAAR Testing EOC/STAAR Testing Memorial Day/ District Holiday/ Inclement Weather Make-Up Day Early Release/ Students Half-Day (4 Hours) End of Second Semester/ Last Instructional Day
June 18-21 25-28	EOC Retest EOC Retest
July 1-5	District Summer Holiday

Teacher Work Days 187

Instructional Days

Semester 1 82

Semester 2 94

Legend:

	Holiday/Non-Duty Day		Beginning/End of Semester
	Professional Development		End of Grading Period
	STAAR/EOC Testing		Parent Conference
	Inclement Weather Make-Up Day		Holiday Exchange
	Student Registration		Early Release
	Intersession		

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This academic calendar is intended for use by YISD students, parents and guardians, district employees, and the community for planning. It is not intended for payroll purposes. Employees should confirm with Payroll/HR their actual days of employment per their assigned schedule. This calendar is compliant with Texas House Bill 2630 and verified to contain at least 75,600 minutes of instruction for the 2023-2024 school year.

Board Approved: December 14, 2022
Revised: December 12, 2022 11:30 am

Ysleta Independent School District
Hot Line for Reporting Fraud, Abuse, and Waste
(915) 595-4367

Private line. No caller ID.

Report cases of illegal or fraudulent acts; waste, misuse or theft of District property or funds.

Ysleta Independent School District acknowledgment and waiver for volunteers

Please carefully read and sign the following acknowledgment:

1. **RISK FACTORS:** With regard to Volunteering for YISD, the under- signed understands and acknowledges that the use of equipment, facilities and services provided by the Ysleta ISD involves risks such as, but not limited to, the following which might result from the use of equipment or facilities, from the activity itself, from the acts of others, or from the unavailability of emergency or emergency medical care. **RISK OF PROP- ERTY DAMAGE, BODILY INJURY, AND POSSIBLE DEATH.** The under-signed **ASSUMES ALL RISKS THAT ARISE OUT OF THE USE OF THEEQUIPMENT OR FACILITIES, THE ACTIVITY ITSELF, THE ACT OF OTHERS, OR THE UNAVAILABILITY OF EMERGENCY CARE**, including but not limited to, those **RISK FACTORS** described in this section 1 above.

2. With the acknowledgments specified, above, I attest that I am over the age of eighteen (18) years, of sound mind and body, and I forever and un-conditionally release and agree to hold harmless the Ysleta Independent School District and each of its officers, trustees, directors, agents, employees, attorneys and insurers from any and all claims, complaints and causes of action of any nature whatsoever, including but not limited to anyclaims under the common law or statutes of the State of Texas, including any claims based on a theory of negligence, personal injury and any otherclaims related to or arising out of my participation in exercise program identified in this Agreement. This acknowledgement and waiver applies to my infants or minor children accompanying me during our voluntary attendance at the school.

I have read the foregoing Acknowledgement and agree with its terms.

Date:_____ Signature:_____

Printed Name:_____