



## Parent Involvement

We know that each of you contributes a lot of time and talent to Leander ISD campuses. But one of the most important aspect of parental involvement in our schools is what your presence says - not only to your own child - but to all students...

**“Education Is Important!”** Thank you for being involved!

Below we have compiled a quick how-to-guide to make your volunteering experience enjoyable and successful:

### Who can volunteer?:



- Anyone who has the desire, commitment and time to work with our students and teachers can be a volunteer.
- LISD volunteers are all ages, cultures and backgrounds.
- Each volunteer is unique but all provide a positive influence on the children in LISD.
- A volunteer’s tasks are limitless, including such things as tutoring and mentoring students, chaperoning school dances and field trips, serving as room parents, helping with field day and book fairs, serving Thanksgiving lunches, stuffing of weekly take-home folders, helping with class projects, laminating, and helping in the campus office. The list is endless, and we know that each of our volunteers/mentors contributes to making this a great place to learn.

### How do I volunteer?:



Submit an application online

- Make sure all three (3) steps are complete.
- Confirm application when finished.

Criminal Record Check (CRC)

- Information is then sent for background check.
- Reports are sent to LISD Administration **ONLY!**

Approved

- Approved volunteer list will be uploaded to the campus volunteer/PTA Web site.
- Campus coordinator will contact you about volunteering opportunities or you may check the campus volunteer/PTA Web site for upcoming events.
- Attend a volunteer orientation on your campus if you are a new volunteer in LISD.

### Why sign in and out?:



- Every person in the building must be identified if the campus is to be a safe learning environment for our students.
- In case of an emergency, staff must be able to immediately account for everyone on campus.
- A record of volunteer hours enables the school/district to evaluate its volunteer program and recognize its volunteers for their contribution of time. Volunteer hours are an example of the commitment to quality education in our school district.
- Raises awareness of the value of ALL CAMPUS ORGANIZATIONS and ALL AREAS where parents support our schools.
- Record your hours every time you enter a campus to volunteer, every time you do volunteer work at home or off campus on behalf of your school. (Including chaperoning, parent support groups, volunteer-related conferences and meetings, volunteering at athletic events, etc.)

Volunteers should always work within the rules of the school as set by the principal. The principal determines the guidelines for the campus regarding dress, whether you may bring small children on campus when you volunteer, etc. Teachers are responsible for the curriculum, content, techniques and discipline in the classroom. Concerns over unacceptable behavior should be reported to the staff at once.

### Are there guidelines?:



- Wear an identification badge provided by the volunteer coordinator at all times.
- Use common sense in your dress. Be neat. Keep in mind that you are a role model for students.
- Smoking, use of tobacco products, drugs, alcohol or weapons are strictly prohibited, this includes parking lots, stadiums and outside fields.
- Use of personal computers is not allowed on any LISD facility.
- Follow campus-specific rules for training on use of equipment and materials.
- Please be courteous if using your cell phone on campus, if possible switch your ringer to vibrate or silent.
- If illness or any emergency arises, contact the campus office as soon as possible. Students and staff count on you to be there.
- Respect teachers' time. Personal concerns should be addressed at a scheduled parent conference.
- As a representative of LISD, avoid expressing differences of opinion or dissatisfaction with teachers, staff or other volunteers while on campus.
- Never transport a child in your vehicle while on duty as a volunteer.
- Only work with students in open, observable areas. Please remember that what you may feel is a simple friendly affection may be viewed as something entirely different by someone else.
- Have fun!

### What's confidentiality?:



- While on campus, you may overhear conversations regarding staff and/or students - consider these things as confidential. Academic and personal information volunteers know about a student should not be shared with neighbors, friends or other parents.
- All communication with parents should be handled by the teacher or the school staff.
- If a volunteer suspects that a student is in an abusive situation or is being neglected, they have a responsibility by law to inform school personnel immediately.

### You are number one!:



- The number one reason people don't volunteer is because no one asked them. Well, we are asking for you to be involved! Your time and knowledge is needed and wanted by our staff and students. The diversity of our community and the experiences you can share with our students is valuable to us. Whether it's a little time or a lot of time – on campus or at home – mom, dad or grandparent – WE NEED YOU!
- Get Involved Today!

We appreciate you adhering to these guidelines. If you have additional questions, please ask the school principal, your volunteer coordinator or the district volunteer co-coordinators Ruth Hisle or Jennifer Williams.