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*Bringing Community to the Classroom*

Tyler ISD Communications Department - Volunteer Office  
1319 Earl Campbell Parkway  
903.262.1047  
volunteerhelp@tylerisd.org



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*Bringing Community to the Classroom*

# **School Volunteer Handbook 2016-2017**

“We cannot always build the future  
for our youth, but we can build our  
youth for the future.”

~Franklin D. Roosevelt



### **Middle School Campuses**

Boulter Middle School  
2926 Garden Valley Road  
903.262.1390

Dogan Middle School  
2621 North Border  
903.262.1450

Hogg Middle School  
920 South Broadway  
903.262.1500

Hubbard Middle School  
1300 Hubbard Drive  
903.262.1560

Moore MST Magnet School  
1200 South Tipton  
903.262.1640

Three Lakes Middle School  
2445 Three Lakes Parkway  
903.262.1000

### **High School Campuses**

John Tyler High School  
1120 North Northwest Loop 323  
903.262.2850

Robert E. Lee High School  
411 East Southeast Loop 323  
903.262.2625

### **Administration**

Administration Complex  
1319 Earl Campbell Parkway  
903.262.1000

Jim Plyler Instructional Complex  
807 West Glenwood Boulevard  
903.262.3070

Gary Administrative Complex  
730 South Chilton  
903.262.3498

Professional Development Center  
1501 West Connally  
903.952.4000



## Elementary School Campuses

Austin Elementary School  
1105 West Franklin  
903.262.1765

Bell Elementary Global  
Communications Academy  
1409 Hankerson  
903.262.1820

Birdwell Elementary School  
20120 South Talley Avenue  
903.262.1870

Bonner Elementary School  
235 South Saunders  
903.262.1920

Caldwell Elementary Arts Academy  
331 South College  
903.262.2250

Clarkston Elementary School  
2915 Williamsburg  
903.262.1980

Dixie Elementary School  
213 Patton Lane  
903.262.2040

Douglas Elementary School  
1525 North Carlyle Avenue  
903-262-2100

Griffin Elementary School  
2650 North Broadway  
903.262.2310

Dr. Bryan C. Jack Elementary School  
1900 Balsam Gap Lane  
903.262.3260

Jones Elementary MST Academy  
3450 Chandler Highway  
903.262.2360

Orr Elementary School  
3350 Pinehaven Road  
903.262.2400

Owens Elementary School  
11780 County Road 168  
903.262.2175

Peete Elementary School  
1511 Bellwood Drive  
903.262.2460

Ramey Elementary School  
2000 North Forest  
903.262.2505

Rice Elementary School  
409 Carriage Drive  
903.262.2555

Woods Elementary School  
3131 Fry Avenue  
903.262.1280

## Special Programs

Wayne D. Boshears Center for  
Exceptional Programs  
3450 Chandler Highway  
903.262.1350

Rise Academy  
1818 North Confederate  
903.262.3040

St. Louis Early Childhood Center  
2800 Walton Road  
903.262.1180

TARGET  
730 South Chilton  
903.262.3498

A. T. Stewart Academy of Excellence  
2800 West Shaw  
903.262.1710



*Bringing Community to the Classroom*

Welcome Tyler Independent School District Volunteers!

We are thrilled to have you join us as a volunteer for the 2016-17 school year. Thank you for your willingness to give your time to serve our students and staff. Your personal commitment provides our young people with a role model of responsible citizenship.

Volunteers are a much appreciated and highly respected group of people who make up a very important part of our educational team. Tyler ISD and its professional educators have witnessed the rewards of volunteer partnerships between our community and its schools.

Whether you serve as a parent, grandparent, community member or business partner, your participation in all volunteer endeavors is essential in developing our greatest asset—our youth. Your life experiences and resources will enable our staff members to accomplish much more than ever before.

Please review this handbook. It provides important guidelines you should be aware of prior to volunteering. If you have any questions, please contact your campus volunteer coordinator or the district volunteer program at [volunteerhelp@tylerisd.org](mailto:volunteerhelp@tylerisd.org) or 903-262-1047.

I hope your experience as a volunteer will be rewarding and that your life will be richer for the time you spend with our students.

Dr. Marty Crawford, Superintendent

A handwritten signature in black ink that reads "Marty Crawford".

## Volunteer Code of Conduct

As a volunteer, I agree to abide by the following code of conduct:

- I will complete and submit a new Volunteer Application each school year.
- I will sign in and out at the front office each visit.
- I will wear my Raptor volunteer name badge at all times while on campus.
- I agree to never be alone with individual students who are not under the supervision of teachers or school authorities.
- I will maintain confidentiality of all school or classroom information.
- I will share with teachers and/or school administrators any concerns that I may have related to student welfare or safety.
- I will not supervise a class in the absence of a certified teacher.
- I will not discipline or directly teach students.
- I will not establish or make decisions about instructional objectives.
- As a role model for students, I will dress and act appropriately.
- I agree only to do what is in the best interest of every child with whom I come into contact.
- I agree to follow the Volunteer Code of Conduct at all times or risk being dismissed from my volunteer placement.



## 2016-2017 School Calendar

### First Day of School

August 24

### Holidays

Labor Day - September 5

Thanksgiving - November 21-25

Christmas Break - December 19-30

Martin Luther King Jr. - Day January 16

Spring Break - March 13-17

Good Friday - April 14

Memorial Day - May 29

### Staff Development Days

August 15-19

October 10

February 20

### Teacher Work/Clerical Days

August 22, 23

January 2

June 5

### Bad Weather Make Up Days

June 6 (Staff Only)

June 7 (Staff Only)

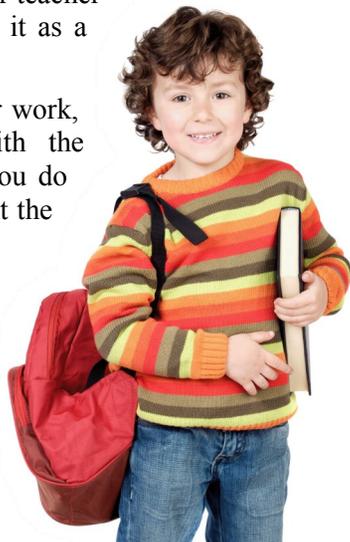
### Graduation

June 2 and 3

\*\*\*Please contact the campus where you plan to volunteer for state testing dates

## Effective Ways to Work with Children

1. Be warm and friendly. Learn the children's names and show interest in what they are doing and telling you. You are very important as a listener.
2. When working with children, encourage them to do their own thinking. Give them plenty of time to answer. Silence often means they are thinking and organizing what they want to say or write.
3. If you don't know an answer or are unsure of what to do, admit it to the children and work it out together. Feel free to ask the teacher for help when you need it.
4. Maintain a sense of humor.
5. Use tact and positive comments. Encourage children, especially when they are having difficulties.
6. Accept each child as they are. You do not need to feel responsible for judging a child's abilities, progress or behavior.
7. If a child is upset, encourage him/her to talk the problem over with you. You do not need to solve the problem, but by listening and talking you help the child feel you care.
8. Be consistent with teachers' rules for classroom behavior, schedule and atmosphere.
9. Respect a child's privacy. If a child or teacher reveals personal information, regard it as a confidence.
10. If parents and friends ask about your work, tell them you enjoy working with the children and discuss the activities you do rather than specific information about the child, the teacher, or the school.
11. Keep your commitment; the children will expect you and look forward to you coming. If you know you will be gone, tell them in advance. Keep all promises, and make none that you cannot keep. Children never forget!



## Guidelines and Information

As a volunteer you will be assisting the staff at the school to provide an enhanced educational experience for the students. Your contribution is a vital one and will become an important part of the total instructional effort. Teachers and students will be counting on you. Be sure that you take seriously your responsibilities as a member of the educational team.

In Tyler ISD, school volunteers must always work under the supervision of school staff members. Make sure that you are working in an open, visible area and do not allow yourself to be in a situation where your actions might be misconstrued.

All volunteer activities take place on the school grounds during school hours under general supervision of school staff. Exceptions can include chaperoned field trips and away-from-school volunteer activities such as projects done at home, booster club activities, and district-level activities. Siblings should not accompany volunteers. Children can interrupt procedures and prevent the volunteer from giving full attention to the work assigned.

### Volunteer Application

Individuals must submit a completed Volunteer Application every school year. Applications are available online at [www.tylerisd.org](http://www.tylerisd.org). There is also a kiosk located in the lobby of the Tyler ISD Administration Building, 1319 Earl Campbell Parkway, where you can complete the application online. State and local policy also requires individuals who serve as school volunteers to submit to a criminal history check each year. By completing the volunteer application, individuals permit Tyler ISD to run this Criminal History Check. All information is confidential. Tyler ISD reserves the right to refuse volunteer placement to individuals with disqualifying criminal convictions.

### Confidentiality

Work with students is always confidential. A misplaced comment can be devastating to a student, family, and the volunteer program. If you have questions or concerns, talk with a teacher, the campus volunteer coordinator, or call the district volunteer coordinator.

## **Discipline**

It is the teacher's responsibility to discipline students, not the volunteer's. Discuss any discipline problems with the supervising teacher before they escalate.

## **Signing In and Out Procedures**

All volunteers must follow standard school procedures of signing in and out each time they come to the school. Approved volunteers at elementary and middle school campuses must be signed in using the Raptor System in the front office. The Raptor System not only checks an individual's sex offender status, but also keeps track of volunteer hours and functions. Records are maintained for the security of our students as well as documentation of community involvement hours which may be used for as data for grant proposals and so forth. All volunteers are required to wear their Raptor volunteer name badge sticker while on campus. Hard badges will be made for volunteers at Robert E. Lee and John Tyler high schools and delivered to the campus indicated in the application. Volunteers at these campuses must show their badges to the front gate guards in order to be allowed on campus, and are asked to still sign in and out through the main office.

## **School Volunteer Coordinators**

Each school has a designated volunteer coordinator. In addition, there is a district level coordinator for the overall school volunteer program. If you have any questions or concerns, you can contact your campus volunteer coordinator or the Volunteer Office at 903.262.1047 or [volunteerhelp@tylerisd.org](mailto:volunteerhelp@tylerisd.org).

## **Reporting**

Any volunteer who believes bullying or harassment has occurred should immediately report it to the school principal. Volunteers must also report suspected child abuse to the Texas Abuse Hotline at 1.800.252.5400.

## **Conduct and Dress Code**

As a volunteer, you are considered to be a role model for the students and should dress and act appropriately. Please follow the District Code of Student Conduct regarding what is appropriate to wear on campus. If there is any confusion, ask your supervising teacher or a staff member what attire is appropriate for your assignment.

## **Cell Phone and Photo Usage**

Cell phones should not be used during your volunteer work. Never take pictures of students with your cell phone camera or show students pictures or videos on your phone. Do not engage our students on any social media sites, or through email or texts.

# **Volunteer Roles**

Tyler ISD Volunteers are individuals who donate their time, without financial compensation, to benefit our students. The volunteer participation may occur in a classroom setting during the school day or outside the school setting as part of an extracurricular activity.

There are many ways to get involved in Tyler ISD schools, and each school's needs are different. Contact the school where you would like to volunteer for more information on their campus need and volunteer opportunities. As a volunteer, you will make a difference!

## **Special Activities/Events**

**Classroom Assistants**

**Field Trip Chaperones**

**Mentors**

**Reading Buddies**

**Support Services (front office, copy room, etc.)**

**Tutors**

**Lunchroom Monitors**

**Morning Car-line Greeters**

**Class Readers**

**Parent Teacher Association (PTA)**

**Event Set Up or Clean Up**

**MORE!**

