



*Parent, Family & Community  
Engagement / Volunteer Services*

# *Volunteer Orientation Handbook*



**VOLUNTEERS:**

*Working together we all make a difference!*

**ENGLISH**

***KISD Parent, Family &  
Community Engagement  
Department of Special Programs  
Jackson Professional Learning Center  
902 Rev. R.A. Abercrombie Dr.  
Killeen, TX 76543-4905  
Phone: (254)336-0211/0208***



***Class locations will be  
advertised due to varying locations.  
Send your comments/questions to  
KilleenISD Volunteers.org***

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Greetings from Our Superintendent



KILLEEN INDEPENDENT SCHOOL DISTRICT
200 North W.S. Young Drive, Killeen, Texas 76543
P.O. Box 967, Killeen, Texas 76540-0967
(254) 336-0000

Dr. John Craft, Ed.D.
Superintendent

Dear Valued KISD Volunteer:

Welcome to the Killeen Independent School District (KISD). We're so glad you've decided to invest your time in our students! Volunteers are crucial to the support of KISD and we thank you for your commitment to our students and to the District. You are making a lasting difference in so many children's lives.

KISD proudly serves the central Texas communities of Killeen, Fort Hood, Harker Heights, and Nolanville. We are committed to providing excellent educational opportunities to ensure all 43,000 students served are able to reach their maximum learning potential.

Students within KISD attend 32 elementary schools (grades PK-5th), 11 middle schools (grades 6-8), four high schools (grades 9-12), 2 alternative schools, the KISD Career Center and several specialized campuses. KISD employs a phenomenal team of approximately 6200 individuals dedicated to helping students attain success each and every day. Volunteers like yourself enable our students and staff to realize their maximum potential, which remains the Mission of the Killeen Independent School District.

This handbook is designed to help you throughout your time as a volunteer. It is a reference for questions that may arise during your journey with the District. We place the safety and well-being of our students, staff and you as volunteers above all else, and the important procedures, forms, and contacts in this guide are available to assist you. You are encouraged to review the manual carefully to become familiar with our programs and policies.

We are grateful for all you do for our students. Thank you once again for your hard work and efforts in helping to educate the youth of our community. Your selfless volunteerism and willingness to make a difference is helping to make the world a better place one life at a time! We wish you the very best.

Sincerely,

John M. Craft

John M. Craft, Ed.D.
Superintendent



## THE ROLE OF THE VOLUNTEER

Volunteers serve wherever they are needed and only when their services are requested by teachers or administrators. They serve to reinforce and enrich the education process. Classroom volunteers are regular members of the education team. They are committing a specific amount of time each week for service in the schools. Volunteers are directed by a classroom teacher, a school administrator/s, or the campus Volunteer Coordinator. The *Principal has the final decision* relating to service at their campus.

### WAYS YOU CAN HELP:

1. Distribute and collect student work papers.
2. Read aloud to students.
3. Listen to students read aloud.
4. Assist students at listening and learning centers.
5. Assist with reinforcement activities.
6. Provide individual instruction.
7. Operate audio-visual and duplicating equipment.
8. Work with small groups of students for instructional support.
9. File papers for teachers.
10. Put up displays of student work.
11. Help teachers during testing/screening sessions.
12. Assist at school performances.
13. Share your area/s of expertise and support learning as a resource volunteer.
14. Help beautify the school grounds.





# ORGANIZATION OF OUR PROGRAM

- 1. The principal is in charge and may designate a campus volunteer coordinator. The principal of each school will set the work climate and provide direction for the campus program. Coordinators will guide the implementation of the program.
- 2. Volunteers must complete an *on-line* volunteer application which grants permission for a background check. All background checks must be cleared by the First Advantage Safe Schools Program in order to volunteer at any campus in our district. *(Go to Volunteer Application on KISD homepage.)*

*This is required for ALL VOLUNTEERS. (Texas Education Code 22.083 (2))*

- 3. Volunteers will be provided an orientation at which time this handbook of guidelines and procedures will be provided.

## THE RESOURCE VOLUNTEER



The Resource Volunteer is one specific way that you can impact student learning. Volunteers who have highly defined areas of expertise can contribute richly to student growth and development. Topics that range in scope from coin collecting, graphic design, computers, fishing, travel, or doll-making, to in-depth knowledge of a country can aid in expanding the areas of experience, knowledge and exposure for students.

The Resource Volunteer's area of expertise and name will be on file at the campus and district. Teachers may contact their campus Volunteer Coordinator when a Resource Volunteer is needed. The teacher will be given name and telephone number. The teacher or volunteer coordinator will make contact and schedule the presentation.



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## STANDARDS OF BEHAVIOR



*The Killeen Independent School District is bound by law and policy to set certain standards so that public school children and their families will be protected while they are attending school. The following are safeguards designed to protect all patrons of our public school system.*

1. Volunteers must check in with the office when they arrive at a school, ensuring that only authorized persons will be allowed on school grounds.
2. Volunteers must **not** give medications or medical treatment to a child.
3. Volunteers must not promote any commercial product or brand names, nor sell or deliver any products.
4. Volunteers must not promote any religious doctrines or beliefs.
5. Volunteers must not promote any political candidates or parties on the school campus.
6. Volunteers must seek the aid of school personnel in the event of discipline problems.
7. Volunteers must not bring pre-school children while working in the schools.
8. Volunteers must not evaluate, diagnose, or prescribe for students educationally.
9. Volunteers must comply with the health requirements of the school district.
10. A volunteer will not necessarily serve in his/her child's or grand-child's classroom.



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## GUIDELINES FOR VOLUNTEERS

*A school volunteer should:*



1. Exhibit a genuine interest in helping students.
2. Serve under the supervision and direction of the teacher.  
***Remember, the teacher is in charge.***
3. Check with the teacher for specific assignments and understand them completely.
4. Appear neat, clean, and conservatively dressed.
5. Use appropriate speech and behavior.
6. Remember all information and activities related to students and others in the school should remain *strictly confidential*.
7. Be dependable! Be at the school at the assigned time. Call the school office or your Volunteer Coordinator as soon as possible for a replacement. Always leave a message for the teacher if you will not be there. Someone is counting on you!
8. Participate in orientation and training sessions.
9. Complete necessary sign-in and sign-out procedures, including wearing of special identification badge, button or tag. (Varies by campus)
10. Use the appropriate channels of communication. As a volunteer, if you are not happy in an assignment or need a schedule change, the principal or volunteer coordinator should be notified.
11. Be thoughtful; tell the principal or volunteer coordinator if it is necessary to terminate the volunteer service.
12. Participate in the evaluation of the school volunteer program.
13. Comply with any school rules as set forth by the school administration.
14. Strengthen the school system as a whole with a positive attitude toward children and education.



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## GUIDELINES FOR TEACHERS

### *The teacher should:*



1. Be responsible for the daily educational program: diagnosing, prescribing and evaluating.
  2. Provide definite and clear instructions to the volunteer as to daily duties.
  3. Provide guidance to the volunteer concerning methods, dress, or speech. The teacher is in charge at all times.
  4. Provide sufficient information about the child to enable the volunteer to adequately help in the child's progress.
- STRESS CONFIDENTIALITY.**
5. Provide materials necessary to enable the volunteer to carry out assigned duties.
  6. Keep the volunteer informed about any change in routine that involves the volunteer.
  7. Be aware that the volunteer's service is limited to the school campus and/or the media center. (Field Trips excluded)
  8. Recognize the volunteer as a valuable part of the school team.
  9. Speak to your campus volunteer coordinator or principal if there is a problem with the volunteer assigned to you.
  10. Express sincere appreciation for this valuable service!



**SIGN-IN PROCEDURE:**



Each volunteer must sign-in and sign-out in the school office. This procedure is necessary for school administrators to know who is in the building for security purposes, in case of an emergency, and for evaluation of the effectiveness of the Volunteer Program. A personalized name tag will be worn while the volunteer service is being performed. Wearing the name tag while on campus, the volunteer is immediately recognizable as a person whose specific business is helping educators and students. Data collected is important. When volunteers sign-out, the total number of hours volunteered should be recorded.

**ORIENTATION AND TRAINING:**

Orientation and training will be provided for new and experienced volunteers. Each volunteer should plan to attend the orientation and gain awareness of the scope of the volunteer program. Even though volunteers may have been through the orientation once, inevitably changes occur year to year. Individual volunteers will receive specific training from the teacher whom he/she is helping. A positive attitude, awareness, and specific training will bring rewards for the volunteer, the teacher, and the children in the classroom.

**EVALUATION:**

At the end of the year, the volunteer may be asked to complete a brief questionnaire concerning his/her service in the classroom. Each evaluation will be used to improve and strengthen the KISD Volunteer Program.

*“Thank you in advance*



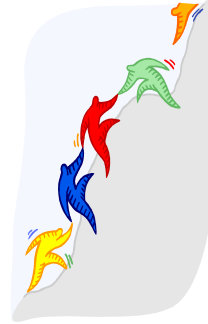
*for your service!”*



## **BENEFITS FOR VOLUNTEERS**

### ***Volunteers may expect to:***

1. Enlarge their circle of acquaintances.
2. Become more understanding of their own children's problems.
3. Learn new skills and educational techniques.
4. Become more appreciative of the professional educator's role.
5. Experience personal satisfaction in encouraging students to learn.
6. See positive results from their efforts to help students and teachers.



## **IMPROVE YOUR SERVICE**

### ***A good volunteer:***

1. Shows respect for the individual student and his/her own unique personality.
2. Responds positively to student feelings.
3. Listens patiently to students.
4. Is mentally alert and poised in handling situations with kindness and firmness.
5. Sincerely praises the students' growth and progress.



**NOTES & NUMBERS**

**School:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone: (Main #)** \_\_\_\_\_

**Secretary:** \_\_\_\_\_

**Parent Liaison/Contact:** \_\_\_\_\_

**Counselor:** \_\_\_\_\_

**Nurse:** \_\_\_\_\_

**PTA/PTO President:** \_\_\_\_\_

**Campus Volunteer Coordinator:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**District Volunteer Coordinator: 336-0211;**

254-336-0208 or [Brenda.Smith@killeenisd.org](mailto:Brenda.Smith@killeenisd.org)

**Program Administrator: Paula Boales 336-0240**



*Thank you so very much volunteers for your hours of service,  
commitment and devotion to the students, teachers, and  
administrators of the Killeen Independent School District.  
Kudos to you!*



***Thank you KISD Administration & School Board  
for your support!***

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*ENGLISH*