



Volunteers Engaged for Excellence Program

Volunteer Handbook 2016-2017



An Engaged Community Is Essential

AISD Beliefs, Vision, Mission & Goals

BELIEFS

We believe that:

Our success depends upon

- A commitment by all to a clear and focused vision
- Effective teaching and leadership
- A positive culture that promotes continuous improvement by all
- An engaged community

Our students can excel

VISION

The AISD will be a premier school district and a leader in education.

MISSION

The mission of the Arlington Independent School District is to empower and engage all students to be contributing, responsible citizens striving for their maximum potential through relevant, innovative and rigorous learning experiences.

GOAL

100% of AISD students will graduate exceptionally prepared for college, career and citizenship.

PERFORMANCE OBJECTIVE CATEGORIES

Academic Achievement

College Readiness

Workforce Readiness

Leadership, Citizenship and Responsibility

Parent and Community Engagement Department

The Parent and Community Engagement (PACE) Department was established to support all members of the Arlington Independent School District (AISD) learning community. With the cornerstone belief that our success depends upon an engaged community, AISD welcomes the support of our parents and community members in the educational process. This volunteer handbook explains the protocol to be followed when volunteering in our school district. Members of the PACE Department, building administrators and campus volunteer coordinators are available to assist you during your partnership with AISD.

PACE Department

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Volunteers Engaged for Excellence (VEE) Program Overview

The Volunteers Engaged for Excellence (VEE) Program is a comprehensive volunteer program tailored to address the needs of the Arlington Independent School District.

The essential goal of the VEE Program is to foster relationships within our learning community by creating opportunities for our parents and community to directly impact the success of our students. As the relationships are developed, the entire learning community benefits from increased skill sets and the satisfaction of working together for student success.

Each campus will have a designated campus volunteer coordinator to oversee volunteerism at the school. The campus volunteer coordinator will be the main contact between the building principal and the PACE Department. After following the volunteer application process and receiving campus-level volunteer training, volunteers will be ready to begin their work.

As volunteers work with AISD, the hours they contribute will be tracked through the Raptor Visitor Management System on our campuses, and the Raptor Virtual Volunteer System off campus. Volunteers that contribute 250 plus and 500 plus hours will receive special recognition if they keep track of their hours through Raptor. All volunteers who reach the 250 or 500 hour milestone will be recognized at a special recognition luncheon celebrating the contributions of AISD volunteers. All campus volunteers will be recognized at the campus level as well.

At the end of the school year, the campuses with the highest volunteer participation will receive the VEE Outstanding Campus Award. During this baseline year, campus volunteer hours will be compared to overall student population. Two elementary, one junior high and one high school campus will receive the annual award at the volunteer recognition luncheon.

Volunteers Engaged for Excellence (VEE)

Participant Responsibilities

Volunteer Responsibilities

- Apply to volunteer online at www.aisd.net/volunteer. Submit a copy of your driver's license or government issued ID for identification. This step must be completed every year.
- Attend Volunteer Orientation.
- Wear a volunteer identification badge at all times while working as a volunteer.
- Document entrance and departure from a campus at the designated area (usually the main office).
- Adhere to school and district policy.
- Follow the direction of the campus volunteer coordinator and assigned campus staff partner.
- Understand and respect student confidentiality.
- Be prompt and dependable.
- Report concerns to the campus volunteer coordinator and/or campus principal.
- Document volunteer hours completed via the Raptor System in order to receive credit for award recognition.
- Be supportive of the learning community.

Volunteer Guidelines

- Every volunteer must clear the criminal background check. The criminal background check is part of the volunteer application process. The application process can be completed online at www.aisd.net/volunteer.
- Understand that school records, as well as relationships among staff members, students and parents are confidential.
- All volunteers should have approval from the campus volunteer coordinator/administrator before volunteering in their child's classroom or on campus.
- Realize that a positive relationship with staff members requires mutual respect and confidence.
- All student discipline concerns should be referred to and addressed by the classroom teacher.
- Any medical issue or injury should be reported to the classroom teacher, campus volunteer coordinator, school nurse, principal, or designee.
- Dress code for volunteers should be consistent with current AISD Professional Dress for Staff, and appropriate for designated activities.

- Preschool children should not accompany the volunteer to work on campus unless approved by the campus volunteer coordinator/administrator.

Volunteer's Should Never

- Be left alone with a student.
- Discipline a student. *All student discipline concerns should be referred to and addressed by the classroom teacher.*
- Give any form of medication or medical treatment to a student. *Any medical issue or injury should be reported to the classroom teacher, campus volunteer coordinator, school nurse, principal, or designee.*
- Handle money, unless doing so in the capacity designated by a documented committee (i.e., PTA or PTO).

Steps to Completing the VEE Application Online

1. Log onto the Arlington Independent School District website at www.aisd.net/volunteer
2. Click on “click here to apply.” This will take you straight to the volunteer application. Complete the volunteer application.
3. Your information will be received by the Raptor Visitor Management System.
4. Submit a copy of your government issued ID to the AISD Parent and Community Engagement (PACE) Department. Detailed instructions are available on the website.
5. The PACE Department will retrieve your information and submit the criminal background check to the Texas Department of Public Safety.
6. Upon completion of the criminal background check, the PACE Department will update the volunteer list in the Raptor Visitor Management System.
7. You will receive an e-mail from **support@raptorware.com** the indicating that your criminal background check is complete. This e-mail will provide instructions on how to create a Virtual Volunteer account for logging off-campus volunteer hours.

Logging and Tracking Hours

On-site hours can be logged into Raptor vSoft at the school, instantly incorporating them into the Virtual Volunteer website. Off-site hours can be logged into Virtual Volunteer from home or from any workstation with Internet access.

Volunteers Engaged for Excellence (VEE)

Role Opportunities

I. Social Support

A. Front Office

1. Greeting and welcoming
2. Providing information
3. Escorting guests to destinations on the campus
4. Orienting newcomers

B. Hospitality

1. Connecting newly enrolled families with peer buddies
2. Helping develop orientation and other resources for newcomers
3. Establishing newcomer support groups

II. Working with Students in the Classroom

A. Helping orient new students

B. Engaging disinterested, distracted, and distracting students

C. Providing personal guidance and support for specific students in class to help students stay focused

III. Providing Additional Opportunities and Support on Campus

A. Helping Develop and Staff Recreational and Enrichment Activities

B. Tutoring

C. Mentoring

IV. Helping Create a Positive School Climate

A. Assisting with Supervision in Class and Throughout the Campus

B. Contributing to Campus Beautification

C. Helping Prepare Classroom Material

The abovementioned role opportunities are suggestions to guide volunteers and the campus volunteer coordinator. All roles should be confirmed with the campus volunteer coordinator and approved by the campus principal.