



"Relentless in the pursuit of educational excellence"

Volunteer Program Guidelines/Expectations

Can you volunteer?

You don't need any particular qualifications or degrees to be a great volunteer. The most effective volunteers are simply those who consistently show up and contribute their time and effort!

As a Volunteer, please comply with the following:

- Complete the required application in order to be in compliance with a criminal history background check, and sign the volunteer guidelines form.
- Upon approval, please sign in at the front desk upon arrival at a school building or event. A photo ID will be required for check-in at each campus.
- Sign out when leaving campus.
- Wear identification/name tag as required at all times.
- In the event of an emergency drill, ensure that you exit the building alongside students and staff.
- Volunteers should promptly report any suspicions of child abuse to the principal or another school staff member. It is not appropriate for volunteers to question or comment on any suspicions of abuse directly with the child.
- Volunteers should dress appropriately, keeping in mind that they serve as role models for students. It's essential for volunteers to adhere to the campus or district dress code.
- Stay within the designated volunteering area and refrain from wandering the halls.
- Volunteers should not administer discipline. It is the responsibility of teachers and administrators to address behavior problems.
- It's important to avoid being in a one-on-one situation with students. Volunteers should never find themselves alone with a student in an unsupervised area. There should always be a staff member present nearby.
- Volunteers will not prop or block doors. Doors are kept locked for the safety of our students. Volunteers will not permit others access to the school building but will direct visitors to the main entrance.
- Volunteers will refrain from administering first aid or managing any bodily spills.
- Volunteers will avoid initiating physical contact with students.
- Volunteers will not contact students outside of the school setting.
- Volunteers will refrain from correcting teachers or campus staff. If there are concerns or issues, seek out a campus administrator to discuss or express them in private.
- Volunteers will not use student bathrooms. Please use the "adults only" bathrooms located in staff areas or office areas.
- Volunteers will refrain from taking photographs or videos of students.
- Please limit the use of your cell phone while volunteering as it may distract from your role as a volunteer or cause other disruptions. Your time as a volunteer should be focused on the volunteer task you have been assigned.

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www.taylorisd.org

TAYLOR INDEPENDENT SCHOOL DISTRICT
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Confidentiality

As a volunteer of the Taylor ISD, I understand that I may have access to confidential information about students, students' families, and staff that is not to be shared or discussed with anyone other than designated personnel.

I understand that in the course of my volunteer time the behaviors and abilities of students, teachers and staff are never appropriate topics for discussions outside of school. This information may relate to general items such as address and telephone number or specific student information including academic performance, behavior, disabilities, and related matters.

I understand that academic and personal information about a student should be shared only with the appropriate teachers and school staff and should not be shared with community members, family, friends, or parents of other students. All communication with parents should be handled by school staff.

I also understand I am prohibited from sharing or communicating information about a student or identifying a student on social media.

I understand that if there is a violation of these guidelines, it may result in termination of my volunteer services.

Discontinuation of Services:

As a volunteer of Taylor ISD, we want to foster a positive atmosphere by promoting encouragement and support among one another. Abuse of any kind will not be tolerated.

The opportunity to volunteer is a privilege and not a right. Taylor I.S.D. reserves the right to remove a volunteer for any reason deemed necessary.

By signing below, I indicate I have read and agree to comply with the conditions stated above.

Signature: _____ Date: _____

Print Name: _____ Phone: _____

Email: _____