

Arlington Independent School District

Volunteer Program



Working Together . . . Making It Work!

VOLUNTEER GUIDELINES

All volunteers need to:

- complete an Arlington Independent School District Volunteer Application each school year. Individuals applying to be a volunteer for AISD must agree to a criminal history record background check. Schools may only utilize volunteers who are on the current list of “Approved” volunteers for that campus. Volunteers are placed on an “Approved” list when a clear criminal history has been received from the Texas Department of Public Safety.
- attend an orientation/training session.
- sign in at a designated area when entering the building and sign out when leaving.
- wear identification badge at all times. Only authorized personnel are allowed on school grounds.
- adhere to all school-district policies.
- realize that all students have rights and privileges within the school environment. These rights and privileges must be carefully protected. All matters concerning the students and their activities are confidential to the school environment.
- check with the principal, school staff coordinator or the volunteer coordinator if you have any questions or concerns.

Volunteers should never:

- be left alone with a student.
- handle discipline. If a discipline problem arises, they should seek school personnel for help.
- give any form of medication or medical treatment. If a student is injured or needs medical attention, they should seek school personnel for help.

VOLUNTEER RESPONSIBILITIES

Volunteers are responsible to the staff with whom they are working. Every task performed is important, either directly or indirectly, to the educational process. The volunteer is a model for students of an interested and caring citizen providing a worthwhile service.

Major Duties

Volunteers need to:

- realize that the relationship with staff members requires mutual respect and confidence.
- realize that not only school records, but also the relationships of staff members with each other, with students and with parents are confidential matters.
- be cooperative, flexible and willing to learn to share ideas.
- be a good adult model for students in behavior, attitude, speech and dress.
- try, when working directly with students, to understand them as individuals, to help them feel successful and to give them full attention.
- conform to school regulations.
- communicate with a staff member before you begin to volunteer (to share personal interests and abilities, review and adapt the job description, discuss mutual expectations and make specific plans) and maintain communication throughout the school year, feeling free to take the initiative.
- be regular in attendance.
- be on time.
- secure a substitute from an approved list if absence is necessary.
- discuss with staff members concerns or problems that arise.
- understand and appreciate the work of the school staff.
- be supportive of the school in the community.

Qualifications

Volunteers need to have:

- a positive attitude, interest and enthusiasm in working for the benefit of students.
- the ability to work cooperatively with school personnel.