VOLUNTEER HANDBOOK

Dear Chaparral Families and Community Members,



Thank you so much for your interest in volunteering in Aubrey ISD. Your willingness to give your time and energy to support our staff, students, and schools means more than you know.

Volunteers like you make such a difference in our classrooms, programs, and events.

Whether you're helping with reading groups, serving as WatchD.O.G.S., chaperoning field trips, supporting after-school activities, or lending your expertise in other ways, your involvement enriches the educational experience for everyone.

We're grateful to have such an engaged and caring community, and we look forward to working alongside you to create the best possible environment for our Chaparrals to learn and grow.

Sincerely,

Dr. Shannon Saylor
Superintendent
Aubrey Independent School District

MISSION

The mission of the Aubrey I.S.D. Chaparral family is to **INSPIRE**, **NURTURE**, and **EMPOWER** all students to realize their potential and to succeed in an ever-changing world.

VISION

INSPIRE *Passion* **EMPOWER** *Excellence*

NURTURE *Innovation*

WE are AUBREY Independent School District

Challenging ourselves to be World Class

VALUES

The Aubrey ISD family values:

INTEGRITY | **COMPASSION** | **SERVICE**

RESPECT | **LOYALTY** | **EXCELLENCE**

AUBREY ISD CAMPUSES

Administration
415 Tisdell Lane
Aubrey, TX 76227
940-668-0060

Aubrey High School
510 Spring Hill Road
Aubrey, TX 76227
940-668-3900

McNabb Middle School
815 West Sherman Drive
Aubrey, TX 76227
940-668-0200

Owens Middle School
5000 FM 2931
Aubrey, TX 76227
940-668-0015

Brockett Elementary School
900 Chestnut Street
Aubrey, TX 76227
940-668-0036

Fuller Elementary School
10825 Quicksilver Blvd.
Aubrey, TX 76227
940-668-3800

Monaco Elementary School
9350 Cape Cod Blvd.
Aubrey, TX 76227
940-668-0000

West Elementary School
3408 Bonniebridge Lane
Aubrey, TX 76227
940-668-1500

Early Bird Learning Center
415 Tisdell Lane
Aubrey, TX 76227
940-668-0066

Volunteering in Aubrey ISD

vol·un·teer

noun
a person who freely offers to take part in an enterprise or undertake a task.

verb
freely offer to do something.

Who is a volunteer?

"Volunteer" is defined as an adult (18 years or older) who freely contributes to the achievement of students, teachers, administrators, and other district staff in classrooms, schools, and other district offices and does not receive compensation for their work.

- Volunteers can include parents, guardians, adult family members, and business and community members.

- Volunteers give their time before, during, and after school and on the weekends. Volunteers enter schools and/or sites and assist one time or on a regular and recurring basis.

- Volunteers should always be supervised by at least one district employee; however, some volunteer situations involve one-on-one or small groups with students, which is why the district requires a criminal background check to ensure student and staff safety and welfare.

- Student volunteers (aged 13-17) and current Aubrey ISD employees are permitted to work as district or campus volunteers in the same capacity as adult and community volunteers but do not require a criminal background check.

What volunteer opportunities are available?

Each school's specific needs determine volunteer assignments. Schools are encouraged to consider each volunteer candidate's skills, interests, and preferences in deciding the best placement within the building.

The following is a list of possible volunteer opportunities, varying from campus to campus. Some opportunities may not be available at each campus or be restricted in the future due to need or safety concerns, which will be handled at the discretion of the school and/or district.

Teacher Support: Work with a teacher or librarian and perform tasks such as putting up bulletin boards, organizing materials for teachers, photocopying, and other jobs that will give the teacher more time to plan for and work with students.

Classroom Learning Support: Work with the teacher to support learning, such as reading a book to a student or listening to a student read, providing tutoring services, visiting a class and sharing your talent, or assisting students with Science, Technology, Engineering and Math (STEM) activities or fine arts.

Campus/Office Operations Support: Work with the campus on a range of activities or duties, such as maintaining the campus marquee, greeting students in the morning, school office support, cafeteria monitoring, assisting with campus newsletter articles and photos, and serving on a school-based committee.

Parent & Student Support: Work with WATCH D.O.G.S., PTO groups, and booster clubs to assist with parent engagement/encouragement, fundraising, and student encouragement.

Event Support: Work with Aubrey ISD district offices and campuses for specific events planned during the school year. These events include but are not limited to Back-to-School or other district-sanctioned event support, book fairs, field trip chaperones/assistance, serving as a judge or coach for academic competitions, guest speakers for career fairs, and employee appreciation days/weeks.

What is expected of Aubrey ISD Volunteers?

- Review the Volunteer Handbook.
- You can digitally sign a Volunteer Agreement annually as long as you wish to volunteer at the same school where the agreement was signed.
- Keep any information about students confidential.
- Keep the volunteer/student relationship restricted to the school setting on campus, an approved Aubrey ISD activity, or an Aubrey ISD virtual environment.
- Comply with the no smoking and no tobacco policy.
- Sharing personal or religious beliefs with students is not allowed while volunteering.
- Do not provide medical treatment unless designated as a trained clinic volunteer.
- Seek the aid of school personnel in case of any discipline problems.
- Do not lend money to students while actively serving as a volunteer.
- Avoid promoting any specific business, commercial product, or brand name.
- Do not be alone and unsupervised with a student, either in-person or virtually.
- Ensure campus doors are secure. Never prop doors or open doors to visitors. Direct visitors to the front office for proper check-in procedures.

Volunteer Attire: Smart, Casual Dress Code

Aubrey ISD volunteers serve as role models for students and are expected to present themselves positively. Please remember to wear appropriate clothing for the campus setting and volunteer duties to which you are assigned.

Communication Guidelines and Expectations

DO NOT:

- Call or text students at home or elsewhere.
- Initiate social activities with students.
- Take a student or students on private outings.
- Follow the student on social media, allow the student to follow you, or attempt to view a student's social media for any purpose other than appropriate volunteer/student interaction.
- Say or write things to a student that you would be uncomfortable sharing with the student's parents, district/school administrators, or the educator you are working with.
- Make any comments that are based on gender or could be construed as sexist.
- Make any comments and/or innuendos that are sexual in nature or could be construed as sexual.
- Make inappropriate jokes.
- Initiate conversations or correspondences of a private and/or personal nature with students, including via digital means.

Volunteer Arrival and Dismissal

Aubrey ISD believes in maintaining adequate safety and security at all of our campuses. Under NO circumstances can a visitor enter a school without going through the VOLY/JDP or Hall Pass process.

Volunteers are asked to:

- Arrive at the designated location/campus and enter through the front office or main entrance.
- Sign in with the front office or designated staff and provide your ID for it to be scanned through the Hall Pass system.
- Wear the assigned visitor sticker printed by Hall Pass and the volunteer lanyard issued by office staff at all times.
- If asked, show your email from aubreyisd@voly.org congratulating you for being approved to volunteer (signifying a passed background check).
- Silence all electronic devices and try to avoid unnecessary interruption while volunteering.
- Confirm the location of the nearest adult restroom and employee break room.
- Work your complete volunteer shift and let the principal or point of contact know if you need to leave early.
- Return your sticker and volunteer lanyard to the front office or an employee who can return it on your behalf.

Volunteer Schedule

Please show up to volunteer opportunities at least 15 minutes before the start of the activity and notify campus staff or appropriate district staff as soon as possible if you are unable to fulfill your volunteer duties. If you cannot make your scheduled volunteer time, please call the school so the teachers and students know you will not be there.

Approval Process to Volunteer in Aubrey ISD

To help keep our students and staff safe, Aubrey ISD must adhere to the district's volunteer guidelines. The district uses three systems to approve, track, and schedule volunteers.

VOLY and JDP

Any person entering the school building to volunteer with or be in the same room as a student MUST complete the Volunteer Application in VOLY and submit to a criminal background check through JDP.

When does VOLY/JDP have to be used?

- Ongoing volunteer or support opportunities
- Working with students one-on-one
- When a volunteer can potentially be alone in the same room as a student
- Chaperoning field trips and/or traveling with students

Hall Pass

Hall Pass is the campus visitor system that uses your state-issued ID to run a soft background check and print out a visitor sticker for identification purposes. It also runs checks against the Registered Sex Offender database and keeps a real-time log of visitors on campus.

When can Hall Pass only be used?

- One-time events where the volunteer will not be in the same room alone with any student (i.e., Read Across America Day, WATCH D.O.G.S., and/or PTO breakfasts)
- Eating lunch with their student

Volunteer Application Steps

(See Appendix D for a photo guide)

1. All volunteers must be approved through aubreyisd.voly.org in order to volunteer in Aubrey ISD.
2. Applicants will receive an email from aubreyisd@voly.org confirming a VOLY online application has been received.
3. Once a VOLY account has been created, you will be asked to complete your preferred volunteer application and check the option to submit for a background check through JDP.
4. Applications may take up to five (5) business days to process and approve. If an account is flagged for any reason, approval could take up to two (2) weeks. If you have any questions, please email volunteer@aubreyisd.net
5. Applicants are encouraged to select the school(s) you wish to volunteer for during the application process to receive specific volunteer opportunities and show up as a volunteer for that campus.

Confirmation and Approval of Completed Volunteer Applications

- Please note that the district and/or campuses reserve the right to refuse or remove volunteers without verbal cause or future legal retaliation.
- Successful applicants will receive a second email notifying them that the Volunteer Application has been approved.
- If you do not receive an approval email within 72 hours, please email volunteer@aubreyisd.net to determine the cause.

Once volunteers receive their approval email, they can search for volunteer opportunities via the VOLY site or through the campus. Campuses can automatically allow volunteers to sign up for opportunities in VOLY or manually approve them. If your volunteer shift is not automatically approved, please reach out to the listed point of contact for the specific opportunity.

Common Issues that Delay Volunteer and Background Check Approval

- ***Not completing the Volunteer Application*** - After you create your account in VOLY, you must select the appropriate application to associate it with. Failure to do so will delay processing the account and moving on to the background check.
- ***You are not submitting for the background check itself*** - Once you create your volunteer account and select the appropriate application, you must check the box to run the background check.
- ***No middle name is entered*** - If you do not have a middle name, enter "None."
- ***Name*** – If you have a common name, use Jr. or Sr. (etc.), have changed your name, have multiple last names, or special characters it may take longer to process your background check.
- ***County searches*** – If, for some reason, the system opts to run county searches for you, the approval process will take longer. The system first conducts a National Search, and sometimes that is the only search. However, there are times when more information is needed to complete the search.
- ***An incorrect email address was used*** - Please be sure to double-check the email address used to create your VOLY account. If you attempt to access it using a different email address, your VOLY profile will have missing or incomplete requirements.
- **You failed to acknowledge that you have read and reviewed the Volunteer Handbook in VOLY**- In order to complete all steps in VOLY, you must select that you have reviewed the Volunteer Handbook. If you do not, your application will not be considered complete.

Reapply in July

It is highly encouraged and recommended that you apply to be an Aubrey ISD volunteer beginning in July during the “Reapply in July” timeframe. This way, there will be no need for last-minute applications and background checks to be submitted throughout the school year. Additionally, becoming a volunteer early allows you to attend volunteer training before the school year begins and receive volunteer orientation at the district level. Campuses may also provide volunteer training specific to that school. Those who complete their volunteer application and background check early will be contacted in late July to participate in a summer orientation by volunteer@aubreyisd.net

What can I expect from the campus principal & front office staff?

Principal

- Ensure the school staff and families are aware of volunteer policy and procedures.
- Principals have the authority to accept or decline any volunteer's service offer. If it becomes necessary to discontinue a volunteer’s service or programming, please follow the guidelines outlined in the policies and procedures section.
- Principals are responsible for ensuring front office staff follow district policies and procedures. *Volunteers must sign in and out of the building using the Hall Pass visitor/volunteer management system.*
- Principals must address staff concerns about volunteer programs, especially those related to respect for confidentiality, health and safety, liability, and supervision.
- Extends an invitation to parents and families to volunteer in their school by passing out flyers at school events.
- Recognizes and shows appreciation for volunteers.
- Principals should contact the Aubrey ISD administration office regarding any challenges that may arise.

Front Office Staff

- Ensure the visitor/volunteer management system is up and running every morning.
- Ensure that volunteers sign in and out using the volunteer management system and the appropriate lanyard and name tag to identify them as volunteers.
- Ensure that the volunteer management system is being used to track volunteer hours.
- Enter campus volunteer opportunities into VOLY or ensure they are entered by the staff designated by the principal.

Aubrey ISD Parent Organizations

Connect with your Campus PTO at the email addresses provided below:

Elementary Schools

Brockett Elementary School
brockettpto@gmail.com

Fuller Elementary School
fullerptovicepresident@gmail.com

Monaco Elementary School
mespto@aubreyisd.net

West Elementary School
ptopresidentwestelementary@gmail.com

Middle Schools

McNabb Middle School
aubreymiddlepto@gmail.com

Owens Middle School
owenspto@aubreyisd.net

High School

Aubrey High School
Booster Clubs:

Football, Cheerleading, Volleyball, Cross Country, Powerlifting, Track & Field, Golf - aubreyathleticboosters@gmail.com

Basketball - aubreyboosterbb@gmail.com

Band - aubreybandboosters@gmail.com

Soccer - aubreyhssoccer@gmail.com

Baseball - aubreyhsbaseballboosters@yahoo.com

Softball - aubreysoftball2018@gmail.com

Aubrey ISD Volunteer & Visitor Contacts

For more information about the Aubrey ISD Volunteer Application Process and Guidelines:
volunteer@aubreyisd.net

For more information about the Aubrey ISD Hall Pass Visitor Monitoring System and Emergency Procedures:
Edgar Jackson
Director of Technology and Instructional Media
ejackson@aubreyisd.net

For more information about the Aubrey ISD Student Code of Conduct and Handbook:
Jewelisha Jefferson
Director of Student Services
jjefferson@aubreyisd.net

Appendix A

FAQs - Frequently Asked Questions

What if a volunteer threatens the safety and orderly operation of the campus learning environment?
If a principal feels the volunteer is interfering with the learning environment, they must notify the district by emailing volunteer@aubreyisd.net and get written statements from everyone involved. The Aubrey ISD administration will review the information with Student Services and the Aubrey ISD Police Department. After careful consideration, Aubrey ISD Administration will email the principal of the decision. If the recommendation is to remove the volunteer, Aubrey ISD Administration will then call and send a physical letter to the volunteer letting them know they are no longer able to volunteer. The volunteer will be deactivated from the volunteer management system and asked not to return to the school.

What if a volunteer does not have access to a computer or internet? Can they use a paper application?
Applications are online only to protect volunteer information and identities. Campuses can make computers available to sign up volunteers.

Can parents attend their child's field trip if they still need to submit a volunteer application or have been denied?
Under no circumstances is this permitted.

How frequently must a volunteer application be submitted?
Volunteers have to submit a new application every school year. You can submit your application beginning on July 1. The application is active until June 30 of that school year.

Who is denied volunteer privileges?
Volunteers who have charges of weapons, theft, fraud, drugs, DWIs/DUIs, assault, endangering a child, sex offenses, etc., will be denied via VOLY. Certain charges may be appealed depending on the year and severity of the offense.

Appendix A

FAQs - Frequently Asked Questions (continued)

What do I do about student discipline?
Students rarely have behavior problems while working with volunteers. However, our schools have detailed discipline plans, and the responsibility for discipline rests with the professional staff. Volunteers may need to discipline students. Make the teacher aware of any discipline problems while working with a student.

Should I tell my neighbor if I see her child misbehaving at school?
Adults in the school environment are responsible for maintaining the child's confidentiality. Sharing tidbits about a child's behavior or academic progress at school is inappropriate and could be detrimental to a child who is still learning to control him or herself. Even sharing "good stuff" can be damaging. We ask that our volunteers respect each child's privacy as required by the Family Educational Rights and Privacy Act (FERPA), which governs student information.

What if I observe something about which I am concerned? Do I tell the parents?
No. It is not a volunteer's job to contact the parents about anything occurring in the classroom or school. Please let the teacher, principal, or district personnel know your concerns. Multiple legal obligations and restraints govern teachers. The teacher's responsibility is to decide when it is necessary to take further action.

How do I find out what volunteer opportunities are available?
Volunteer opportunities are displayed via VOLY at https://aubreyisd.voly.org/. Campuses may also offer volunteer opportunities through other means.

What should I do during the campus emergency drills?
Schools regularly conduct drills so they can be prepared for emergencies. If you are in the building at a time when drills are conducted, you are expected to participate in the exercises. Follow the lead of the staff member as to what to do. Your student may also be helpful, as they have practiced more times than you have. Refer to the building map for exit routes and assembly locations.

Appendix A

FAQs - Frequently Asked Questions (continued)

I would like to volunteer, but I have a preschool-aged child. Can I bring my child with me?
We love children but want to protect them from hazards in the campus work area (hot laminating machines, paper cutters, scissors, etc.). We ask preschool children not to accompany you when you volunteer for their safety.

What should I do if I suspect or see grooming or sexual misconduct?
Sexual abuse is defined as any welcomed or unwelcomed sexual advances, request for sexual favors, and other oral, written, physical, or visual conduct of a sexual nature. Grooming is preparing or training someone for a particular purpose or activity. The physical contact of the private body area of a minor for gratification will always be considered sexual abuse. Volunteers who suspect a student may have experienced prohibited harassment must report their concerns to a Campus Administrator. All allegations of prohibited harassment of a student will be reported to the student's parents and investigated. Failure to report suspected abuse to a staff member within 48 hours of obtaining knowledge is a crime (19 TAC Chapter 61.1051, Subchapter EE) and is punishable by a fine, imprisonment, or both (Family Code 261.101; 216.103).

Can I transport students or staff in a vehicle when I am volunteering?
No. It is not advisable to allow anyone who is not a district employee to operate anything with wheels, such as a bus, white fleet van, 4-wheelers, lawnmowers, etc. while engaging in volunteer work.

What happens if I get injured while serving as a volunteer?
The District is immune to any damages/liability due to Tort Law. The only time the District may have some liability is if the volunteer is injured while operating a vehicle or machine with wheels. However, see previous question and answer. Additionally, since volunteers are not employees, an injury would not be considered under workers' compensation.

Appendix A

FAQs - Frequently Asked Questions (continued)

Where can I view the Student Code of Conduct?
The most recent Student Code of Conduct can be viewed by clicking here.

Where can I view the district's approved calendar?
The current year's District Calendar can be accessed here.

Appendix B

Board Policy
State law (Texas Education Code 22.053), Aubrey ISD Board Policy GKG, and administrative regulations set specific standards for all staff and volunteers to follow so that the safety and well-being of our students are ensured while they are attending school.

Appendix C

Family Educational Rights and Privacy Act (FERPA)
Release of Student Directory Information to the Public and/or Military Recruiters

The Family Educational Rights and Privacy Act (FERPA) affords parents certain rights regarding their students' education records.

For FERPA, Aubrey ISD has designated certain information as "directory information," which may be disclosed for any purpose without prior consent. The primary purpose of this designation is for district use of the information for these types of purposes:

- School and district newsletters and other printed or electronic official publications
- News releases to area newspapers
- School district website and official social media sites
- A playbill or music program showing your student's role in a performance
- Honor roll or other recognition lists
- Graduation programs
- Yearbooks
- Sports activity programs, such as wrestling, show the weight and height of team members.

Appendix C (Continued)

According to federal guidelines, directory information can be disclosed to outside organizations without written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.
In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses, and telephone listings—unless parents have asked the LEA not to disclose this information without their prior written consent.
Aubrey ISD has designated the following information as directory information:

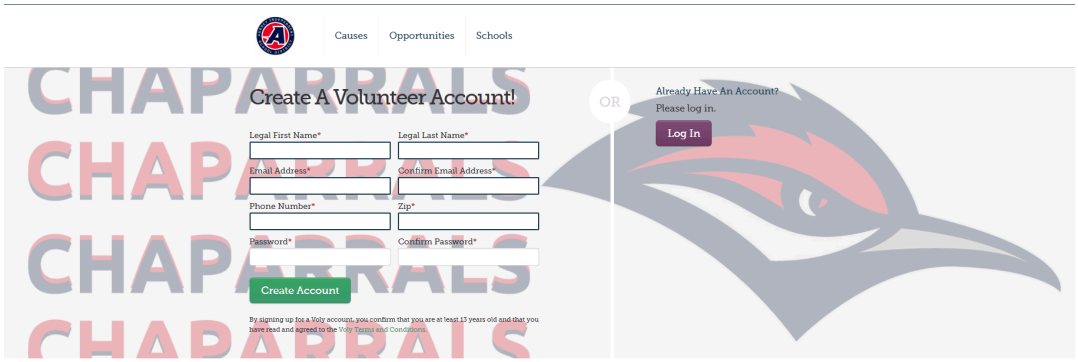
- Student name
- Parent name(s)
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Video images
- Audio recordings
- Date and place of birth
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended

For instructions on requesting the non-release of directory information, contact the campus registrar.

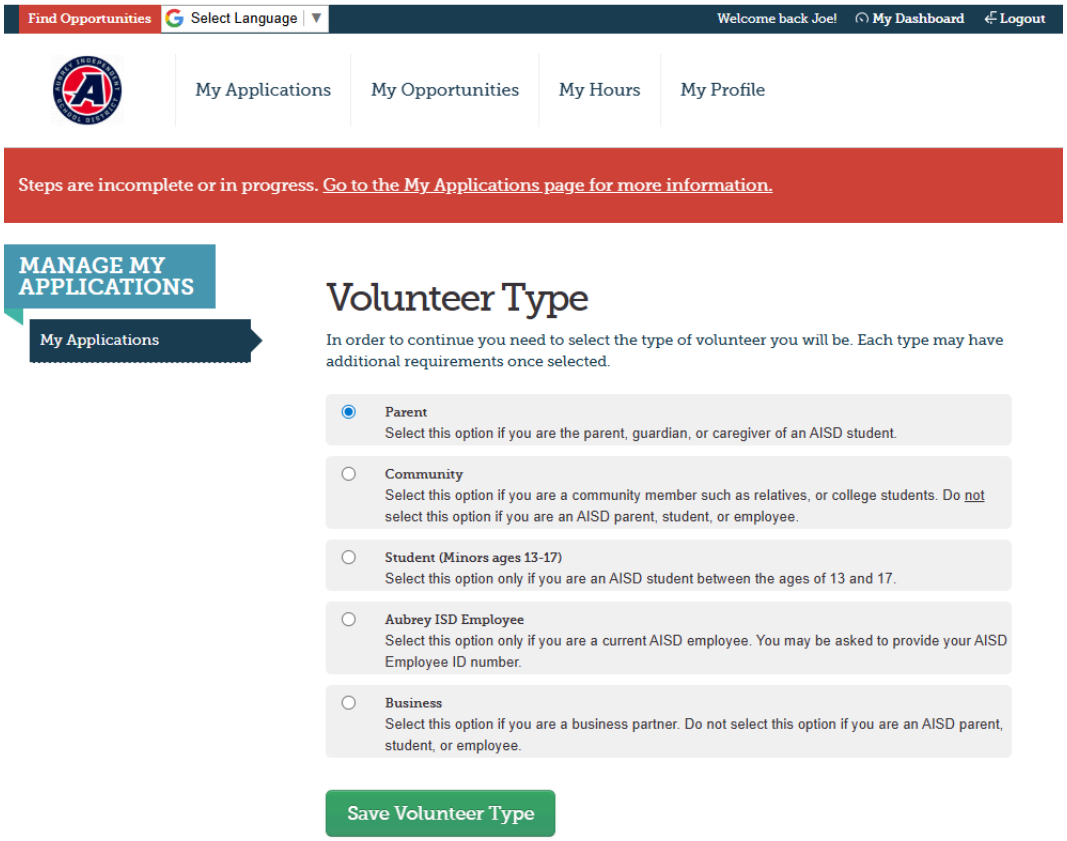
Appendix D

Step-by-Step Volunteer Application Photo Guide

***Visit https://aubreyisd.voly.org/ and create your VOLY account.**



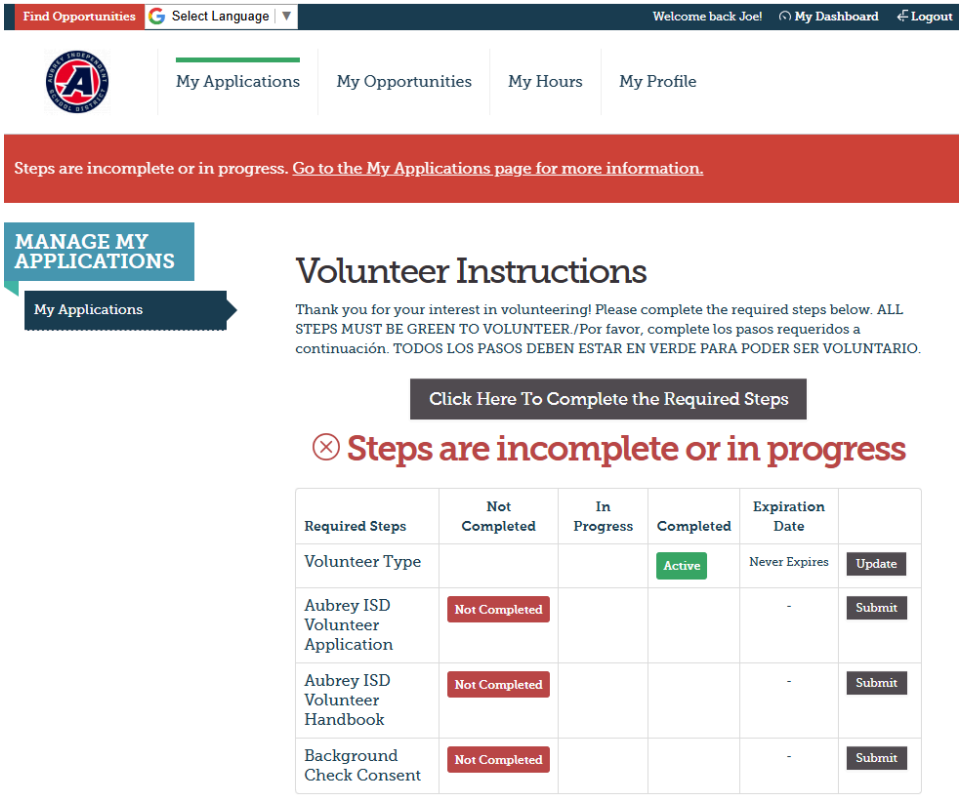
***Select the appropriate Volunteer Type and select "Save Volunteer Type."**



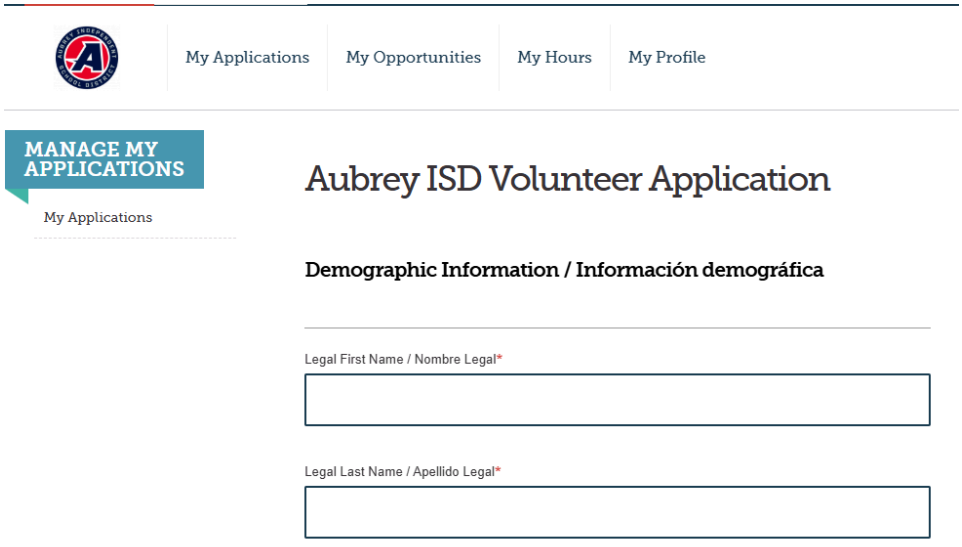
Appendix D

Step-by-Step Volunteer Application Photo Guide (Continued)

***Complete each section. Completion of each step will take you to the next one.**



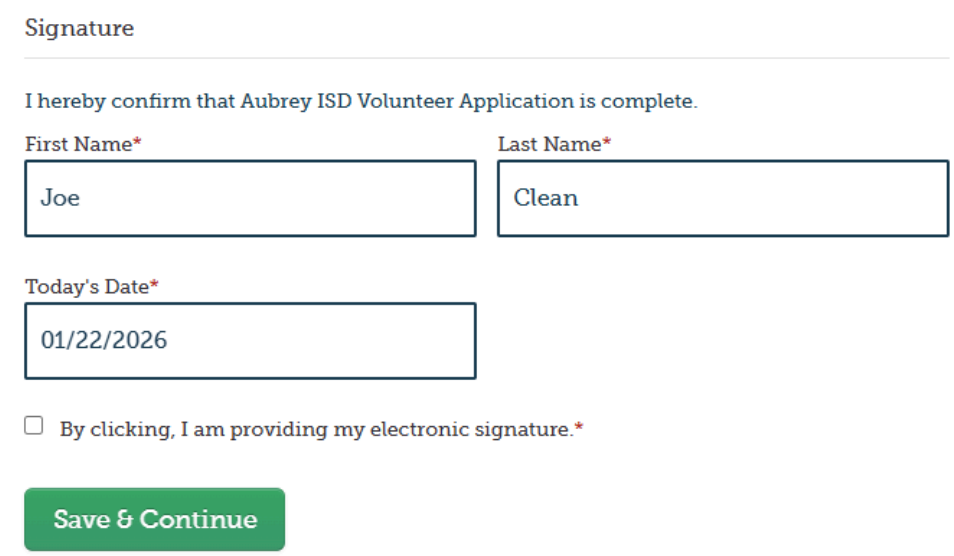
***Complete Volunteer Application demographic information.**



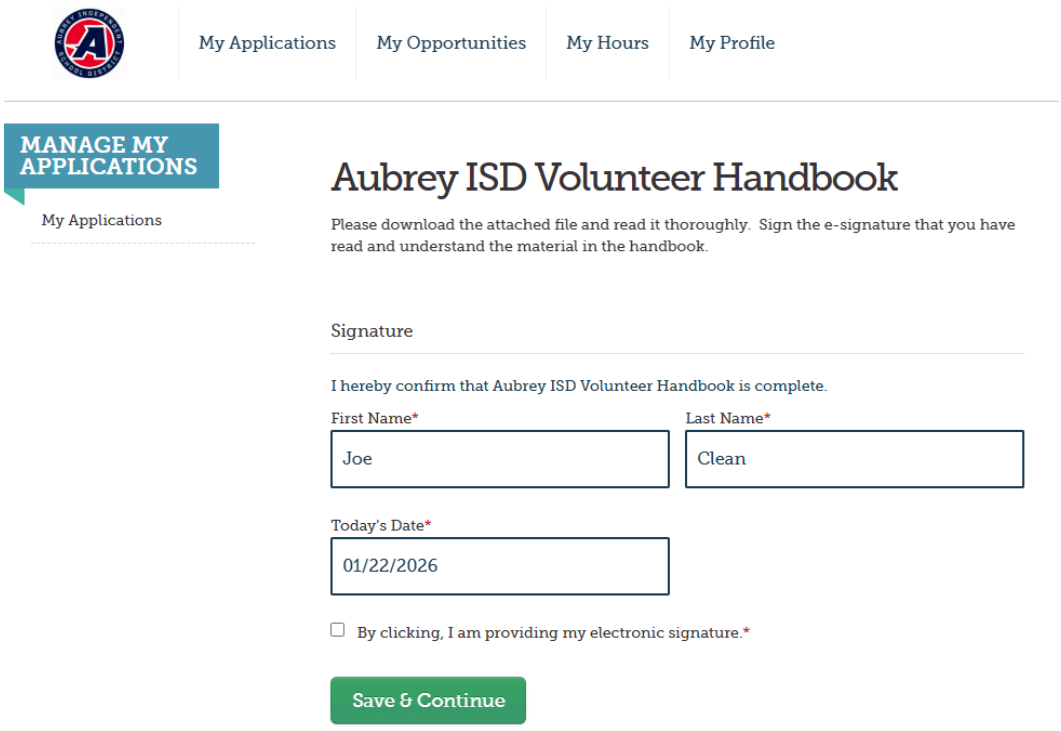
Appendix D

Step-by-Step Volunteer Application Photo Guide (Continued)

***Complete all additional information, check the box and select "Save & Continue."**



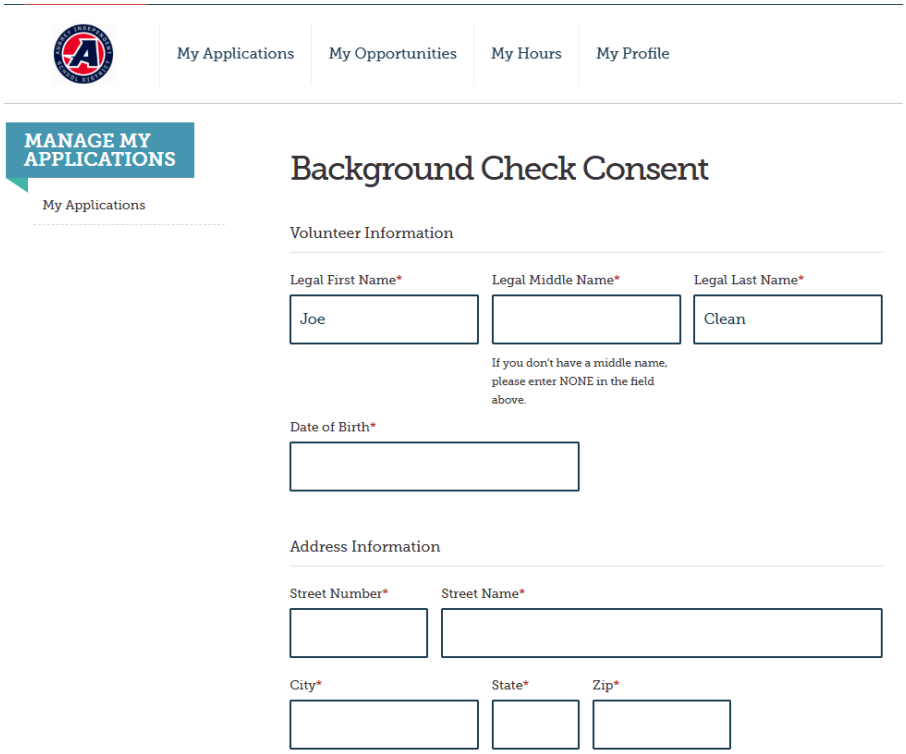
***Complete Volunteer Handbook acknowledgment, and select "Save & Continue."**



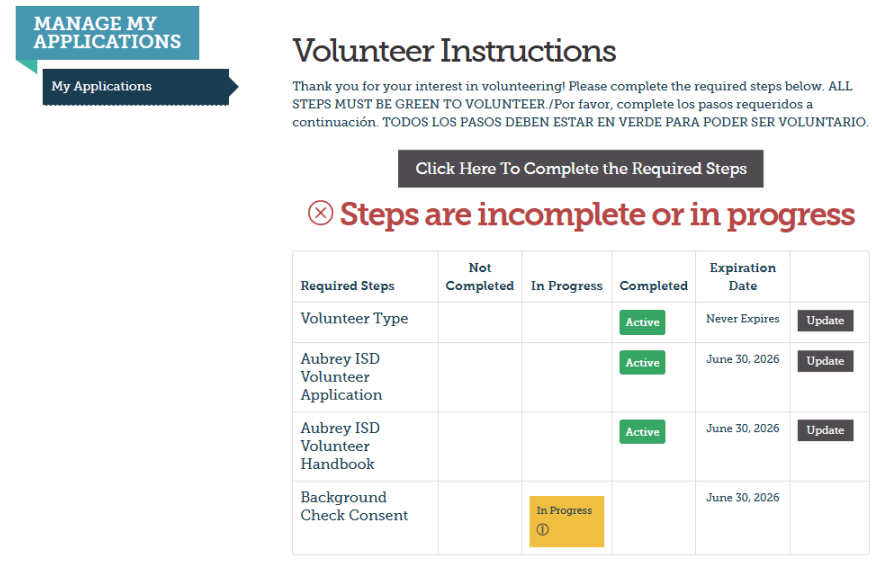
Appendix D

Step-by-Step Volunteer Application Photo Guide (Continued)

***Complete volunteer information for background check consent, select "Save & Continue."**



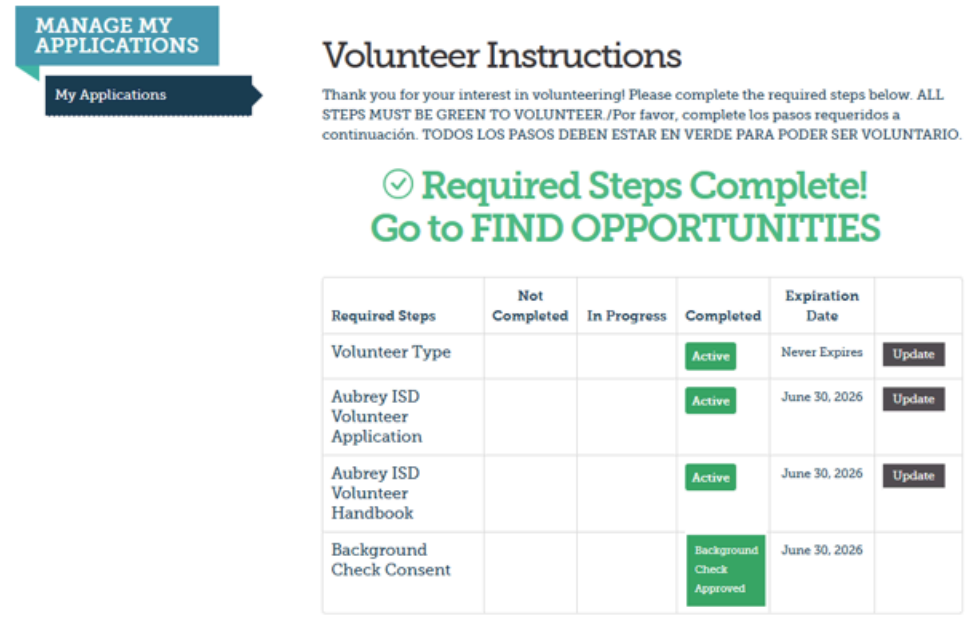
***This screen will automatically appear, notice the yellow "In Progress" in the background check consent section.**

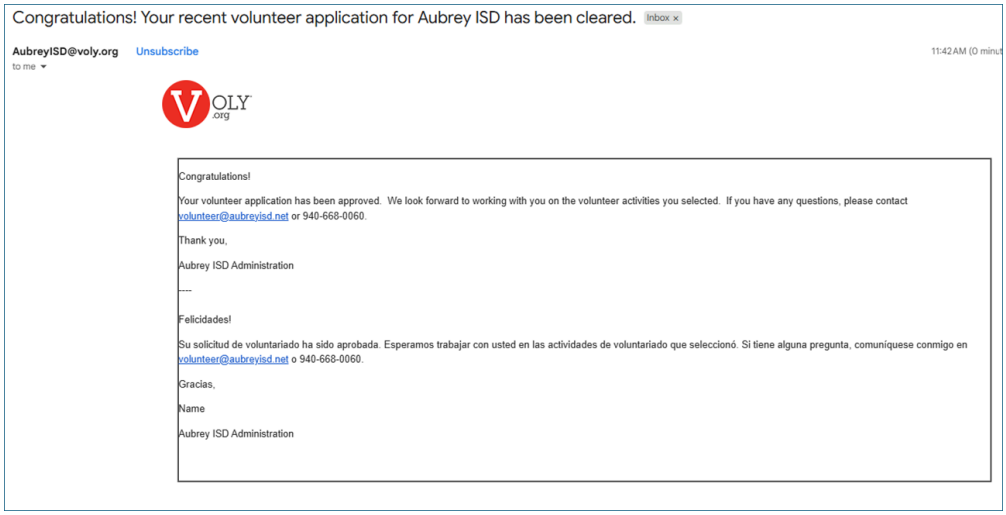


Appendix D

Step-by-Step Volunteer Application Photo Guide (Continued)

***With an approved background check, you will see green in the "Completed" section, or check your email to see if you've received the message below from aubreyisd@voly.org - it indicates you have passed your background check and are cleared to volunteer in Aubrey ISD:**

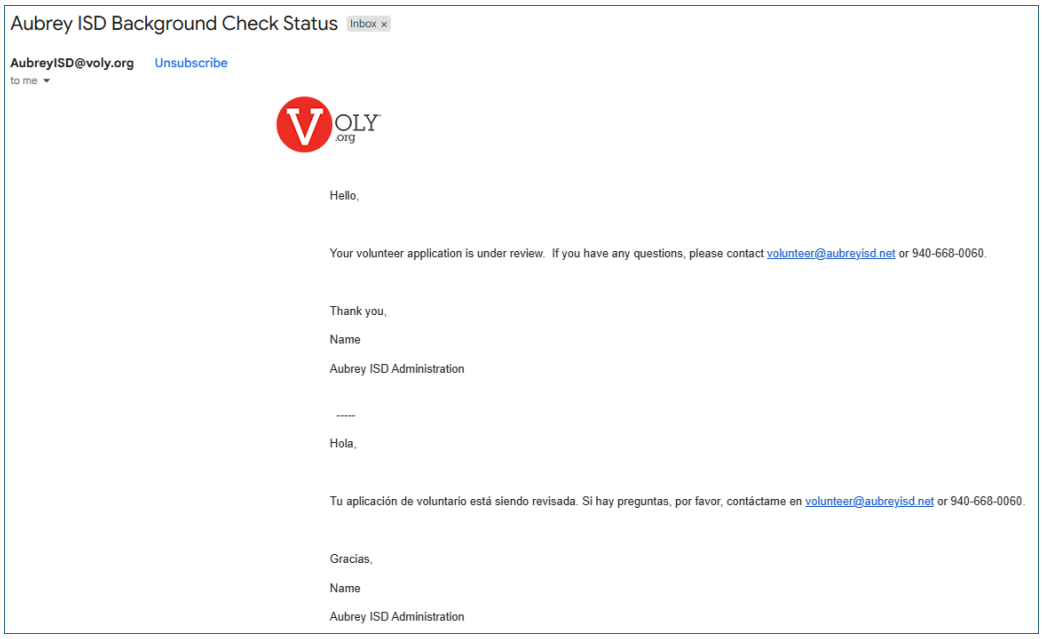




Appendix D

Step-by-Step Volunteer Application Photo Guide (Continued)

***If you fail the background check, you will receive the email below from aubreyisd@voly.org with follow-up instructions included in the body of the email:**



Aubrey ISD Background Check Status Inbox ×

AubreyISD@voly.org Unsubscribe

to me

Hello,

Your volunteer application is under review. If you have any questions, please contact volunteer@aubreyisd.net or 940-668-0060.

Thank you,

Name

Aubrey ISD Administration

Hola,

Tu aplicación de voluntario está siendo revisada. Si hay preguntas, por favor, contáctame en volunteer@aubreyisd.net or 940-668-0060.

Gracias,

Name

Aubrey ISD Administration