



THE DISTRICT
EXCELLENCE
by Design

2026–2027

**VOLUNTEER
HANDBOOK**



THE DISTRICT

YSLETA INDEPENDENT SCHOOL DISTRICT

2026-27 Board of Trustees

Ysleta Independent School District

9600 Sims Drive
El Paso, Texas 79925

Ysleta Independent School District does not discriminate on the basis of race, color, national origin, religion, sex, disability, genetic information, or age in its programs, activities, or employment.

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Volunteer Program Goals

The volunteer activities aim to support and enhance the educational experience of our students by:

- Recruiting and organizing parent assistance and support.
- Enriching children's learning opportunities and classroom curriculum.
- Offering volunteers the opportunity to share their talents, learn new skills, and make meaningful contributions to students and schools.
- Providing additional help for students.
- Assisting teachers with non-instructional tasks.
- Establishing a strong school-community partnership to ensure quality education.



Volunteer Guidelines

1. Complete a volunteer application online at www.yisd.net/volunteers every year.
2. A background check is required for all volunteers at no cost.
3. Applicants must upload a valid U.S. government-issued photo ID* with their application.

***Note: Military IDs cannot be photocopied due to Title 18, U.S. Code Part 1, Chapter 33, Section 701.**

*If you cannot provide a U.S. government photo ID, you must submit a background check from your most recent state or country of residence.

4. Applicants will be notified of approval via email.
5. Once approved, visit the Volunteer & Partners in Education Office at Central Office, 9600 Sims Drive, to receive your volunteer badge. A new badge is issued each year. All volunteers must wear their badge while on YISD campuses or during school functions.
6. Student safety and welfare are our top priorities. All volunteers, including PTA, PTO, booster clubs, Partners in Education, employees, and parents, must adhere to these guidelines.
7. Volunteers will receive an orientation included in the application process or provided by the campus family and volunteer liaison.
8. Volunteers must sign in and out to register their volunteer hours for recognition and for safety reasons.
9. Volunteers must work under the direction of the principal or the family and volunteer liaison.
10. Volunteers shall not discipline or punish students. Report any disciplinary needs to the teacher or principal.
11. Volunteers shall not communicate inappropriately with students through any medium unless directed by a school official.
12. Volunteers are not to perform substitute teacher duties.
13. Volunteers shall not administer medication to students.
14. Volunteers must communicate with the campus family and volunteer liaison or school staff to review expectations and task assignments.

15. Volunteers are expected to follow and adhere to the volunteer guidelines, volunteer code of ethics, and campus policies and procedures.
16. Volunteers who do not adhere to the code of ethics, district, and campus policies and procedures will be asked to discontinue their services.
17. According to district regulation GKG-R, one-time volunteers chaperoning a day field trip or attending a class party may be exempt from a criminal history check at the administration's discretion.

Volunteer Code of Ethics

Respect

Volunteers must be respectful and courteous to students, staff, administration, and the community.

Responsibility

Volunteers are responsible for their scheduled times and must notify the campus staff if unable to meet their commitment.

Attitude

Volunteers should maintain an attitude of respect, patience, courtesy, and maturity.

Confidentiality

Volunteers must not discuss any information they acquire concerning students or others at school.

Appearance

Volunteers should dress appropriately, setting a positive example for students. Clothing should be decent, tasteful, and appropriate for school.



Code of Conduct

All YISD visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior or violations of student privacy will not be permitted. Abusive language and/or behavior directed at teachers or other school personnel will not be permitted. Parents and volunteers who engage in such behavior will be asked to leave the campus. Authorized District officials, including campus administration, school resource officers, and District security officers, may refuse to allow a person access to property under the District's control in accordance with YISD Policy GKA and applicable law. The district may refuse to allow persons to enter on or may eject a person from property under the district's control if the person refuses to leave peaceably on request and:

1. The person poses a substantial risk of harm to any person; or
2. The person behaves in a manner that is inappropriate for a school setting and, except as provided below:
 - a. The administrator, resource officer, or peace officer issues a verbal warning to the person that the person's behavior is inappropriate and may result in the person's refusal of entry or ejection; and
 - b. The person persists in that behavior.

Upon receiving notice of a ban from district property pursuant to YISD Policy GKA, a school volunteer must also surrender their district volunteer badge to the appropriate staff at Central Office.

Suggestions for Volunteer Opportunities

There are a wide variety of opportunities available to volunteers at the school site, including:

- Assisting with school special events;
- Participating in school or district committees, PTA, PTO, boosters, etc.;
- Monitoring students on the playground, cafeteria, etc.;
- Assisting in the workroom/parent room (making copies, cutting, laminating, etc.);
- Recruiting volunteers to help in school activities, committees, and district activities;
- Chaperoning field trips, school parties, assemblies, etc.;
- Design bulletin boards;
- Assisting school office staff in clerical duties;
- Providing child care for parent meetings and workshops at school;
- Serving as crossing guards, mentors, and tutors.

Campus Family and Volunteer Liaison Responsibilities

The campus family and volunteer liaison serve as the crucial link between students, the community, school staff, and volunteers. As the main contact between the campus and the district volunteer program, the liaison should:

- Provide information on volunteering, including the application process and notification of clearance.
- Offer all campus volunteers an orientation on volunteer guidelines, the code of ethics, and campus rules.
- Make available a volunteer handbook to all volunteers.

- Maintain volunteer sign-in sheets.
- Submit monthly online volunteer service hours in the volunteer database.
- Conduct meetings with volunteers to provide updates, assignments, and training.
- Organize and assign meaningful tasks to campus volunteers.
- Recruit and retain volunteers.
- Attend district bi-monthly meetings.

Responsibilities of the School Principal

The principal is the key organizer of a school, the official link to the community, and the initiator of a strong volunteer program.

The principal is responsible for:

- Selecting the campus family and volunteer liaison to lead the program;
- Assessing the school's needs;
- Defining objectives for the volunteer program;
- Providing support to all persons involved in the program.
- Determining campus guidelines for volunteers, such as volunteers in the classrooms, use of lounge, etc.

The principal and the community engagement specialist have the authority to dismiss a volunteer whose actions, in the opinion of the principal, are not in the best interest of the students or the staff, including:

- a. A volunteer fails to follow the volunteer handbook guidelines or the code of ethics.
- b. A volunteer fails to follow campus policy and procedures.
- c. A volunteer fails to adhere to campus/district policy and regulations.

If volunteer privileges are revoked at a school, volunteer opportunities are automatically revoked for any other school, district facility, or function. A

suspended volunteer may reapply for restoration of their volunteer privileges at the beginning of the next school year. The principal and the community engagement specialist will review and rule on the appeal.

Please note: The principal is in charge of their campus volunteer program. Therefore, any questions, concerns, or issues that cannot be answered or resolved by the campus family and volunteer liaison should be directed to the principal.

School Responsibilities

- All schools shall support, encourage, and recognize the volunteer program.
- All schools should maintain a volunteer log or file, which will record volunteer names, dates, and hours of service by each volunteer. Schools must report such information to the district volunteer program.

District Volunteer Program Responsibilities

The Community Engagement Specialist is in charge of the program and the responsibilities are:

- Regulate and ensure student safety by verifying the integrity of the backgrounds of participants in the volunteer program;
- Provide the district volunteer handbook;
- Provide training and orientation to all campus family and volunteer liaisons on district volunteer guidelines and regulations;
- Maintain regular communication with principals, family and volunteer liaisons, and staff;





- Maintain the district volunteers profile database, such as application clearance, volunteer hours, etc.;
- Assist principals and family and volunteer liaisons;
- Ensure volunteer program regulations are followed.

Purchasing Guidelines for Volunteers

1. Volunteers are not authorized to obligate the district financially.
2. All financial transactions must be coordinated and channeled through the principal.
3. Volunteers may make suggestions about acquisition of goods and services, but may not make specific arrangements for delivery and acceptance of goods/service without specific authorization of the principal.
4. All fundraising contracts must be approved by Central Office after review by the principal. Volunteer personnel may only recommend possible fundraisers but may not be involved in the actual decision process.

5. The principal may not delegate purchase authority to any volunteer.
6. Volunteers may not sign on behalf of the school or the district for any goods or services; this function must be performed by YISD staff only.
7. If you have questions regarding procurement procedures on campus that the principal's office cannot answer, you may refer them to Purchasing Services at (915) 434-0285.
8. These guidelines do not prohibit the issuance of additional guidelines from the campus principal as deemed necessary.

PTA, PTO, and Booster Clubs

The Ysleta Independent School District encourages the participation and involvement of students, parents, and community organizations in our schools. Any outside organizations – such as PTA, PTO, and booster clubs – operate under their own policies and procedures but are not a component of YISD. Therefore, any financial decisions remain with the respective organization. PTAs, PTOs, and booster club members must register as volunteers.

In accordance with district regulation GE-R, all fundraising, promotional activities and/or general solicitation for charitable contributions that are sponsored by community parent groups must receive prior approval from the principal and associate superintendent. The procedures are as follows:

1. There must be a specific purpose for the project and the amount of money to be raised.
2. The type of fundraising project must be decided upon.
3. The sponsoring organization(s) must submit a "Fundraising/ Sales Activity Application" in triplicate to the principal for approval.
4. When the principal has approved the project, all copies of the "Fundraising/ Sales Activity Application" will be forwarded to associate superintendent for approval. The white and yellow copies will be returned to the principal. The sponsoring organization will then receive the white copy.

**Please visit www.yisd.net under Accounting Department
to view YISD booster club guidelines.**

Emergency Preparedness

IN AN EMERGENCY TAKE ACTION



HOLD!

In your room or area. Clear the halls.

STUDENTS

- Clear the hallways and remain in room or area until the "All Clear" is announced.
- Do business as usual

ADULTS

- Close and lock the door
- Account for students and adults
- Do business as usual



SECURE!

Get inside. Lock outside doors.

STUDENTS

- Return to inside of building
- Do business as usual

TEACHERS

- Bring everyone indoors
- Lock outside doors
- Do business as usual
- Increase situational awareness
- Take attendance



LOCKDOWN!

Locks, lights, out of sight.

STUDENTS

- Move away from sight
- Maintain silence
- Do not open the door

ADULTS

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend



EVACUATE!

(a location might be specified)

STUDENTS

- Leave stuff behind if required to
- If possible, bring your phone
- Follow instructions

ADULTS

- Lead students to Evacuation location
- Account for students and adults
- Notify if missing, extra or injured students



SHELTER!

Hazard and Safety Strategy

STUDENTS

- Use appropriate safety strategy for the hazard

ADULTS

- Lead safety strategy
- Account for students and adults
- Notify if missing, extra or injured students or adults

Hazard

- | | | |
|------------|-------|--------------------------|
| Tornado | _____ | Evacuate to shelter area |
| Hazmat | _____ | Seal the room |
| Earthquake | _____ | Drop, cover and hold |
| Tsunami | _____ | Get to high ground |

Safety Strategy



EMERGENCY

Dial 911 and active
your **PANIC** button



District Security
915-434-0195



District Maintenance
915-434-1700



District Emergency Mgmt.
915-434-0090

SEVERE WEATHER



SEEK SHELTER

- ▶ In a classroom go to enclosed, windowless area.
- ▶ Stay away from glass and get on the lowest floor possible.
- ▶ Take cover under heavy tables or sturdy furniture.
- ▶ Crouch down and cover your head.
- ▶ Avoid elevators.
- ▶ In a flooding situation, move to higher ground.

SHELTER IN PLACE



STAY CALM

- ▶ Emergency notification will be issued through the campus public address system (PA).
- ▶ Remain in the building, enter a room, lock/ barricade the door, turn off lights, pull shades shut, separate from others, lay on the floor, place cell phones on vibrate, and call **911** or District Security at **915-434-0195**.
- ▶ Do not leave the building until directed by campus administration, Police, or District Security.

FIRE



EVACUATE PUSH PANIC BUTTON

- ▶ Activate the fire alarm.
- ▶ Evacuate the building according to the emergency evacuation plan.
- ▶ Use stairwells to leave the building. **DO NOT** use elevators.
- ▶ Call **911** or District Security at **915-434-0195** and provide the location of the fire.
- ▶ Do not re-enter the building until authorized by emergency personnel.

UTILITY FAILURE



REMAIN CALM

- ▶ Call District Security at **915-434-0195** and District Maintenance at **915-434-1700**.
- ▶ Identify the location and type of utility failure.
- ▶ Buildings may be evacuated due to the utility failure.
- ▶ If evacuation is necessary, follow the emergency evacuation plan.

ILLNESS & INJURY



STAY CALM

- ▶ For emergencies, call **911** and District Security at **915-434-0195**.
- ▶ Give your name, describe the nature of the medical problem, and provide the victim's location.
- ▶ Report employee illness and injury to your supervisor and Risk Management at **915-434-0460**.
- ▶ Report non-employee illness and injury to your supervisor.

MEDICAL EMERGENCY



BE CALM - BE CLEAR PUSH PANIC BUTTON

- ▶ Call **911** or District Security at **915-434-0195** and provide:
 - Nature of the emergency
 - Location
 - Situation
 - Condition of the victim
 - Any other requested information
- ▶ Ask if any bystanders are trained. If nobody is trained, administer first aid and CPR/AED as needed.
- ▶ Remain with the victim until help arrives.

BOMB THREATS



REMAIN CALM PUSH PANIC BUTTON

- ▶ Write down as much information from the caller as possible, including appearance and location of the device.
- ▶ Note any accents, gender, and background noise.
- ▶ Ask when the bomb is set to explode and what kind of bomb it is.
- ▶ Signal a co-worker to call **911** and District Security at **915-434-0195**.
- ▶ Report suspicious packages to **911** and District Security at **915-434-0195**.

ACTIVE SHOOTER



AVOID - DENY - DEFEND PUSH PANIC BUTTON

- ▶ Call **911** and District Security at **915-434-0195**.
- ▶ If possible, run and exit the building.
- ▶ If you cannot run, hide in a sheltered place.
- ▶ Lock and barricade the door with heavy furniture, turn off the lights, and silence your cell phone.
- ▶ If confronted, fight aggressively.

HAZARDOUS MATERIAL



STAY AWAY PUSH PANIC BUTTON

- ▶ Leave the room immediately.
- ▶ Activate the fire alarm to evacuate the building.
- ▶ Call **911** and District Security at **915-434-0195** and provide:
 - Name of material
 - Quantity of material
 - Location of the incident
 - Number of persons injured or exposed
 - Details concerning the incident
 - Do not re-enter the building

Please visit <https://aptg.co/xpqD4q> to view the Volunteer Safety Orientation.

2026-27

Ysleta ISD School Calendar

July						
1-3	District Holiday					
13-22	Student Registration					
20-22	New Teacher Induction					
23-31	Professional Development					
24	Teacher Prep Day					

August						
3	1st Instructional Day/1st Day of the 1st Semester					
24	Parent Conference/Full Day Instruction (HS)					
25	Parent Conference/Full Day Instruction (MS)					

September						
7	Labor Day/District Holiday					
15	Parent Conference/Full Day Instruction (ES)					
25	End of 1 st Nine Weeks					
28-30	Fall Intercession					

October						
1-2	Fall Intercession					
5-9	Fall Break					
12	Professional Development/No Students					

November						
11	Veteran's Day/District Holiday					
23-27	Thanksgiving Break					

December						
1-3	STAAR/EOC Testing					
18	Early Release/Students Half-Day (4 hrs)					
	End of 1st Semester/End of 2nd Nine Weeks					
21-25	Winter Break					
28-31	Winter Break					

January						
1	Winter Break					
4	Professional Development					
5	1st Day of 2 nd Semester/ Students Report					
	Back to School					
18	Martin Luther King Jr. Day/ District Holiday					

February						
22	Parent Conference/Full Day Instruction (HS)					
23	Parent Conference/Full Day Instruction (MS)					
24	Parent Conference/Full Day Instruction (ES)					

March						
5	End of 3 rd Nine Weeks					
8-12	Spring Intercession					
15-19	Spring Break					
22	Professional Development/No Students/					
	Inclement Weather Make-Up day					
26	Good Friday/District Holiday					
29	Easter Monday/District Holiday/					
	Inclement Weather Make-Up Day					

April						
6-9	STAAR Testing					
13-16	STAAR Testing					
20-23	STAAR Testing					

May						
31	Memorial Day/District Holiday					

June						
4	Early Release/Students Half-Day (4 hrs)					
	End of 2 nd Semester/Last Instructional Day					
15-17	STAAR/EOC Retest					
18	Juneteenth/District Holiday					

Teacher Work Days
187

Instructional Days
1st Semester 82 2nd Semester 94

- Holiday / Non-Duty Day
- Beginning/End of Semester
- End of Grading Period
- Student Registration
- Intercession
- Early Release
- Professional Development
- STAAR/EOC Testing
- Inclement Weather Make-Up Day
- Parent Conference

July						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September						
S	M	T	W	T	F	S
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October						
S	M	T	W	T	F	S
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January						
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						1
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23	24	25	26	27	28	29
30	31					

February						
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14	15	16	17	18	19	20
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28						

March						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April						
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June						
S	M	T	W	T	F	S
1	2	3	4	5		
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

This academic calendar is intended for use by YISD students, parents and guardians, district employees, and the community for planning. It is not intended for payroll purposes. Employees should confirm with Payroll/HR their actual days of employment per their assigned schedule. This calendar is compliant with Texas House Bill 2610 and verified to contain at least 75,600 minutes of instruction for the 2025-2026 school year. Board Approved: January 14, 2026 Revised: May 25, 2026

Ysleta Independent School District Acknowledgment and Waiver for Volunteers

Thank you for your participation as a volunteer with the Ysleta Independent School District (the “district” or “YISD”) in the approved district event(s), activity(ies) (to include booster club activities) and/or unpaid volunteer position described above, when applicable (hereinafter referred to as the “event”, “activity”, “unpaid position”). This Release and Volunteer Agreement (the or this “Agreement”) serves as your release of YISD from any liability that may arise in connection with your volunteer participation in the district event, activity and/or unpaid position. This Agreement also serves to outline YISD’s terms and expectations required as a condition to your volunteer participation in the district event, activity or unpaid position. In part, please note that YISD volunteer participation is completely voluntary, without any expectation of an employee/employer relationship with the district and without any expectation or entitlement to compensation or remuneration for these volunteer services (“YISD Volunteer”).

YISD VOLUNTEER ACKNOWLEDGMENT, RELEASE & AGREEMENT

My name is _____ (Print Name), and I agree to serve as a YISD Volunteer for the approved district event, activity and/or unpaid position described above in a manner consistent with the District’s philosophy, objectives, and board policies. As a condition to serving as a YISD Volunteer, I acknowledge and agree to the following terms:

1. As a YISD Volunteer, I agree to complete all background checks, defensive driving, nonviolent crisis intervention (“NCI”) and other trainings required by YISD, particular to the type and nature of my volunteer services.
2. As a YISD Volunteer, I acknowledge that, pursuant to Section 22.053 of the Texas Education Code, a “volunteer” is a person rendering services for or on behalf of a district on district premises or property, or at a school-sponsored or school-related activity regardless whether it occurs on or off school property, who does not receive compensation in excess of

reimbursement for expenses approved by the district.

3. As a YISD Volunteer, my participation in the district event, activity, and/or unpaid position is performed voluntarily and, further, meets the legal definition of "volunteer" under TEC §22.053 as quoted above. Accordingly, I am not entitled to nor do I expect any compensation or remuneration in return for my volunteer services.
4. Absent my intentional misconduct, gross, willful or wanton negligence, as a YISD Volunteer, I may be immune from civil liability arising from my participation as a YISD Volunteer pursuant to YISD Board Policy GKG and TEC §§22.053, 33.211.
5. As a YISD Volunteer, I have not been promised by the district any compensation, privileges or employment opportunities in exchange for my volunteer services. **AS A YISD VOLUNTEER, I, THE UNDERSIGNED, UNDERSTAND AND ACKNOWLEDGE THE INHERENT RISK OF PROPERTY DAMAGE, BODILY INJURY, AND POSSIBLE DEATH, THAT COMES WITH MY PARTICIPATION IN DISTRICT EVENTS, ACTIVITIES AND/OR ANY UNPAID POSITION; USE OF DISTRICT FACILITIES AND/OR EQUIPMENT; AND ANY RELATED TRAVEL. THE UNDERSIGNED ASSUMES ALL RISKS THAT ARISE OUT OF THE USE OF DISTRICT EQUIPMENT, VEHICLES, SCHOOL BUSES, PROPERTY OR FACILITIES, THE ACTIVITY, EVENT OR UNPAID POSITION ITSELF, RELATED TRAVEL, IF ANY, THE ACT OF OTHERS, OR THE UNAVAILABILITY OF EMERGENCY CARE, INCLUDING BUT NOT LIMITED TO, THOSE RISK FACTORS DESCRIBED IN THIS SECTION.**
6. As a YISD Volunteer, should I become injured or suffer an illness as a result of my participation in the district event, activity and/or unpaid position, I acknowledge that I am not covered by YISD's Workers' Compensation Insurance. I further acknowledge that the cost of any resulting physician or medical treatment, therapy or other services due to my injury or illness is solely and exclusively my obligation and not a financial obligation of YISD.
7. By signing this Agreement to participate in the district event, activity and/or unpaid position, I hereby agree to release YISD, its Board of Trustees and all district officials, employees, attorneys and insurers from any claim(s), of any nature whatsoever, that I have or may have resulting in property damage, physical injury, accident or illness and arising or resulting from any district event, activity and/or unpaid position, in or for which I participate as a YISD Volunteer. I agree that YISD has no liability whatsoever for any circumstance arising from or relating to my participation as a YISD Volunteer. With these acknowledgments, I attest that I am over the age of eighteen (18) years, and I am of sound mind and body. This Agreement is

also executed on behalf and in the care of my infants and/or minor children accompanying me, if any and with advance district approval, during my participation as a YISD Volunteer.

8. I further understand that it is my sole and exclusive responsibility to address with and obtain clearance from my physician any concerns or reservations about my ability to fully participate in and ahead of commencing any volunteer services.

This release and volunteer agreement will remain in effect for the entire school year unless your volunteer privileges are earlier terminated by YISD.

I have read the foregoing Acknowledgement and agree with its terms.

NAME

DATE

SIGNATURE

Ysleta Independent School District

**Hot Line for Reporting Fraud, Abuse, and Waste
(915) 595-4367**

Private line. No caller ID.

Report cases of illegal or fraudulent acts; waste, misuse or theft of District property or funds.