

Volunteer Handbook



"To the world you may be one person, but to one person you may be the world."
-Anonymous

Dear Eagle Mountain Saginaw ISD Volunteer:

Welcome to EMS ISD! We appreciate and applaud your decision to serve our students and staff as a school volunteer as we recognize that your time is valuable. Please know that we will do our very best to make your experiences in our schools both enjoyable and rewarding.

It is our hope that through your examples of service and commitment, our students will be inspired to follow your lead as they progress through the formative years of their young lives. Volunteers play an integral role in the development of the whole child in our community.

On behalf of our Human Resource and Student Services Departments, thank you once again for choosing to volunteer your time and talents in our schools. We wish you all the best throughout the coming school year.

Best,

Deborah Dockens, Ed.D.
Chief Human Resources Officer

Why Volunteer

For Students

- Enriches learning
- Opportunities for exploration
- Additional individualized and personalized attention
- Positive role model

For Schools

- Improved student achievement, attitude and behavior
- Community Support
- Parental understanding and cooperation
- Positive community attitudes

For the Community

- Better quality education
- A more responsive school system
- Added pride and confidence in the educational system
- Well-educated students

For Volunteers

- Sharing knowledge and talents
- Providing active support for quality education
- Becoming more involved in the school and community

VOLUNTEER PROGRAM CONFIDENTIALITY AND COMMITMENT GUIDELINES

Thank you for working with our students and staff. You are providing a very valuable service to our school district.

It is important to understand the following guidelines when working with students and school information:

Confidentiality: A feeling of mutual understanding and trust between school staff and volunteers is essential. Volunteers sometimes have access to information about students and their abilities, successes and struggles as well as some information from the teachers. As a volunteer, your responsibility is to maintain confidentiality at all times.

Commitment: Please make a professional commitment. Be consistent and dependable. Please notify the school office if you are unable to come at your committed time in advance.

Sign in and out: Remember to sign in at the main office during each volunteer visit. You must wear your nametag at all times. Sign-out when you are finished volunteering.

If you have questions involving your volunteer work, please ask the teacher or an office staff member.

EMS ISD VOLUNTEER GUIDELINES

Our students benefit from the many volunteer hours that our parents and community members invest in our schools. For the safety of our students, we require all volunteers to complete a volunteer application and we run a name-based, state-wide criminal history record check on all applicants. The background check must be completed and approved before volunteering. Parent/guardian volunteers will be also be processed through the district's Raptor visitor system, which scans your driver's license each time you come to campus. All volunteers are required to reapply each year.

All people who work in a volunteer capacity for EMS ISD are subject to federal guidelines found in the Family Education Rights and Privacy Act(FERPA). Volunteers must protect the confidentiality of all students at all times.

- Volunteers are prohibited from discussing academic progress, discipline, behavior incidents, and/or attendance of individual students at any time, both on, and off campus.
- Volunteers are prohibited from engaging in conversations regarding private information of students, families, and/or staff.
- Volunteers are prohibited from having access to student records or confidential information.

More information related to the federal guidelines related to these requirements can be found at the following links:

- [US Department of Education – FERPA](#)
- [US Department of Health & Human Services - HIPAA](#)

Eagle Mountain Saginaw Independent School District Campuses

Elementary Schools

Bryson Elementary School
8601 Old Decatur Rd
Fort Worth, TX 76179
817-237-8306
7:35 a.m. – 2:40 p.m.

Elkins Elementary
7250 Elkins School Rd
Fort Worth, TX 76179
817-237-0805
7:35 a.m. – 2:40 p.m.

Northbrook Elementary
2500 Cantrell Sansom Rd
Fort Worth, TX 76131
817-232-0086
7:35 a.m. – 2:40 p.m.

Chisholm Ridge Elementary
8301 Running River Ln
Fort Worth, TX 76131
817-232-0715
7:35 a.m. – 2:40 p.m.

Gililand Elementary
701 Waggoman Rd
Fort Worth, TX 76131
817-232-0331
8:25 a.m. – 3:30 p.m.

Parkview Elementary
6225 Crystal Lake Dr
Fort Worth, TX 76179
817-237-5121
7:35 a.m. – 2:40 p.m.

Comanche Springs Elementary
8100 Comanche Springs Dr
Fort Worth, TX 76131
817-847-8700
7:35 a.m. – 2:40 p.m.

Greenfield Elementary
6020 Ten Mile Bridge Rd
Fort Worth, TX 76135
817-237-0357
7:35 a.m. – 2:40 p.m.

Remington Point Elementary
6000 Old Decatur Rd
Fort Worth, TX 76179
817-232-1342
7:35 a.m. – 2:40 p.m.

Dozier Elementary
6201 Redeagle Creek Dr
Fort Worth, TX 76179
817-847-6340
7:35 a.m. – 2:40 p.m.

High Country Elementary
1301 High Country Trl
Fort Worth, TX 76131
817-306-8007
7:35 a.m. – 2:40 p.m.

Saginaw Elementary
301 W McLeroy Blvd
Saginaw, TX 76179
817-232-0631
7:35 a.m. – 2:40 p.m.

Eagle Mountain Elementary
9700 Morris Dido Rd
Fort Worth, TX 76179
817-2236-7191
7:35 a.m. – 2:40 p.m.

Lake Pointe Elementary
5501 Park Dr
Fort Worth, TX 76179
817-236-8801
8:25 a.m. – 3:30 p.m.

Willow Creek Elementary
1100 W McLeroy Blvd
Saginaw, TX 76179
817-232-2845
7:35 a.m. – 2:40 p.m.

Middle Schools

Creekview Middle School
6716 Bob Hanger St
Fort Worth, TX 76179
817-237-4261
8:25 a.m. – 3:30 p.m.

Highland Middle School
1001 E Bailey Boswell Rd
Saginaw, TX 76131
817-847-5143
8:25 a.m. – 3:30 p.m.

Prairie Vista Middle School
8000 Comanche Springs Dr
Fort Worth, TX 76131
817-847-9210
8:25 a.m. – 3:30 p.m.

Ed Willkie Middle School
6129 Texas Shiner Rd
Fort Worth, TX 76179
817-237-9631
8:25 a.m. – 3:30 p.m.

Marine Creek Middle School
5825 Marine Creek Pkwy
Fort Worth, TX 76179
817-847-2945
8:25 a.m. – 3:30 p.m.

Wayside Middle School
1300 Old Decatur Rd
Fort Worth, TX 76179
817-232-0541
8:25 a.m. – 3:30 p.m.

High Schools

Boswell High School
5805 Bailey Boswell Rd
Fort Worth, TX 76179
817-237-3314
9:05 a.m. – 4:20 p.m.

Saginaw High School
800 N Blue Mound Rd
Saginaw, TX 76131
817-306-0914
9:05 a.m. – 4:20 p.m.

Chisholm Trail High School
3100 NW College Dr
Fort Worth, TX 76179
817-232-7112
9:05 a.m. – 4:20 p.m.

Watson High School
5901 Hereford Dr
Fort Worth, TX 76179
817-238-7925
8:30 a.m. – 3:36 p.m.

Additional Campuses

Alternative Discipline Center
5901 Hereford Dr
Fort Worth, TX 76179
817-232-8074
8:25 a.m. – 3:30 p.m.

Hollenstein Career & Technology Center
5501 Marine Creek Pkwy
Fort Worth, TX 76179
817-306-1925

Weldon Hafley Development Center
616 W McLeroy Blvd
Saginaw, TX 76179
817-232-2071
PreK a.m.: 7:55 a.m. – 11:00 a.m.
PreK p.m.: 12:25 p.m. – 3:35 p.m.

Principal Responsibilities

- Demonstrate support for the school volunteer program.
- Actively promote the concept of a coordinated volunteer program.
- Provide opportunities for communication between teachers, parents, and volunteers.
- Establish ongoing communication with PTA/PTO, booster club or other volunteer organization's volunteer coordinator.
- Encourage and support teachers to utilize volunteers.
- Provide appropriate additional training to volunteers regarding specific campus responsibilities and expectations.
- Provide a welcoming atmosphere to all volunteers as they work in the school.

Staff and Teacher Responsibilities

- Welcome volunteers into the classroom setting at appropriate times. Respect for instructional periods must be maintained.
- Provide ongoing communication regarding scheduling, responsibilities, and expectations.
- Give clear instructions regarding classroom procedures.
- Advise the volunteer of schedule changes that will conflict with volunteer time.
- Maintain confidentiality regarding students required by law.
- Make an effort to get to know the volunteers.
- Demonstrate appreciation and respect for the volunteers and the work they perform.
- Voice concerns or problems to campus administration.
- Be prepared for the volunteer with directions and resources.
- Be flexible, enthusiastic and maintain a sense of humor.
- Teachers will not ask volunteers to assist with:
 - Grading Papers
 - Cumulative Folders
 - Teacher responsibilities (planning, recess duty, etc)

Volunteer Responsibilities

- Complete a volunteer background check and EMS ISD volunteer training each year. Volunteer training consists of reading this handbook.
- Sign-in with the main office and sign-out when leaving.
- Maintain confidentiality regarding all students and behaviors.
- Be flexible and enthusiastic.
- Volunteers must have permission from campus administration or designee to use the copy machine.
- Students are never to be taken off the school campus.
- Appropriate language and attire must be adhered to during the volunteer time.
- When necessary, hold conversations with the teachers in private if you have concerns.
- Notify the school if you are unable to come during your scheduled volunteer time in advance.
- Please check the campus guidelines regarding pre-school aged children while volunteering.
- Pre-school aged children and other siblings are not allowed on any school field trip.
- Understand and respect individual school practices and procedures.
- Student discipline is the responsibility of school personnel only. Notify the teacher or administrator of any behavioral concerns.
- Participate in all safety drills that occur while on campus.