



# **Volunteer Handbook 2018-2019**

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

Gema Padgett, Executive Director Human Resources  
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Dear Grapevine-Colleyville ISD Volunteer:

Welcome to GCISD! 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 Board of Trustees, 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,

Robin Ryan, Ed.D.  
Superintendent of Schools

<b>Grapevine Colleyville ISD Board of Trustees</b>
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## GRAPEVINE COLLEYVILLE INDEPENDENT SCHOOL DISTRICT CAMPUSES

<p><b><u>Bear Creek Elementary</u></b>          401 Bear Creek Drive          Euless, Texas 76039          817/305-4860          Fax: 817/267-3863          Principal: Bryan Calvert</p>	<p><b><u>Bransford Elementary</u></b>          601 Glade Road          Colleyville, TX 76034          817/305-4920          FAX: 817/428-1203          Principal: Jamie Halliburton</p>	<p><b><u>Cannon Elementary:          A GCISD STEM School</u></b>          1300 West College          Grapevine, TX 76051          817/251-5680          FAX: 817/421-0982          Principal: Tona Blizzard</p>
<p><b><u>Colleyville Elementary</u></b>          5911 Pleasant Run Road          Colleyville, TX 76034          817/305-4940          FAX: 817/498-2062          Principal: Sheila Shimmick</p>	<p><b><u>Dove Elementary</u></b>          1932 Dove Road          Grapevine, TX 76051          817/251-5700          FAX: 817/481-6730          Principal: Heather Landrum</p>	<p><b><u>Glenhope Elementary</u></b>          6600 Glenhope Circle          Colleyville, TX 76034          817/251-5720          FAX: 817/329-5618          Principal: Dr. Wynette Griffin</p>
<p><b><u>Grapevine Elementary</u></b>          1801 Hall Johnson          Grapevine, TX 76051          817/251-5735          FAX: 817/481-6451          Principal: Liz Hilcher</p>	<p><b><u>Heritage Elementary</u></b>          4500 Heritage          Grapevine, TX 76051          817/305-4820          FAX: 817/540-2892          Principal: Jill Hemme</p>	<p><b><u>Silver Lake Elementary</u></b>          1301 N. Dooley          Grapevine, TX 76051          817/251-5750          FAX: 817/329-4536          Principal: Dr. Shannon Cole</p>
<p><b><u>O.C. Taylor Elementary</u></b>          5300 Pool Road          Colleyville, TX 76034          817/305-4870          FAX: 817/540-3940          Principal: Lisa Young</p>	<p><b><u>Timberline Elementary</u></b>          3220 Timberline          Grapevine, TX 76051          817/251-5770          FAX: 817/329-5666          Principal: Shelley Ingram</p>	

<p><b><u>Colleyville Middle</u></b>  1100 Bogart Drive  Colleyville, TX 76034  817/305-4900  FAX: 817/498-9764  Principal: Dr. David Arencibia</p>	<p><b><u>Cross Timbers Middle</u></b>  2301 Pool Road  Grapevine, TX 76051  817/251-5320  FAX: 817/424-4296  Principal: Alex Fingers</p>
<p><b><u>Grapevine Middle</u></b>  301 Pony Parkway  Grapevine, TX 76051  817/251-5660  FAX: 817/424-1626  Principal: Laura Koehler</p>	<p><b><u>Heritage Middle</u></b>  5300 Heritage Avenue  Colleyville, TX 76034  817/305-4790  FAX: 817/267-9929  Principal: Scott Saettel</p>

<p><b><u>Colleyville Heritage High</u></b>  5401 Heritage Avenue  Colleyville, TX 76034  817/305-4700  FAX: 817/358-4765  Principal: Dr. Lance Groppe</p>	<p><b><u>Grapevine High</u></b>  3223 Mustang Drive  Grapevine, TX 76051  817/251-5210  FAX: 817/481-5957  Principal: David Denning</p>
<p><b><u>GCISD Collegiate Academy at  Tarrant County College Northeast</u></b>  828 W. Harwood Rd. (Building NMPC)  Hurst, TX 76054  817/515-6775  FAX: 817/515-6766  Director: Bobbe Knutz</p>	

**Alternative Schools - VISTA and Bridges**  
**Lindsey Hopkins, Director of Alternative Education Services**

<p><b><u>VISTA</u></b>  5800 Colleyville Boulevard  Colleyville, TX 76034-6097  817/251-5466  FAX: 817/581-9140</p>	<p><b><u>Bridges</u></b>  5800 Colleyville Boulevard  Colleyville, TX 76034-6097  817/251-5474  FAX: 817/581-4893</p>
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## Virtual Education

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### [iUniversity Prep: A Grapevine-Colleyville Virtual Academy](#)

3051 Ira E. Woods Ave.  
Grapevine, TX 76051  
817/305-4895  
Toll Free: 855/779-7357  
FAX: 888/342-4927  
Director: Dr. Kaye Rogers

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### Other Facilities - [Map of All GCISD Facilities](#)

<p><u><a href="#">Early Childhood Development Center</a></u> 5101 Heritage Avenue Colleyville, TX 76034 817/305-4890 Molly Crego</p>	<p><u><a href="#">JPS Clinic</a></u> 3050 Timberline Drive Grapevine, TX 76051 817/251-5751</p>
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## 2018-2019 GCISD VOLUNTEER GUIDELINES

Everyone who cares about the success of the children in GCISD is a potential volunteer. School volunteers come with unique personal and professional experiences. Our volunteers include: parents, business partners, retirees and other caring, concerned adults who want to make a difference in their community. Each volunteer has a different set of talents and skills to share. Some volunteers work directly with students, while others perform necessary support services. Volunteer opportunities are varied and endless.

### **Confidentiality**

All people who work in a volunteer capacity for GCISD are subject to the 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 here:

- <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>
- <http://www.hhs.gov/hipaa/>

### **Principal's 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, 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 schools.

### **Teacher's 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 as 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
  - Preparation of progress reports or report cards
  - Cumulative Folders
  - Teacher responsibilities (planning, recess duty, etc.)

### **Volunteer's Responsibilities**

- Complete a volunteer background check and GCISD volunteer training each year. Volunteer training consists of reading this handbook and watching the elementary or secondary volunteer video.
- Sign-in at the computer located in the main office using Raptor.
- Maintain confidentiality regarding all student records and behaviors.
- Be flexible and enthusiastic.
- Volunteers must have permission from campus administration to use the copy machine.
- Students are never to be taken off the school premises.
- Appropriate language and attire must be adhered to during the volunteer time.
- When necessary, hold conversations with teachers in private.
- Notify the school if you are unable to come during your scheduled volunteer time.
- 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.





## Why Volunteer?

### *For students*

- Enriches learning
- Opportunities for exploration
- Additional individualized and personalized attention
- Increased motivation and improved self-concept
- Positive role models

### *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

# IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

## LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

### STUDENTS

Move away from sight  
Maintain silence  
Do not open the door

### TEACHER

Lock interior doors  
Turn out the lights  
Move away from sight  
Do not open the door  
Maintain silence  
Take attendance



## LOCKOUT! SECURE THE PERIMETER.

### STUDENTS

Return inside  
Business as usual

### TEACHER

Bring everyone indoors  
Lock perimeter doors  
Increase situational awareness  
Business as usual  
Take attendance



## EVACUATE! TO ANNOUNCED LOCATION.

### STUDENTS

Bring your phone  
Leave your stuff behind  
Follow instructions

### TEACHER

Lead evacuation to location  
Take attendance  
Notify if missing, extra or injured students



## SHELTER! HAZARD AND SAFETY STRATEGY.

### STUDENTS

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

### TEACHER

Lead safety strategy  
Take attendance



**VOLUNTEER PROGRAM  
CONFIDENTIALITY AND COMMITMENT GUIDELINES  
2018-2019 School Year**

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 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.

**Sign in and out:** Remember to sign in at the front office during each volunteer visit. You must wear your identification badge at all times.

If you have questions involving your volunteer work, please ask the teacher, the principal or PTA, booster club or other volunteer organization's volunteer coordinator.

Thank you for reviewing the GCISD Volunteer Handbook.

To complete the process and become an approved volunteer:

1. [Click here to complete the Volunteer Background Check form.](#) You must fill this form out each school year.
2. [Click here If your child is in elementary school \(grades PreK-5\) to view this brief video.](#)
3. [Click here if your child is secondary school \(grades 6-12\) to view this brief video.](#)
4. Select the school where you would like to volunteer. This link has 5 questions that you must respond to in order to complete the volunteer verification process. If you would like to volunteer at more than one school you will need to select each campus of interest.

Once these steps have been completed and you have successfully completed the volunteer background check you will added to the list of approved volunteers.

[CHHS Volunteer Verification](#)

[GHS Volunteer Verification](#)

[GCISD Collegiate Academy at TCC Northeast Volunteer Verification](#)

[iUniversity Prep Volunteer Verification](#)

[Vista/Bridges Volunteer Verification](#)

[Colleyville Middle School Volunteer Verification](#)

[Cross Timbers Middle School Volunteer Verification](#)

[Grapevine Middle School Volunteer Verification](#)

[Heritage Middle School Volunteer Verification](#)

[Bear Creek Elementary Volunteer Verification](#)

[Bransford Elementary Volunteer Verification](#)

[Cannon Elementary: A GCISD STEM School Volunteer Verification](#)

[Colleyville Elementary Volunteer Verification](#)

[Dove Elementary Volunteer Verification](#)

[Glenhope Elementary Volunteer Verification](#)

[Grapevine Elementary Volunteer Verification](#)

[Heritage Elementary Volunteer Verification](#)

[Silver Lake Elementary Volunteer Verification](#)

[O. C. Taylor Elementary Volunteer Verification](#)

[Timberline Elementary Volunteer Verification](#)