

VOLUNTEER HANDBOOK & GUIDELINES

2026 - 2027



COMMITTED TO EXCELLENCE

901 NE 6TH ST SMITHVILLE, TX 78957

Volunteering in Smithville ISD

The goal of the Smithville ISD volunteer program is to enrich the quality of education for our students by providing opportunities for parents and community members to become actively involved in our schools. Board policy [CKG Legal](#) provides additional information regarding volunteering in SISD schools.

A volunteer can perform many tasks that do not require working alone with students. Approved volunteers may serve in a variety of ways, depending on their interests, availability, and campus needs. Stuffing envelopes, sorting lesson materials, laminating, working carnivals or book fairs, chaperoning field trips, and mentoring are just a few of the ways to volunteer in SISD.

Why Volunteer?

For Students

- Enrichment of student learning
- Additional individualized & personalized attention
- Increased motivation & improved self-confidence
- Positive adult role models

For Schools

- Improved student achievement, attitude, & behavior
- Community support
- Parental understanding & cooperation
- Positive community involvement

For Your Community

- Better quality education
- More responsive school system
- Added pride & confidence in the educational system
- Well-educated students

For Yourself

- Share your knowledge & talents
- Provide active support for a quality education
- Become involved in schools in your community

Who Can Be a Volunteer?

Any family member, guardian, community partner, or district employee at least 18 years of age who has completed the SISD volunteer application and been approved through a Criminal Record Check (CRC) can become a volunteer. Currently enrolled SISD students may volunteer under the supervision of a district employee.

Volunteer Guidelines & Expectations

- Although the job is voluntary, the commitment is professional. We expect our volunteers to:
 - Be on time
 - Be dependable
 - Be confidential
- Volunteers will be provided expectations and oversight by a SISD administrator, school activity sponsor, or teacher in the classroom assigned .
- It is expected that volunteers will demonstrate professionalism, including grooming and attire appropriate for the volunteer activity.
- A feeling of mutual understanding and trust between school staff and volunteers is essential. As part of your volunteer service on campus, you may have access to certain private and/or confidential information about students. Volunteers agree to comply with all applicable rules and laws regarding student confidentiality and privacy.
 - FERPA: Family Educational Rights & Privacy Act protects the privacy of student records. A student record is defined as any document that contains information directly related to a student (i.e. discipline reports, attendance records, test scores, written student statements, grades, transcripts, meeting notes, special education/504 records, etc.).
 - Volunteers must understand that the academic and personal information they know about a student should be shared only with the appropriate teachers and school staff and should not be shared with neighbors, friends, other parents, or community members
- If you have questions involving your volunteer work, please ask the appropriate person - either the teacher, or the campus principal. Suggestions regarding the volunteer program are always welcome!
- Volunteers must follow all SISD health and safety guidelines and procedures, including signing in and out upon arrival at a campus.
- Volunteers must report any concerns regarding student safety or well-being to a campus administrator as soon as possible. In Texas, anyone who suspects that a child is being abused or neglected has a legal obligation to report it.
- Volunteers may not:
 - Serve as a school sponsor of school clubs or school organizations.
 - Drive district owned vehicles.
 - Collect or handle district money without the approval and direct supervision of trained SISD staff. Any questions about cash handling procedures should be directed to the campus bookkeeper, principal or business manager.
 - Use school equipment or supplies for personal purposes.
 - Disrupt the educational environment, including the use of cell phones.
 - Take photos or videos of staff and/or students while serving as a volunteer.
 - Bring children who are not school-aged while volunteering without administrator permission.

How Do I Become an SISD Volunteer?

Volunteers are required to complete the Smithville ISD volunteer application and submit to a criminal history/background check and receive confirmation of their approval as an SISD volunteer prior to volunteering.

Criminal History Record

- Smithville ISD shall obtain from the Texas Department of Public Safety (DPS) and may obtain from any other law enforcement or criminal justice agency or a private entity that is a consumer reporting agency governed by the Fair Credit Reporting Act (15 U.S.C. Section 1681 et seq.), all criminal history record information (CHRI) that relates to a volunteer or person who has indicated, in writing, an intention to serve as a volunteer with the district or shared services arrangement. Education Code 22.0835(a)
- The prospective volunteer must provide the district a driver's license or another form of identification containing the person's photograph issued by an entity of the United States government. Education Code 22.0835(c)
- A person may not perform any volunteer duties until these requirements have been satisfied. Education Code 22.0835(d)

Exception:

- A district is not required to obtain all CHRI that relates to a person who volunteers or is applying to volunteer with a district or shared services arrangement if the person:
 - Is a current SISD employee; or
 - Will be accompanied by a district/campus administrator or assigned staff member at all times while on a school campus or school-sponsored activity.

Smithville ISD Volunteer Application

Thank you for your interest in volunteering with Smithville ISD! Please complete the information below so we can match you with opportunities that fit your interests and availability. A background check and signed confidentiality pledge are required prior to volunteering, and a new application is required for each school year in which you plan to volunteer.

Volunteer Information

Name: _____

School Year: _____

Phone Number: _____

Email Address: _____

Home Address: _____

Student Name(s) & Grade(s) (if applicable): _____

Campus(es) I Would Like to Volunteer At

Please check all campuses that apply. Parents/guardians are welcome to sign up at more than one campus.

- ☐ Brown Primary
- ☐ Smithville Elementary
- ☐ Smithville Junior High School (SJHS)
- ☐ Smithville High School (SHS)

Special Areas of Interest

Please check any areas you are interested in helping with. Campus coordinators will follow up with specific opportunities and schedules.

- ☐ Bulletin Boards / Classroom Displays
- ☐ Parent Chaperone (field trips, dances, events)
- ☐ Answering Phones / Front Office Support
- ☐ Clerical Work / Copying / Filing
- ☐ Classroom Support / Tutoring
- ☐ Library Assistance
- ☐ Cafeteria / Lunch Duty
- ☐ Special Events (carnivals, book fairs, field days)
- ☐ Mentoring
- ☐ Other _____

Availability

Please indicate the days and times you are generally available to volunteer.

Days Available: _____

Times Available: _____

Volunteer Agreement

Thank you for working with our students and staff! You are providing a very valuable service to Smithville ISD staff and students. 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; abilities, successes, and struggles, as well as 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 bring your government-issued ID and sign in at the front office for each visit. You must wear your provided identification badge at all times, and return it to the school office upon departure.

If you have questions about your volunteer work, please ask the campus principal.

Assurance Statements

- ☐ I have read the SISD Volunteer and Expectations, and agree to follow them as an SISD Volunteer.
- ☐ I understand that while serving as a volunteer, information that I may learn regarding students and staff is considered confidential, and I will maintain confidentiality.
- ☐ I understand that in addition to this application, I must consent to SISD conducting a criminal history record information search.
- ☐ I understand that I may not serve as a volunteer until I receive approval of my application.
- ☐ I understand that I must submit an application to serve as a volunteer each school year.

Volunteer Name (print): _____

Volunteer Signature: _____

Date: _____

Please return this application to Liza Rios at 901 NE 6th St, Smithville, TX 78957 or via email to lrrios@smithvilleisd.org. Additional required documents include:

1. Completed SISD Volunteer Application
2. Completed Criminal History Disclosure Form
3. Consent
4. State ID or Driver's License

You will be notified of your application approval status within 3 business days after receiving all required documents.