



*Eleanor Kolitz*  
HEBREW LANGUAGE ACADEMY  
אלינור קוליץ האקדמיה לשפה העברית

## **VOLUNTEER HANDBOOK**

12500 NW Military Hwy, ste 150  
San Antonio, TX 78231  
210-302-6900

## **Welcome and Thank You!**

Thank you for choosing to share your time, talent and expertise with our students. As a volunteer, you are helping our district build strong partnerships with our parents, teachers, administrators, and community members. Volunteers reinforce the school's program by helping our students and allowing teachers to focus on teaching our students. This is why your commitment is so important. Schools cannot do this work alone. Therefore, please explore the various ways to become involved as a volunteer in the Eleanor Kolitz Hebrew Language Academy (EKHLA).

## **The Purpose of Volunteers in Schools**

The activities shall support and enrich the lives of school children and stimulate an interested community to a more active support of public education.

## **VOLUNTEER PROGRAM GOALS**

Volunteer activities shall support and enrich the lives of our students, including:

- Recruiting and organizing parent help/support.
- Enriching children's learning opportunities.
- Enriching the curriculum.
- Provide opportunities for volunteers to share their talents or learn new talents and to make a meaningful contribution to students and schools.
- Providing opportunities for meaningful service.
- Providing help for students.
- Assisting teachers with non-instructional tasks.
- Establishing a school-community partnership for quality education.

## **VOLUNTEER GUIDELINES**

1. Complete a yearly volunteer application form (print from EKHLA website or copies available in EKHLA Office)
2. A background check will be required of all volunteers at no cost. Please allow 3 school days to complete. Applicants may check with the teacher they will assist or the office to find out if background check has been completed.
3. Volunteer applicants must make a copy of a valid U.S. government issued picture ID and attach to the application.
4. You will need to check into the office and get a pass each time you volunteer.
5. Since student welfare and safety are the primary concern, all volunteers to include PTA, PTO, Booster Clubs,, employees and parents must abide by the guidelines.
6. Volunteers MUST sign in and out in the EKHLA Office and wear badge at all times, as school personnel are required to know who is on the campus. The first time you volunteer you will need to have your driver's license with you to be entered into the RAPTOR system.
7. Volunteers must work under the direction of the principal, campus volunteer coordinator or any other school personnel assigned by the principal.
8. No volunteer shall attempt to discipline nor punish a student. The need for discipline shall be reported to the teacher or principal for action.
9. Volunteers shall not communicate with students in any way (phone, mail, email, text or any other form) unless specifically advised or directed by a school official.
10. Volunteers are not to perform substitute teacher duties.
11. Volunteers must communicate with the volunteer coordinator, assistant coordinator or school staff to assure expectations and task assignments.
12. Volunteers are expected to support the districts policies and procedures.
13. Volunteers are expected to follow and adhere to the Volunteer Guidelines and the Volunteer Code of Ethics. Volunteers who do not adhere to the Volunteer Code of Ethics, district and

campus policies and procedures will be asked by the principal or district parental involvement coordinator to discontinue their services.

14. Volunteers must follow campus policies and procedures.

## **Volunteer Code of Ethics**

### **Respect**

Volunteers should be respectful and courteous to one another, students, administration, school staff and the community.

### **Responsibility**

Volunteers are responsible for his/her schedule times and must notify the campus volunteer coordinator or school staff if not able to meet his/her commitment.

### **Attitude**

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

### **Confidentiality**

Volunteers may not discuss information heard, seen or otherwise acquire while at the school concerning students or others.

### **Appearance**

Volunteers should dress appropriately, always remembering that he/she is setting an example for all students. All clothing shall be acceptable in appearance within the limits of decency and good taste as appropriate for school.

## **Suggestions for Volunteer Opportunities**

- Helping in school special events.
- Participating in school councils, district councils, PTO, boosters, etc.)
- Monitor (playground, cafeteria, etc.)
- Assisting in the work room/parent room (making copies, cutting, laminating, etc.)
- Recruitment activities: recruiting volunteers to help in school activities, committees, parental involvement, and district activities.
- Chaperoning: field trips, school parties, assemblies, etc.
- Classroom enrichment: finding community speakers for teachers to enhance classroom learning and parents to promote parental involvement.
- Assisting school office staff in clerical duties.
- Childcare provider for parent meetings and workshops at school.
- Assisting at Arrival or Dismissal
- Mentors
- Tutors
- Library or computer lab aide

## **School Responsibilities**

1. **EKHLA** shall support, encourage and recognize the volunteer program.
2. **EKHLA** shall maintain a volunteer log or file which will record volunteer names, dates and hours of service by each volunteer. Be sure to ask to be entered as a volunteer when signing in at the office.

## **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 EKHLA Principal. Volunteer personnel may only recommend possible fundraisers but may not be involved in the actual decision process.
- 5) Purchase authority may not be delegated from the principal 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 EKHLA staff only.
- 8) These guidelines do not prohibit the issuance of additional guidelines from the campus principal as it is deemed necessary.

### **PTO and Booster Clubs**

EKHLA encourages the participation and involvement of students, parents and community organizations in our schools. Any outside organization, such as PTO and Booster Clubs operate under their own policies and procedures but are not a component of EKHLA. Therefore, any financial decisions remain with the respective organization.

Members of the PTOs, and Booster Clubs **must** register as volunteers. In accordance with district regulations all fund raising, promotional activities and/or general solicitation for charitable contributions which are sponsored by community parent groups, must receive prior approval from the principal and Area 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 fund raising project must be decided upon.
- 3) The sponsoring organization(s) must submit a Fund Raising Proposal in writing to the Principal which includes the items listed above. Approval will be given to the group in writing.