



Communities In Schools

Greater Wichita Falls Area

VOLUNTEER HANDBOOK **2022 - 2023 SCHOOL YEAR**

At the very heart of Communities In Schools Greater Wichita Falls Area is our commitment to bringing responsible, caring adults into the lives of children. Volunteers help our students to stay in school and achieve in life by providing supportive relationships for students during the school day through a variety of roles.

Communities In Schools Greater Wichita Falls Area

705 8th St., Ste. 700

Wichita Falls, TX 76301

940-264-6743

cis@cisgwf.org | cis-wichitafallsarea.com

Updated August 2022

OUR MISSION

The mission of Communities In Schools of Greater Wichita Falls Area is to surround students with a community of support, empowering them to stay in school and achieve in life.

WHAT WE DO

Communities In Schools of Greater Wichita Falls Area (**CISGWFA**) is a non-profit 501©(3) agency, providing multiple services and programs to at-risk students that have barriers to staying in school, graduating, or being promoted to the next grade.

Environmental factors that place students “at-risk” may include lack of parental involvement, association with criminal activities, drug abuse, language barriers, or other factors that impact the student’s academic success. Individual factors may include lack of basic academic skills, difficulties in behavior or attendance, and/or issues of family conflict and crisis.

OUR COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

Our mission calls on us to embrace the rich backgrounds, experiences, talents, cultures, and contributions that our students, families, and staff bring to the work of transforming schools and communities. Diversity is a vital resource and integral part of who we are as an organization.

Our relational approach drives us to ensure a sense of safety and belonging for all. We cultivate a flourishing professional community where staff of every background and experience can thrive; where we treat each other with care, dignity, and respect for differences, and where all members are valued, heard, and respected.

Our passion for social justice calls on us to be honest, transparent, and equitable in all that we do. The transformation we seek to create in schools and communities requires profound, radical, and sustainable ongoing growth. We strive to explicitly embed diversity, equity, and inclusion in our policies, systems, and strategy; to operate with a sense of urgency and accountability grounded in compassionate leadership and equity-minded practice; and to build a culture that inspires constant learning and continuous improvement.

CAMPUSES SERVED - 2022-2023 SCHOOL YEAR

Bryson ISD:

K – 12th

Henrietta ISD:

Henrietta Elementary

Petrolia CISD:

Elementary

Secondary Campuses

Wichita Falls ISD:

Barwise Middle School

Hirschi High School

Kirby Middle School

Rider High School

Wichita Falls High School

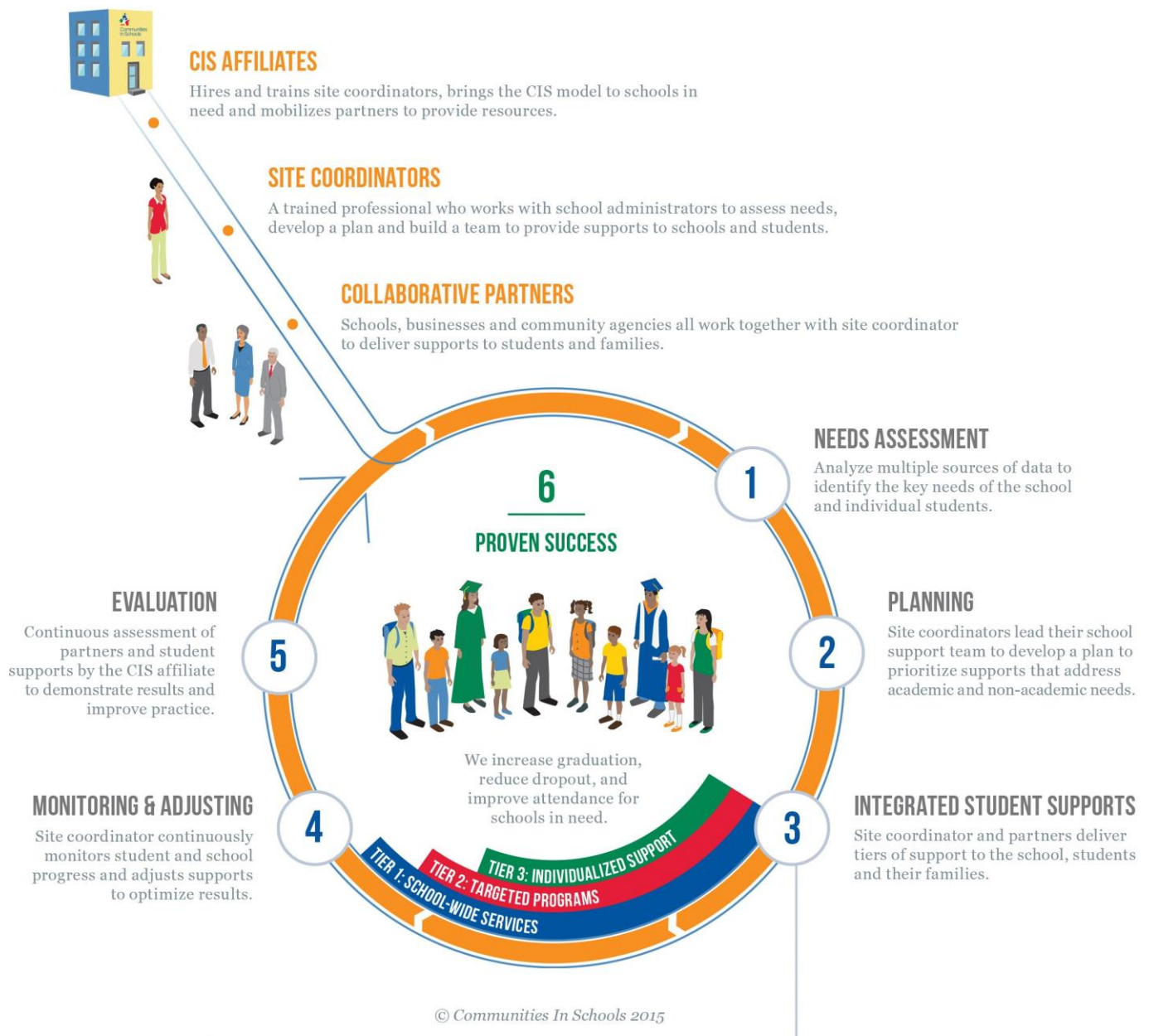
WHY AND HOW

CISGWFA believes that every child needs and deserves the Five Basics:

- A personal one-on-one relationship with a caring adult.
- A safe place to learn and grow.
- A healthy start in and a healthy future.
- A marketable skill to use upon graduation.
- A chance to give back to peers and community.

“A specific situation may not actually lead to dropping out, but sets of situations identify the potential to do so.” - *The Journal of At-Risk Issues*

OUR UNIQUE MODEL



ACADEMIC ASSISTANCE



BASIC NEEDS



BEHAVIORAL INTERVENTIONS



COLLEGE & CAREER PREP



COMMUNITY & SERVICE LEARNING



ENRICHMENT



FAMILY ENGAGEMENT



LIFE SKILLS



MENTAL HEALTH



PHYSICAL HEALTH



“Volunteers are the only human beings on the face of the earth who reflect compassion, unselfish caring, patience, and just plain loving one another.”
- Erma Bombeck, American Author

THE CIS MODEL'S SIX COMPONENTS

Each Communities In School's campus staff works full time at one of our campuses. Working with students, parent(s) and faculty, campus service plans are developed to address the existing barriers to the students' academic success, using the CIS Model's Six Components:

- Academic Enhancement
- Counseling/Supportive Guidance
- Health & Human Services
- Parental/Family Involvement
- Pre-employment/Employment
- Enrichment

Campus-wide programs are also developed to meet the needs of the extended student body as well as those of the CIS Students.

A ONE-ON-ONE RELATIONSHIP WITH A CARING ADULT

It is the volunteer's work and commitment that push our students to improve their academic performance, decrease the number of missed school days, and have better behavior in class. **While teachers and CIS staff are paid to assist students, it's the relationship with someone who has no obligation to be a friend that pushes students to achieve.**

Examples of other programs and services we provide to students include:

Mentoring	Tutoring
Educational Field Trips	Life Skills Training
Groups/Clubs	Family Game/Craft Nights
Community Health Fairs	Food & Clothing Drives
Homework Club	Teen Parent Services
Social Skills Programs	Crime Prevention Programs
Social Service Referrals	Holiday Assistance
Career Fairs	

"It is relationships, not programs, that change children."

- *Bill Milliken, CIS Founder*

VOLUNTEER POSITIONS

Staff Assistance - Volunteers work with staff at the CISGWFA Central Office or on campus with various organizational and administrative tasks. These tasks may include, but are not limited to: making copies, filing, data entry, faxing, gathering reporting information, and distributing information to campus staff mailboxes.

Mentor - Volunteers who meet with students at school during the school day or after school to develop a friendship type of relationship. While mentors may assist with homework, the emphasis of the relationship must be on getting to know the student and to build on successes and strengths. Mentors must be committed to meeting regularly for a minimum of one school year.

Group Facilitator - Volunteers who meet with students at school during the school day or after school to assist with group activities including crafts, book club, dance groups, or other special topics.

Tutor - Volunteer tutors meet with students during or before school to focus on specific academic needs with one or more students. This position typically has a shorter-term focus than that of a mentor. Tutors can limit their tutoring to a specific subject.

Reading Buddy - Individuals provide extra support and encouragement to students, helping them gain literacy skills, build confidence, and develop a lifelong love of learning. Reading Buddies also serve as mentors for the student, building a trusting and consistent relationship for the semester.

Guest Speaker - An individual or organization that would like to partner with CISGWFA to speak with students in our programs.

Special Events - Development of events or special tasks are assigned as needed for annual events including fundraisers/special events, school or clothing drive, etc.

Anyone with a specific skill or interest to offer should contact the CISGWFA office to discuss how their skills can benefit the organization and the students we serve. We would love to connect with you!

“Everybody can be great. Because anybody can serve. You don’t have to have a college degree to serve... You only need a heart full of grace. A soul generated by love.”

- *Martin Luther King, Jr.*

GENERAL CODE OF CONDUCT

- Volunteers may not bring others with them while volunteering.
- All boundaries, including but not limited to physical, emotional, and sexual must be maintained.
- Volunteers are not allowed to physically or verbally discipline a child.
- Volunteers will not bring or be under the influence of any substance (legal or illegal).
- Volunteers will not communicate with children outside of volunteer time. This also includes any engagement online communication (social media, email, etc.) and text messaging.
- Volunteers are to dress appropriately for the job. Casual clothing is fine, but we ask that your attire be neat and conservative.
- Volunteers must have their own transportation to and from locations. Volunteer may not transport students by private vehicle.
- Volunteers may not use their cell phone while volunteering.

Mandatory Reporter Policy

All volunteers are mandatory reporters. All incidents or the suspicion of incidents of safety concerns, abuse harassment, neglect or any other violation(s) of a child's rights MUST be reported to the CIS Site Coordinator immediately. If the Site Coordinator is unavailable, the report should be made to the school's principal.

Confidentiality With Students

Since all volunteers are mandatory reporters, it appropriate to offer limited confidentiality to students. The general rule is that volunteers make clear at the beginning of conversations with students that there are limits to confidentiality. These limits relate to ensuring children's safety and well-being. If you are unsure about a certain situation, speak with the CIS Site Coordinator.

Information Confidentiality Policy

It is important for volunteers to understand and agree to adhere to this policy, which states that all student information, including grade reports, attendance reports, test scores, service log notes, and any other information obtained from the school or outside agency, is strictly confidential information. Any information that is shared regarding the students will remain confidential except in the case of abuse/neglect or if someone reports the intent to harm self or others.

"What is the essence of life? To serve other and to do good." - *Aristotle*

Incident Reporting Procedure

Should an issue arise during your volunteering which needs to be addressed, the following steps should be taken:

- Contact your CIS Site Coordinator immediately. If the Site Coordinator is unavailable, contact the school's principal to report what has taken place.
- Document what has taken place. Be sure to record the date, time, and location of the issue.
- No form of touching should be utilized with the student other than self-defense.
- Be alert to any physical or emotional state of all students each time they report to a program and indicate, in writing, any signs of injury.
- Be sure to document all incidents on the *Incident/Accident/Injury Report*.



Communities In Schools of Greater Wichita Falls Area CONTACTS

Admin Team

Toni Alonzo, Executive Director

talonzo@cisgwf.org

Leticia Nieto, Program Coordinator

lnieto@cisgwf.org

Connie Herrera, Data/Alumni Coordinator

cherrera@cisgwf.org

705 8th St., Ste. 700

940-264-6743

Wichita Falls, TX 76301

cis-wichitafallsarea.com

“The best way to find yourself is to lose yourself in the service of others.” – *Gandhi*

**We cannot thank you enough for your interest
and willingness to volunteer with us!
You will help change a student's life!**

By signing below you agree to adhere to CISGWFA and the School District's policies, procedures, and code of conduct.

Volunteer Name Printed

Volunteer Signature

Date

Site Coordinator

Site Coordinators - Please scan/email only this page to Central Office.

Office Use:

Application Completed: _____

Date Received: _____

School Assigned: _____

School Forms Completed/Approved: _____

Notes: _____

“Even if you just change one life, you’ve changed the world forever.”

– Mike Satterfield, Teaching Pastor