

Welcome to Liberty Hill Intermediate School Volunteer Program

The purpose of this program is to assist and support our campus system in its efforts to maximize the educational opportunity for all students. We want students to succeed and your help will enable teachers to support all students.

We need volunteers for our:

Workroom:

- Copying and materials creation

Classroom:

- Sorting papers and getting them ready to pass back to students (not your student's class)

Library:

- Book processing

Fundraiser Support:

- Collecting/counting/ordering

School Pictures:

- Runners

Red Ribbon Week:

- Materials organization and distribution

Units in PE:

- Pep Rally
- Cross Country Meet
- Food Drive Coordination
- Skating 101
- American Heart Association Service Project
- Intermediate Mile
- Field Day

Other needs may arise but these events and jobs are our most critical needs.

General Guidelines

1. Remember you are appreciated!
2. Pre-schoolers are not allowed on campus while you volunteer. We suggest that you trade off babysitting times with friends or other volunteers.
3. We are counting on you. If you cannot volunteer during a time at which you are expected, *please call and leave a message for us* (the school, your child's teacher, the volunteer coordinator Alexa Villanueva)
4. Any and all information available in the school is confidential and must be kept that way. Materials you copy are considered secured and must not be taken from campus or shared with children prior to the teacher's assignment.
5. Volunteers DO NOT give medication, promote brands or products, promote political candidates or lend money to students.
6. The Intermediate staff will handle all discipline issues. Please seek a staff member's support in these cases.
7. If you are not sure about a job or assignment, please ask.
8. If you must stop volunteering, please notify the person you assist and the volunteer coordinator.
9. Volunteers must follow district, state and federal laws while on school grounds.
10. Volunteers must always sign in and out of school at the front office.
11. Volunteers must not sign children out early on days they volunteer.
12. In order to keep disruptions to a minimum, we ask that you do not volunteer in your child's classroom, unless otherwise instructed by the teacher.
13. Volunteers are asked to dress in a conservative manner while on campus.
14. Volunteers shall not view grade books, student files, or SPED records.

Important Contacts

Principal	Josh Curtis (512) 379-3200	jcurtis@libertyhill.txed.net
Assistant Principal	Dawn Hudson	dhudson@libertyhill.txed.net
Secretary	Paula Kaderka	pkaderka@libertyhill.txed.net
Receptionist	Anne Apt	aapt@libertyhill.txed.net
Volunteer Coordinator	Alexa Villanueva	volunteers@lhintpto.org

