



San Elizario ISD
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MEMORANDUM

To: Members of the Board of Trustees
From: Gina Ramirez, Executive Director of Human Resources
Subject: SEISD Volunteer Handbook 2025-2026
Date: August 13, 2025

HISTORY: The San Elizario ISD Volunteer Handbook was developed to formalize expectations, guidelines, and procedures for all individuals who serve as volunteers across district campuses and programs. The handbook has been reviewed and updated for the 2025–2026 school year to ensure alignment with district policy, state requirements, and best practices for school volunteer programs. This is part of the district’s ongoing efforts to enhance community engagement and ensure a safe, supportive environment for students and staff.

RATIONALE: Volunteers support student achievement, campus activities, and the overall educational experience. The Volunteer Handbook guides roles, responsibilities, safety protocols, background check requirements, and conduct expectations. Approving the updated handbook ensures that all volunteers receive consistent information that promotes accountability, legal compliance, and positive engagement with the school community.

BUDGET IMPACT: The approval of the Volunteer Handbook has no significant fiscal impact. The handbook will be distributed electronically to minimize printing costs. Any minimal administrative expenses associated with volunteer onboarding and background checks are already included in the existing operational budget.

ADMINISTRATIVE RECOMMENDATION: The administration recommends that the Board of Trustees approve the 2025–2026 San Elizario ISD Volunteer Handbook as presented.

For Approval? ☒ Yes ☐ No

If no, please check one: ☐ Presentation ☐ Report ☐ Information

Please check if applicable: ☒ Attachment Included

The mission of the San Elizario Independent School District is to graduate students with innovative skills for 21st-century careers by focusing on academic and social skills, fostering transformative practices, and building community support through positive relationships between home and school.