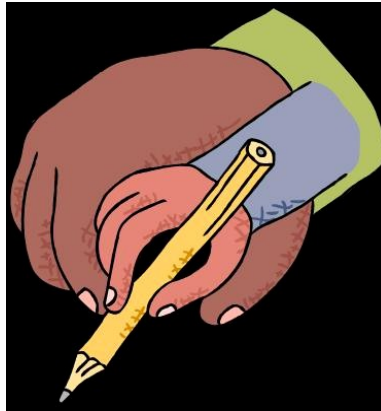


# JUDSON ISD VOLUNTEER HANDBOOK



*Volunteers make a difference  
in the education of our children*



August 2006, Revised June, 2007

**TABLE OF CONTENTS**

---

Welcome Letter	1
JISD Strategic Plan	2
Standards for Parental Involvement	3
Role of the Volunteer	4
Hints for Working with Students	5
Getting Started	6-7
Policies and Procedures	8-9
Important Information	10-11
Violation Procedures	12
Required Forms	13
* PIE (Partners in Education) Volunteer Information Release	
* Public Agreement for Acceptable Use of Computers	
* Judson ISD Volunteer Agreement	

---



## WELCOME TO JUDSON ISD

We are very pleased that you have decided to participate in the Judson ISD Volunteer Program. As parents, grandparents, neighbors, and community members, you have ideas, talents, and time to share with our students and our schools. It is our belief that volunteer programs are beneficial to everyone involved. These programs also help foster stronger school/community relationships by creating a common ownership in the success of our schools. They also demonstrate the importance of community service to all involved in the program, especially students.

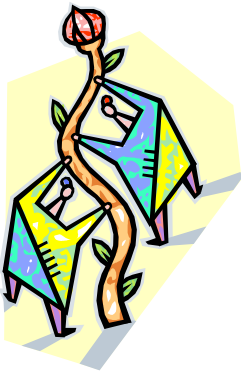
As a volunteer you will perform an invaluable service for Judson Independent School District without compensation. Volunteer opportunities include: field trip chaperones (day and overnight), mentoring, tutoring, assisting in a classroom, library, computer lab, office, cafeteria, or on a playground.

Successful school volunteer programs are organized and structured to provide maximum benefits to the students in a safe and healthy environment. Judson ISD has developed a set of guidelines which parent and community volunteers are required to follow.

All parent and community volunteers are asked to read and become familiar with all volunteer guidelines. Volunteers are provided a copy of the guidelines when they become part of the program and complete volunteer training.

We hope that this handbook will provide helpful information and guidelines to help you make the most of your volunteer experience.

Thank you for devoting your time to this worthy endeavor!





# JUDSON ISD STRATEGIC PLAN

## Mission Statement

The mission of Judson Independent School District is to ensure that all students have access to a quality education, *verified by objective measures*, that enables them to become productive, competitive citizens globally, socially, economically, and educationally.

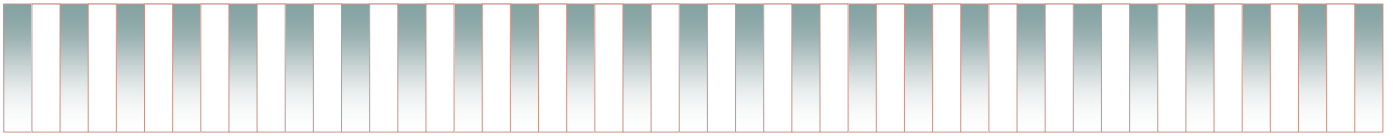
## Parent and Community Involvement

*Goal:* To foster community involvement throughout Judson ISD by setting goals and developing an action plan that involves all stakeholders in the community.

*Objective I:* By the 2008 school year each Judson campus (as well as district office) will increase business and community partnerships by 25 percent.

*Objective II:* Increase the number of parents involved on each campus.

*Objective III:* Provide training and support for campuses in the area of parent involvement.



## SIX STANDARDS FOR PARENT INVOLVEMENT

*Effective parent involvement programs include activities that are addressed by the following six standards:*

- Standard I**      **Communicating**—Communication between home and school is regular, two-way, and meaningful.
- Standard II**      **Parenting**—Parenting skills are promoted and supported.
- Standard III**      **Student Learning**—Parents play an integral role in assisting student learning.
- Standard IV**      **Volunteering**—Parents are welcome in the school, and their support and assistance are sought.
- Standard V**      **School Decision Making and Advocacy**—Parents are full partners in the decisions that affect children and families.
- Standard VI**      **Collaborating with Community**—Community resources are used to strengthen schools, families and student learning.



## ROLE OF THE VOLUNTEER

Volunteers can assist teachers in a variety of ways, thereby freeing the teacher to focus more time on the teaching/learning experience. An organized program of volunteer assistance can provide a unique contribution to the educational program by helping assume some of the many roles of the teacher.

### **Before You Begin**

Volunteers should arrange to meet with the teacher before beginning as a classroom volunteer. The first visit or two should be spent observing the classroom, getting to know the students and the style and routines of the teacher. This will help the children to become familiar with you before you begin.

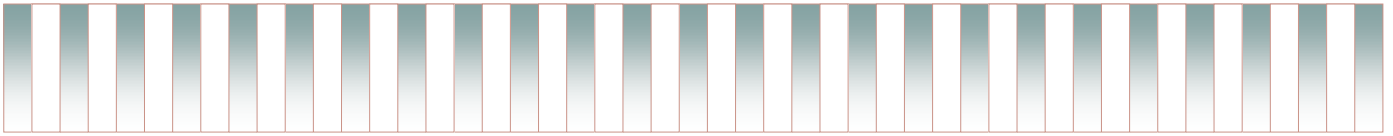
The teacher is in charge of all phases of classroom activity and the volunteers will take directions from the teacher. Your activities should support the efforts of staff members but not replace them or exceed their authority.

Try to match your interest, abilities and time availability with the school needs. Contact the building principal for specific details regarding school need, requirements and scheduling options.

Maintain good communication especially in the event of an absence or a schedule change. If you cannot fulfill your commitment for any period of time, please contact the school or classroom teacher as soon as possible so other arrangements can be made.

Follow school and district procedures regarding signing in and out, wearing a badge, using school materials and maintaining health/security standards. Know emergency procedures for fire, illness, etc.

Seek advice from those directly in charge, including teachers, secretaries, aids, or other school personnel who are trained and responsible for the tasks. Maintain a spirit of partnership and cooperation with school staff.



## HINTS FOR WORKING WITH STUDENTS

- \* Be yourself. Warmth and friendliness foster volunteer-student relationships. Maintaining a sense of humor and comfort will help ensure your success with young people.
- \* Always be consistent with specific rules and practices maintained by your staff partner. Also, be familiar with school and classroom rules. Read the parent and student handbook.
- \* Maintain your position of responsibility and authority at all times. Do not let friendships or neighborly relations interfere with your role as a school volunteer.
- \* Learn student and teacher names quickly.
- \* Be aware of and sensitive to the unique gifts and needs of individual students. This is critical at all age levels.
- \* Encourage and praise students when appropriate.



## GETTING STARTED

The process is simple. **Attend a Volunteer Training session** presented by a qualified Volunteer Trainer at a JISD campus. Read the Handbook and then complete and sign the following required forms:

1. PIE (Partners in Education) Volunteer Information Release (criminal history record release)
2. Public Agreement for Acceptable Use of Computers (necessary if computers will be used by volunteer)
3. Volunteer Agreement (includes the signatures of the campus Principal and Volunteer Trainer)

The above 3 forms can be found in the required forms section of this handbook. Also, this handbook and the PIE Volunteer Information Release & the Public Agreement for Acceptable Use of Computers can be downloaded and printed from the JISD website.

Instructions for downloading are as follows:

1. Log onto the JISD website at [www.judsonisd.org](http://www.judsonisd.org)
2. Look for “Volunteering” under the Parent’s Quick Links.
3. The Parent Volunteer Handbook and 2 forms, PIE Volunteer Information Release & Public Agreement for Acceptable Use of Computers can now be downloaded by clicking on *download now*.

**First, attend a parent volunteer orientation training** and read the Handbook. Next, complete and sign all forms in ink and submit them to the campus *Volunteer Trainer* or campus *Parent Liaison*. The district will offer orientation twice during the school year. The dates and times of district orientation training can be obtained in the following places: the Judson ISD web page, the campus *Principal*, or by calling the Judson Office of Parent Liaison at 945-5215. Campuses will also provide training during the year as needed. Check with your school *Principal* to receive more information.



## GETTING STARTED CONTINUED

### Qualifications

Most situations require the volunteer be at least 18 years of age. However, there are opportunities for family members, business persons, community members, students and retirees. A volunteer need not be a parent of a student enrolled in the school district.

### Requirements

ALL volunteers **must attend the Volunteer Training at a JISD campus and complete and submit the PIE Volunteer Information Release** & if applicable, the Public Agreement for Acceptable Use of Computers and a signed Volunteer Agreement in which they acknowledge and agree that the Volunteer Policy guidelines, obligations, and restrictions will apply to them in their role as a volunteer with the District.

The completed PIE Volunteer Information Release will be sent to the Texas Department of Public Safety. Reports from background checks are usable with the school district on a need to know basis only, as per federal law. If the report shows arrests or convictions that may disqualify the prospective volunteer, it will be discussed with the prospective volunteer by a District administrator, but not otherwise shared with anyone. If cleared, the volunteer is approved for Judson ISD service. Clearance must be obtained each year. The Human Resources department and the campus principal will maintain a file for all volunteers.



## POLICIES AND PROCEDURES

### Confidentiality

Judson ISD volunteers uphold the policy of confidentiality. Volunteers should not share information about children or their families. **Volunteers shall not be permitted to access, review, disclose or use confidential student information, or participate in meetings in which confidential student information is discussed.** Volunteers who do not respect this policy will be removed from the volunteer program. **Failure to respect confidentiality can have legal ramifications.**

### Security

Volunteers must enter through the school office area and sign-in at the main office in the Volunteer Notebook when they arrive on campus. **In the interest of safety for our students all visitors and volunteers are required to present a photo ID (driver's license, state ID passport, etc.)** Following sign-in procedures allows school staff to know where to locate volunteers in case of emergency and documents the hours of service for volunteer recognition. Volunteers must wear a nametag provided by the school. Proper identification allows volunteers to be recognized as campus people and assures student safety,

### Alcohol, drugs & other substances

Judson ISD is a smoke free—drug free environment and volunteers will not glamorize or lend approval to the use of alcohol, drugs, or tobacco products on school property. No alcoholic beverages or illicit drugs can be brought to the campus by a volunteer. Violation of this rule will result in immediate and permanent termination of volunteer privileges and possible legal ramification.

### Verbal or physical abuse

Verbal or physical abuse of a student will not be tolerated nor accepted. Judson ISD volunteers will conduct themselves in a manner reflecting the utmost respect for all individuals with whom they come in contact with on the campus. Volunteers should not use curse words or other offensive language while on district property. This would include any racial, gender, age, appearance, or religious slurs. All people involved in an education setting will respect the rights of others. Any suspicion or indication of abuse or neglect should be immediately reported to the parent coordinator and principal. Volunteers should report suspected abuse to the Texas Child Abuse and Neglect Hotline at 1-800-252-5400.



## **POLICIES AND PROCEDURES CONTINUED**

### **Commercial promotion**

Volunteers will avoid promoting commercial products or brand names. Volunteers will not sell products at any JISD campus or department. Should a volunteer have a product or service they would like to present to the district, they must follow the guidelines established for vendors through the JISD Purchasing Office.

### **Transportation**

Volunteers are not authorized to transport staff, employees, volunteers, or students as representatives of JISD. Parent Volunteers may, however, make the private and personal individual decision to carpool when attending field trips and extracurricular activities.

### **Personal beliefs**

Judson ISD students come from a variety of background, and volunteers must demonstrate respect for their differences and individual rights. In that regard, volunteers should not propose religious beliefs or doctrines nor promote political parties or candidates.

### **Special needs, safety & medication**

Volunteers must be sensitive to the special needs of students and must not involve any students in activities which might be hazardous to their health or safety. Occasionally a student will have special medical or behavioral restrictions, and the volunteers must abide by these restrictions.

Volunteers are not authorized to give medical treatment or prescription or nonprescription medication to any student. Campus personnel are responsible for addressing medical needs of students. Any medical situations should be reported immediately to the school nurse and principal.

### **Contact with student**

Contact with students is limited to the campus activities and must be conducted in a public area.

### **Funds**

Volunteers cannot obligate any campus of Judson ISD funds.

**Removal** *Failure to uphold any policy in the Handbook may result in dismissal from the volunteer program.*



## IMPORTANT INFORMATION

### Assignments

The volunteer will be under the direct supervision of the principal or designee. A school principal or district administrator will be responsible in providing a clear understanding of the duties, procedures, expectations and any other knowledge needed for performance in the school setting.

### Absences and tardiness

Volunteers are asked to be prompt and dependable. Judson ISD appreciates volunteers and understands that situations do arise. If a volunteer cannot report to an assignment, they should contact the principal or designee as soon as possible.

### Dress

Volunteers follow the same dress code and practices established for staff. Volunteers are role models for students and should set a good example. Clothing that is too short, revealing, or advertises drugs, alcohol, or violence is not appropriate for volunteer work. The campus principal or designee may request a volunteer to alter their dress or leave the campus if they feel it, in any way, disrupts the education environment.

### Guests and children

In most cases, parents who volunteer may bring young children, but must agree to the guidelines related to supervision of children as designated by the principal. Before bringing young children, volunteers must check with the campus principal.

### Discipline

Discipline is the responsibility of campus staff. Should a volunteer encounter discipline problems with a student, the volunteer must refer the problem to campus staff immediately.



## IMPORTANT INFORMATION CONTINUED

### **Problem resolution**

Volunteers work with many people. If there is a problem, the volunteer should first try to solve the problem with the individual. If the problem is not resolved, the volunteer should contact the principal or designee. If the problem is not resolved, the principal should contact District Administration for direction.

### **Gift giving**

The most significant gift a volunteer gives is the gift of time so a volunteer's importance is not tied to material gifts. Gift giving and receiving is discouraged. All donations should be directed to the principal and become property of Judson ISD.

### **Restrooms**

Adults have designated restrooms at each campus. They do not use student restrooms.

### **Correspondence**

Volunteers may sometimes assist in the preparation of correspondence and other documents. Only authorized staff can use campus of Judson ISD letterhead and sign documents.



## HANDBOOK VIOLATION PROCEDURES

Volunteers are a valued part of any educational program. Judson appreciates every volunteer that donates time and energy to work with our students and assist our schools. Please carefully read the Violation Procedures below before signing the Judson ISD Volunteer Agreement, which can be found in the *necessary forms* section of this handbook. Violations of the rules outlined in this handbook are rare. However, for the protection of everyone, if a violation occurs the following steps will be followed:

### **First Infraction**

The principal will speak with the volunteer about the problem and review the Volunteer Handbook.

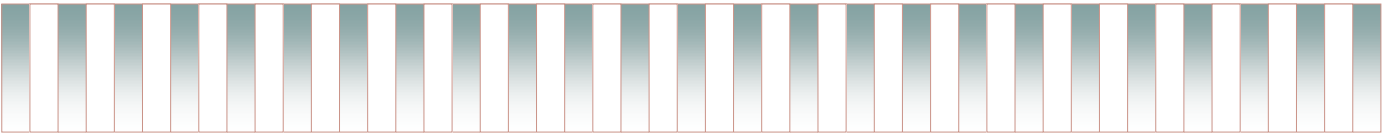
### **Second Infraction**

The volunteer will be suspended from the program for 3 months following a meeting with the principal or designee.

### **Third Infraction**

The volunteer will be dismissed from the program in writing.

***Note:*** Any serious violation that can cause harm or that the principal feels seriously upsets the educational environment **will result in immediate dismissal** from the volunteer program.



## **Required form I**

### **PIE Volunteer Information Release**

Information release allowing a standard criminal background check performed on all volunteers.

---

## **Required form II**

### **Public Agreement for Acceptable Use of Computers**

To be completed by the volunteer if the use of the electronic communications system will be utilized.

---

## **Required form III**

### **Judson ISD Volunteer Agreement**

Confidentiality agreement of volunteer.



**JUDSON INDEPENDENT SCHOOL DISTRICT  
VOLUNTEER AGREEMENT**

As a volunteer in the Judson ISD, I understand that I must uphold the right to confidentiality. I accept the responsibility for privacy for all students, parents, and staff. I will not share with anyone any confidential information about a student, staff or parent. Should I fail to uphold the right to confidentiality, I understand that I may be dismissed as a volunteer and could face liability.

Should I suspect abuse or neglect of a child, I report it to the principal, designee, and/or to the Department of Protective and Regulatory Services. However, I will not discuss my suspicions with others.

The rules and procedures outlined in the Judson Volunteer Handbook have been explained to me and I have received a copy. My *Volunteer Training session* was completed on  
(date) \_\_\_\_\_ presented by \_\_\_\_\_

I agree to follow these guidelines when working with Judson ISD students or schools.

Should I fail to uphold these guidelines, I understand that I may be dismissed as a volunteer.

---

Volunteer Signature Date

---

Official Volunteer Trainer Signature Date

---

Principal Signature Date

This book is brought to you by the Judson ISD Parent Advisory Team



*Established December 10, 1966*

Judson Independent School District  
8012 Shin Oak Drive  
Live Oak, Texas 78233  
210-945-5400

Useful websites:

- \* Judson ISD: <http://judsonisd.org>
- \* Texas Education Agency: <http://www.tea.state.tx.us>
- \* U.S. Department of Education: <http://www.ed.gov/index.jhtml>