



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

Welcome to Judson ISD Online Volunteer Training

If you have any questions or concerns:

Please feel free to contact your student's campus





We are SO GLAD YOU are Here!

**As a volunteer you will perform
an invaluable service
for Judson Independent School District
without compensation/no monetary payment.**

***You make the difference
for our students!***



What are some things **YOU** can do as a Judson ISD Volunteer?

- field trip chaperones (day & overnight)
 - Chaperones must travel in their own vehicles.
- mentoring
- tutoring
- assisting in a classroom
- library assistance
- computer lab assistance
- assist in the office
- cafeteria assistance
- playground assistance
- helping the school by stapling papers, cutting out items, folding, sorting & more!





What is the Goal for our Volunteers?

**We want to increase the number
of parents and community
members involved in the Judson
School District and Campuses.**

What are the **Qualifications & Requirements** to become a Judson ISD Volunteer?

- ✓ ALL volunteers must be at least **18 years** of age.
- ✓ A volunteer does not need to be a parent of a student enrolled in this school or the Judson Independence School District. All volunteers are welcome!
- ✓ All volunteers must complete this online Volunteer Training.
- ✓ As a Judson ISD Volunteer please refrain from bringing additional individuals (including small children) who are not eligible to volunteer.



Confidentiality



As a volunteer you may be exposed to confidential student/employee information, such as a name, phone number, address, social security numbers or driver's license numbers.

This will be on a need to know basis only and is not to be disclosed to any external parties.

In becoming a volunteer, **all the information** disclosed to and by you is considered confidential.

Failure to respect confidentiality can and will have legal ramifications for the volunteer involved.





Security

AT ALL TIMES



In the interest of safety for our students all visitors & volunteers are **required to present** a **Federal or State photo ID**. This could be one of the following:

Military ID, Driver's License, State ID, Passport, etc.

Volunteers must sign-in **at the front office** and wear a name tag provided by the school, it must be **VISIBLE AT ALL TIMES** while on school property or with school groups.





Alcohol, Drugs, Tobacco & Other Substances



Judson ISD is a *smoke free-drug free* environment.

Volunteers will not glamorize alcohol, drugs, or tobacco products on school property while supervising children at ANY school function, on or off campus.

No alcoholic beverages or illicit drugs can be brought to the campus or campus event by a volunteer.

Violation of these rules will result in **immediate & permanent termination of volunteer privileges.**



Verbal or Physical Abuse

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*.

Verbal or physical abuse of a student **will not be tolerated nor accepted.**

Any **suspicion or indication of abuse or neglect** should be reported **immediately** to the parent coordinator & principal.



Commercial Promotion is NOT ALLOWED.

Volunteers will avoid promoting commercial products or brand names.



Volunteers are not allowed to sell products at any JISD campus or in any department.

If a volunteer has a product or service they would like to present to the district, they **must follow** the *guidelines established for vendors through the Purchasing Office.*

Transportation



Volunteers are not authorized to transport **ANY** student(s) as a representative of JISD.

Personal beliefs

JISD students come from a variety of backgrounds, & volunteers must **demonstrate respect** for their differences & individual rights.

In that regard, volunteers **should not** propose religious beliefs or doctrines nor promote political parties or candidates.



Special Needs



Volunteers are not authorized to give medical treatment. *(unless they are a license medical provider and only in emergency situations.)* Campus personnel are responsible for addressing medical needs of students. Any medical situations should be **reported immediately to the school nurse & and staff.**



Medication

Prescription and nonprescription medication can only be given to a student by the school medical team.

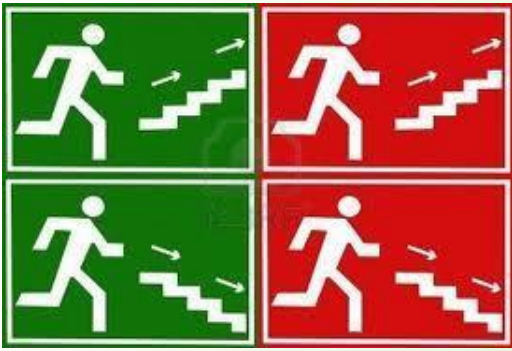
--NO EXCEPTIONS--

Campus personnel are responsible for addressing medical needs of students.



Any medical situations should be **reported immediately to the school nurse & principal.**





Safety

Evacuation

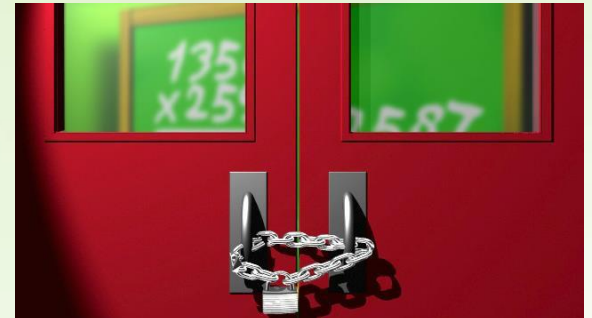


The school will announce when there is a bomb threat, toxic or gas leak and hostage situation. See school staff for the different levels and what to do for each level. Remember YOU are to follow the directions of the school staff in ALL emergency situations.

Lock Down

When this happens go the office or nearest class room. All doors and class rooms will be locked immediately. This is a very serious matter, you and the students must get into a room quietly and quickly.

*For further details see
& follow the directions
of the school staff.*





Tornado & Fire Drill

Just remember that you and the students with you, **must be accounted for at all times.**

Make sure that you let the person in charge know that you have students from a class (know the teacher's name.)

For further details and directions contact campus staff.



Contact with Students



All contact with students of any age is limited to campus activities & must be conducted in an open public area and never behind a closed/locked door.

This includes contact via e-mail, social media (ex. Twitter, Facebook, Instagram) regular mail, telephone calls, written letters, notes, cards and texting.





Important Information for ALL Judson ISD Volunteers

- **Assignments:** volunteers will be under the direct supervision of the principal or their designee. *This is not up for discussion.*
- **Absences & Tardiness:** volunteers are asked to be prompt & dependable. You are being counted on to assist and we need you to be on time. *Please contact the campus ASAP if you cannot attend.*
- **Dress:** volunteers follow the same dress code & practices established for JISD staff. Clothing that is too short, too revealing, too tight or advertises drugs, alcohol, or violence is NOT appropriate for volunteer work and will NOT be allowed. *You will be asked to leave and change your attire.*
- **Guests & Children:** before bringing young children, volunteers must get approval from the campus principal/teacher. *Small children are not allowed on any field trips.*



Important Information Cont.

- **Discipline:** Management of ALL student discipline is the responsibility of the campus staff. If a volunteer encounters a discipline problem with a student, the **volunteer must refer the problem to campus staff immediately.**
- **Problem resolution:** If there is a problem with another adult, 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.

At no time should a volunteer get in a heated discussion in front of or around students. If this is a problem you may be dismissed as a JISD Volunteer.



Important Information Continued



Gifts - Volunteers should **not give or receive gifts** from students.



Restrooms - Adults have designated restrooms and **should not use** student restrooms at **any time**.

Funds/Money - Volunteers cannot obligate or promise payment of any Campus or Judson ISD funds.



Violation of Volunteer Procedures

1st Infraction the principal will speak with the volunteer.

2nd Infraction volunteer will be suspended from the program for 3 months following a meeting with the principal.

3rd Infraction volunteer will be dismissed from the program in writing by the campus administrator.

Note: Any serious violation will result in immediate dismissal from the volunteer program.



Questions or Concerns

**If you have any questions or concerns,
please contact your student's
school campus.**



**Thank you for completing this
volunteer training and
WELCOME!**

