

Terrell Independent School District

Volunteer Handbook



Mission Statement

The mission of the Terrell Independent School District, a community of unique, diverse people, is to provide an exceptional learning experience in a safe, nurturing environment, challenging our students to achieve academic excellence and to be responsible, productive, and ethical members of a changing society.

Benefits of Volunteering in TISD:

Increased student achievement

Provide additional support for classroom teachers

Positive role model for students

Use the skills and talents of others

Increased parent/community involvement

Strengthen the home/school/community partnership

Policies and Procedures:

All volunteers are expected to follow the policies and procedures of the district. General information will be shared with you during training. Volunteers working with specific programs, such as Head Start, will review specific information needed about their volunteer duties.

Safety and Security:

Volunteer Background Check – For the safety of our students, faculty, and visitors, volunteers will be subject to a criminal background check.

Volunteer ID Badge – Volunteers will be issued a TISD photo ID badge. The ID badge must be worn when serving in a volunteer capacity.

V-Soft – A security system used to protect all members of the school community. Even with a photo badge, volunteers will be required to enter the campus through the main office and present valid state ID. The V-Soft system has the ability to provide alerts on people who may jeopardize the safety of the campus. Badges will be re-issued each year.

The TISD Volunteer Code

Be a positive role model.

Never be alone with students-Always be visible to others.

Keep confidential any information about the students and staff not available to the general public.

Avoid disrupting or disturbing classroom instruction.

Follow the district no smoking policy and dresscode policy.

Avoid proposing any personal, political or religious beliefs to students.

Avoid using student (boys' or girls' restrooms) – Always use faculty restrooms.

Volunteers must not give medication or medical treatment to students.

Volunteers must not bring firearms, knives or other weapons, alcohol, or any illegal products on school property or to any school sponsored activity.

Observe all safety rules and regulations and report injuries or unsafe conditions to the campus principal.

All volunteers are responsible for respecting the rights of others. Volunteers must avoid any action or conduct which could be viewed as discriminatory or harassment.

Volunteers must get help from school personnel (teacher, assistant principal, principal) in case of discipline problems.

Avoid lending students money.

Volunteers must not transport students in their personal vehicles.

Volunteers must not promote any brand names, commercial products or specific business.

The student/volunteer relationship should not extend beyond the school setting.

When volunteering on field trips or other school sponsored events, volunteers will act in the same manner they would if volunteering on campus. Volunteers should act under the guidance of the teachers.

Any suspected child abuse or neglect must be immediately reported to Child Protective Services and the campus principal or assistant principal.

TISD Volunteer Guidelines

All volunteers will:

- Be at least 18 years old before the first day of school
- Complete an application and a Criminal History Record Information Request form each year
- Sign an oath of confidentiality each year
- Attend a volunteer training session
- Secure a TISD Volunteer Badge each year
- Sign-in at the front office using the volunteer sign-in sheet
- Meet with local campus coordinator for specific assignment and directions
- Meet with classroom teacher or school personnel with whom you will volunteer
- Remain in a support-volunteer role at all times
- Operate only equipment or machines for which you have training or authorization
- Limit personal use of cell phones
- Ask questions if unsure about anything.

TISD Volunteer Opportunities

Assist with special events

Read aloud to students

Campus Committee Member

Special Olympics volunteer

Career Day – Guest Speaker

Supervise during lunch

Clerical Assistant – make copies for teachers

Supervise outdoor activities

Field Day volunteer

Tutor students

Field Trip volunteer

Up-date bulletin boards/displays

Landscaping – Plant or maintain a flower garden

WATCH D.O.G.S.
(Dads of Great Students)

Library assistant

Listening to a student read

Maintain the campus marquee

Student mentors

Prepare art supplies

PTO Committee Member

