



# Katy ISD Volunteers in Public Schools Expectations

**Katy ISD VIPS volunteers are considered an extension of campus staff; therefore, volunteers must adhere to Katy ISD staff regulations.**

Katy ISD and its campuses have rules in place to ensure compliance with federal, state, local laws and school board policies. These restrictions exist to protect and enhance the safety of our students, staff and volunteers and provide a positive volunteer experience for all parties.

## ***For all volunteers:***

- All volunteers should complete and return a campus volunteer application to your campus VIPS Coordinator.
- Check in via Raptor and wear your name badge at all times when on campus.
- While on campus, you may overhear conversations regarding staff or students. Please adhere to strict rules of confidentiality and do not repeat what you've heard.
- Follow district and campus-specific rules and regulations regarding dress, dependability, security, safety and discipline.
- Follow campus-specific rules whether or not you may bring small children on campus when you volunteer.
- As a representative of Katy ISD, avoid expressing differences of opinion or dissatisfaction with teachers, staff or other volunteers while on campus.
- Respect teachers' time. All personal concerns should be addressed at a scheduled parent conference
- Be flexible to changing needs and schedules at each campus.
- Remain in your assigned volunteer position unless reassigned.
- Never transport a child in your vehicle while on duty as a campus volunteer.
- Make sure your cell phone is silent while on campus.
- Call in advance or find a substitute if you are unable to volunteer at your assigned time.

## ***If assigned to the classroom***

- Be on time; call in advance if you are unable to fulfill your commitment.
- Serve under the direction and supervision of the teacher.
- Do not discipline students.
- Only work with students in open, observable areas.

## ***If assigned to the workroom:***

- Due to safety concerns, follow campus guidelines before bringing small children into the work area.
- Follow campus-specific rules for training and use of equipment and materials.

Both district and campus volunteer expectations are in place to serve the best interest of our students, staff and volunteers. Failure to comply could result in removal from the program.

*Any concerns or questions regarding your volunteer experience should be directed to your campus VIPS Liaison, VIPS Coordinator, Principal or the Partners in Education staff at 281.396.2468*