

VIPS Volunteer Guidelines

All school volunteers are expected to abide by the procedures listed below and to adhere to the Volunteer Code of Ethics.

SCHOOL VOLUNTEER GUIDELINES

Procedures for ALL Volunteers

- Report to the office and sign in through Raptor. School personnel must know who is in the building.
- Wear identification badge provided by the school while participating in volunteer activities.
- Work under the direction of the school staff, recognizing that instructing, supervising, grading, and disciplining students are school staff responsibilities.
- Work in collaboration with school staff to plan volunteer activities. When possible, school staff will match volunteer talents with tasks assigned.
- Communicate with designated staff members to ensure clear expectations, task assignments, and feedback on volunteer activity.
- Do not bring your children to school unless there is a Parent Center at your campus. It is for their safety and well-being that we ask this. Check with your VIPS Campus Coordinator to ask if this provision for children is available.
- Adhere to the Fort Bend ISD *Volunteer Code of Ethics*.

Volunteer Code of Ethics

- **Dependability** A volunteer shall be responsible for his/her scheduled times and must notify the VIPS Campus Coordinator and/or school staff immediately if not able to meet this commitment.
- **Respect for Authority** A volunteer shall respect the authority of the school staff and the school administration.
- **Confidentiality** A volunteer shall not discuss school matters or information concerning students outside the classroom with anyone but the designated school staff. If you need help with a student, discuss the matter professionally with the teacher, counselor, assistant principal or principal.
- **Impartiality** A volunteer shall favor no one side or party more than another in all school situations.
- **Objectivity** A volunteer shall not let his/her personal feelings enter into his/her work as a volunteer.
- **Appearance** A volunteer shall dress appropriately, always remembering that he/she is setting an example for the students.

THE ROLE OF THE VOLUNTEER

KNOW AND RESPECT SCHOOL POLICIES

- ❑ Understand that discipline is the teacher's responsibility.
- ❑ Work only under the direction and supervision of the teacher or other members of the school staff.
- ❑ Respect the privacy of teachers and staff members by not discussing school matters away from the school setting (i.e. what you see, what you hear).
- ❑ Act as a prudent parent would act when dealing with a child.
- ❑ Know that the evaluation of a child's learning must be done by the educator.
- ❑ Volunteer with an interest in supporting and improving education programs for all students, not just as a means of furthering personal interests.

DEVELOP A WORKING RELATIONSHIP WITH CLASSROOM TEACHERS

- ❑ Become familiar with classroom rules and regulations.
- ❑ Seek help from the teacher when additional information/instruction is needed.
- ❑ Share ideas and constructive comments with the teacher.
- ❑ Refrain from divulging confidential information.
- ❑ Accept direction and supervision from the teacher.
- ❑ Assist the school staff in an effort to lessen their workload, not add to it.

RESPONSIBILITIES AND OBLIGATIONS (ALSO REFER TO CODE OF ETHICS)

- ❑ Be on time on your assigned day.
- ❑ Be discreet. Treat all information as confidential. If concerns arise, first discuss them openly with school staff.
- ❑ If you must be absent on your assigned day, always call the school office to inform staff.
- ❑ Work toward a team relationship through understanding, cooperation, and communication.