

Katy ISD Volunteer Guidelines

(Any concerns or questions regarding your volunteer experience should be directed to your VIPs coordinator, Campus Liaison, Principal, or the Partners In Education staff.)

- Please complete the volunteer form that came home in your welcome packet and turn into the teacher, campus VIPs coordinator, or the front office.
- For our children's safety, you must always wear your name tag so that it is known that you have checked in and belong in the school.
- Please remember to log your volunteer hours each time you volunteer. Each and every hour is counted and reported to KISD. Hours worked at home count, too!
- 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.
- When volunteering, please follow KatyISD rules regarding dress, dependability, security, safety, and discipline.
- While volunteering, please avoid expressing differences of opinion or dissatisfaction with teachers, staff, or other volunteers while on campus.
- Please respect teacher's time. All personal concerns should be scheduled at a parent conference. Do not go into your child's classroom unless that is where you are volunteering. During class time, please do not distract your child or interrupt instructional time. This time is precious to our teachers and children.
- Please remain in the area that you are volunteering.....do not wander through the building. But, also, please be flexible to changing needs and schedules on campus.
- Never transport a student in your vehicle while on duty as a campus volunteer.
- Please turn your cell phone off, or place it on silent.
- Call/email in advance, or find a substitute if you are unable to volunteer at your assigned time.
- IF you are volunteering in the classroom, please be on time, serve under the direction and supervision of the teacher, do not discipline students, only work with students in open observable areas, and do not bring small children.
- IF you are volunteering in the workroom, due to safety concerns please consult campus VIPs coordinator before bringing small children, and please follow campus specific rules for training and use of equipment and materials.
- Please park in designated "visitor" parking areas.
- Have fun!