

# FORT BEND INDEPENDENT SCHOOL DISTRICT

## INVITES YOU TO BECOME A VOLUNTEER

### Volunteers in Public Schools (VIPS)

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Become a school volunteer by contacting the VIPS Campus Coordinator at your child's campus or by calling the Volunteers & Partnerships office at 281-634-1109. The campus VIPS Coordinators are an essential link between their school and the community it serves, and between the school's volunteer program and the district's [Volunteers & Partnerships](#) office.

### Volunteer Guidelines

#### Becoming a Volunteer

You must be over 18 years of age and complete the following steps:

1. Complete and/or update an online [Criminal History Application](#) each school year.
2. Attend an orientation meeting conducted by your VIPS Campus Coordinator. You will be given a school tour and informed of basic school procedures (i.e. signing in through Raptor, schedules, fire drills, parking and emergency procedures).

#### 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.

#### 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.

## **Guidelines for Working With Students**

These volunteer guidelines are designed to protect students from harm and to prevent even the appearance of impropriety on the part of the individual mentors, volunteers, students and schools participating in the FBISD VIPS Program.

### Meeting with Students

All meetings and/or activities with students must take place on the school campus, or as part of a school-sponsored field trip.

All activities with a student or students must take place in a room with an open door or on the school grounds in sight of school staff representatives.

Off campus contact is strictly prohibited unless under the direct supervision of school officials.

Never give a student your home phone number, address, or email address.

### Transportation

Transporting a student in your personal car is prohibited.

Students must be transported in a school district vehicle (field trips), in a school official's vehicle or in a parent or legal guardian's vehicle.

Do not put yourself in the position of being alone with any student in any vehicle.

### Physical Contact

Physical contact should be limited to holding a hand, giving a soft pat on the back or sharing a hug in full view of other school officials. Remember that what you see as simple, friendly affection between you and the student may be viewed as something entirely different by someone else.

### Confidentiality

All information you are told about a student is confidential and sharing that information with others may be a violation of the law.

Although the student is free to share confidential information with you, there are certain things that you are required by law to tell the principal:

If a student confides that he or she is the victim of sexual, emotional, chemical or physical abuse, or is considering homicide or suicide, or is involved in any illegal activity, you must notify the student's principal immediately.

Make a note on your calendar when this information was reported and to whom it was given.

Remember, this information is extremely personal and capable of damaging lives, so do not share it with anyone except the appropriate authorities.  
If you have questions, please ask a campus administrator.

Please know that we appreciate your participation in the VIPS Program and that we appreciate you adhering to these guidelines. If you have additional questions, ask your school principal, VIPS Campus Coordinator or contact the [Volunteers & Partnerships](#)