

Pampa Independent School District

**VOLUNTEERS IN**

**V I**

**P S**

**PAMPA  
SCHOOLS**

2017-2018 Handbook

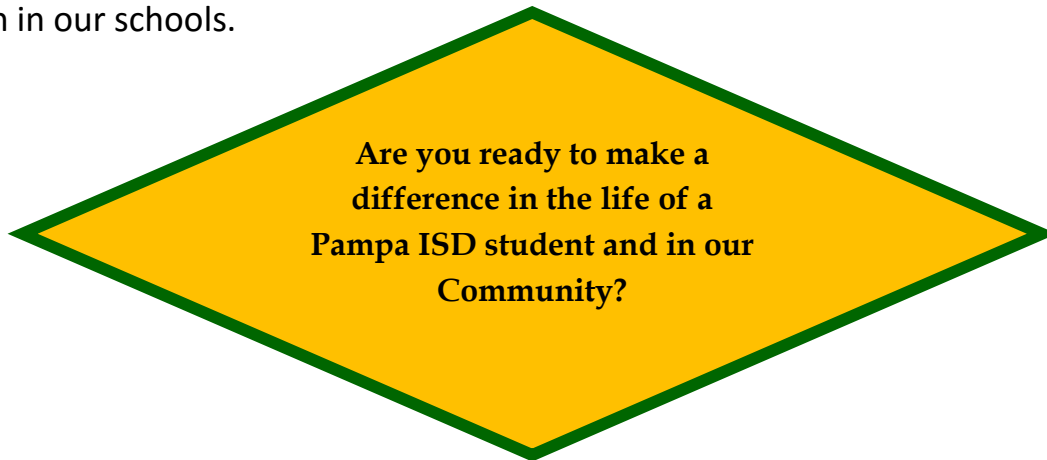
Volunteer now at [www.pampaisd.net/page/VIPS](http://www.pampaisd.net/page/VIPS)

*Pampa ISD does not discriminate on the basis of race, color, national origin, gender, disability, or age.*

## Purpose and mission

This volunteer handbook has been prepared to provide overall guidance and direction to volunteers and the staff overseeing them.

Our mission is to produce learners who are compassionate, competent, confident and future-ready. Pampa ISD aims to utilize volunteers to enhance student achievement through active participation in our schools.



We are looking for parents and community partners (businesses, churches, and civic organizations) to join with us to transform students and staff through our “What’s Your Plan” program. VIPS can volunteer in the following areas:

- P** Parental Involvement (Classroom volunteer, field trip sponsors)
- Or
- Partnerships with Schools (Adopt a School program)
- L** Learning Support (mentors, tutoring, reading support)
- A** Appreciating students/staff (special events, notes, service activities)
- N** Navigating College/Career Success (career fair, business/trade shadowing)

After registering online and undergoing an annual background check, you will receive a VIP badge and be cleared to volunteer at all PISD campuses. We will work to partner you with specific needs, events and students based on your application. Thank you for your interest in serving our schools and impacting our community!



## General volunteer program responsibilities

- Completing a VIPS application
- Clear background check
- Attending a volunteer orientation
- Sign in & out at the school office in the VIPS binder each visit
- Wear your VIPS badge at all times
- Being prompt and dependable
- Wear appropriate dress when volunteering. No pajamas please. Shoes required.
- Please refrain from excessive cell phone use or electronic devices while serving
- Following staff members' directions
- Acting responsibly and professionally at all times
- Modeling good behavior and classroom standards, as children will look up to volunteers and copy behavior
- Asking questions when needed for clarification
- Following all school and district rules
- Volunteers are required by law to keep all student and staff information obtained while volunteering confidential. This includes all academic, discipline, medical and personal information. FERPA Family Educational Rights and Privacy Act
- Volunteers are encouraged to share questions, concerns, suggestions, or complaints with someone who can address them properly
- Contact your VIPS representative if you are unable to volunteer at your scheduled time or event
- Alert a teacher, principal, or other school staff member promptly if you suspect child abuse or neglect. Do not talk to the child directly about these issues.
- Reading the Volunteer Handbook and signing the volunteer agreement

**Thank you for  
all that you do!**



# PAMPA INDEPENDENT SCHOOL DISTRICT

## Volunteers in Pampa Schools

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All Volunteers in Pampa Schools will adhere to the VIPS guidelines

### **I will:**

- Follow the rules and policies of Pampa ISD, the school and the classroom
- Be respectful of students' abilities
- Respect the privacy of all students, staff and volunteers by keeping all information received in the performance of my volunteer work confidential (including but not limited to test results and home/family matters)
- Be dependable, arrive on time and be prepared to help students
- Notify the designated school staff with reasonable notice about absences, tardiness and any other problems that may prevent me from fulfilling the requirements of a volunteer.
- Sign in and out at the school office and check in and out with the teacher if volunteering in a classroom
- Wear appropriate identification (e.g. volunteer badge)
- Dress appropriately according to school policy
- Communicate any concerns or questions to the teacher, principal or volunteer coordinator

### **I will not:**

- Discipline or have any physical contact with students
- Use inappropriate language while volunteering
- Teach a class in the absence of the teacher
- Transport or give medication to students
- Release or excuse any child from campus
- Handle school's financial transactions. This includes receiving cash, making deposits or recording entries in the school's financial records.
- Take advantage of my volunteer status to move freely around the campus.
- I will not interrupt classrooms unless I have a requested purpose.

During my volunteer placement with the Pampa Independent School District, I acknowledge that I may become aware of confidential educational information relating to school, staff, or students. By signing this form I agree to in no way reveal or divulge any such information except if authorized by the campus principal or district administrator and to report child abuse or suspected child abuse immediately.

\*Please sign and return to Pampa ISD

Signature \_\_\_\_\_ Date \_\_\_\_\_

It is understood by both parties that this partnership exists for the mutual benefit of the volunteer, staff and students at the campus. The VIPS or the school may postpone, redesign or cancel the relationship at will. Note: Volunteers will sign a copy of the guidelines and a copy will be kept on file at the Pampa ISD Administration office.