

## **Guidelines for District Volunteers**

1. Volunteers in Public Schools is a program administered by Borger ISD in cooperation with the local booster clubs. All volunteers are members of VIPS, not just Booster Club volunteers and can qualify for VIPS.
2. The local campus Parent Involvement Coordinators under the direction of the VIPS Coordinator and cooperation with the administration and booster clubs is responsible for the administration and maintenance of the program at the local school campus.
3. No person shall be able to volunteer on a campus until clearing a background check. These forms may be obtained from each campus or from the administration building.
4. All volunteers must sign in/out at a designated place upon arrival and departure from campus. VIPS coordinators will designate manner and place of sign in/out.
5. Parents must have approval from the VIPS Campus Coordinator before volunteering in their own child's classroom.
6. Dress code for volunteers should be consistent with the code for staff and appropriate for the designated activities. VIPS Coordinator may provide guidelines.
7. Volunteers must refer student disciplinary problems immediately to the classroom teacher or appropriate staff member.
8. Any medical problem or injury must be referred to the school nurse, principal or designee.
9. Every volunteer must attend orientation as designated by campus VIPS Coordinator before working in a school. This includes a building-wide orientation as well as individual instruction by the teacher, coach, administration or professional staff as deemed appropriate by VIPS Coordinator.