

KEY POINTS TO BE REVIEWED AT VIPS MEETINGS

- All adults volunteering on campus while students are present must be VIPS (This includes classroom volunteers, PTA volunteers, field trip chaperones, etc.)
- VIPS must sign in when they come on campus and sign out when they leave. (No signing in and out at the same time)
- VIPS must wear their badge at all times while on campus.
- VIPS badges must stay on the board at school. (No taking them home)
- VIPS must keep their VIPS status current. VIPS status expires after 4 years, at which point they must re-apply.
- VIPS program is for adults 18 years and older. Young children should not be brought to school when volunteering.
- Attendance is important. If unable to come in, VIPS must notify the teacher as soon as possible.
- VIPS are role models to students. Attire, speech, and behavior should be appropriate for school.
- VIPS should be provided with everything they need to do their job—materials, instructions, etc. They should feel free to approach the teacher/staff member if they need anything or have any questions.
- VIPS always work under the direction and supervision of a teacher or staff member. State law forbids a volunteer being left in charge of students.
- VIPS should never accompany students into the restroom.
- VIPS should never use student restrooms. The adult restroom available to VIPS is located in the copy room.
- VIPS should not be on the playground playing with or supervising students.
- VIPS cannot discipline students. Student behavior should be discussed with the teacher so she/he can handle discipline.
- VIPS must maintain confidentiality at all times. They should not discuss things seen in the classroom, such as grades, behavior, discipline, etc., with others. A VIPS Confidentiality Agreement must be signed each school year.
- VIPS should not share/post confidential things on social media, this includes pictures of students. VIPS should not be taking pictures of students, unless the teacher explicitly asks for help photographing students for a class project. Those pictures must not be saved or shared outside of the classroom.
- Cell phones must be silenced while in classrooms. VIPS should not use their cell phones in classrooms or hallways. If a call must be answered/made, VIPS should step outside of the building.
- VIPS cannot provide first aid or give medication. If a student seems ill, the teacher should be notified immediately.
- If VIPS suspect child abuse, they must report it to the teacher, the VIPS coordinator or the Principal. They must report what they have seen or what a student has confided in them. They should not try to investigate.
- VIPS are not allowed to drive students to any school events.
- We ask that VIPS please respect the confidential nature of the main office and the nurse's office.
- Reminder: Carver is a tobacco-free, alcohol-free, and drug free campus. No smoking on campus.
- Any problems or concerns should be discussed with the teacher, the VIPS coordinator (Yosie), or the Principal (Mrs. Manipon).