

WoodCreek Junior High School Volunteer Guidelines

All Volunteers

Katy ISD requires all volunteers serving on or off-campus during or outside the instructional day to register annually in Raptor.

Authorized Areas & Activities

Volunteers should only engage in activities that have been approved by campus administration and must remain in designated, authorized areas of the building during their visit.

- Classroom
 - Volunteers in the classroom must work under the direction of the staff in an open, observable area.
 - Volunteers are not authorized to discipline or evaluate students.
- Workroom
 - Volunteers consult with individual campus guidelines before bringing children into the work area.
 - Volunteers adhere to campus guidelines for training and using equipment and material.

Check-in

- Volunteers must park in designated parking areas.
- Volunteers must check in with the front office and Raptor in with government-issued ID.
- Volunteers must always wear a visitor or volunteer badge when volunteering on or off campus. Volunteer/visitor badges must be clearly visible.

Check-out

- Volunteers are required to check out with the front office staff before leaving and turn in their Raptor sticker badge. This helps campuses and programs track volunteer hours and know who is in the building.

Confidentiality

- Volunteers must respect and maintain the confidentiality of student information at all times. This includes any personal, academic, or behavioral information they may encounter during their volunteer work.

Emergency Procedures

- Volunteers should familiarize themselves with the school's emergency procedures, including the **Emergency Response Guide**. In the event of an emergency, volunteers must follow the guidance of school staff and administration.

Photography/Video

- No photos unless authorized by campus administration.

Professional Conduct

Volunteers are expected to always maintain professional and respectful behavior. This includes appropriate language, dress, and interactions with students and staff.

- Please silence your cell phone or turn it off.
- Notify the appropriate event sponsor/volunteer organizer in advance if you're unable to fulfill your commitment.
- Respect teachers' time. All personal concerns should be addressed at a scheduled parent meeting.
- As a representative of Katy ISD, avoid expressing differences of opinion or dissatisfaction with teachers, staff or other volunteers on campus.
- Check campus-specific rules before bringing children on campus when you volunteer.

Supervision

Volunteers should always work under the supervision of a staff member. They should not be left alone with students, except when specifically authorized for one-on-one programs such as KEYS Mentoring, with required training and safeguards in place.