

OKE Volunteer Guidelines

- All volunteers must complete a Volunteer Registration process with Katy ISD before volunteering in the school. you can register online by clicking [HERE](#).
- Dress appropriately and modestly. Wear your Raptor badge at all times. (Short shorts, sports tops, and spandex do not conform to the KISD dress code for students and are also inappropriate for volunteers.)
- The campus Raptor system will log your ON-campus hours, but please remember to report your OFF-campus and after-hours volunteer hours to the VIPS Coordinator. Each and every hour is counted and reported to KISD! Our volunteers are greatly appreciated by the teachers, school staff, and the school district! You can report your hours online by entering your profile in the Raptor system.
- Don't interrupt instruction time. Volunteer in the area where you are needed and do not wander through the building. Set up a conference to talk to teachers, instead of trying to "catch" the teacher during volunteer time.
- Contact a staff member if student discipline is required.
- Maintain confidentiality in regards to student work, behavior, teacher/staff/parent conversations, or any other information that may be seen, witnessed or overheard.
- Let someone know if you can't make your shift. Try to find a substitute if possible. ○ Have fun and make new friends!
- Younger children are allowed in the PTA volunteer workroom, but they should not be in the teacher workroom.

Thank you for all that you do for our children and our school!