



## **Newport News Public Schools Volunteer Guidelines**

There are very few "absolutes" in the Volunteers in Public Schools (VIPS) program. The program works because it is flexible; however, even the most flexible program needs a general framework. Questions about the program policy should be directed to the school principal or the volunteer director (the director of Public Information and Community Involvement).

1. Volunteers are generally not assigned to work in their own child's classroom during the school day. This procedure is particularly important at the primary level. One of the goals of primary education is to help children learn to trust and listen to adults other than their parents. When parents volunteer in their child's classroom, the child continues to look to the parent for guidance and direction which should come from the teacher. In those cases when assigning a volunteer to his or her child's classroom is unavoidable, the volunteer shall not work directly with his or her own child.

Volunteers who are highly qualified in a special area (art, music, physical education, foreign language, etc.) may be asked to work in a classroom with their own child. This type of volunteer service is usually scheduled by the principal.

Volunteers may not bring children to school when they are expected to work alongside teachers and staff. Teachers and staff members count on volunteers to be able to provide assistance with concentration and flexibility.

2. Training and orientation are provided for all volunteers. Volunteers entering the program after the initial training shall receive individual orientation and training from the school's volunteer coordinator or staff representative.
3. Volunteers are placed in a classroom only when a teacher has requested the services of a volunteer.
4. The volunteer always works under the direction of a teacher or staff member. The volunteer does not initiate classroom placement on his or her own.
5. The teacher should always remain in the classroom when a volunteer is on duty.
6. It is important that the volunteer hours be reported consistently throughout the school division. Remember to record all volunteer time including:

- a. Speaking at a PTA meeting, preparing a report, preparing a newsletter, selling calendars, handing out name tags, making poster; merely attending a PTA meeting does NOT count.
- b. Attending a planning session for school-budget committees, fundraisers and carnivals.