



EL PASO ISD
it starts with us

VIPS

2023-24 Handbook

El Paso ISD Volunteers in Public Schools

6500-K Boeing Dr. | El Paso, Texas 79925 | 915-230-3013 | www.EPISD.org/VIPS



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EQUITY & COMMUNITY ENGAGEMENT

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Welcome VIPS Campus Chair,

Your role as the Volunteer In Public Schools campus chair plays a huge part in making EPISD the premier District in El Paso. You and your principal will identify where there is need on your campus and place volunteers. Please request access to the Volunteer Search option on TEAMS if you do not already have access. Access may be requested through an electronic service request on My EPISD. This field will allow you to search for VIPS applicants and contact volunteers who have passed their criminal background check for placement.

The contents of this binder can also be found as writable PDFs on My EPISD under the VIPS tab. Please keep this binder handy. It will serve as your VIPS handbook and sign-in binder.

I look forward to supporting your campus in recruiting and retaining VIPS. Please send your contact information to rdesant@episd.org. Feel free to contact me directly if you have any further questions regarding the Volunteer in Public Schools program.

Sincerely,
Reneé de Santos
915-230-3013

EPISD Volunteers in Public Schools 2023–24 Handbook

Mission Statement The Volunteers in Public Schools Program will engage parents, students and other stakeholders to enhance student achievement through volunteerism and active participation in our schools.

Volunteers in Public Schools Welcome to the VIPS program. Volunteers have always been a critically important part of EPISD. The time contributed by our volunteers is impactful beyond words. Our volunteer family plays an integral role in making our District successful.

Volunteering gives parents and community members the opportunity to contribute to the children's education and participate with the schools to enhance student achievement.

How Do I get started?

Please go to www.episd.org/volunteer to fill out the online application and consent to a criminal history background check.

The VIPS chair will notify you upon approval and will schedule your orientation.

On your first day of volunteering you will be required to upload your federal or state issued ID to the VIPS online system.

Please read the information in this booklet and if you have questions, don't hesitate to ask your principal, campus VIPS coordinator or VIPS office at 230–3013.

Acceptable Forms of Identification

The El Paso Independent School District VIPS program accepts the following forms of valid identification:

- U.S. issued passport
- United States Military ID
- Matricula Consular
- B1/B2 crossing card
- State issued ID
- Driver's License (issued by any state in the U.S.)
- Resident Alien Card

Job Categories and Descriptions

The following are suggestions a volunteer may consider. Duties may vary within departments or schools. The job descriptions serve as a way to get the volunteer familiarized with the duties at each department or school.

School Office Assistant Assist personnel with duties, such as answering the phones, typing, registering new students and other assignments suggested by office personnel.

Arts and Crafts Assistant Works with the teacher to help students develop creativity and pride in accomplishments. Projects may be taken home but returned the next day or whenever the teacher needs them.

Classroom Assistant Assist in non-professional, but necessary tasks, working under the direction of the teacher. Duties may include tutoring individuals, preparing materials and decorating the room or hallways.

Library Assistant Works with the librarian in processing books for circulation, typing, filing catalog cards and various other duties as needed.

Career Guidance Assistant Works with the counselor or principal to acquaint students in all grades with career opportunities. Some responsibilities may include scheduling resource persons for program presentations, show films and preparing career-oriented materials.

Monitor/Chaperone Assists in areas where adult supervision is needed – such as cafeteria, halls, playground, cross walk guards or parking lots. Please note that you cannot attend field trips as a chaperone if you do not register with VIPS.

Background checks require a minimum of four weeks for clearance. Please plan accordingly.

VIPS as Nurse Office Assistant

All prospective VIPS who wish to be considered for a volunteer position in the nurse's office must be cleared through Health Services and attend training prior to being placed. Please call Health Services at 230–2100. All prospective Health Service campus volunteers must:

1. Have an approved VIPS application
2. Be approved by Health Services and campus administration
3. Attend specialized VIPS Health Office orientation by campus nurse or Health office personnel.
4. All school health office volunteers must have a completed confidentiality statement filled out and filed with the school nurse to be updated annually.
5. VIPS may not provide direct or indirect health care services to students, faculty, staff and/or visitors.
6. VIPS may not fill out or complete any type of nursing documentation.

VIPS as Cross Walk Guards

Police Services provides special training for volunteers interested in assisting at cross walks. Please contact Manuel Chavira, Chief of Police Services at 230–2535 to set up a training for new volunteers. Please note that Fort Bliss no longer allows PIE Units to volunteer as crossing guards at their respective partner campuses

VIPS and Athletics

Volunteers are not allowed to coach per UIL Section 1202. A retired teacher/administrator who has 20 or more years of experience may serve as an assistant coach in all athletics and as a head coach for golf, tennis, team tennis, cross country, track and field, swimming and wrestling. (This rule shall not affect the status of a coach on a leave of absence attending college.) Also, student teachers, while they are assigned to a participant school district to fulfill their student teaching requirements, may volunteer to serve as an assistant coach in all athletics. Schools shall not pay student teachers for assisting athletic coaches. A full-time substitute who has coached during the school year may be permitted to continue coaching until the UIL competitive year has ended. Example: state baseball playoffs. Any persons wishing to volunteer in athletics must meet the following criteria.

- Full Time district employee- Teachers only
- Must pass VIPS background check
- Must be cleared by athletics office

UIL Requirements

- Rules Compliance Program
- CPR/1st Aid/AED Certification
- Attend UIL rules meeting

No one outside of this may volunteer to be a coach at the high School or middle school level. Anyone may keep score or run the clock for a team but may not sit on the team bench.

VIPS and School Transportation

VIPS who are official field trip chaperones may ride school transportation with principal permission. The Transportation Department must be made aware in advance of all non-school persons who wish to ride on school transportation. All VIPS who have been cleared to ride school transportation must fill out a permission form. The form can be obtained at your school or downloaded at www.episd.org/vips

The following shall apply to all VIPS:

- A permission form requesting transportation must be obtained in advance
- The permission form must be given to (1) the bus driver or monitor at the time of the trip (2) VIPS campus chair
- Permission must be obtained for each trip
- Persons are required to observe all transportation safety rules set by the District

District Employees as VIPS

District employees who are not exempt from the overtime provisions of the Fair Labor Standard Act (i.e.: "nonexempt" or hourly employees) are prohibited from volunteering any services to the District under any circumstances.

Nonexempt or hourly employees are also prohibited from volunteering services to a PTA, booster club or similar organization supporting a District school or program, except under the following circumstances:

1. The employees has a child or grandchild attending the school supported by the organization for which the employee will be providing volunteer services;
2. The employee does not provide the same type of services to the organization as provided by the employee to the District during the employee's workday; and
3. The employee is volunteering services to the organization in the sole capacity of a parent or grandparent and not as a District employee.

TRS Retirees as VIPS

- All prospective TRS retiree VIPS must first contact Liza Leal, payroll manager at 915-230-2121 for information on duties and hours allowed.
- Duties and hours must be logged for TRS retirees on a separate sign-in sheet and turned in on the last Friday of the month.
- Volunteering to perform services that are normally provided by an employee or waiving payment for service may be considered service that must be reported to TRS.
- Volunteering during the first full calendar month after the retirement date may be considered service that revokes retirement.
- For a May 31st retiree working into June, volunteering during the first 2 months after the retirement date may be considered service that revokes retirement.

For purposes of employment after retirement, retirees are considered employees during the first 12 consecutive-calendar-months following retirement, if they are performing duties or providing services for an educational institution that an employee of the institution would otherwise perform, and waiving, deferring, or foregoing compensation for those duties or services; working as independent contractors; or working as a volunteer but performing duties or providing services that the retiree performed immediately before retiring and has an agreement to perform or provide those same services or duties after the first 12 full, consecutive-calendar-months after retirement. Employers are required to report these retirees, as if they were employees, each month during the first 12 calendar months after the retiree's effective date of retirement. This change applies to a retiree who retires after Sept. 1, 2017 and a retiree who on Sept. 1, 2017 is within the first 12 consecutive-calendar-months following the effective date of retirement.

Students as VIPS

All student volunteers must submit a permission slip if under the age of 18. Anyone over the age of 18, including students, must complete the VIPS online application and consent to a criminal background check. The permission slip can be found at www.episd.org/vips

Activities that Count-Volunteer Recognitions

The District will assist in recognizing the volunteers each year by providing monthly Board of Trustee recognitions and service pins to be given out at the end of the school year. On the first Monday of each month, every campus will be required to nominate their top monthly volunteer. The nomination form is available at www.episd.org/vips Click on the VIPS tab, download nomination form and email in to the the VIPS office to rrdesant@episd.org.

Each campus will be required to keep a log of volunteer hours. The VIPS campus chair will keep track of individual hours to determine which service pin you have earned for the school year.

- Bronze: 25–100 hours
- Silver: 101–499 hours
- Gold: 500+ hours

Service pin requests are due the last Monday in May. Nominations for District Volunteer of the Year are due the first Monday in April.

Hours for recording begin Aug. 1 through May 31. No summer hours are accepted.

Time spent on PTA or Booster Club activities should not be recorded as VIPS time or submitted as VIPS volunteer hours.

(Parent classes do not count as VIPS hours)



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Equity & Community Engagement

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