

COMMUNITY RELATIONS:  
VOLUNTEER PROGRAM

GKG  
(REGULATION)

PURPOSE

To recognize the increasingly important role that volunteers play in education as they help promote school/community partnerships and enrich curriculum, the (Board or District) encourages the utilization of volunteers in the District's schools to complement and supplement District staff in providing educational programs. At district level a coordinator will administer, supervise, and maintain the District's volunteer program. A campus coordinator shall be appointed by the school principal to manage and maintain the school program. The campus coordinator shall attend training provided by the district coordinator.

QUALIFICATIONS

Appropriate guidelines shall be established defining the qualifications, duties, ethical, and legal responsibilities of volunteers. Pre-service training shall be provided for volunteers prior to placement in the schools by way of campus or district orientation.

VOLUNTEERS

Individuals or community groups who care about education and children may apply to volunteer with the District and its schools. The term "volunteer" may include parents, retirees, businesses, members of the militia, civic groups, college students, and other concerned citizens. Volunteers may provide services by making contributions to every aspect of the education process; they may work directly with teachers and assist in the classroom, work with office staff, with cross guards, in the cafeteria, in the playground, in the nurse's office, parent support organizations (Booster Clubs, PTAs, PTOs etc.), afterschool volunteer programs, or in the library. Volunteers may tutor students or become mentors and work individually with students. Volunteers may also contribute by serving on planning and development committees.

AUTHORITY OF SCHOOL  
PERSONNEL

Volunteers shall work directly under the supervision of the principal/designee, department director, or volunteer coordinator in whose building or department they are assigned, in accordance with approved procedures. A principal or department director may request that a volunteer cease the work on a campus or department if the volunteer is disruptive and/or interferes with the educational process.

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CRIMINAL HISTORY RECORD  
CHECK

A volunteer may not perform any volunteer duties until:

1. The volunteer provides, to the District, a driver's license or another form of identification containing the person's photograph issued by an entity of the United States government.
2. The District has obtained from the Texas Department of Public Safety (DPS) and may obtain from any other law enforcement agency, criminal justice agency, or private consumer reporting agency all criminal history record information that relates to a volunteer.
3. The volunteer has obtained approval from the District Volunteer Program through a criminal background check.

The School/District shall inform the campus, department, or volunteer when their services are to begin.

[For information related to the evaluation of history records, see DBAA (LEGAL/LOCAL) and DC (LEGAL/LOCAL).]

VOLUNTEER PROCEDURES

The school shall inform the volunteer when their services are to begin. A volunteer must follow district and campus sign in procedures when visiting or volunteering at a campus or department. Volunteers must record service hours and maintain an individual service hours log at their campus. Although the job is voluntary, the commitment is professional. Besides being responsible for maintaining an attitude of mutual respect and confidence, volunteers must become familiar with school and classroom rules, district policies, and practices.

Approved:

Jose Espinoza, Ed. D. Superintendent

July 6, 2015

Board Committee Review:

August 10, 2015