

**COMMUNITY RELATIONS:  
SCHOOL VOLUNTEER PROGRAM  
GKG (REGULATION)**

**PURPOSE OF THE PROGRAM**

Volunteers may be used in the District to:

1. Relieve the professional staff of noninstructional duties to provide more time for instruction, planning, or other responsibilities;
2. Offer individual assistance to students who may not be working successfully in a group situation;
3. Enrich the school program by making available the talents and resources of the community; and
4. Increase community support for District programs and policy.

**REQUIREMENTS FOR VOLUNTEERS**

Volunteers in the District will:

1. Attend orientation and training sessions appropriate to the type of volunteer service to be given;
2. Receive information regarding:
  - a. General job responsibilities and limitations;
  - b. School facilities, routines, and procedures;
  - c. Work schedule and place of work; and
  - d. Expected relationship to the regular staff.
3. Work under the direction and supervision of a teacher or other member of the school staff; and
4. Work within the rules of the school, as established by the principal.

Teachers or other staff members will meet with their assigned volunteers periodically to evaluate services rendered and determine whether changes need to be made in assigned duties.

## ROLES OF VOLUNTEERS

Volunteers in the District will:

1. Serve in the capacity of helpers and not be assigned to roles requiring specific professional training;
2. Refrain from discussing the performance or actions of any student except with the student's teacher, counselor, or principal; and
3. Refer any observed instructional, social, emotional, or medical problem of a student to an appropriate District employee.

## APPLICATION

Individuals interested in serving in volunteer positions with the District must complete an application before beginning volunteer activities. [See GKG(EXHIBIT)]

## APPROVAL

The campus principal has the authority to approve volunteers and volunteer activities. [See GKG(EXHIBIT)]

Approved – October 2006