

COMMUNITY RELATIONS  
SCHOOL VOLUNTEER PROGRAM

GKG  
(REGULATION)

VOLUNTEERS /  
PARTNERSHIP  
PROGRAMS

Volunteer opportunities and partnership programs are designed to afford members of the community an opportunity to become active participants in the educational programs offered by the District.

DEFINITION OF  
VOLUNTEER

The District considers the term "school volunteer" to include any person who applies to perform services for or on behalf of the District on an unpaid basis.

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, if any, 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 District.

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

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3. Refer any observed instructional, social, emotional, or medical problem of a student to an appropriate District employee.

HOURLY EMPLOYEES

District employees who are not exempt from the overtime provisions of the Fair Labor Standards Act (ie: "nonexempt" or hourly employees) are prohibited from volunteering any services to the District in the same capacity as their position as an employee of the District.

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

1. The employee has a child 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.
3. The employee is volunteering services to the organization in the sole capacity of a parent and not as a District employee.

APPLICATION

Individuals interested in serving in volunteer positions with the District must complete an application before beginning volunteer activities. Applications must be completed annually.

CRIMINAL HISTORY  
RECORD CHECK

Any person who has submitted a volunteer application must undergo a criminal history background check at no cost to the applicant.

CONFIDENTIALITY

All records on criminal background checks of volunteers will be treated with confidentiality.

ELIGIBILITY

Any person who has been convicted of or received probation or deferred adjudication for the following crimes will not be eligible to serve as a volunteer in school-sponsored or school-related activities in the District: aggravated assault; aggravated robbery; aggravated sexual assault; any felony related to pornography or obscenity; any felony related drug offense; any felony theft offense; any felony where a deadly weapon was used or exhibited; capital murder; indecency with a child; injury to a child, kidnapping; murder; sexual assault of a child; or voluntary or involuntary manslaughter.

APPROVAL

The District shall inform volunteers when their services are to begin.