

Volunteer Coordinator

The District Communications Specialist will coordinate the District volunteer program and ensure volunteers are recruited, trained and placed in appropriate activities in accordance with District policy and campus needs.

Requirements for Volunteers

[See GKG(EXHIBIT)]

Volunteers in the District will:

1. Receive orientation and training appropriate to the type of volunteer service, to include information regarding:
  - a. General job responsibilities and limitations;
  - b. School safety protocols and procedures;
  - c. Work schedule and place of work; and
  - d. Expected relationship to the regular staff.
2. Work under the direction and supervision of a teacher or other member of the school staff; and
3. Abide by the rules of the District and the campus.

Application

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

Criminal History  
Record Checks

The Office of Safe and Secure Schools will conduct an annual criminal history record check on all applicants for volunteer positions. In order to enable the Office of Safe and Secure Schools to conduct a criminal history record check, volunteer applicants will be required to submit a Criminal History Record Information Addendum, which shall be maintained confidentially in the Office of Safe and Secure Schools [See GKG(EXHIBIT B)]

The District shall obtain the criminal history record of prospective volunteers, including chaperones, mentors, and tutors.

Any individual who fails or refuses to grant authorization for the District to conduct a criminal history check shall not be eligible to serve as a volunteer.

No individual charged with a misdemeanor involving moral turpitude or a felony shall be eligible for volunteering.

The District may allow individuals with misdemeanors that do not involve moral turpitude to serve as volunteers. A case-by-case review shall be made of an applicant's circumstances, including the nature of the offense, the applicant's post-conviction history, and the number of years since the

conviction. The Director of Safe and Secure Schools shall consult with other appropriate administrators before making the final decision.

A volunteer who is under felony indictment shall be removed as a volunteer pending adjudication of the case. [See GKG(LOCAL)]

The Director of Safe and Secure Schools will provide written notice of denial to any applicant whose criminal history disqualifies the applicant from volunteering. See GKG(EXHIBIT D)]

Approval of Volunteers

A volunteer applicant may not perform any volunteer duties until the applicant receives written approval from the Communications Department. See GKG(EXHIBIT C)]

Exception

The Office of Safe and Secure Schools will not conduct a criminal history record check for District employees who apply to serve as volunteers because criminal history record information is obtained by the Human Resources Department in accordance with state law and Board policy. [See DBAA]

Confidentiality

The District shall maintain the confidentiality of all criminal history record information. No District employee shall release or disclose such information to non-District personnel, other than the person who is the subject of the information, or to District personnel who do not need such information in order to assist the Director of Safe and Secure Schools to determine whether a volunteer application will be approved or denied.

Volunteer Check-In  
Procedures

For the protection of our students, staff and visitors, the District requires all visitors to campuses, including volunteers, to be screened through a computerized central database maintained by the Department of Public Safety, as provided in GKG(REGULATION).