

Pewitt Consolidated Independent School District Volunteer Regulations and Procedures

DEFINITION OF A VOLUNTEER	A volunteer is any person providing services to, for, or on behalf of the District, on the premises of District property, or at a school-sponsored or school-related activity on or off school property, who does not receive compensation in excess of reimbursement for expenses. [See GKG]
GENERAL DESCRIPTION	<ol style="list-style-type: none">1. To help ensure the safety of each student, criminal history background checks for <u>all</u> volunteers are required. The background check will be required whether or not the volunteer will be accompanied by a District employee, the person is volunteering for a single or multiple events, or the event is on or off campus. The background check remains effective for the school year during which application is made and must be renewed annually.
APPLICABILITY	This regulation applies to all employees and volunteers engaged in direct and extended contact with students in volunteer activities, both during and after school hours, with or without direct monitoring by District employees.
PURPOSE OF THE PROGRAM	Volunteers may be used in the District to: <ol style="list-style-type: none">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; and4. Increase community support for District programs and policy.
ROLES OF VOLUNTEERS	Volunteers in the District will: <ol style="list-style-type: none">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; and3. Refer any observed instructional, social, emotional, or medical problem of a student to an appropriate District employee.
VOLUNTEER APPLICATION	An individual who wishes to participate as a volunteer in the District must complete an application, participate in the background check process, and receive approval before beginning volunteer activities.

A Volunteer who refuses a school's request for a background check will be prohibited from volunteering in any capacity on any District campus.

REQUIREMENTS FOR VOLUNTEERS

Volunteers in the District must:

1. Submit to an annual criminal background check;
2. Have no criminal convictions as identified at ELIGIBILITY, below;
3. Attend orientation and training sessions appropriate to the type of volunteer service to be given;
4. 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.
5. Work under the direction and supervision of a teacher or other member of the school staff;
6. Work within the rules of the school, as established by the principal; and
7. Provide an official form of identification to verify his or her identity when volunteering at a campus. Acceptable forms of identification may include:
 - a. A valid, current driver's license issued by any state in the United States that includes a photograph; or
 - b. A valid, current school year volunteer badge issued by the District.

ELIBIGILITY

An applicant may be disqualified from serving as a volunteer in school-sponsored or school-related activities in the District for any offense the administration believes, at its sole discretion, may compromise the safety, security, or well-being of students, staff, or facilities or violates District policy; including but not limited to the following:

1. Any person who has been convicted of or received probation or deferred adjudication for any felony;
2. Any offense against a child, including abuse or neglect under the Texas Family Code;
3. Any sexual offense;

4. Any felony offense involving drugs or controlled substances;
5. Misdemeanor drug offenses within five years of the date of application;
6. Any offense involving violence or weapons; or
7. An active warrant for arrest or charges pending on any criminal violation.

The District reserves the right to use its discretion in making decisions about offenses that make a person ineligible to serve as a volunteer. The district will consider the dates of occurrence of the criminal history offenses when making its determination.

APPROVAL

The District's personnel will conduct an annual background check of each volunteer applicant and maintain a list of those persons who are approved. The current list of approved volunteers will be distributed to the campus principal or designee.

RESPONSIBILITIES
PERSONNEL

The personnel department's responsibilities include the following:

- Conduct local and state criminal history background checks on volunteers, or employ private contractors to conduct the checks.
- Communicate with any applicant who fails the background check and offer information to the person for possible next steps he or she may pursue.
- Maintain records or background checks for all volunteers, including ineligible volunteers.
- Distribute current spreadsheet of approved volunteers to designated campus personnel.
- Ensure that all records on criminal background checks of volunteers are treated with confidentiality and security.
- Conduct or contract for training of campus personnel regarding the process and procedures.

PRINCIPAL

The principal is responsible for all volunteer activities at his or her campus. The major responsibilities regarding criminal history background checks of volunteers include the following:

- Assign personnel to manage the check-in/check-out process of volunteers.

- Require selected staff to attend training.
- Communicate to staff and the community the process supporting the safety of students, including, but not limited to, conducting background checks.

PRINCIPAL'S
DESIGNEE

The designee's major responsibilities include:

- Manage the volunteer check-in/check-out process for the campus, including a check that the volunteer's identification is accurate and current;
- Participate in training; and
- Utilize current online spreadsheet of approved campus volunteers.

TEACHERS AND
STAFF

1. Teachers and staff will be informed of the requirements for volunteers and refer potential volunteers to campus administration for additional information.

APPEALS

Any person seeking review of these procedures may pursue a grievance as applicable. [See FNG and GF]