

# Garland ISD Volunteer Program Handbook

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**Garland ISD will ensure ALL students graduate prepared for college, careers, and life by increasing student performance measures, postsecondary readiness, and graduation rates and decreasing student management incidences.**

Visit [garlandisd.net/strategicgoal](http://garlandisd.net/strategicgoal) for more information about our district goal, our nine objectives, and our progress.

## **Volunteer Program Goals**

Garland ISD will create and maintain ongoing partnerships including families, businesses, higher education institutions, and community organizations. We will offer families multiple opportunities to be engaged in their children's education and build their capacity to partner with schools.

## **Visitor Guidelines**

### **Visitor Access/Screening/PPE Requirements**

- All visitors must follow health and safety requirements when volunteering with the district.

## **Volunteer Code of Conduct**

As a volunteer in our schools, you are a role model for our students. State law (Texas Education Code 22.053), GISD [Board Policy GKG](#), and administrative regulations set certain standards for all staff and volunteers to follow so that the safety and well-being of our students is ensured while they are attending school. Therefore, everyone is asked to observe these guidelines:

- Observe the no smoking and no tobacco policy and follow campus-established professional dress codes whether volunteering on campus or in a virtual environment.
- Keep any information about students confidential.
- Do not provide medical treatment unless designated as a trained clinic volunteer.
- Avoid proposing any personal or religious doctrines or beliefs to students.
- Seek the aid of school personnel in case of any discipline problems.
- Do not lend money to students while actively serving as a volunteer.
- Avoid promoting any specific business, commercial product, or brand name.
- The volunteer/student relationship should be restricted to the school setting on campus, an approved GISD activity, or a GISD virtual environment.
- Volunteers are not allowed to be unsupervised in a virtual environment with children.

- Volunteers are not allowed to be alone and unsupervised with a student.
- Unless supervised by school district personnel, a volunteer must be 18 years of age before the first day of school.

The GISD volunteer guidelines apply to all volunteers whether a physical or virtual activity. For the safety of everyone, our district follows recommended health and safety guidelines.

## Volunteer Safety and Security

Volunteers should register each time they enter a campus or district facility. It is important for the district to know who is on campus in case of an emergency.

Additionally, volunteers play a role in campus safety.

Our district uses the Standard Response Protocol (SRP), created by the Colorado-based I Love U Guys Foundation, to simplify the district's emergency response procedures. We believe this protocol helps foster a safe learning and working environment for all students and staff.

Volunteers should be familiar with the SRP Actions and follow instructions from campus staff. SRP Actions are found on the district's Standard Response Protocol page ([garlandisd.net/standardresponseprotocol](http://garlandisd.net/standardresponseprotocol)).

All volunteers should watch the safety video from the Texas School Safety Center and be familiar with the Standard Response Protocol ([youtube.com/watch?v=hMV8f0-j7AQ&t=2s](https://www.youtube.com/watch?v=hMV8f0-j7AQ&t=2s)).

Volunteers should also be familiar with our district's security principles:

1. Teach with classroom doors closed and locked. A locked door is a proven lifesaver.
2. Positively engage all visitors. Any visitors not wearing identification (ID) are taken to the front office for assistance.
3. Sound the alarm. If you see something, say or do something. Don't be the only person who knows something might be wrong. Let an administrator know.
4. Respond to the greater threat. For example, stay in lockdown when a fire alarm sounds unless you see smoke or fire.

## Possible volunteer opportunities

The following is a list of possible opportunities. Volunteer opportunities will vary from campus to campus.

For the safety of all students, the Garland Independent School District follows recommended health and safety guidelines. Some opportunities may not be available at this time or be restricted in the future.

## Teacher Support

- Reading
  - Commit to ongoing support for a student (usually once weekly)
  - Read a book to a student / Listen to a student read
  - Provide consistent encouragement

- Read a book to a class
- Record a book for reading lessons
- Classroom Help
  - Small group support/instruction
  - Organize and prepare materials for teachers
  - Help monitor chat line during class
- Tutor
- STEM Help
  - Visit a class and share your talent
  - Assist students participating in robotics or other STEM activities
- Visual and Performing Arts Helper
  - Visit a class and share your talent
  - Assist a student participating in a fine arts program
- Assist from home (prepare instructional materials, cutting, collating, organizing.)

## **School / Office Support**

- School Office Assistant
- Library Assistant
- Workroom Assistant (copies, mail, die cuts, etc.)
- Maintain Marquee
- Cafeteria monitoring
- Greet students as they enter the school in the morning
- Watch D.O.G.S
- Mentor
- Campus newsletter
  - Write articles
  - Take photos
- School Committees
- Parent Support
  - PTA board or committee member
  - Greeter
  - Booster Club
  - Help another parent with technology
    - One-on-one for device or program/app support
    - Host a tech workshop with a small group

## **Event Support**

- Guest Speakers (Career Day, Texas Scholars, Black History Day, etc.)
- Cultural Fair Exhibitor
- Judges/Coaches (Science Fair, Reflection Artwork, Academic Decathlon, UIL, etc.)
- Field Trip Helper / Chaperone

- Book Fair
- Childcare provider for meetings and workshops at school
- Landscape Services/Plant Materials
- Visual and Performing Arts
  - Build sets, paint, and props
  - Sewing (uniforms, costumes, etc.)
- Donate snacks for Teachers/Students (Teacher Appreciation, Testing Days)

## Committees

Contact your campus if you want to serve in a Booster Club or Parent-Teacher Association (PTA).

For information about district advisory committees, visit [garlandisd.net/committees](http://garlandisd.net/committees).

- District Educational Improvement Council (DEIC)
- Safety and Security Committee
- Multi-Ethnic Committee (MEC)
- Student Health Advisory Committee
- Special Education Focus Group
- SEL Advisory Council
- Calendar Committee

## Volunteer Portal

Virtual / Remote Volunteers may submit their volunteer hours, sign up for events, and communicate with their district volunteer coordinator by logging into the free Raptor Volunteer Portal. Once an application is approved, Raptor will send an acceptance email with links to the Portal. Only approved volunteers can access the Volunteer Portal. Information for using the Raptor Volunteer Portal is on the [Raptor website](#). If you have any additional questions, please contact your Volunteer Coordinator for assistance.

## Volunteer Application Process:

[garlandisd.net/volunteerapplication](http://garlandisd.net/volunteerapplication)

We value all our volunteers and the work they do to help our schools. For the safety of all students, we require potential volunteers who will work at any campus to receive a background check by the Department of Public Safety (DPS), which is done through our online application.

## How to apply to volunteer

Please remember to complete a new application for every school year. You should apply at least one week before the event you wish to volunteer for to ensure adequate time to process your application. To apply:

1. Get a valid photo ID and make a digital copy
2. Read Application tips and Name guidelines
3. Complete the online application in either English or Spanish. Be sure to upload a copy of your **valid** driver's license or other government-issued identification (see below for accepted forms of identification). This allows your application to be processed.
4. The system will complete a criminal background check.
5. You will receive two emails:
  - One when your application has been received
  - Another email within five business days notifying you if your application has been approved or denied

If you did not apply to volunteer the year before or are a new volunteer, you **must** sign in at a campus and provide them with an official government photo ID at the front office and have your picture taken. You may do this on the day you plan to volunteer.

## **Accepted Forms of Identification**

Any of the following forms of photo identification are acceptable to become a volunteer:

- A valid, current driver's license issued by any state or US territory.
- A valid, current identification card issued by the state of Texas with photo.
- A valid, current passport issued by the United States.
- A valid, current military ID card.
- A valid, current Resident Alien Card issued by the United States government.
- A valid, current Alien Registration Card (Visa, Permanent Resident, Employment Authorization Card) issued by the United States Government.
- Any other official photo identification card, which includes the person's full name and date of birth, issued by another country (e.g., Matricula Consular de Alta Seguridad (MCAS)).

## **Confirmation and Approval of Completed Volunteer Applications**

Applicants will receive an email confirming an online application has been received.

The District will conduct a criminal history check. The criminal history check will only be conducted after individuals have done the following:

- Present a valid, current government-issued photo ID

- Have their name entered into the Raptor Visitor Management System
- Submit an online Volunteer Application with all required information

**The District will process completed Volunteer Applications within five business days.**

Successful applicants will receive a second email within five business days hours notifying them that the Volunteer Application has been approved.

If you do not receive an approval email within five business days, please call or email your campus so they can help determine the cause. Usually, this means there was a problem with the Volunteer Application.

Applicants without an email address can use the campus facilitator's district email address and follow up with the campus on the status of their application.

**Volunteers must be on the approved volunteer list before the activity or event they wish to attend. If the school does not have you on the approved volunteer list before the activity, you will not be able to volunteer for that activity.**

### **Incomplete Applications**

Incomplete Volunteer Applications will be automatically denied after 30 days, and applicants will need to resubmit a new one. Volunteer applications are considered incomplete if a valid, current government-issued photo ID was not presented or if the applicant's name was not entered into the Raptor Visitor Management System.

### **Common Issues which affect Volunteer Application Approval**

- The name on the online Volunteer Application does not match the FULL LEGAL NAME as it appears on the valid, current government-issued photo ID
  - The name entered on the Volunteer Application must match the name on the photo ID exactly
  - Do not use a nickname or a shortened version of your name (i.e. Kim instead of Kimberly)
- You entered special characters such as accent marks or hyphens which are not recognized (i.e., "é", "( )", "-")
  - Do not use special characters
  - If your last name is hyphenated, use a space between last names instead of a hyphen
- The Date of Birth was entered incorrectly
- Failed to upload a copy of Driver's License, Identification Card, or other accepted form of photo ID.

## **GISD Volunteer Information**

For more information about the GISD volunteer program and support for the Raptor Volunteer Application:

Jonathan Armstrong  
Coordinator, Family and Community Engagement  
972-487-4521  
[JSArmstr@garlandisd.net](mailto:JSArmstr@garlandisd.net)

For more information about the GISD Volunteer approval process and Denied status:

Candida Arredondo  
Background/Fingerprint Specialist  
972-487-3957  
[CArredo@garlandisd.net](mailto:CArredo@garlandisd.net)

For more information about the GISD volunteer emergency procedures:

Juston Coffman  
Security Coordinator (Operations)  
Garland ISD  
Office: 972-487-4247  
[JMCoffma@garlandisd.net](mailto:JMCoffma@garlandisd.net)