

# 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.**

[Click here 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.
- All visitors will adhere to the guidelines in the [Garland ISD's Return to In-Person Instruction and Continuity of Services Plan.](#)

## **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.
- 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.

## **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 Buddy Mentor
  - Commit to ongoing support for a student (usually once weekly)
  - Read a book to a student / Listen to a student read
  - Provide consistent encouragement
- Classroom Helper
  - Small group support / instruction
  - Read a book to a class
  - Record a book for reading lessons
  - Help monitor chat line during class
- Tutor
- STEM Helper
  - 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
- Assisting at home (preparing instructional materials, cutting, collating, organizing materials.)

## **School / Office Support**

- School Office Assistant
- Library Assistant

- Workroom Assistant (copies, mail, die cuts, etc.)
- Maintain Marquee
- Cafeteria monitoring
- Morning greeters
- Parking lot / traffic control for student drop off and pick up
- Watch D.O.G.S
- Mentor
- Campus newsletter
  - Write articles
  - Take photos
  - Highlight parents helping parents and resources
- Distribute items
  - Campus drive up
  - Deliver materials and manipulatives, food, etc. for families with no transportation
- 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 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
- Crossing Guard
- Landscape Services/Plant Materials
- Visual and Performing Arts
  - Build sets, paint, and props
  - Sewing (uniforms, costumes, etc.)
- Snacks for Teachers/Students (Teacher Appreciation, Testing Days)

## **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 are able to access the Volunteer Portal. You can download a Help Sheet by clicking [HERE](#). If you have any additional questions, please contact your Volunteer Coordinator for assistance

## Volunteer Application Process:

<https://www.garlandisd.net/node/2521>

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 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. Your application must be filled out at least **72 hours or more** before volunteering or you will not be able to volunteer. 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 72 hours 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 license issued by any state or US territory.
- A valid, current identification card issued 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., Matrícula 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 72 hours.**

Successful applicants will receive a second email within 72 hours notifying them that the Volunteer Application has been approved.

If you do not receive an approval email within 72 hours, 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 three business days (72 hours) before the activity or event they wish to attend. If the school does not have you on the approved volunteer list 72 hours 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
- Date of Birth was entered incorrectly

## **GISD Volunteer Information**

For more information about the GISD volunteer program:

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

For more information about the GISD Volunteer application process and guidelines:

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

Dana Knox  
HR Specialist Fingerprinting/Investigations  
972-487-3213  
[DRKnox@garlandisd.net](mailto:DRKnox@garlandisd.net)

For more information about the GISD volunteer emergency procedures:

Michael Pierce  
Coordinator Security Systems  
972-487-4110  
[MPierce@garlandisd.net](mailto:MPierce@garlandisd.net)