For the purpose of this regulation, the following definitions will apply.

**“VOLUNTEER”**
A “volunteer” is a person rendering services for or on behalf of the District on District premises 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.

**“CONVICTED” OR “CONVICTION”**
“Convicted” or “conviction” will be construed to mean a conviction by a verdict, by a plea of guilt, or by a judgment of a court (with a jury having been waived), and without regard to the subsequent disposition of the case by suspension of sentence, probation, deferred adjudication, or other sentence.

**“MORAL TURPITUDE”**
“Moral turpitude” is an act of baseness, vileness, or depravity in the private or social duties outside the accepted standards of decency and that shocks the conscience of an ordinary person.

The following guidelines will be observed across the District:

1. Each school or department will make every appropriate effort to involve both the District community and the community at large as volunteers in the District.

2. All volunteers will complete an online application found at [http://www.dallasisd.org](http://www.dallasisd.org) and submit it to a background screening process. The background screening process must be updated each school year.

3. Principals/Department Heads will provide overall supervision of the volunteer program on their campus/department, including determining who is in the building, and will be responsible for enforcing the volunteer guidelines.

4. Elementary schools will have at least one instructionally focused or researched-based mentoring or tutoring program for students that helps to increase student achievement.

5. The “Mentor Program” will utilize volunteers to provide students with one-on-one adult role models on a regular basis with the goal of helping students focus on and prepare for their future education and career goals.

6. The “Tutor Program” will utilize volunteers to provide students with one-on-one academic support from a community member on a regular basis with the goal of improving students’ skills in a specific instructional area.

7. Volunteer mental health, drug education, or counseling service providers must first be assessed by the District’s Psycho-
logical and Social Services Department staff to verify the appropriateness of the services and the professional credentials of the volunteers. Approved volunteers will work with the department head/principal and a designated student services professional, such as a counselor or assigned Psychological and Social Services Department staff member or drug education staff member.

Regarding volunteer engagement, the principals/department heads will:

1. Set and share the vision for the campus/department volunteer program and initiatives;

2. Designate staff member(s) to coordinate the volunteer/partnership engagement efforts or initiatives and allow release time for these staff designees to attend District training;

3. Ensure completion of the online School Needs Survey annually; and

4. Create a campus/department culture in which volunteers are utilized effectively and feel welcome and appreciated.

Regarding volunteer engagement, classroom teachers will:

1. Share classroom needs with the campus volunteer/partnership coordinator;

2. Work with the campus volunteer/partnership coordinator to keep classroom volunteers informed about any changes in classroom schedules that may affect volunteer duties; and

3. Create a school culture in which volunteers are utilized effectively and feel welcome and appreciated.

Regarding campus volunteer/partnership engagement, the campus volunteer/partnership coordinator will:

1. Meet with the principal to assess the school’s needs and set priorities and goals;

2. Attend trainings offered by central staff for campus volunteer/partnership coordinators;

3. Recruit volunteers, partners, and donors and connect them to appropriate campus opportunities;

4. Ensure that all volunteers complete the volunteer application and renew it each school year;
5. Offer campus volunteer orientations;
6. Manage volunteer schedules and maintain accurate volunteer records;
7. Document all donations and gifts [see CDC(LOCAL), (REGULATION), and (EXHIBITS)]; and
8. Create a school culture in which volunteers are utilized effectively and feel welcome and appreciated.

Regarding the tutor/mentor program, the campus tutor/mentor program liaison will:
1. Attend training offered by central staff at the beginning of each school year for tutor/mentor program liaisons;
2. Collaborate with teachers to identify students who may benefit from participation in the tutoring or mentoring program;
3. Host tutor and/or mentor trainings on campus as needed;
4. Serve as a support resource for tutors and mentors;
5. Oversee tutor and/or mentor program materials provided by the central office;
6. Manage tutor/mentor volunteer schedules and maintain accurate records; and
7. Create a school culture in which volunteers are utilized effectively and feel welcome and appreciated.

Volunteers in the District will:
1. Complete an application via the Dallas ISD website to provide pertinent information and authorization to conduct a criminal records check.
2. Attend orientation and training sessions appropriate to the type of volunteer service to be given.
3. Observe guidelines set by the principal, including checking in at the school’s office upon arrival at the school or volunteer site.
4. Work under the direction and supervision of District staff in whose building they are assigned.
5. Wear assigned volunteer badge/sticker/lanyard as issued from school office.
6. Notify appropriate District staff if unable to fulfill arranged volunteer duties.

7. Wear appropriate clothing for a school setting. [See DH(LOCAL)]

8. Refrain from giving medications or medical treatment to a student.

9. Adhere to the District’s guidelines on the use of electronic media with students. [See DH(LOCAL)]

10. Refrain from posting pictures of Dallas ISD students on social media outlets. Permission for photos must be requested and approved in advance. [See DH(LOCAL)]

11. Silence cell phones when inside the school buildings. Use of cell phones should not cause a disruption to the academic environment.

12. Refrain from sharing personal contact information with students. Mentors are allowed to share contact information with students only with prior written parental permission. [See DH(LOCAL)]

13. Refrain from promoting any religious doctrines or beliefs.

14. Refrain from promoting any political candidates or parties.

15. Refrain from promoting specific businesses, commercial products, or brand names.

16. Refrain from referring students to specific private or public treatment programs, individuals, or agencies.

17. Seek the aid of appropriate school personnel in the case of serious discipline problems or suspected mental health or drug/alcohol problems.

18. Maintain the confidentiality of all student information and abide by the requirements of the Family Educational Rights and Privacy Act (FERPA).

19. Immediately report any known or suspected child abuse or neglect to the Child Protective Services (CPS) division of the Texas Department of Family and Protective Services at 1-800-252-5400, on the web at http://www.txabusehotline.org, or to law enforcement officials (police officers). Notification should also be given to the Dallas ISD Child Abuse Hotline at 1-888-57-ABUSE and the campus administrator. All reports must be made within 48 hours.
20. Refrain from giving money to students. Gifts to students must be pre-approved by campus/District staff.

21. Use staff/adult-designated restrooms.

22. Use caution when showing praise to students in a physical way.

23. Abide by District rules and policies, including those governing tobacco, alcohol and drug use, concealed handguns, and emergency preparedness or evacuation procedures.

VOLUNTEER BACKGROUND CHECK PROCESS

Anyone who wants to participate as a volunteer must register using the Dallas ISD volunteer application. This online registration is available at [http://www.dallasisd.org](http://www.dallasisd.org).

Volunteers performing services within a school year who are one-time visitors and subject to the constant supervision of a District employee may be exempt from the criminal history record check. [See GKG(LOCAL)]

Current Dallas ISD employees and current vendors in good standing are exempt from completing the volunteer background screen. If the employment or contract relationship is terminated, an individual will have to complete the volunteer registration process described herein.

CONFIDENTIALITY REQUIREMENT

Criminal history record check/background screens should be renewed once each school year for returning volunteers. An applicant may request a copy of the criminal background screening record from the background screening vendor. Criminal history information is privileged and for the use of the District and the Texas Education Agency (TEA) only.

[See DBAA(LEGAL)] for definitions and provisions regarding confidentiality, records retention, and criminal history record checks of employees

GOVERNING CRITERIA FOR VOLUNTEER CLEARANCE DECISIONS

Volunteer clearance is contingent upon the criminal history record being reviewed and approved by the District in accordance with the following guidelines:

1. Regarding moral turpitude, an applicant who is a sexual offender or listed in a sex offender registry or database will be denied.

   An applicant who has been charged with, convicted of, or received probation or deferred adjudication for a felony or misdemeanor for the following crimes will be denied:
a. Child abuse;
b. Indecency with a child;
c. Injury to a child;
d. Neglect of a child/elderly person/or disabled individual;
e. Molestation;
f. Child pornography;
g. Prostitution of a child; or
h. Sexual or human trafficking.

2. If an applicant has been charged with, convicted of, or currently on probation for a felony criminal offense of the following, the volunteer may be denied:
   a. Theft;
b. Burglary;
c. Fraud;
d. Alcohol/drug abuse or distribution;
e. Criminal trespassing;
f. Vandalism;
g. Deliberate violence; or
h. Any other acts as determined by the District as dangerous to staff, students, or District property.

If denied clearance, volunteer applicants are allowed to appeal in accordance with the following:

1. For applicants alleging mistaken identity or an incorrect background screen report, the appeal process is as follows:
   a. The applicant must contact the external background provider directly to request an amended background screen report. Contact information may be obtained from the Volunteer and Partnership Services Department.
   b. Upon receipt of an amended background screen report, the volunteer application and amended report will be reviewed, and a determination of clearance status will be made.

2. For all other applications denied clearance, an applicant may request an appeal in writing to be reviewed by the volunteer
review committee (VRC). The appeal template can be found online at [http://www.dallasisd.org](http://www.dallasiswa.org). [See GKG(EXHIBIT)]

3. Upon receipt of an appeal, the VRC will assess the volunteer application, appeal documentation, background screen report of the applicant, and any other relevant documentation.

The VRC may be composed of representatives from the Volunteer and Partnership Services Department, the Office of Legal Services, School Leadership, the District’s Police Department, and/or any other department with relevant expertise. The VRC will use the following guidelines to determine if a volunteer applicant should be recommended for clearance:

a. The nature and seriousness of the crime.

b. The relationship of the crime to the volunteer activities/duties in the District.

c. The extent to which volunteer activities might offer an opportunity to engage in further criminal activity of the same type as that in which the person previously had been involved.

d. The relationship of the crime to the ability or capacity required to perform volunteer duties.

e. The extent and nature of the person’s past criminal activity.

f. The time elapsed since the person’s last criminal activity.

g. The age of the person at the time of the commission of the crime.

h. Whether the individual has a pattern of habitual criminal activity.

i. Whether the person is a clear and present danger to staff, students, or the general public.

j. Any extenuating circumstances.

Disposal of records will follow the District’s records retention guidelines.

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**Note:** The District may, at any time, deny any applicant from volunteering when the volunteer demonstrates behavior that is disruptive to the academic environment or behavior that is dangerous to District personnel, students, or property.