

COMMUNITY RELATIONS  
SCHOOL VOLUNTEER PROGRAM

GKG  
(LOCAL)

VOLUNTEERS IN  
PUBLIC SCHOOLS /  
PARTNERSHIPS IN  
EDUCATION (VIPS /  
PIE)

VIPS/PIE are school-sponsored programs designed to afford members of the community an opportunity to become active participants in the educational programs offered by the District.

VIPS/PIE may work in both elementary and secondary schools in order to relieve teachers of routine and clerical matters as tutors; classroom assistants; and clerical, library, playground, and cafeteria aides. They may also offer special enrichment skills in art, music, computer use, and career education to supplement the teacher's work.

QUALIFICATIONS

Since volunteers' qualifications vary with the needs of individual schools, the Superintendent shall establish guidelines to ensure they are placed in areas they can serve best.

VIPS/PIE are required to attend a brief training program. Application forms and other information can be secured from the Community and Governmental Relations Department.

AUTHORITY

Volunteers in the school shall work directly under the supervision of the principal in whose building they are assigned, in accordance with approved procedures.

CRIMINAL HISTORY  
RECORD CHECK

The District shall obtain the criminal history record of prospective school volunteers. The District shall inform volunteers when their services are to begin.

HOURLY EMPLOYEES

District employees who are not exempt from the overtime provisions of the Fair Labor Standards Act (i.e: "nonexempt" or hourly employees) are prohibited from volunteering any services to the District under any circumstances.

Nonexempt or hourly employees are also prohibited from volunteering services to a PTA, booster club, or similar organization supporting a District school or program, except under the following circumstances:

1. The employee has a child or grandchild attending the school supported by the organization for which the employee will be providing volunteer services;
2. The employee does not provide the same type of services to the organization as provided by the employee to the District during the employee's workday; and
3. The employee is volunteering services to the organization in the sole capacity of a parent or grandparent and not as a District employee.

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FAILURE TO COMPLY  
WITH HOURLY  
EMPLOYEES SECTION  
OF THIS POLICY

Failure by a nonexempt employee to comply with the above-stated requirement will result in administrative action up to and including termination of employment.

SITE ADMINISTRATIVE  
EMPLOYEES

Site administrators who allow nonexempt employees to volunteer services to the District in violation of this policy will be subject to administrative action that could include termination or nonrenewal of employment.