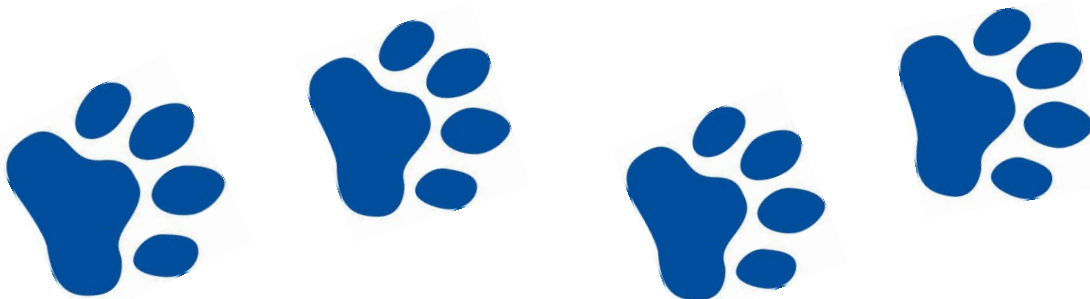


**CHINA SPRING
INDEPENDENT SCHOOL
DISTRICT**

**2017-2018
VOLUNTEER HANDBOOK**



China Spring Independent School District
Mailing: P.O. Box 250, China Spring, TX 76633
Physical: 12166 Yankie Road, China Spring, TX 76633
254-836-1115; Fax 254-836-0559
www.chinaspringisd.net

Dear China Spring ISD Volunteer:

Thank you for your willingness to commit to public education and share your time and talents with the students of the China Spring Independent School District. Our volunteers are very important people to us. As a volunteer, you are helping our district to build strong partnerships with our parents, teachers, administrators, and community members.

This handbook can be very helpful to you as you get started. Please take time to read through it, and then to ask questions. We hope that it will provide ways for you to join hands with our students, teachers, and other staff members. If you have questions, please contact the assistant superintendent's office at 254-836-1115.

One of the great gifts you can give is your time. Your time and your caring are a powerful combination that impacts our school district in significant ways.

On behalf of our Trustees, our parents, and our staff, I thank you for your dedication and your willingness to share one of life's most valuable commodities. . . your time.

Have a great school year!

Sincerely,

Kevin Pitts

Kevin Pitts
Assistant Superintendent

Applicant complete, sign and return to the campus office:

- The Consent to Perform Investigative Background Report Authorization Form;
- Copy of current government issued photo ID or valid drivers' license;
- The Volunteer Program Application Form

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**We appreciate your cooperation and your concern for the safety
of the students at China Spring ISD. Thank you!**

BENEFITS OF VOLUNTEERING IN CSISD:

TO STUDENTS:

- ☐ Increased achievement
- ☐ Higher quality education
- ☐ Increased self-esteem/self-confidence
- ☐ Motivation to learn
- ☐ Association with positive role models
- ☐ Insight into real world expectations

TO THE VOLUNTEER:

- ☐ Satisfaction in preparing future leaders
- ☐ Opportunity to try out new skills
- ☐ Feels more a part of school
- ☐ Feels good about self
- ☐ Involved in children's lives
- ☐ Feels welcome in school and trusts school to work with children

TO THE SCHOOL:

- ☐ More efficient and effective operation
- ☐ Reduced cost to taxpayer
- ☐ More parental/community involvement
- ☐ Improved student achievement
- ☐ Ability to address issues proactively

TO THE COMMUNITY:

- ☐ Improved community image for corporation
- ☐ Satisfied corporate employees
- ☐ Creates quality future employees
- ☐ Becomes stakeholder in school
- ☐ Improved quality of life

SUGGESTED VOLUNTEER OPPORTUNITIES:

- Classroom Assistant
- Reading to/from Students
- Guest Speakers (Career Day, Texas Scholars, Black History Day, etc.)
- Mentors
- Judges/Coaches (Science Fair, Reflection Artwork, Academic Decathlon, UIL, etc.)
- Workroom Assistant (copies, mail, die cuts, etc.)
- Field Trip Chaperone (Required - prior approval from trip sponsor)
- Library Assistant
- Book Reading/Review for Accelerated Reading Program
- Musical Instrument/Talents
- Snacks for Teachers/Students (Teacher Appreciation, Testing Days)
- Sewing (uniforms, costumes, curtains)
- School Supply Donations
- Art Supplies
- PTA Member
- Campus Committee Member
- Choir Assistant
- Dance Team Assistant
- Debate Assistant
- Cheerleading Assistant
- Band Chaperones
- Theatre Arts Assistant
- Student Council Assistant
- Watchdog
- Angel Paws (Dog Therapy)
- Anyone eating lunch with a student that is not their own child
- Room Mothers
- Book Fair Workers

EXPECTATIONS FROM THE VOLUNTEER PARTNERSHIP

Some expectations are similar for both teacher and volunteer. Both groups have the same goal in common: providing the best educational experiences for every child.

Shared Expectations:

- ☐ A genuine love of children
- ☐ Honest and open communication
- ☐ Patience
- ☐ Cooperative attitude
- ☐ Enthusiasm
- ☐ Respect and courtesy
- ☐ Sincerity

What volunteers expect from teacher and staff:

- ☐ Sensitivity to volunteer's time and needs
- ☐ Students who are prepared for volunteer
- ☐ Acceptance of leadership role
- ☐ Relevant information regarding students
- ☐ An open mind to volunteer's ideas
- ☐ To be kept informed of schedule changes
- ☐ Explanation of policies and procedures of the school
- ☐ Feedback on progress of students, as needed
- ☐ Clear directions and essential materials
- ☐ Appreciation of volunteer's efforts
- ☐ To be regarded in a professional manner

What teachers and staff expect from a volunteer:

- ☐ A friendly, pleasant, positive attitude
- ☐ Professional attitude and behavior
- ☐ Promptness
- ☐ Recognition that the teacher is the authority
- ☐ Willingness to work with all children
- ☐ Creativity and flexibility
- ☐ Dependability
- ☐ Discretion and trustworthiness with confidential matters in classroom
- ☐ Sensitivity to needs of children
- ☐ To serve as role model
- ☐ To provide motivation for students

GUIDELINES FOR VOLUNTEERS

All volunteers should:

- ☑ Complete volunteer application and background check forms each school year per district policy.
- ☑ Sign in at the front office using the volunteer sign-in sheet.
- ☑ Call the school and leave a message for the teacher if unable to attend to volunteer assignment.
- ☑ Meet with the teacher or school personnel with whom you will volunteer to work out the specific job duties.
- ☑ Support teachers and other personnel as volunteers act only as assistants.
- ☑ Keep communication open between you and the teacher or school personnel.
- ☑ Share matters of concern or constructive criticism with campus principal or Kevin Pitts at the Human Resource Department at 836-1115.
- ☑ If you are unsure about anything, ask a question!
- ☑ Turn the situation over to the teacher should behavior problems develop with a student.
- ☑ Avoid expressing dissatisfaction with school or staff in presence of students.
- ☑ Discuss student/s only with assigned teacher or campus principal.
- ☑ If you do not see much academic progress in your student, don't be discouraged. Improvement may take time and patience.
- ☑ Work within the rules of the school district.

For the safety of our students:

- ☑ All volunteer applicants will be subject to a background check each school year.

Share your good volunteer experiences with your friends and neighbors!

CODE FOR VOLUNTEERS

As a volunteer in our schools, you will be a role model for our students.

- State law and CSISD Board Policy* 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:

*Texas Education Code 22.053, (d) and Board Policy GKG (Local)

- ☒ Observe the no smoking policy and dress codes.
- ☒ Keep confidential any information about students and other volunteers.
- ☒ Volunteers must not give medications or medical treatment .
- ☒ Volunteers must avoid proposing any personal or religious doctrines or beliefs to a student.
- ☒ Volunteers must seek the aid of school personnel in case of serious discipline problems.
- ☒ Volunteers must avoid lending money to students.
- ☒ Volunteers must avoid promoting any specific business, commercial products, or brand names.
- ☒ The volunteer / student relationship should be restricted to the school setting.
- ☒ Unless supervised by school district personnel, a volunteer must be 18 years of age before the first day of the school year.
- ☒ While chaperoning students, volunteers will act in the same manner they would if volunteering on campus. In order to chaperone, prior approval from the trip sponsor is required.

China Spring Independent School District
Volunteer Program Application Form 2017 - 2018

(Please print or type)

PERSONAL DATA

Name _____
Last First Middle Maiden/other

Home Mailing Address _____
Street City Zip

Home Phone _____ Cell _____ Wk _____

Email Address _____

*We will email you once you are approved to volunteer so please write legibly.

Your Child(s) Name _____ Grade _____ Teacher's Name _____

Name _____ Grade _____ Teacher's Name _____

Experience working with children: _____

Years of Volunteer service to CSISD (including this year) _____

TYPE OF VOLUNTEER SERVICE PREFERRED (Circle all that apply):

- | | | |
|----------------------------|-----------------------|-----------------------|
| Assist with art activities | Room Mother | Campus Greeter |
| Math Tutor | Assistant Room Mother | Office Help |
| Classroom Assistant | Lunch Room Monitor | Library Assistant |
| Mentor | Band Assistant | Choir Assistant |
| Dance Assistant | Cheerleader Assistant | Music Class Assistant |
| Theatre Arts Assistant | UIL Assistant | Watchdog |
| Field Trip Chaperone | | |

Other _____ Special expertise to share in classroom _____

Please indicate the days and hours you can serve: _____

PERSON(S) TO CONTACT IN CASE OF AN EMERGENCY (List name and contact number): _____

As a prospective volunteer, I agree to conform to the policies and rules of China Spring ISD. I have read both the Guidelines for Volunteers, the Code for Volunteers, and the district policy for criminal background checks in the handbook, and agree to uphold these principles in my volunteer work. I understand the information in these documents is subject to change. I understand changes in district policies may supersede, modify, or eliminate the information summarized in this publication. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that no modifications to contractual relationships or alterations of at-will employment relations are intended by this handbook.

I understand according to CSISD policy, volunteers are required to complete a new Volunteer Application and background check consent each school year. Per state mandated requirements I have included a valid, current government issued photo ID or drivers' license with my application.

VOLUNTEER SIGNATURE _____

CAMPUS _____

DATE _____

PLEASE RETURN VOLUNTEER APPLICATION FORM TO THE SCHOOL OFFICE.

DPS Computerized Criminal History (CCH) Verification

(AGENCY COPY)

I, _____, acknowledge that a Computerized Criminal

APPLICANT or EMPLOYEE NAME (Please print)

History (CCH) check may be performed by accessing the Texas Department of Public Safety Secure Website and may be based on name and DOB identifiers. (This is not a consent form, but serves as information for the applicant.) Authority for this agency to access an individual's criminal history data may be found in Texas Government Code 411; Subchapter F.

Name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history record information (CHRI), therefore the organization conducting the criminal history check is not allowed to discuss with me any CHRI obtained using the name and DOB method. The agency may request that I also have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search.

In order to complete the fingerprint process I must make an appointment with the Fingerprint Applicant Services of Texas (FAST) as instructed online at [www.txdps.state.tx.us /Crime Records/Review of Personal Criminal History](http://www.txdps.state.tx.us/CrimeRecords/ReviewofPersonalCriminalHistory) or by calling the DPS Program Vendor at 1-888-467-2080, submit a full and complete set of fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$25.00 to the fingerprinting services company.

Once this process is completed the information on my fingerprint criminal history record may be discussed with me.

(This copy must remain on file by this agency. Required for future DPS Audits)

Signature of Applicant or Employee (optional)

Date

China Spring I.S.D.

Agency Name (Please print)

Marlyn Bank

Agency Representative Name (Please print)

Signature of Agency Representative

Date

Please: Check and Initial each Applicable Space	
CCH Report Printed:	
YES _____ NO _____	_____ initial
Purpose of CCH: _____	
Empl ___ Vol/Contractor ___	_____ initial
Date Printed: _____	_____ initial
Destroyed Date: _____	_____ initial
Retain in your files	

Rev. 09/2015

China Spring ISD

Investigative Background Policy

For

Employees and Volunteers

Investigative Background Policy for Employees and Volunteers

Public Law H.B. 1498 (TEC21.917) requires that an investigative background search be conducted on all applicants that become employees or volunteers of the district. In order to ensure that the District has qualified teachers, support staff, administrators, substitute teachers and caring volunteers, the “continued employment process”, as well as the “school volunteer process” includes an investigative background check of all prospective and current employees and volunteers each school year. In accordance with Texas Education Code 22.083, the District may obtain investigative background information that relates to a person the District intends to employ or a person who has indicated in writing, an intention to serve as a volunteer with the District, as well as to a person currently employed or serving as a volunteer. This administrative procedure outlines the District’s expectations and guidelines regarding the investigative background check for present and prospective District employees and volunteers.

Conviction Defined

For the purposes of this policy, the word “conviction” shall mean a verdict by pleas of guilty, or otherwise by plea of nolo contendere, upon judgment of a court (with a jury having been waived), without regard to subsequent disposition of the case or suspension of sentence, probation, deferred adjudication, or other disposition.

Moral Turpitude Defined

Moral turpitude includes but is not limited to dishonesty; fraud; deceit; misrepresentation; deliberate violence; base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor; drug-or alcohol-related offenses; or acts considered abuse under the Texas Family Code.

Examples of offenses that involve moral turpitude include, but are not limited to:

1. Arson
2. Forgery
3. Public lewdness
4. Prostitution
5. Theft (in excess of \$500.00 in value)
6. Sexual offenses (various)
7. Swindling
8. Any crime involving assault or indecency with a child.

Deferred Adjudication Defined

The legal process of resolving a dispute. The formal giving or pronouncing a judgment or decree in a court proceeding; also the judgment or decision given. The entry of a decree by a court in respect to the parties in a case. Delay; put off; remand; postpone to a future time.

Nolo Contendere Defined

“I will not contest”. Do not wish to contend a plea in a criminal prosecution that subjects the defendant to conviction but does not admit guilt or preclude denying the charges in another proceeding.

Current District Employees

Annually, the Human Resources Department will obtain investigative background information that relates to all persons employed by the CSISD. The following guidelines are applicable to current employee investigative background checks:

- CSISD will obtain information regarding crimes, but will not use any information unless the information demonstrates the employee: (1) failed to disclose on employment application any conviction, probation or deferred adjudication not protected by an order of non-disclosure; (2) committed a crime involving moral turpitude; or (3) committed violence toward a person or injury or indecency with a child, or conspiracy. This policy would apply whether the above offenses were committed before or after employment. They would still be grounds for immediate termination.
- An employee who did not disclose a prior criminal history when requested at the time of employment and whose records are not protected by an order of non-disclosure may be recommended for termination.
- An employee who did not have a criminal history at the time of employment application and was involved in an incident that resulted in criminal history after employment in CSISD will be reviewed on a “case by case basis” and disciplinary action up to and including termination may result.
- District employees must notify the Superintendent in writing, within three days, if they are arrested for, charged with, convicted of, granted deferred adjudication for or if they have entered a plea of *nolo contendere* to any felony or misdemeanor involving moral turpitude. Failure to make such notification will constitute grounds for termination.

1. A district employee placed on *deferred adjudication* may be recommended for termination based upon the underlying facts that led to the deferred adjudication. For the purpose of a termination hearing, the facts to which the employee pleaded in order to obtain deferred adjudication will presume to exist and be correct.

2. The District may suspend or terminate any employee convicted of a felony or misdemeanor if the crime directly relates to their fitness for duty, their job duties and responsibilities or adversely affects their job effectiveness or the mission of the school district.

3. District employees under felony indictment may be reassigned, placed on administrative leave with or without pay, or recommended for suspension with or without pay pending adjudication of their cases.

- In compliance with Texas Education Code 22.083 (c), the China Spring ISD must report to the State Board for Educator Certification (SBEC) any known criminal record of employees who hold certification.

Volunteers

The District will obtain investigative background information of any volunteers including mentors and tutors, who intend to volunteer with the District annually. Volunteers are to complete and sign the CSISD Consent to Perform Investigative Consumer Background Report form and return it to the selected school. The campus administrator will immediately send the signed authorization form

to the school assistant superintendent's office at the central business office. In addition, the following guidelines will be followed:

1. Any individual who fails or refuses to grant authorization for the District to conduct a criminal history check will not be eligible for volunteering. All prospective volunteers, including previously approved volunteers, will complete/update and sign the CSISD Consent to Perform Investigative Consumer Background Report form for the present school year in order to become an eligible volunteer.
2. No individual charged with a misdemeanor involving moral turpitude or a felony will be eligible for volunteering.
3. The District may allow individuals with non-moral turpitude felonies or non-moral turpitude misdemeanors to serve as volunteers. After a case-by-case review of the applicant's circumstances, including the nature of the offense, the applicant's post-conviction history, and the number of years since the conviction, the District at its discretion may allow individuals to serve as volunteers. The Superintendent or his/ her designee will consult with other administrators before making the final decision.
4. Volunteers will notify the campus principal in writing within three days if they are arrested for, charged with, convicted of, granted deferred adjudication for or if they have entered a plea of *nolo contendere* to any misdemeanor involving moral turpitude or felony. Volunteers will not be allowed to perform any volunteer duties until a written report has been made and the campus principal has issued a written approval to continue with volunteering. Failure to make such notification will constitute grounds for termination of services.
5. Volunteers under felony indictment will be removed from volunteering pending adjudication of their cases.

Questions regarding the Employee or Volunteer Section of this procedure should be addressed to the Assistant Superintendent, P.O. Box 250, China Spring, Texas 76633/254-836-1115.

Criminal Background Review

A current employee who has a criminal record that would preclude him/her to continue employment with the District using the criteria contained in this policy or in the administrative regulations may appeal to the criminal record review committee made up of district personnel as designated by the Superintendent. The Assistant Superintendent will serve as chair of the committee. The decision of the criminal record review committee is final.

The criminal record review committee shall assess the records of employees found to have committed crimes. The committee shall use the guidelines set out in the administrative regulations concerning criminal records checks to determine if an employee shall be recommended for termination and/or terminated based on his or her criminal record.

Required Notification by Employee

An employee who is arrested for any felony or any offense involving moral turpitude must report the arrest to the Superintendent or his/her designee within three calendar days of the

arrest. An employee, who is convicted of or, as defined in this policy, receives deferred adjudication or probation for such an offense must also report in writing to the Superintendent or designee, within three calendar days of the event. Failure to report shall be considered job-related misconduct.

Confidentiality

Criminal history information is privileged and for the use of the District, the Texas Education Agency, and the State Board for Educator Certification only. No District employee shall release or disclose such information to a person other than the person who is the subject of the information, under penalty of law and/or possible discharge. Except that in compliance with the Texas Education Code 22.083

(c), the District shall report to the State Board for Educator Certification any known criminal record of employees who hold certification.

Applicants

The District reserves the right to terminate any employee or decline to employ an applicant if the person fails to disclose any criminal conviction or misrepresents information regarding any such conviction on an employment application.

Criminal record checks shall be conducted in accordance with procedures outlined in the administrative regulations concerning criminal history records checks.

Information obtained in this manner shall be used only to evaluate an individual who, in the sole opinion of the District, is a finalist for employment and may be offered a position. The District shall not issue to any applicant a written contract of employment until it has obtained and reviewed an initial criminal history record.

Drug Free Workplace Commitment

China Spring Independent School District is committed to providing its employees with a working environment that is free from the problems associated with the use and abuse of illegal substances.

Non-compliance with the following statements will carry serious penalties:

- Any employee using, selling, possessing, distributing, transferring, or manufacturing illegal substances in any setting and at any time will be in violation of China Spring Independent School District's employment policy and will be subject to immediate dismissal and possible referral for prosecution.
- Any employee convicted of a controlled substance violation or pleading guilty or nolo contendere to charges of such a violation must inform China Spring Independent School District within three (3) day of such a conviction or plea. Failure to do so will result in disciplinary action which may include termination from employment for a first offense.
- Compliance with these provisions and prohibition is a mandatory condition of employment.