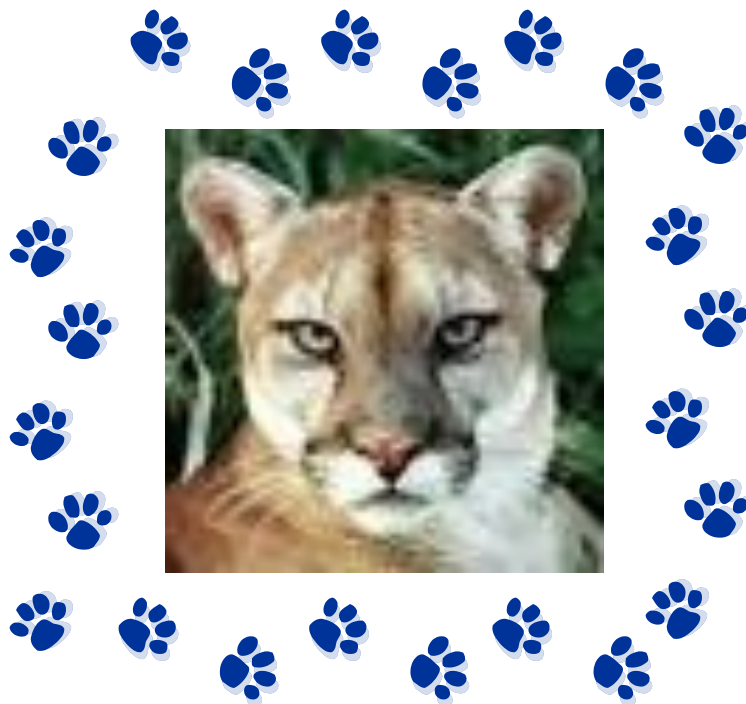


# **Volunteer Handbook 2018-2019**



**China Spring ISD**

**Home of the Cougars**

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](http://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, Ed.D  
Assistant Superintendent &  
Human Resource Director

**Applicant complete, sign and return to the campus office:**

- The policy receipt for handbook & background check;
- 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.)
- Public Translator/Interpreter
- Cultural Fair Exhibitor
- 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
- Maintain Marquee
- Crossing Guard
- Landscape Services/Plant Materials
- Musical Instrument/Talents
- Snacks for Teachers/Students (Teacher Appreciation, Testing Days)
- Childcare provider for meetings and workshops at school
- Sewing (uniforms, costumes, curtains)
- School Supply Donations
- Art Supplies
- PTA Member
- Campus Committee Member
- Choir Assistant
- Dance Team Assistant
- Cheerleading Assistant
- Band Assistant
- Theatre Arts Assistant
- Student Council Assistant
- Athletic Event Gate Keeper (sell and take tickets to enter game)

# 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, Ed.D. 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!*

# PAUTAS PARA VOLUNTARIOS

## **Todo voluntario debe:**

- ☑ Llenar los formularios de solicitud de voluntario y de verificación de antecedentes penales.
- ☑ Firmar la hoja de voluntarios en la oficina principal cuando llega.
- ☑ Si no puede acudir a su función de voluntario, llamar a la escuela y dejar un mensaje para el maestro.
- ☑ Reunirse con el profesor o personal escolar a quien prestará su servicio voluntario para identificar las responsabilidades específicas de la tarea.
- ☑ Apoyar a los maestros y demás personal; siendo voluntarios, actuar sólo de ayudantes.
- ☑ Mantener una comunicación abierta entre usted listed y el maestro o el personal escolar.
- ☑ Compartir inquietudes con Director del plantel mediante la critica constructive.
- ☑ Si hay algo del cual no está seguro ¡pregunte!
- ☑ Si surgen problemas de conducta con algún alumno, entregar la situación al maestro.
- ☑ Cuando está en presencia de los alumnos, no expresarse insatisfecho con la escuela o el personal.
- ☑ No desanimarse si no observa mucho progreso académico por parte de su alumno. La mejora puede tomar tiempo y paciencia.
- ☑ Trabajar respetando las reglas del distrito escolar.

## **Para la seguridad de nuestros alumnos:**

- ☑ Toda persona que busca servir de voluntario será sujeto a una verificación de Antecedents penales.

*Comparte sus buenas experiencias de voluntario con sus amigos y vecinos!*



# 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 unless designated a Red Cross trained clinic volunteer.
- ☒ 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.

# CÓDIGO DE VOLUNTARIOS

**Como voluntario en nuestras escuelas, usted será un modelo para nuestros alumnos.**

- La ley estatal y la política de la directiva del CSISD\* establecen ciertas normas con las cuales todos los empleados y voluntarios deben cumplir para garantizar la seguridad y bienestar de nuestros alumnos mientras asisten a la escuela. Por lo tanto, se les pide a todos conformar con las siguientes pautas.

\*Código de Educación de Texas 22.053, (d) y Política de la Directiva GKG (Local)

- ☒ Honrar la política de no fumar así como los códigos de vestimenta.
- ☒ Tener en confianza cualquier información acerca de los alumnos u otros voluntarios.
- ☒ Los voluntarios no deben administrar medicamentos o tratamiento médico a menos que sea  
Un voluntario designado de la clínica con entrenamiento de la Cruz Rojo.
- ☒ Los voluntarios no deben proponer doctrinas o creencias religiosas a los estudiantes.
- ☒ En el caso de que sugieran problemas disciplinarios severos, los voluntarios deben pedir la Ayuda del personal escolar.
- ☒ Los voluntarios no deben prestar dinero a los estudiantes.
- ☒ Los voluntarios no deben promocionar ningún negocio, producto comercial o nombre de marca específico.
- ☒ La relación de voluntario/alumno debe limitarse al entorno escolar.
- ☒ A menos que sea bajo supervisión del personal del distrito, un voluntario debe tener por lo Menos 18 años de edad antes del primer día de clases.
- ☒ Cuando acompañan a los alumnos, los voluntarios se comportarán de la misma manera como si estuvieran en el plantel escolar.

# Volunteer Program Application Form 2018-2019

**(Please print clearly or type)**

PERSONAL DATA

Name \_\_\_\_\_  
Last First Middle Maiden/other

Home Mailing Address \_\_\_\_\_

Home Phone \_\_\_\_\_  
Street City Work Zip

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 (* MUST have prior approval of trip sponsor) |                       |                       |

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 agree that information changes and I understand it is my responsibility to update contact information at the central administration office, HR Department, as needed at 836-1115.

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)

Marilyn Bank

\_\_\_\_\_  
Agency Representative Name (Please print)

\_\_\_\_\_  
Signature of Agency Representative

\_\_\_\_\_  
Date

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

# Receipt for Criminal Background Policy Volunteers & the Volunteer Handbook (located on CSISD website

[www.chinaspringisd.net](http://www.chinaspringisd.net) under the parent link)

## 2018-2019

Name \_\_\_\_\_

Campus/department \_\_\_\_\_

I hereby acknowledge receipt (online) of my personal copy of the China Spring ISD Criminal Background Policy for Employees and Volunteers and the Volunteer Handbook. I agree to read this policy and handbook and will abide by the standards, policies, and procedures defined or referenced in these documents.

The information in these documents is subject to change. I understand that 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 relationships are intended by this handbook.

I understand that I have an obligation to inform the central business office of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting my campus principal/supervisor or the central business office if I have questions or concerns or need further explanation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Note:

**Employees** - Secretaries will submit all completed and signed copies to the central business office.

**Volunteers** - Sign, date and return this form with the Criminal Background Authorization Form, current government issued photo ID & the Volunteer Application Form to your campus office. Campus will send to the central business office.

**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.

## **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 Kevin Pitts, Ed.D. Assistant Superintendent, P.O. Box 250, China Spring, Texas 76633/254-836-1115.

## **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.