

Las Cruces Public Schools



NMSU Volunteer Packet

Volunteer Services
Human Resource Development Office
(575)527-5800
www.lcps.k12.nm.us

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Dr. Miguel Serrano
Chief Human Resource Office
Human Resource Development

VOLUNTEER PACKET

The Las Cruces Public Schools welcomes and encourages all parents and citizens of Las Cruces to volunteer their time in our schools. In order to protect our students, volunteers must comply with Las Cruces Public Schools' Board of Education policy GBJC. **The policy requires volunteers to complete a Volunteer Packet and these packets are available at the school, or at the Human Resources Office, or online at www.lcps.k12.nm.us.**

The Volunteer Packet consists of the following:

1. **VOLUNTEER INFORMATION SHEET** – Complete, date and sign this sheet.
2. **POLICY REVIEW** – Read and sign off on LCPS policies: Volunteer Pledge; Drug Free Workplace; Child Abuse and Neglect; Sexual Harassment; Staff conduct with students; Staff personal safety and security; and internet use.
3. **CRIMINAL HISTORY AFFIDAVIT** – Complete and sign the Criminal History Affidavit.

NMSU/DACC Students that need to do classroom observations for education credits, practicums, interns, and enrichment programs, are required to complete the volunteer process.

BACKGROUND CHECK PROCEDURE

STATE AND FEDERAL BACKGROUND CHECKS* Volunteers are required to have State & Federal Background Checks* only once unless there is a break in volunteer service of one school year or longer, excluding summers.

You will need to register online PRIOR to going for fingerprinting at www.cogentid.com or by phone at (877) 996-6277. For the background check there is a \$44.00 fee that is paid by a credit card or a money order made payable to: Cogent. During the registration process you will be asked for an ORI which is (NM930046Z) then,

1. SELECT: ***Las Cruces Public Schools*** from the list
2. REASON: ***22-10-3-3 School Employment***
3. Print out the registration receipt and take it with a valid photo ID to the following provider:

Security Concepts (575) 526-4151 130 North Solano Las Cruces, NM

Hours: Monday – Thursday 9:30 a.m. - 4:30 p.m. Fridays 10:00 a.m. – 3:00 p.m.

4. Your background report will be sent electronically to the Human Resources Office of the Las Cruces Public Schools in 1 to 2 business days.

If you have questions or need additional information about the Volunteer Application, contact;
LCPS Human Resources Office
Vanessa Robles (575)527-5973, vrobles@lcps.net
505 S. Main, Suite 249, Las Cruces, NM 88001

Turn in Completed Volunteer Packet to Human Resource Department.



**VOLUNTEER INFORMATION SHEET
NMSU STUDENT OBSERVATION/PRACTICUMS**

Please check one of the placement request below:

_____ Teacher classroom observation/practicum/intern.

_____ Social Worker observation/practicum/intern.

_____ Speech Language Pathologist observation/practicum/intern.

_____ Counselor observation/practicum/intern.

_____ Therapist observation/practicum/intern.

_____ Other: _____

Name _____ Date _____

Address _____ Zip _____

Phone _____ Emergency Phone _____

E-Mail Address _____

School Site _____

Volunteer's Signature _____ Date _____

**THIS PACKET IS NOT FOR USE WITH
ANY TYPE OF PAID AND/OR VOLUNTEER
ATHLETIC COACHING POSITIONS.**

**LAS CRUCES PUBLIC SCHOOLS
CRIMINAL HISTORY AFFIDAVIT
Applicant/Volunteer**

Dear Applicant/Volunteer: Most positions with the Las Cruces Public Schools involve contact with our student population. We ask that you provide the information on this form to help us evaluate your suitability to perform in this capacity. Pursuant to New Mexico State Statutes, all applicants for employment are expected to provide us with this information. This insert is part of the application itself and any misrepresentation or omission of fact may be grounds for disqualification from further consideration or for termination of employment regardless of when the misrepresentation or omission is discovered.

I _____, certify that this document is a true, accurate, and full
PRINT NAME
disclosure of my personal and professional background history.

The conviction of a crime or any affirmative answer provided by you on this insert is NOT an automatic bar to employment. The LCPS will consider the nature of any conviction or alleged conduct underlying the affirmative response and the position for which you are applying.

SECTION 1 (Check ONE of the following two statements)

_____ I certify that I am not currently being charged with, I am not currently indicted on, I am not awaiting trial on, I have never been convicted of, and/or have never admitted committing, any of the offenses described in this document in this state or any similar offense or offenses in any other jurisdiction and that I have never been put on, and am not currently on probation in this jurisdiction or any other jurisdiction.

OR

_____ I certify that the statements I attach to this form (see NOTE at bottom of Section II) give a true, accurate, and full account of any offenses described in this document that I may have committed, been convicted of, been indicted for, or been charged with in this state or any other jurisdiction,

SECTION II (Please check yes or no for following questions)

1.	Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer or have you offered a resignation to your previous employer?	___Yes ___No
2.	Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position for misconduct?	___Yes ___No
3.	Have you been asked to resign from a prior position for other than performance reasons?	___Yes ___No
4.	Have you ever resigned from a prior position without being asked, but under circumstances involving your employer's investigation of sexual contact with another person, of sexual abuse of another person, of mishandling of funds, or of criminal conduct?	___Yes ___No
5.	Have you ever resigned from a prior position without being asked, but under circumstances involving your employer's investigation of misconduct?	___Yes ___No
6.	Have you ever been convicted of a sex offense as a juvenile or an adult?	___Yes ___No
7.	Have you ever been convicted of a drug-related offense as a juvenile or an adult?	___Yes ___No

8.	Have you ever been charged with, or investigated for sexual abuse of another person as a juvenile or as an adult?	___Yes ___No
9.	Have you ever been charged with, pled guilty or no contest (no lo contendere) to, or been convicted of any crime involving sexual abuse of any person or any other crime as a juvenile or as an adult?	___Yes ___No
10.	Have you (a) ever been convicted of a crime, other than a minor traffic offense, or (b) ever entered a plea of guilty or a plea of no contest or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation or in a public service or education program for any crime than a minor traffic offense as a juvenile or as an adult?	___Yes ___No

NOTE: If you have answered yes to any of the previous ten, questions, please attach sheet(s) explaining in detail. Include the date of the charge, the court action, your attorney’s name, the offense in question and the address of the court involved, and sign and date each sheet in the upper right corner.

The crimes referred to this document include but are not limited to:

- | | |
|--|--|
| 1. Sexual abuse of a minor | 15. Kidnapping |
| 2. Incest | 16. Arson |
| 3. Sexual assault | 17. Burglary or Robbery |
| 4. Sexual exploitation of a minor | 18. D.U.I /D.W.I. |
| 5. Contributing to the delinquency of a minor | 19. Criminal Sexual Penetration |
| 6. Distribution of marijuana, or controlled substances | 20. Enticement of a Child |
| 7. Commercial sexual exploitation of a minor | 21. Child Pornography |
| 8. Dangerous crime against a child or children | 22. Criminal Sexual Contact |
| 9. Child abuse | 23. Criminal Sexual Contact with a Minor |
| 10. Molestation of a child | 24. Indecent Exposure |
| 11. Sexual conduct with a minor | 25. Distribution of controlled substances to a minor |
| 12. Aggravated assault of a minor | 26. Delivery to a minor of drug paraphernalia |
| 13. First or second-degree murder | 27. Aggravated indecent exposure |
| 14. Involuntary/Voluntary manslaughter | 28. Aggravated assault on a minor |

I authorize the LCPS to check my personal and employment history, including without limitation, evaluations, criminal arrest and conviction records for both juvenile and adult, reference checks, and release of investigatory information possessed by any private or public employer of any state, local, or federal agency. I expressly waive in connection with any request for or provision of such information, any claims, including without limitation defamation, emotional distress, invasion of privacy or interference with contractual relations that I might otherwise have against LCPS, its agents and officials or any provider of such information.

I understand that all terms of employment, offer of employment, or volunteer status are conditional until the required background investigation is complete. I have read this authorization and release of all claims, and I expressly agree to the terms set forth herein.

SIGNATURE

DATE

PRINTED NAME



I _____
PRINT NAME

1. Acknowledge that I have read and understand all the policies contained in this application.
2. Acknowledge that as a volunteer, I am not covered by the Las Cruces Public School District's insurance policy for personal injury or loss of personal property.
3. Agree to indemnify and hold the district harmless in the event of personal injury or loss of personal property.

I acknowledge I have been given copies of the following policies contained in this application.

Policies:

- *Volunteer Pledge*
- *Drug Free Work Place*
- *Reporting Child Abuse*
- *Sexual Harassment*
- *Staff Conduct with Students*
- *Staff Personal Safety and Security*
- *Acceptable use of Technology Resources*

SIGNATURE

DATE

**Las Cruces Public Schools
Volunteer Pledge- Reference (NM ADC)**

C. Regular volunteers shall not be allowed to begin their service until after their duties are explained to them and they have accepted in writing the following volunteer pledge. It is my duty:

- (1)** to deal justly and considerately with each student, school employee or other volunteer;
- (2)** to share the responsibility for improving educational opportunities for all;
- (3)** to stimulate students to think and learn, but at the same time protect them from harm;
- (4)** to respect the confidentiality of student records and information about students, their personal or family life;
- (5)** not to discriminate or to permit discrimination on the basis of race, color, national origin, ethnicity, sex, sexual orientation, disability, religion or serious medical condition against any person while I am on duty as a volunteer;
- (6)** to avoid exploiting or unduly influencing a student into engaging in an illegal or immoral act or any other behavior that would subject the student to discipline for misconduct, whether or not the student actually engages in the behavior;
- (7)** to avoid giving gifts to any one student unless all students similarly situated receive or are offered gifts of equal value for the same reason;
- (8)** to avoid lending money to students;
- (9)** to avoid having inappropriate contact with any student, whether or not on school property, which includes all forms of sexual touching, sexual relations or romantic relations, any touching which is unwelcome by the student or inappropriate given the age, sex and maturity of the student;
- (10)** to avoid giving a ride to a student;
- (11)** not to engage in sexual harassment of students, other volunteers or school employees;
- (12)** not to engage in inappropriate displays of affection, even with consenting adults, while on school property or during school events off premises;
- (13)** not to possess or use tobacco, alcohol or illegal drugs while on school property or during school events off premises;
- (14)** to use educational facilities and property only for educational purposes or purposes for which they are intended consistent with applicable law, policies and rules;
- (15)** to avoid any violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct when on school property or off campus at school functions;
- (16)** to refrain from using school information technology equipment, hardware, software or internet access for other than a school related purpose;
- (17)** to refrain from striking, assaulting or restraining students unless necessary in the defense of self or others;
- (18)** to refrain from using inflammatory, derogatory or profane language while on school property or while attending school events off premises;
- (19)** to refrain from bringing or possessing firearms or other weapons on school property except with proper authorization;
- (20)** not to be under the influence of alcohol or illegal drugs on school property or at school events off premises; and
- (21)** to report, as appropriate under the circumstances, violations of this pledge by other regular volunteers or school employees.

**LAS CRUCES PUBLIC SCHOOLS
DRUG FREE WORK PLACE – POLICY GBEC**

The purpose of this policy is to insure a drug free environment for all volunteers, to establish a drug awareness program for all school district personnel, and to provide assurances to state and federal government agencies that the school district is complying with the requirements of the Drug Free Work Place Act of 1988 and the Drug Free Schools and Communities Act of 1986, as amended in 1989, and all regulations promulgated there under:

1. The Las Cruces Public Schools District prohibits the volunteers in the district from unlawfully manufacturing, distributing, dispensing, possessing, or being under the influence of a controlled substance in the work place. Volunteers are also prohibited from consuming or being under the influence of alcohol in the work place. Violation of this prohibition may result in imposing appropriate action against the volunteer up to and including a report to the appropriate agency and/or including referral to law enforcement.
2. “Controlled substance” shall mean any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, illicit drugs, “Mood-altering substances”, or any other controlled substance, as defined in the schedules I through V of Section 202 of the Controlled Substances Act (21USC 812) and as further defined by Regulation 21 CFR 1300.1.1 through 1300.15.3. “Work Place” is defined as the site for the performance of work done in connection with volunteering, and shall include any place where work of the school district is performed, including a school building or other premises, or any approved vehicle used to transport students to and from school or school activities, and off school property during any school sponsored or school approved activity, event or function where students are under the supervision of the school district.
3. Any volunteer who is convicted of a violation of a criminal drug statute shall, within five (5) days of the date of such conviction, notify the Human Resources Office. The Las Cruces Public Schools District, upon receiving notice, may within thirty (30) days impose appropriate action against the volunteer up to and including termination of the volunteer’s services, or a referral to law enforcement, or other appropriate agency.
4. The Employee Assistance Program shall be established within the school district to inform all volunteers about:
 - a. The dangers of drug abuse in the work place
 - b. The school district’s policy of maintaining a drug free work place
 - c. Any available drug counseling, rehabilitation and assistance program
 - d. The penalties that may be imposed upon volunteers for drug abuse violation or drug conviction
5. Each volunteer in the school district shall be given a copy of this policy and be notified that compliance with the terms of this policy is mandatory.
6. The school district shall make a good faith effort to maintain a drug free work place through implementation of this policy.

**LAS CRUCES PUBLIC SCHOOLS
REPORTING CHILD ABUSE – POLICY JLF**

New Mexico Law requires that any person who knows or suspects that a child is an abused or neglected child shall immediately report the matter to:

1. The Children, Youth and Families Department (CYFD)
2. A local law enforcement agency

There is no requirement that a volunteer consult or obtain the approval of a school supervisor before making a report. If you choose to discuss the situation with a school employee, you both are required to call in the report.

32 A-4-3 NMSA requires that any person who know or suspect that a child is an abused or neglected child shall immediately report the matter to the Children, Youth and Families Department (CYFD) or a local law enforcement agency. So long as such report is made in good faith, the reporting person shall be immune from civil liability or criminal sanctions for his/her action. The failure of any person to report knowledge or suspicion of child abuse or neglect will be cause for criminal prosecution and is cause for discipline of the person.

The person will document the incident on LCPS Form JLF-EI. A copy will be sent to the Director of Health Services, the school nurse and the Superintendent. It is not the duty of the school employee making the report to conduct an investigation to determine whether the child identified has in fact been abused or neglected. The duty of any persons to report suspected child abuse or neglect is set forth in Section 32A-4-3 of New Mexico Statutes Annotated, (1993).

A person who fails to report abuse as provided in 32A-4-3 NMSA 1978 is guilty of a misdemeanor. A person failing, neglecting or refusing to report a suspected case of child abuse, neglect or starving as provided in 9N.N.C 1123 is guilty of a misdemeanor and shall be punished by a fine of not less than twenty-five dollars (\$25.00) nor more than one hundred dollars (\$100.00).

**LAS CRUCES PUBLIC SCHOOLS
SEXUAL HARASSMENT – POLICY ACA**

The following guidelines are issued to all employees/volunteers as a management directive by the Superintendent and School Board.

“Las Cruces Public Schools” will not condone or tolerate any form of sexual harassment of, or by, staff or students. LCPS is committed to the creation and maintenance of a learning and work environment in which all persons who participate in school programs and activities can do so in an atmosphere free from all forms of sexual harassment. The superintendent is directed to make every effort to make certain that everyone affected by this policy shall be informed of its provisions and also that infractions of it may be in violation of federal/civil and/or criminal laws. It is the intention of LCPS to take whatever action may be needed to prevent, correct, and if necessary, discipline behavior which violates this policy.”

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal, graphic, written, or physical conduct of a sexual nature when made by a member of the district staff, student, or member of the public while on district property or while attending an LCPS function, where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;
2. Submission to or rejections of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.
4. Sexual harassment may include, but is not limited to:
 - a. Suggestive or obscene letters, notes, invitations, e-mails, derogatory comments, slurs, jokes, epithets, assault, touching, fondling, sexual molestation or assault, impeding or blocking movement, leering, gestures, display of sexually suggestive objects, posters, or cartoons.
5. Sexual harassment creates a hostile environment when it is sufficiently severe to “alter the condition of the victim’s employment or academic pursuits.”

It is the responsibility of every supervisor and principal to recognize acts of sexual harassment and take necessary action to ensure that such instances are addressed swiftly, fairly, and effectively. Consequently, all LCPS administrators, teachers, staff, and volunteers in schools, offices, and other facilities shall be cognizant of, and responsible for, effectively implementing the sexual harassment complaint resolution procedures established in this policy.

Any staff member or volunteer who believes he or she has been sexually harassed should report the complaint as soon as possible to one of the following: immediate supervisor, next higher level above the supervisor, to the principal in situations involving students as the harasser, and Human Resources Administrator or Superintendent. Any employee found to have engaged in sexual harassment of a student or district employee shall be subject to sanctions, including but not limited to warning, counseling, reprimand, suspension, or termination subject to any applicable procedural requirements.

**LAS CRUCES PUBLIC SCHOOLS
STAFF CONDUCT WITH STUDENTS - REFERENCE POLICY GBEBB**

Volunteers of the Las Cruces Public Schools must maintain professional relationships with students both in school and community settings. Las Cruces Public Schools' volunteers maintain professionalism and do not engage in inappropriate activities or relationships with students. Inappropriate behavior with students may be unethical, unprofessional and/or illegal. The Las Cruces Public Schools will take appropriate disciplinary action, which may include calling the authorities, if it appears that a volunteer has engaged in inappropriate or illegal behavior.

The following behaviors are, or may be, inappropriate. Employees who engage in such behaviors may cause harm to the student, contribute to unhealthy school climate, and/or put themselves at-risk for accusations of unprofessional behavior and/or child abuse.

In the scope of the volunteer's responsibilities, the volunteer will refrain from:

1. Giving students a personal phone number.
2. Meeting with students on an individual basis without a defined educational purpose. If volunteering requires individual meetings, such meetings should occur in a room with a window and/or an open door and where other school employees frequently walk by.
3. Inviting students to a personal residence or a non-school activity.
4. Discussing personal aspects of one's life that are inappropriate in the educational setting (e.g. one's sexual history).
5. Transporting students in a personal car.
6. Making sexual comments, jokes, or sexual solicitations towards students.
7. Touching students in a manner that could be seen as sexual in nature (e.g., massaging a student's shoulders).
8. Allowing students to touch your person in an inappropriate manner. If this happens, volunteers shall tell the student to stop the inappropriate behavior and report the student behavior to a supervisor.
9. Allowing students to make sexual comments, jokes, or sexual solicitations towards you or other students.
10. Ignoring inappropriate behavior (sexual, harassing, or discriminatory) observed in a colleague-self, or colleague-colleague interaction. If this happens, volunteer shall report the observed behavior to a supervisor.
11. Giving gifts to students or receiving gifts from students.

**LAS CRUCES PUBLIC SCHOOLS
STAFF PERSONAL SAFETY AND SECURITY – REFERENCE POLICY GBGB**

Safety and Support:

1. Each building site is required to have available to every employee, including substitutes and volunteers, a copy of the Safe School Plan. It is the responsibility of every volunteer to read and follow safety instructions given. Below are some general safety rules.
 - a. Avoid overloading electrical outlets with too many appliances or machines.
 - b. Use and store flammable items with caution and according to label instructions.
 - c. Avoid animals on the school grounds.
 - d. It is the volunteers' responsibility to know where the Materials Safety Data Sheets (MSDS) are kept at their site.
 - e. Report to a supervisor and/or principal if a school employee or volunteer becomes ill or is injured
 - f. Ask for assistance when lifting heavy objects or moving heavy furniture.
 - g. Sit firmly and squarely in chairs that roll or tilt.
 - h. Use a site designated stepladder for all jobs performed above your arm's reach.
 - i. Do not stand on tables and/or chairs.
 - j. Volunteers with physical limitation are responsible to limit activities that will cause further injury.
 - k. Wear appropriate protective equipment like shoes, hats, gloves, back brace, goggles as required.
2. Any volunteers' willful violation of safety rules or failure to observe safety rules or practices, negligence or any careless action that endangers the life and/or safety of other staff, volunteers, students or the public, will result in disciplinary action up to and including termination.
3. It is a volunteers' responsibility to utilize equipment in the proper manner. Volunteers should monitor the condition of equipment required to perform their duties. If a volunteer finds that a piece of equipment is not working properly or in any way appears unsafe, the principal or supervisor must be notified immediately so the repairs or adjustments may be made. Equipment should not be used until it is repaired or replaced.
4. The District is required to keep record of all accidents that occur during the workday. The District requires that volunteers report any communicable disease or injury at the worksite to the supervisor.

**LAS CRUCES PUBLIC SCHOOLS
ACCEPTABLE USE OF TECHNOLOGY RESOURCES – REFERENCE POLICY EJA**

Acceptable Use of Technology resources means technology must be used in a responsible, efficient, ethical and legal manner and in accordance with the LCPS Mission Statement, Priorities, and Goals.

The use of LCPS technology resources, including but not limited to, the Internet (World Wide Web), electronic mail, hardware, software and online services, to access, transmit, publish, display or retrieve any material in violation of any federal or state laws or regulations or any material that is contrary to the educational goals of the District is prohibited. This includes, but is not limited to:

- Copyrighted material
- Pornographic obscene or other sexually oriented material
- Material protected by trade secret
- Material which is threatening, promotes violence or advocates destruction of property
- Material which advocates or promotes violence or hatred against a particular individual or groups of individuals or advocates or promotes the superiority of one racial, ethnic or religious group over another
- Material related to gambling or any illegal activity
- Material related to political elections

Appropriate Use of Technology Resources

- Students and employees, contractors, volunteers and other district officials are reminded that use of any and all LCPS property is for LCPS business.

Inappropriate Use of Technology Resources

- Inappropriate or profane language or material likely to be offensive to others in the school community, including sexually harassing or discriminatory material
- Software without proof of proper licensing
- Software that has not been approved by the Department of Informational Technology in support of learning or teaching, including teacher purchased software
- Impersonating another user, or anonymously transmitting or publishing material
- To conduct a business, personal business (including but not limited to buying and selling items on the internet), or other for-profit activity
- Software that has not been scanned
- Use in such a way that the district will incur an expense unless spending authority has been granted by an authorized administrator. Destroying, modifying or abusing-district owned technology or disrupting the operation of any network within the district or any network connected to the internet, including the use, attempted use or possession of computer viruses
- Creating, transmitting or re-transmitting chain mail
- Streaming of video/audio unless express prior approval is received from the Department of Informational Technology
- Sharing of personal network passwords
- Sponsoring of district, school or classroom identified web pages on any server other than LCPS owned or contracted servers unless prior administrative approval

Requirements of Students, Employees, Contractors, Volunteers, and other District Officials

- Must sign and abide by the district's Acceptable Use Agreement(s) indicating their knowledge of and agreement to terms and conditions of use of district technology resources
- Check district e-mail accounts on a regular basis and destroy unnecessary files/documents
- Protect the privacy of confidential material, such as home addresses and/or personal phone numbers of others
- Be sensitive to the fact that electronic materials should contain proper spelling, grammar and appropriate writing conventions and accuracy of information
- All users must use up-to-date virus protection software on any computer on which district files are created, saved or modified; this includes electronic mail
- Take all reasonable precautions, including password maintenance and file and directory protection measures, to prevent the use of his/her account by other persons
- All users, especially staff members, are not to leave workstations unattended at any time while logged on to the LCPS network or workstation
- AUP will be reviewed and signed yearly by all students and employees

District Services

- The District reserves the right to log the use of the Internet and monitor/limit/file-server space utilization
- The District reserves the right to examine e-mail, personal file directories, Internet usage and other information stored on LCPS computers
- The district network manager or an administrator from the Department of Informational Technology may close an account at any time
- Any infractions of the provisions of the acceptable use policy may result in suspension or termination of access privileges and/or appropriate disciplinary action up to and including termination pending due process