



Volunteer Information Packet

2016-17

Thank you for choosing to volunteer in the San Antonio Independent School District. We hope that the time that you spend volunteering in SAISD is both fun and rewarding.

Please complete the forms in this packet and provide a copy of your Driver's License or any valid government issued picture I.D. with date of birth.

Then submit your forms and I.D. to the school or department at which you will be volunteering after attending a **mandatory volunteer orientation**. You may begin your volunteer assignment once the school receives notice your application has been approved.

For Help Please call:

John Guardia
Program Coordinator
School/Community Relations
Governmental & Community Relations
San Antonio Independent School District

Gonzales Learning Center
518 E. Magnolia
San Antonio, Texas 78212
Office: (210) 554-2230
Direct: (210) 554-2236
Email: jguardia@saisd.net



SAISD Volunteer Information Packet



Thank you for choosing to volunteer in the San Antonio Independent School District. We hope that the time that you spend volunteering at SAISD is both fun and rewarding. SAISD is bound by law and tradition to set certain standards of conduct for all volunteers to follow. In order to maintain a safe educational environment for SAISD students, staff, and community members, the District has established the SAISD Code of Ethics and Standards of Conduct.

The term **volunteer** shall be all inclusive of all categories or initiatives. This includes but not limited to all parent and community volunteers; boosters; chaperones; mentors; tutors; college student observers; business and community partners or any other person wanting to gain access, work or help in the school, (e.g., Student Teachers, Interns, Observers, etc.), or who intends to do business with the school or District where students and/or minors are present. All volunteers at SAISD must comply with the following:

SAISD Volunteer Code of Ethics

1. The volunteer in SAISD values the worth and dignity of every person.
2. The volunteer in SAISD advocates for the student and for the development of the student's potential.
3. The volunteer in SAISD supports the importance of maintaining the respect and confidence of one's colleagues (e.g., other volunteers, teachers, administrators), of students, of parents, and of other members of the community and must strive to achieve and sustain the highest degree of ethical conduct.

SAISD Volunteer Standards of Conduct

Absences & Lateness:

- The volunteer must be dependable and on time. If unable to attend, volunteers must notify the campus contact or the school secretary that you will not be there.

Alcohol, Tobacco & Other Controlled Substances:

- The volunteer does not glamorize or lend approval to the use of alcohol and drugs.
- The volunteer shall not consume alcohol beverages or tobacco products or paraphernalia, including e-cigarettes, on school property or during school activities.
- The volunteer shall refrain from the illegal use or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.

Behavior & Conduct:

- The volunteer shall comply with state and federal laws and regulations; all SAISD policies and procedures; and any applicable campus guidelines.
- The volunteer shall comply with all lawful directives given to the volunteer by District or campus staff.
- The volunteer serves as a role model for the District's student body and shall be courteous to students, employees, and the public, working in a cooperative spirit to serve the best interests of the District. The volunteer shall treat each individual with respect, dignity, and good manners.
- The volunteer shall not falsify records, or direct others to do so.
- The volunteer shall not intentionally, knowingly, or recklessly misrepresent facts.
- The volunteer shall not make threats of violence against District employees, Board members, students, or parents of students.

- The volunteer shall not use coercive means or promise of special treatment in order to influence others.
- The volunteer shall not intentionally, knowingly, or recklessly treat a student in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student.
- The volunteer shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student, employee, or member of the public.
- The volunteer shall not solicit or engage in sexual conduct or a romantic relationship with a student or minor.
- The volunteer shall maintain appropriate professional volunteer-student relationships and boundaries.
- The volunteer shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, e-mail, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:
 - The nature, purpose, timing, and amount of the communication;
 - The subject matter of the communication and whether the communication was made openly;
 - Whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
 - Whether the communication was sexually explicit; and
 - Whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the volunteer or the student.

Commercial product & promotions:

- The volunteer must avoid promoting any commercial product or brand names, so that one business does not have an unfair advantage over another.
- The volunteer is **NOT** authorized to sell products on SAISD campuses. However, the school principal may use discretion on a case by case basis.

Correspondence:

- Only SAISD staff is authorized to use SAISD campus letterhead and to sign documents.
- The volunteer must **NOT** use SAISD or campus logos without prior approval of the principal or designee.

Discontinuance or Removal:

- The San Antonio Independent School District reserves the right to ask an unsatisfactory volunteer to cease participation in the Volunteer Program.
- Any failure to comply with one or more standards stated within this document may result in forfeiture of volunteering privileges with SAISD.
- Any violation or potential violation of the law shall result in District staff notifying the proper legal authorities.

Dress:

- The volunteers' dress and grooming shall be clean, neat and in a manner appropriate for their assignment and in accordance with any additional standards established by the school.

Electronic Devices:

- The volunteer shall silence electronic devices when entering the school.

Funds:

- The volunteer shall not misappropriate, divert, or use monies, personnel, property, or equipment for personal gain or advantage.
- The volunteer shall not obligate SAISD funds.

Gift Giving:

- The volunteer shall neither accept nor offer gratuities, gifts, or favors that impair the volunteer's judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.
- The volunteer must avoid lending money to students, so that parents are not expected to return unauthorized expenditures.

Grading Papers:

- Work done by students must not be graded by a volunteer. Assistance in checking answers marked on an answer key is the only method allowed.
- The volunteer shall not reveal confidential education, health or personnel information or records. As a volunteer, you are responsible to maintain the confidentiality of learning, and you must not share information which can be detrimental to any individual or group.

Guests & Children:

- Volunteers should be totally committed to their duties when at school, therefore, guests and/or infants and toddlers should **NOT** accompany you. However, the school principal may use discretion on a case by case basis.

Personal Beliefs:

- The volunteer shall not interfere with anyone's exercise of political, professional, or citizenship rights and responsibilities.
- The volunteer shall not discriminate against or coerce anyone on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.
- The volunteer must avoid proposing any religious doctrines or beliefs, so that each family's beliefs and religious habits will be respected.

Problem Resolution:

- The volunteer shall take all matters of concern to the administrator of the school.
- The volunteer must avoid expressing differences of opinion or dissatisfaction with the school or staff in the presence of students. Any genuine concerns should be discussed with the principal in private.

Restrooms:

- For the safety and security of both the student and the volunteer, volunteers are to avoid using the students' restrooms. If the need arises, ask a staff member for directions to the appropriate adult restroom.

Safety, Special Needs & Medications:

- The volunteer must be sensitive to the special needs of SAISD students and must not involve any students in activities which might be hazardous to their health or safety. Students may have special medical or behavioral restrictions and the volunteer must abide by the restrictions.
- The volunteer is **NOT** authorized to give medical treatment, prescription or non-prescription medication to any student. Campus personnel are responsible for addressing medical needs of students.
- The volunteer is **NOT** authorized to release any student to any adult not authorized to be on school grounds.
- The volunteer must seek the aid of the school personnel in case of serious discipline problems, so that the staff person who is responsible for the overall care of the student can take the necessary action.

Security:

- The volunteer is required to complete a Volunteer Orientation Session as well as an Authorization for Release of Criminal History Records Information form and submit for approval **BEFORE** volunteer work begins.

- The volunteer shall not intentionally or knowingly misrepresent his or her criminal history when applying for volunteering.
- The volunteer must check in the principal's office (sign in/out) when they arrive at school. Volunteer hours of service must be recorded on the designated form at the school (Sign In/Out Sheet) so that an accurate report can be prepared for the administration and the central office.
- The volunteer must wear an I.D. badge at all times while on campus.
- The school reserves the right to establish and maintain additional procedures to ensure safety and a positive learning environment of the school.
- Obtaining a Stage One CHRI background clearance to be eligible to become a volunteer does not guarantee possible employment with the District.

Snacks:

- The volunteer shall not provide any snack or candy to students. Texas public schools participating in the federal child nutrition programs must comply with the nutrition policy outlined by the Texas Department of Agriculture (TDA). Therefore, all school visitors, volunteers, guest speakers and presenters are prohibited from providing all forms of snacks and/or candy to all students.

Transportation:

- The volunteer is not authorized to transport staff, employees, other volunteers and/or students without prior approval of the school principal and/or parent.

Please read and initial the following:

_____ I have read, understand and agree to this Volunteer Code of Ethics and Standards of Conduct.

_____ I acknowledge that I have gone through an orientation on the policies and procedures of SAISD's Volunteer Program.

Please sign below and submit this signature page as evidence along with the Background Clearance form and a copy of your Driver's License.

Volunteer Printed Name

Volunteer Signature

Date



- Volunteer**
- Mentor**
- Tutor**
- Other** _____
(i.e., Student Teacher, Partner)

School(s) Assignment: _____
 College/Business/Org: _____
 Contact Person Sending Application: _____
 Contact Person's Phone Number: _____

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

**WAIVER OF LIABILITY AND RELEASE,
 AUTHORIZATION FOR RELEASE OF CRIMINAL HISTORY RECORDS INFORMATION
 PLEDGE OF CONFIDENTIALITY
 AND
 ACKNOWLEDGEMENT OF CODE OF ETHICS/STANDARDS OF CONDUCT
 ALL APPLICATIONS MUST BE RENEWED ANNUALLY**

PLEASE PRINT IN ALL SPACES

PRINT FULL NAME AS IT APPEARS ON I.D.:		E-MAIL ADDRESS:
STREET ADDRESS:	CITY, STATE, ZIP CODE:	DAYTIME PHONE:
DATE OF BIRTH(MM/DD/YYYY):	PLACE OF BIRTH (CITY):	Circle One: Male Female

In accordance with District policy DC (LEGAL); DC (LOCAL); and GKG (LOCAL) a school district must obtain criminal history record information that relates to volunteering — including but not limited to parent volunteers, chaperones, mentors, tutors, college students or any other person wanting to gain access, work or help in the school (e.g. Student Teachers/Teacher Interns), or who intends to do business with the School or District where students and/or minors are present. These individuals must agree to release and indemnify the District against any and all liability for any loss or damage arising out of the conduct of the individual while on school premises or while performing school business. The criminal history information obtained by the school district will be used for the purpose of determining your eligibility to gain access and for no other reason. Your application with the district shall not be considered complete unless the school district has been given your permission to obtain such criminal history records, you have agreed to release and indemnify the District, **and you have provided a copy of your driver's license or other form of valid photo identification with date of birth.**

I, the undersigned, hereby agree that in consideration of my being permitted by the San Antonio Independent School District to participate as an individual in District programs and/or activities and to receive any benefits there from I agree to protect, indemnify, hold harmless and defend SAISD, and its current and former board of trustees, superintendent, agents, employees, and attorneys, all and each of them from all claims, demands, losses, damages, causes of action, suits and liability of every kind and character, including all expenses of litigation, court costs and attorneys fees, without limit and without regard to the cause or causes thereof, arising from or related to any claim for injury to or death of any person, or for damages to any property which may be asserted by any person or entity against SAISD, where such injuries, death or damages are caused by my participation. I also agree that this provision is clear and conspicuous.

Further, as a individual participant in District programs for the San Antonio Independent School District, I do hereby authorize the San Antonio Independent School District complete access to any and all criminal history record information pertaining to me on file with any agency and do hereby unequivocally grant permission to your agency to release all of said criminal history information to the San Antonio Independent School District by copies of the actual documents involved, or by notating the original charge and disposition of any charge and thereafter tendering same to the San Antonio Independent School District for its record. A photostat of this authorization shall be valid as the original.

I also agree that as a individual participant in District programs for the San Antonio Independent School District I will observe, maintain, and protect the confidentiality of any information regarding students and their families and will treat proprietary or privileged information involving staff members, parents, or other people as strictly confidential as provided by the Family Education Rights and Privacy Act and any and all federal and state laws and board policies.

I acknowledge that I have read, understand accept and agree to the SAISD Code of Ethics and Standards of Conduct.

SIGNATURE

DATE: