

# Regulation IJOC

## Las Cruces Public Schools

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Related Entries: IJOC, GBCD, GBCD-R  
Responsible Office: Human Resources Office

### School Volunteers

#### I. PURPOSE

The purpose of this Regulation is to implement with clarity Policy IJOC.

The Las Cruces Public Schools encourages parents, guardians, family and community members to volunteer in schools. Volunteers will:

- support the district’s academic goals and the classroom teacher;
- assist in building student’s motivation for learning;
- support an understanding of district and school programs;
- strengthen school/family/community relations through positive participation and interaction;
- be treated with respect and appreciation.

#### II. DEFINITIONS

1. “*Supervised*” means under the direct supervision of the school employee. At no time will a supervised person be allow to oversee or direct students.
2. “*Unsupervised*” means without direct supervision of the school employee.
3. “*Volunteer*” means an uncompensated person with unsupervised status (i.e. parents, guardians, family, or community members) authorized by Las Cruces Public Schools to perform volunteer services for the district. A volunteer is any individual who is not a guest, visitor, or chaperone at a school. A volunteer shall serve in such capacity without compensation or employee benefits of any type.
4. “*Chaperone*” means an uncompensated person with unsupervised status who is approved by Las Cruces Public Schools to accompany a class or group of students on a district sponsored field trip. All chaperones serve in such capacity without compensation or employee benefits of any type.
5. “*Visitor*” means an uncompensated person who attends a district sponsored event or activity or visits a district site on a one-time or non-regular basis.

#### III. PROCESS

A. All volunteers and chaperones for LCPS must complete the following:

1. **Volunteer Application**

The application must be completed and submitted to the Human Resources Department. The application includes information on six LCPS policy areas

that must be read, dated and signed by the volunteer applicant. The policy areas include:

- GBEC Drug-Free Workplace;
- JLF Reporting Child Abuse;
- ACA Sexual Harassment;
- GBGB Staff Personal Safety and Security;
- GBEBB Staff Conduct with Students;
- EJA Acceptable Use of Technology Resources.

If the volunteer applicant does not have a relationship with a specific school, he/she can request to meet with the principal to receive a preliminary recommendation from the principal to become a volunteer for that school.

**2. FBI Background Check**

All fingerprinting is currently available at Security Concepts, NMSU Police Department or Ambercare. The applicant must register online PRIOR to proceeding with fingerprinting at [www.cogentid.com](http://www.cogentid.com) or by phone (877) 996-6277. The \$44.00 background check fee, that is paid by the applicant with a credit card or a money order, is made payable to: Cogent. During the registration process applicants will be asked for an ORI (NM930046Z).

- Select: *Las Cruces Public Schools* from the list
- Reason: *22-10A-5 School Employment*

Applicants must take their registration with a valid photo ID to Security Concepts or the NMSU Police Department. Your report will be sent to the Human Resources Office of the Las Cruces Public Schools.

3. When all paperwork is completed and turned in to the Human Resources Department, a clearance form shall be sent by the Human Resources Department to the school administrator at the school site at which the volunteer applicant wishes to volunteer.
4. The Human Resources Department shall contact the volunteer applicant to inform him/her of the outcome of the background check and if the volunteer applicant has received clearance to volunteer at an LCPS school. **No volunteer or chaperone work may be performed until the applicant receives this clearance from the Human Resources Department.**
5. If a person wishing to volunteer or chaperone already has undergone a background check that meets or exceeds the FBI background requirements set forth by the Las Cruces Public Schools, then the background requirement is met.
  - a. The background check already conducted must be for a person who is currently employed or on “active duty status” with the same organization that required the background clearance. Individuals who have retired, resigned, or no longer work for the organization that required the

background check (i.e., retired law enforcement or former WSMR employee) must undergo a **new** background check in order to volunteer or chaperone.

- b. Proof of a previously conducted background check shall be provided by the person wishing to volunteer or chaperone as part of the volunteer application.
6. If a volunteer changes the school at which he/she is volunteering, the volunteer application and information may be transferred from the old school to the new school by contacting the Human Resources Department at 575-527-5973.
7. All volunteer background clearance information shall be on file at the Human Resources Department, LCPS Administration Office
8. Each volunteer's background clearance shall remain valid unless there is a break in service. In that case, a new security clearance must be completed.
9. School administrators are responsible for maintaining a current list of approved volunteers and/or chaperones.
10. All volunteers and chaperones serve at the discretion of the superintendent without any expressed or implied privileges beyond those found in this regulation and may be released from volunteering or chaperoning if so deemed by the superintendent or designee.

**B. Visitors**

1. Visitors are not required to have a background clearance. This category includes visitors who enter a school on a one time or non-regular basis.
2. This person shall have no unsupervised contact with students. Examples of visitors may include but are not limited to:
  - a. Guest speakers,
  - b. One time appearance for school or classroom event (i.e. literacy day or play),
  - c. Parents and/or family members who visit the school to eat lunch with their child(ren),
  - d. Visitors for a one-time family involvement activity with their child(ren),
  - e. Parents dropping off items for their child(ren) at the school,
  - f. Parents who attend field trips because their own child(ren) has/have medical needs,
  - g. Parents who attend a field trip with the class (but are not chaperones).
3. Visitors shall comply with the following requirements:

- a. Sign in at the main office and report their presence to the school administrative office if the visit occurs during the instructional day;
- b. Present some form of current government-issued photo identification (i.e. driver's license, passport, military ID, etc.), when requested.
- c. All visitors are subject to the policies and procedural directives set forth by the district.

**C. Additional Conditions Regarding Volunteers**

1. LCPS may require additional background investigations involving appropriate law enforcement agencies if the school district becomes aware of facts, circumstances or conduct giving rise to a reasonable suspicion that any volunteer of the school district has a history that, if substantiated, may adversely affect his/her fitness to continue as a volunteer with the school district.
2. Any LCPS employee who becomes aware of a criminal charge or any conviction for a felony or misdemeanor involving a school district volunteer, shall make that information immediately known to the Superintendent or Schools and/or the Director of Human Resources Department.



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*Approved, Chief Human Resources Officer*

September 24, 2015

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*Date Approved*

**History:** New Regulation, 05.27.11, revised (military spouses) 07.11.12, 9.24.15

**Legal Reference:**