



## HUMAN RESOURCES DEPARTMENT

# PROCEDURES FOR DISTRICT VOLUNTEERS & STUDENT OBSERVERS

- Volunteer/student observer must **first** visit the campus/department where services will be conducted.
- Designated campus personnel will issue a Non-Employee Background Consent Form.
- Designated campus personnel will submit the volunteer/student observer name to the Specialist - Application Management in an email for approval.
- Once email has been sent with notification and approval for volunteer/student observer to volunteer they may be directed to Administration Office, Human Resources Department for background check and be issued their volunteer badge, which should be visible at all times. **Volunteer processing is completed on Tuesdays and Thursdays.**
  - Volunteer/student observer must provide the District with a copy of a valid driver's license or another form of identification containing the person's photograph issued by an entity of the United States government; **Texas Education code 22.0835.**
- Once processing is complete, Human Resources Department will provide a copy of the approved Non-Employee Background Consent Form to the designated campus personnel.
- Background check must be renewed every school year, beginning July 1st.
- A volunteer/student observer identification badge will be issued.
- **Student Observers** should schedule their visits with the designated campus personnel.
- **Student Observers** will not be allowed to observe during student testing dates.

For further questions, please call the Specialist – Application Management in the Human Resources Department at 915-872-3900.

**AN EQUAL OPPORTUNITY EMPLOYER**



## HUMAN RESOURCES DEPARTMENT

### NON-EMPLOYEE BACKGROUND CHECK INFORMATION

In accordance to Policy DBAA, the District shall discharge or refuse to hire an employee or applicant for employment if the District obtains information through a Criminal History Record Information (CHRI) review and/or disqualify a person whose criminal history indicates that the person poses a threat to students or employees.

Individuals <b><i>shall be</i></b> denied if the employee or applicant has been convicted of:
A felony under Texas Penal Code Title 5 (crimes against the person), or
An offense requiring registration as a sex offender under Code of Criminal Procedure Chapter 62; or
An offense under the laws of another state or federal law that is equivalent to an offense under paragraphs a or b; and
At the time the offense occurred, the victim of the offense was under 18 years of age or was enrolled in a public school.

The District <b><i>shall perform</i></b> an individualized assessment (discretionary judgment) of criminal history record information when determining a person's eligibility (DBAA-Local).	
<ul style="list-style-type: none"> <li>✓ <b>Nature of the offense;</b> Severity and number of offenses, age of applicant at time of offense, and/or pattern of conduct established by multiple offenses that may be detrimental to children.</li> </ul>	<ul style="list-style-type: none"> <li>✓ <b>The nature and responsibilities of the job sought;</b></li> </ul>
<ul style="list-style-type: none"> <li>✓ <b>The age of the person when the crime was committed;</b></li> </ul>	<ul style="list-style-type: none"> <li>✓ <b>The accuracy of the person's disclosure of his or her criminal history</b> during the selection process;</li> </ul>
<ul style="list-style-type: none"> <li>✓ <b>The date of the offense and how much time has elapsed;</b> A clear record of ten (10) years or more may indicate good conduct.</li> </ul>	<ul style="list-style-type: none"> <li>✓ <b>The effect of the conduct on the overall educational environment;</b> and</li> </ul>
<ul style="list-style-type: none"> <li>✓ <b>The adjudication of the offense;</b> (e.g., whether the person was found guilty by a trier of fact, pled guilty, entered a no contest plea, or received deferred adjudication or pleas of no contest resulting in a probation term may be treated as a conviction and the decision may be made on the above factors).</li> </ul>	<ul style="list-style-type: none"> <li>✓ <b>Any further information provided by the person and the possibility of incorrect identity will be considered.</b> Applicant(s) may provide evidence to support his/her identity status and/or may choose to be fingerprinted to clear any misidentification concerning his or her criminal history record.</li> </ul>

Individuals may be asked to provide information regarding the offense before a judgment is made. ***Failure to do so, will result in the individual being denied.***

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**NON-EMPLOYEE BACKGROUND CONSENT FORM  
ACADEMIC SCHOOL YEAR: 20\_\_\_\_ - 20\_\_\_\_**

\*TO BE USED FOR CRIMINAL HISTORY CHECKS ONLY AND NOT INTENDED FOR ANY OTHER PURPOSE\*

Last Name	First Name	Middle Name
Maiden Name or other name(s) used	Home Phone	Cell Phone
*Address (complete including apartment number)	City	State
		Email Address

Please check  campus/department and purpose for background check with SEISD.

Campuses		Departments		Purpose for Background Check			
<input type="checkbox"/>	Loya	<input type="checkbox"/>	GEMS	<input type="checkbox"/>	Special Education Department	<input type="checkbox"/>	Volunteer
<input type="checkbox"/>	Borrego	<input type="checkbox"/>	San Elizario HS			<input type="checkbox"/>	Student Observer
<input type="checkbox"/>	Alarcon						
<input type="checkbox"/>	Sambrano	<input type="checkbox"/>	OTHER: _____			<input type="checkbox"/>	OTHER: _____

*I hereby consent to the District securing a criminal history record search about me and that all information provided in this consent form is true, correct, and complete. If any information proves to be incorrect or incomplete, I understand that my ability to volunteer with the district may be denied. Furthermore, I must agree to SEISD's District Policies and Procedures.*

**APPLICANT:**

PRINTED NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**FOR VERIFICATION PURPOSES, ALL INDIVIDUALS MUST REPORT TO THE FRONT OFFICE AND PROVIDE THEIR DISTRICT ISSUED BADGE, AND THIS APPROVED FORM WHICH MUST BE RENEWED EVERY SCHOOL YEAR.**

**THIS FORM WILL BE FILED WITH THE HUMAN RESOURCES DEPARTMENT**

**HUMAN RESOURCES APPROVAL**

TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT –SIGN/DATE
DPS-CCH COMPLETED / APPROVED _____
TO BE COMPLETED BY CAMPUS/DEPARTMENT –SIGN/DATE
Verification COMPLETED _____

**VOLUNTEER AT: \_\_\_\_\_ SCHOOL/DEPARTMENT**

**AN EQUAL OPPORTUNITY EMPLOYER**

San Elizario Independent School District does not discriminate on the basis of race, color, national origin, religion, sex, disability or age in its programs, activities or employment. El Distrito Escolar de San Elizario no discrimina en base a raza, color, nacionalidad, religión, sexo, discapacidad, y/o edad, en sus programas, actividades o empleo.