



TCMSD Volunteer Handbook

Truth or Consequences Municipal Schools

910 North Date Street

T or C, NM 87901

575-894-8166

Dear Volunteer,

We are excited to welcome you to the TCMSD as a volunteer. Your commitment to education and service offers many students an opportunity to have the individual attention needed in their education and/or athletic program to grow and succeed. Your service as a school volunteer allows for the implementation of innovative programs and supplements the work of classroom teachers and school staff. This enhances and promotes student learning both in the classroom and on the field.

We hope that you will learn and grow from your experiences as a volunteer. You will gain insight into the TCMSD's operations, help us to achieve our district vision, and become an invaluable member of our district family. As a member of the district's family, your commitment makes the difference in a student's life. For that, we are appreciative and thankful.

Respectfully,

Shara Montoya

Human Resources Director

TCMSD

Truth or Consequences Municipal School District

VISION –

Creating students of vision through quality education that prepares them with the ability to pursue lifelong excellence.

MISSION –

The mission of the Truth or Consequences Municipal Schools is to support students as they pursue their career and life goals.

MOTTO –

Students First.

VOLUNTEERING GOALS

- Enrich student's learning opportunities
- Provide assistance to individual and small groups of students
- Provide opportunities for meaningful service
- Relieve teachers of some non-instructional tasks
- Establish a school and community partnership for quality education
- Enhance all aspects of the educational process

REQUIREMENTS FOR VOLUNTEER:

- Complete District Employment Application
- Complete Volunteer Profile
- **Fingerprint / Background Check (Call 894-8166 to make an appointment)**
\$59.00 fee (*former employees must have this process redone if it has been more than one year since the date of their last fingerprint/background check*).
- State background & FBI background report
- Background Check Completed & Approved
- Volunteer Job Description
- Volunteer Pledge
- Board Policy Acknowledgement
- Emergency Contact
- Approval by HR Officer
- ID Badge

Please turn in all completed paperwork to TCMSD Central Office and contact Dan Fetty at 575-894-8166 for assistance.

TCMSD POSITION DESCRIPTION

POSITION: Volunteer

QUALIFICATIONS:

1. Satisfactory Criminal History Background Check
2. Participation in District Required Training

REPORTS TO: Certified School Personnel (such as a teacher or principal)

JOB GOAL: To promote educational opportunity for each district student by providing instructional and/or program assistance.

RESPONSIBILITIES:

1. Deal justly and considerately with each student, school employee or other volunteer; 2. Stimulate students to think and learn; 3. Assist in protecting students from harm; 4. Respect the confidentiality of student records and information about students, their personal or family life; 5. Support and adhere to established school and classroom procedures; 6. Support and adhere to School Board Policies; 7. Support and Adhere to the Volunteer Pledge; 8. Schedule volunteer services in advance, and report as scheduled; and 9. Report, as appropriate under the circumstances, violations of this pledge by other regular volunteer or school employees.

EVALUATION: Regular feedback will be provided by supervising school personnel. Failure to obey the Volunteer Pledge is grounds for dismissal

By my signature below, I affirm that: the duties and requirements listed on this job description have been explained to me; I have been able to ask questions to clarify matters I do not understand; and I understand and accept them. In accepting this position, I certify that I am able to perform these duties, with or without accommodation, and that I will inform my supervisor immediately of any change in this regard. I also agree to follow district safety rules and accident prevention procedures.

Print Volunteer Name

Volunteer Signature

Date

TCMSD –Volunteer Pledge

I, understand and accept that it is my duty to:

- Deal justly and considerately with each student, school employee, and other volunteers;
- Share the responsibility for improving educational opportunities for all students;
- Stimulate students to think and learn while protecting them from harm.;
- Respect the confidentiality of student records and information about students, as well as their personal and family life;
- Not discriminate or permit discrimination, on the basis of race, color, national origin, ethnicity, gender, sexually orientation, disability, religion or serious medical condition against any person while I am on duty as a volunteer;
- 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;
- Avoid giving gifts to any one student unless all students similarly situated receive or are offered gifts of equal value for the same reason;
- Avoid lending money to students;
- Avoid having inappropriate contact with any student, whether or not on school property, which includes all forms of sexual touching, sexual or romantic relations, any touching which is unwelcome by the student or inappropriate given the age, gender, and maturity of the child;
- Avoid giving a ride to a student;
- Not to engage in sexual harassment of students, other volunteers, or school employees;
- Not to engage in inappropriate displays of affection, even with consenting adults, while on school property or during school events off premises;
- Not to possess or use tobacco, alcohol, or illegal drugs while on school property or during school events off premises;
- Use educational facilities and property only for educational purposes or purposes for which they are intended consistent with applicable law, policies, and rules;
- Avoid any violent, abusive, indecent, profane, boisterous, or otherwise disorderly conduct when on school property or off campus at school functions;
- Refrain from using school information, technology equipment, hardware, software, or internet access for other than a school related purpose;
- Refrain from using inflammatory, derogatory or profane language while on school

property or while attending school events off premises;

- Refrain from bringing or possessing firearms or other weapons on school property;
- Not to be under the influence of alcohol or illegal drugs on school property or at school events off premises; and
- To report, as appropriate under the circumstances, violations of this pledge by other volunteers or school employees.

Volunteer Signature

Date

VOLUNTEER PROFILE

- NAME:
- IF YOU GO BY A DIFFERENT FIRST NAME, LIST HERE:
- MAILING ADDRESS:
- HOME PHONE:
- CELL PHONE:
- TCMSD SITE FOR VOLUNTEER WORK:
- CLASSROOM/S:
- SCHEDULED VOLUNTEER DAY/S, TIME/S, SUBJECT/S:

EMERGENCY CONTACT:

- NAME:
- ADDRESS:
- HOME PHONE:
- WORK:
- RELATIONSHIP:
- CELL:

Policy Acknowledgement

I have read, understand, and will comply with the foregoing TCMSD Board Policies:

- TCMSD Volunteer Policy
- Alcohol Use by Staff Policy
- Drug Free Workplace Policy
- Tobacco Use Policy

Volunteer Signature

Date

Volunteer Procedures While At School Sites:

We are so glad that you have committed to help with projects at home, and to working in the classroom with students. Remember, when you are here to volunteer, it is important that you follow the procedures outlined below:

- Sign in when you arrive in the appropriate notebook in the office
- Wear your badge (this is issued by the Human Resources Office upon completion of the required paperwork)
- Sign out prior to leaving campus

We are very appreciative of your assistance. Remember, you make a difference for the students through your volunteer service!

Volunteer Responsibilities Volunteers Will:

- Wear ID badge when volunteering
- Keep student information confidential
- Be punctual and reliable
- Refer student discipline concerns to the teacher
- Praise and encourage student work and participation
- Pay attention to and reinforce voice level
- Pay attention to and reinforce rules and procedures
- Set a good example in manner, dress, and appearance
- Report suspected abuse to the Principal
- Follow School Board Policies
- Enter and exit the building through the office to sign/in and out
- Report concerns to the Principal

Volunteers Will Not:

- Assume responsibility for the supervision of a class in the absence of a certified teacher
- Give medication to students
- Discipline students
- Determine the grade or write comments on students' papers
- Establish instructional objectives
- Compare and or criticize staff or students

- Interrupt class time for discussions with the teacher
- Hold parent/teacher conferences during class time
- Discuss the academic performance or behavior of students
- Bring siblings to the classroom when volunteering

District Responsibilities

The Teacher Will:

- Verify with site principal that volunteers are approved prior to use
- Notify volunteers when there is a change in the schedule
- Provide proper supervision of the classroom
- Report volunteer concerns to the principal
- Provide clear directions for volunteers
- Provide workspace/materials for volunteers
- Express appreciation to volunteers

The Principal Will:

- Verify with HR Office that volunteers are approved prior to use
- Ensure volunteer procedures are followed
- Facilitate maintenance of the volunteer listing with the Personnel office
- Express appreciation to volunteers.

Human Resources Office Will:

- Maintain accessibility to volunteer documents both electronically and in written form
- Process fingerprinting and background checks
- Maintain paperwork/files for all volunteers, both current and archived
- Maintain current listing of approved volunteers
- Provide district ID badge for volunteers

Safety

Follow all of the safety rules of the school in which you are working. If an accident occurs, to you or a student you are working with, notify a staff member or the school nurse immediately. Never move a child involved in an accident. A Health Assistant is assigned to every school in the

District and will be available to initiate proper procedures for accidents. If you suspect abuse or neglect of a child, report concerns immediately to a staff member or the school Principal. You will also be required to report the suspicion to the Children, Youth and Families Department (867-2373). If a child tells you someone is harming him/her, or the student is going to harm him/herself or others, you must immediately report it to the teacher or Principal who will help you follow proper procedures. It is a misdemeanor not to report child abuse (New Mexico State Statute). Report any/all student concerns to the teacher. Report any suspicious people in the school or on the school grounds immediately. All school personnel should have a current identifying badge on at all times.

Evacuation and Drills

The schools have adopted procedures for evacuation and safety drills. Follow the teacher's lead in the event of an evacuation or drill. Do not remove your children during this time.

Health

Disabilities will not prevent anyone from serving as a volunteer. Address concerns and needs with school administration. You may think you want to volunteer even though you are not well. Doing so is not good for you, the children, or the teacher. Please let the school know ahead of time that you are not able to come in. Any questions you may have concerning health issues at the school should be directed to the School Nurse or Health Assistant.

Appearance

School volunteers are asked to dress in clean and appropriate clothing at the school at which they are volunteering. If there are concerns or questions about the appropriateness of your dress please ask the Principal in your building. The Principal of each school may inform you of certain requirements for dress.

Confidentiality

You will be serving in a unique capacity with our students. Sometimes students share things with a volunteer that they have not shared with anyone else. This information may be about private family matters, or information about themselves that they are entrusting to you. It is very important to the integrity of your work with students that you do not share this information with others. If you feel it is important that another person have this information, please talk to the teacher or the principal. There may also be a time when a student shares something with you that causes you some concern, such as concern about their personal safety. If this should be the case, please immediately contact the classroom teacher or principal. That person will know the proper

procedure to deal with this situation. Most people do not want anyone saying anything about their child. Please respect student and parent rights. If anything happens in the classroom, it is the teacher's responsibility to contact the parent. Please remember that volunteering to work in the classroom is a privilege – not a right. Violations of confidentiality may cause school authorities to suspend that privilege.

SCHOOL BOARD POLICIES:

I-6600 © IJOC

SCHOOL VOLUNTEERS

Volunteers can make many valuable contributions to the students and educational programs of the District. A volunteer program is approved subject to suitable rules, safeguards, and regulations as developed by the Superintendent.

The Superintendent shall promote appropriate annual recognition of volunteer services.

Adopted: date of manual adoption

LEGAL REF.:

[22-10A-5 NMSA](#) (1978)

G-1050 © GBECB

ALCOHOL USE BY STAFF MEMBERS

(Illegal Drugs)

The use or possession of intoxicants or illegal drugs on school property or at school events is prohibited.

Any person in violation of the provisions of the above paragraph shall be subject to removal from school property and shall be subject to prosecution in accordance with the provisions of the law.

Staff members of the District who are in violation of the provisions of this policy shall be subject to disciplinary actions in accordance with the provisions of school regulations.

A staff member who apparently has consumed alcoholic beverages or illegal drugs on or off school property and/or before a school activity will not be allowed to be on school property or to participate in school activities. Staff members who violate this policy will be subject to the same penalties as for possession and/or consumption on school property.

An employee of the District who, pursuant to local conditions or an employment contract with the District, resides on District property or resides in District housing may possess and use alcohol at the employee's residence subject to the following restrictions:

- The employee shall not possess (except for possession at said residence), sell, offer to sell, transfer, use, or be under the influence of alcohol while on duty.
- Any alcohol consumption that occurs on school property when the employee is not on duty shall be done in moderation and shall occur within the employee's residence.

Adopted: date of manual adoption

G-1100 © GBED

TOBACCO USE BY STAFF MEMBERS

The possession or use of tobacco products is prohibited in the following locations:

- School grounds.
- School buildings.
- School parking lots.
- School playing fields.
- School buses and other District vehicles.
- Off-campus school-sponsored events.

The prohibitions do not apply to an adult when possession or use of the tobacco products are for demonstration purposes as a necessary instructional component of a tobacco prevention or cessation program that is:

- Approved by the school.
- Established in accord with New Mexico Revised Statute.

Adopted: date of manual adoption

LEGAL REF.:

[6.12.4.8 NMAC](#)

[20 U.S.C. 6083](#)

G-0950 © GBEC

DRUG - FREE WORKPLACE

No employee shall violate the law or District policy in the manufacture, distribution, dispensing, possession, or use, on or in the workplace, of alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1308.11 through 1308.15.

Workplace includes any school building or any school premises and any school-owned vehicle or any other school-approved vehicle used to transport staff members or students to and from school or school activities or on school business. Off school property, the workplace includes any school-sponsored or school-approved activity, event, or function where students or staff members are under the jurisdiction of the District. In addition, the workplace shall include all property owned, leased, or used by the District for any educational or District business purpose.

Any employee who has been convicted under any criminal drug statute for a violation occurring in the workplace, as defined above, shall notify the supervisor within five (5) days thereof that such conviction has occurred.

As a condition of employment, each employee shall abide by the terms of the District policy respecting a drug-free workplace.

Any employee who violates this policy in any manner is subject to discipline, which may include, but is not limited to, dismissal.

Adopted: date of manual adoption

LEGAL REF.:

P.L. 100-690 Title V, Subtitle D.

[34 C.F.R. Part 85](#)

TITLE 6 PRIMARY AND SECONDARY EDUCATION CHAPTER 50 INSURANCE PART 18 USE OF VOLUNTEERS IN SCHOOLS AND SCHOOL DISTRICTS

6.50.18.1 ISSUING AGENCY: New Mexico Public School Insurance Authority. [6.50.18.1 NMAC - N, 7/1/2010]

6.50.18.2 SCOPE: This part applies to all school districts, charter schools and other educational entities authorized to participate in the authority's risk related coverages. [6.50.18.2 NMAC - N, 7/1/2010]

6.50.18.3 STATUTORY AUTHORITY: Subsection E of Section 22-29-7, NMSA 1978 directs the authority to establish a policy to be followed by participating members relating to the use of volunteers, distribute the policy to participating members and post the policy upon the authority's web site. [6.50.18.3 NMAC - N, 7/1/2010]

6.50.18.4 DURATION: Permanent. [6.50.18.4 NMAC - N, 7/1/2010]

6.50.18.5 EFFECTIVE DATE: July 1, 2010, unless a later date is cited in the history note at the end of a section. [6.50.18.5 NMAC - N, 7/1/2010]

6.50.18.6 OBJECTIVE: To establish a policy to be followed by participating members relating to the use of volunteers. [6.50.18.6 NMAC - N, 7/1/2010]

6.50.18.7 DEFINITIONS:

A. "Regular volunteers" means those persons, including relatives of students, who commit to serve on a regular basis at a school district, charter school or other educational entity without compensation.

B. "Spontaneous volunteers" means those persons who agree to fill an urgent, temporary need for a school district, charter school or other educational entity without compensation and who are not pre-registered as a regular volunteer. [6.50.18.7 NMAC - N, 7/1/2010]

6.50.18.8 POLICY FOR REGULAR VOLUNTEERS IN SCHOOLS AND SCHOOL DISTRICTS:

A. Participating member schools and school districts make extensive use of regular volunteers for many of their programs. In seeking and accepting the voluntary services of qualified, interested individuals, the participating members recognize that they have basic responsibilities to the regular volunteers as well as to the students and to themselves.

B. Each participating member shall be responsible for organizing and managing its own regular volunteer program subject to the following rules. Participating member schools, school districts and other educational entities shall have in place policies clearly establishing how and by whom regular volunteers are appointed and the policies at minimum shall require:

(1) interviewing all prospective regular volunteers and doing a background check including, but not limited to any history of drug abuse or drug dealing, domestic violence, DUI offenses, and sex crimes;

(2) providing all regular volunteers with a job description, outlining specific duties, time commitment and qualifications for acceptance as a regular volunteer;

(3) providing appropriate training, supervision and evaluation of regular volunteers; and (4) instructing all regular volunteers to understand that failure to obey the code of ethics and standards of professional conduct as provided in 6.60.9.8 NMAC and 6.60.9.9 NMAC concerning the obligations of school personnel is grounds for dismissal.

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:

(1) it is my duty to deal justly and considerately with each student, school employee or other volunteer; (2) it is my duty to share the responsibility for improving educational opportunities for all; (3) it is my duty to stimulate students to think and learn, but at the same time protect them from harm; (4) it is my duty to respect the confidentiality of student records and information about students, their personal or family life;

(5) it is my duty 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) it is my duty 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) it is my duty 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) it is my duty to avoid lending money to students; (9) it is my duty 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) it is my duty to avoid giving a ride to a student; (11) it is my duty not to engage in sexual harassment of students, other volunteers or school employees; (12) it is my duty not to engage in inappropriate displays of affection, even with consenting adults, while on school property or during school events off premises;

(13) it is my duty not to possess or use tobacco, alcohol or illegal drugs while on school property or during school events off premises;

(14) it is my duty 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) it is my duty 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) it is my duty to refrain from using school information technology equipment, hardware, software or internet access for other than a school related purpose;

(17) it is my duty to refrain from striking, assaulting or restraining students unless necessary in the defense of self or others;

(18) it is my duty to refrain from using inflammatory, derogatory or profane language while on school property or while attending school events off premises;

(19) it is my duty to refrain from bringing or possessing firearms or other weapons on school property except with proper authorization;

(20) it is my duty not to be under the influence of alcohol or illegal drugs on school property or at school events off premises; and

(21) it is my duty to report, as appropriate under the circumstances, violations of this pledge by other regular volunteer or school employees.

D. For the mutual protection of regular volunteers and the participating members, personnel administering regular volunteer programs shall provide a safe place to work and clear project organization or direction, establish and inform regular volunteers of emergency procedures, ensure that regular volunteers understand that their activities create participating member's liability, and that ethical standards apply to them as well as to regular school employees. Participating member personnel shall inform each regular volunteer in writing of the reserved right to

dismiss unsatisfactory regular volunteers and of the established procedures for doing so.

E. Spontaneous volunteer are not subject to these rules, but spontaneous volunteer must be supervised at all times by an employee or regular volunteer of the school district, charter school or other educational entity.

[6.50.18.8 NMAC - N, 7/1/2010]