

# Volunteers in Our Schools

## “I want to be a School Volunteer. What Do I Need To Do?”

*School volunteers are a key part of a successful school. LISD encourages public involvement at all levels of the district. If you wish to be a volunteer at a school, please contact the principal's office at the school where you wish to serve.*

### **Why do volunteers need to submit a “Volunteer Criminal History Check” request?**

Lewisville School Board Policy states:

“The district shall obtain criminal history record information on persons the district intends to employ and on persons who intend to serve as volunteers for district campuses.”

### **If I have children at different schools, do I need to register more than once?**

No! The data file of volunteers is a district-wide list, and you will be covered at all schools within the district.

### **The process requests a large amount of personal information. Is it all necessary?**

The information requested is necessary to process both the criminal history and open a data file in the district's Information Data System. The Region X Educational Service Center, which provides the district's data information system services, designed the process. The data information system requires that all information fields be completed before the data can be entered.

### **How do I submit a Volunteer Criminal History Check request?**

Criminal record information may only be submitted through LISD's Human Resource Services website at <http://www.lisd.net/main/employment/>. If you do not have internet access at home, then you may submit at your school site.

### **How long does it take to run the Volunteer Criminal History Check?**

Once the information is submitted it generally takes about three weeks for the Texas Department of Public Safety to return any information. After a three-week time period, you are eligible to volunteer unless otherwise notified.

### **Does a report come back on every individual?**

The only notification that the district receives is if there is a criminal history on an individual. If an individual does not have a criminal history, then no information is generated by the search.

### **If a positive record is produced, who sees the information?**

All positive criminal history information is seen and processed by a limited number of individuals in the LISD Human Resource Services Department. An upper-level HR administrator conducts the review process of the record's factual detail and determines acceptability.

### **If I have had a criminal history performed at my place of employment, do I have to have one run by the district?**

Yes!

### **If the volunteer is an employee or substitute with LISD, do they need to have a Criminal History Check to be a volunteer?**

No, they have already completed this process during the employment procedure. The campus should verify employment status with the HR Department.

### **How much does it cost the volunteer to have a Criminal History Check processed?**

There is no charge to the volunteer.

### **What happens once a positive record is reported?**

If the information on the criminal record, produced by the Texas Department of Public Safety, is of serious concern to the district, then the HR Department places a “NO VOLUNTEER” status flag in the data system. The principal will contact the volunteer about their status when the request to serve is made. The individual must contact the HR Department before they can become a volunteer. No information is shared about the content or nature of the criminal record with the principal.

Once the individual contacts the HR Department, additional information or explanation may need to be provided to verify or explain the issues on the criminal history. If the district makes the determination that the volunteer is acceptable, then the school is contacted.

### **How often does the district require a Criminal History Check to be run?**

Currently, the district has not made a definitive decision on the length of time between Criminal History Checks. If an individual has filled out a Criminal History Check since 1999, then they still qualify to be a volunteer if they are a part of the active data bank maintained by the district. If there is a question, the district will require a new “check” to be performed.

### **Do I have to have a Criminal History Check to eat lunch with my child or attend a school function?**

No! The only time a criminal records check is needed is if an individual volunteers to assist the school in such a way as to come into contact with students outside the direct supervision of that student's parents. For example, a parent operating a booth at a school carnival, where parents are bringing and supervising their children, would not need to have a Criminal History Check performed.

### **When do I need a Criminal History Check on file to be a volunteer?**

An individual is considered to be a volunteer when they are acting in the name or under the direction of the school district. If a parent was on a school field trip, riding a bus to a school activity away from campus, helping a booster club hand out drinks or set up for a school performance with students, then they would need to have a form on file. Contact your campus principal if you have a specific question on a specific event. It is important to remember that this needs to be done in advance of the event to allow time for the Criminal History Check to be conducted.

To be a volunteer **you must submit a Volunteer Criminal History Check request** through LISD's Human Resource Services website at <http://www.lisd.net/main/employment/>. Questions? Call HRS at 972-691-4991 (NEW phone 469-713-5200).