

Arlington Classics Academy

Volunteer Application Packet



Updated and Revised 2021.1.7

Previous versions and forms are no longer valid.





The ACA volunteer application:

1. is a personal application. DO NOT complete an application for another person including your spouse.
2. will be taken seriously! DO NOT misrepresent or omit facts, either intentionally or accidentally. ACA reviewers cannot determine your original intent. Omissions or misrepresentations will cause the application to be denied.
3. requires an annually recurrent, complete declaration of ANY criminal history. ALL criminal history, no matter how insignificant to the applicant, and no matter when the occurrence, will be considered. If you are in doubt of whether an item might appear on your criminal history review, check "yes" under the item which asks about criminal history and then ACA reviewers will make a determination. If you check "no" and any criminal history appears, your application will be denied for that application period at a minimum.
4. is filed yearly based on the school year with all applications from the prior year expiring on August 31st of the next school year. Prior service as a volunteer does NOT automatically guarantee volunteer status the next school year. Volunteer applications MUST be validated annually.

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Welcome

We want to thank you for your interest in volunteering at ACA; volunteers are the heart of ACA. Volunteers make so many things possible that would either go undone or have a great budgetary impact. The volunteer's efforts directly enrich our children's educational experience at ACA.

When are volunteer packets accepted?

Volunteer applications are accepted during regular ACA business hours two periods per school year:

- July 15 through September 15 of each school year
- January 15 through February 15 of each school year

If a volunteer application is received outside of these dates and times, other than an application related to a newly enrolling student, it will be destroyed for reasons of privacy for the applicant. Incomplete applications or those lacking a copy of the driver's license cannot be processed and will be destroyed for reasons of privacy for the applicant. If either September 15th or February 15th occur on a weekend, the deadline for submitting applications will occur the prior Friday at 4 p.m.

Applications received outside of the regular application periods which pertain to newly enrolling students must be received by ACA central administration within 10 business days of the student's enrollment. Applications related to newly enrolled students that are received outside of these guidelines or are incomplete and not corrected within the 10 business days will be destroyed to protect the privacy of the applicant.

Who must apply to be a volunteer?

If you regularly help at ACA and you meet one of the following criteria:

- You are a parent, grandparent, or guardian performing volunteer work **and may be unaccompanied at any time by an ACA employee while performing your volunteer duties.** (examples: drop-off and pickup, Dad's Club, classroom help, cafeteria help, field day help, field trip chaperones, auction, etc.)
- You are not a parent, grandparent, or guardian of an ACA student enrolled on the campus where you will be volunteering.

How do I apply to be a volunteer?

There are three forms that must be completed and turned in along with a copy of your driver's license:

- 1) The Declaration Statement, page 10
- 2) Arlington Classics Academy Volunteer Application and Criminal History Check Authorization, page 11
- 2) DPS Computerized Criminal History Verification Form, page 12, and
- 3) A copy of your driver's license attached to the Criminal History Verification Form.

Completed forms and a copy of your driver's license should be turned in to the Office of Human Resources, ACA Administrative Offices, 5206 South Bowen Road, Arlington, Texas 76017. The ACA Administrative Offices are in the house-like structure in front of the castle and to the left of the Bowen campus. Your application will NOT be processed unless ALL requested items are filed. If you omit providing a copy of your driver's license, we cannot process your application and it will be destroyed to protect your privacy. We will attempt to contact you by email to notify you of the deficiency in your application, but we do not guarantee this. It is the volunteer's responsibility to file a complete application and to check the progress of approval of their application.

How does the process work?

Complete the required forms and turn them into the Human Resources Office of the ACA Administration Offices. A computerized criminal history verification check will be performed by accessing the Texas Department of Public Safety Secure Website. The results of this search will be reviewed against the ACA Criminal History and Background Review Procedures. The Director of Human Resources or their designee will notify by email applicants who meet the standards and place their names on a Registered Volunteer List. Applicants who do not meet the standards will also be notified by email and may appeal the decision based on the appeal policies and procedures. **Applications which do not include the required email address of the applicant will not be processed because they are incomplete.**

How long does the process take?

Please allow two to four weeks for processing of your application. Every effort will be made to process your application in a timely manner.

What happens if I have a criminal history that appears during the DPS Computerized Criminal History Verification process?

The Director of Human Resources reviews the criminal background information and determines volunteer eligibility for each applicant based on the Criminal History and Background Review Procedures. Criminal history remains on a person's criminal record for a lifetime.

If an applicant fails to indicate that they have prior criminal history, either by not answering the question, or by indicating "no" when in fact criminal history for the applicant exists, the application will be denied. The type of criminal history does not matter in this instance as importance is placed on a complete and proper declaration by the applicant.

How will I be notified of my eligibility status?

Eligible applicants will be emailed a notice once their volunteer application has been validated and their name has been placed on a registered volunteer list that can be viewed by the campus administrative staff. A valid email is required to complete the volunteer application. Ineligible applicants will be emailed information about the appeal process.

If I am deemed ineligible, can the details of my application be disclosed to me?

No, the Director of Human Resources has received specialized training and permission from the Texas Department of Public Safety to access Computerized Criminal History and is prohibited from sharing this information with anyone, including the applicant.

What information does ACA keep on file?

ACA will keep the Arlington Classics Academy *Volunteer Application and Criminal History Check Authorization* and the *DPS Computerized Criminal History Verification Form* on file for every applicant during their term of service or no longer than the last day of August in the succeeding school year. This provides us an audit trail of all volunteer applications, which we are required to maintain.

What are the privacy protections over the information kept on file?

A list of registered volunteers is provided to the administrative staff of each campus. ACA is an open enrollment public charter school. As such, the Texas Open Records Act applies to us. Data on registered volunteers may be subject to release under the Texas Open Records Act. The data that we maintain on registered volunteers is the following "directory" information: Applicant's name, address, telephone number, and electronic mail address.

Each applicant will be given the choice to opt in or out of sharing "directory" information with third parties.

Our records are subject to audit by the Texas Department of Safety, Texas Education Agency, and other State and Federal government authorities. Review of records during an audit is not considered disclosure to a third party.

What if I have completed a DPS Computerized Criminal History for an employer or another agency as a volunteer? Do I still have to fill one out for ACA?

Yes, we are required by Texas Education Code 22.0835 to obtain all criminal history record information that relates to a volunteer or person who has indicated, in writing, an intention to serve as a volunteer with ACA. We must have written authorization from you to perform the necessary review of your DPS Computerized Criminal History.

What happens if I do not have a form of identification issued by the U.S.?

There are some extra steps in the process for non-U.S. citizens. Please complete the application packet and contact our Human Resources Office at 817-987-1819. You will need to bring in your passport and a photo I.D. to our Administration Offices at 5206 South Bowen Road, Arlington, Texas, 76017. Other documents may also be required to verify your status as a volunteer.

How often does ACA require a volunteer to reapply?

Volunteers are required to complete a new volunteer application each school year including a copy of their driver's license to our Administration Offices at 5206 South Bowen Road, Arlington, Texas, 76017.

General Definitions and Expectations

1. A "registered volunteer" is a person rendering services for or on behalf of the Arlington Classics Academy on Arlington Classics Academy premises or at an Arlington Classics Academy sponsored or related activity on or off Arlington Classics Academy property who does not receive compensation in excess of reimbursement for expenses.
2. "Visitors or Guests" are individuals who are not registered volunteers but may still participate in their student's activities, such as class parties, lunchtime visits, and any other activities where the student's teacher or another ACA faculty member is present at all times providing supervision.
3. All registered volunteers must have a completed Criminal Records Check on file with the Arlington Classics Academy prior to volunteering. The criminal history must be reviewed and validated prior to an individual volunteering at the school. Criminal histories will be reviewed in accordance with the "Criminal History and Background Review Procedures".
4. All registered volunteers must sign in at the front desk and affix a volunteer sticker to the front of their clothing before proceeding on to their assignment. The sticker must be visible and worn on the clothing at all times while at the school. For school events held off campus, volunteers must identify themselves as required by school personnel coordinating or organizing the event.
5. Registered volunteers may not grade student papers. A volunteer may mark specific answers or exercises but shall not assign grades to papers. Registered volunteers agree to keep any student information confidential and may be removed from registered volunteer status if confidentiality is breached.
6. The Director of Human Resources or the designee of the Board of Directors reserve the right to reject any volunteer for any reason not prohibited by statute.
7. Registered volunteers should
 - agree to follow all policies of the Arlington Classics Academy;
 - never be alone with a student unless that student is their child;
 - not discipline a student;
 - never give medication or medical treatment to a student other than their own child except as immediately necessary to protect a student from loss of life or serious bodily injury.

How may I appeal a declination of my volunteer application?

The initial decision to register an applicant as a volunteer will be made by the Director of Human Resources or their designee. Each prospective volunteer will apply using the Volunteer Application. After consideration by the Director of Human Resources or their designee, a list of registered volunteers will be prepared and kept on file by the Director of Human Resources or their designee.

If a person's volunteer application has been rejected for any reason and they wish to appeal the decision, they must file a written request for appeal to the Director of Human Resources along with the following documentation:

- proof of application for fingerprinting and payment of the required fingerprinting fee.
- All police records, court records or dispositions, or any other records that pertain to the matter for which a volunteer applicant wishes to appeal including any personal references from current employers, clergy, or others who may attest to the applicant's character.
- Written permission for the applicant's criminal history to be discussed openly with them or other school officials during the appeals process.

What are ACA's Criminal History and Background Review Procedures?

ACA Criminal History and Background Review Procedures

1. Per Texas Education Code (TEC) sections 22.083-22.0835 and ACA legal and local policy 600.060, all volunteers and employees will undergo a criminal history search background check performed through the Department of Public Safety. Any exempted categories of volunteers within the TEC must still undergo a criminal background check per Arlington Classics Academy's local procedures to ensure the safety and security of all ACA students and staff.

2. Grounds for Rejection or Termination of an ACA criminal history and background check applicant:

- Title 5 Felonies
 - Murder, capital murder, manslaughter, or criminally negligent homicide
 - Kidnapping, aggravated kidnapping, unlawful restraint, and smuggling and trafficking of persons
 - Assault, sexual assault, aggravated assault, aggravated sexual assault, injury to a child/elderly individual/disabled individual, and abandoning or endangering a child
 - Deadly conduct, terroristic threat, aiding suicide, tampering with a consumer product, harassment by persons in certain correctional facilities, and harassment of a public servant
 - Other sexual offenses including continuous sexual abuse of a young child or children, improper relationship between an employees, volunteers, and Board members and student, and improper photography or visual recording
- Offenses requiring registration as a sex offender
 - Continuous sexual abuse of a young child or children
 - Indecency with a child
 - Sexual assault and aggravated sexual assault
 - Prohibited sexual conduct
 - Compelling prostitution
 - Sexual performance by a child
 - Possession or promotion of child pornography
 - Aggravated kidnapping and burglary if committed with intent to abuse a victim sexually
 - Unlawful restraint, kidnapping, or aggravated kidnapping
 - Other sex-related offenses including online solicitation of a minor
- Equivalent offenses in other states or countries
- Crimes where the victim was under the age of 18 or was enrolled in a public school

- Misrepresentation on the ACA volunteer or employment application of **“DO YOU HAVE CRIMINAL HISTORY WHICH YOU MUST DECLARE?”** is grounds for denial of your application to volunteer regardless of the severity of the prior criminal events. For example, indicating “No” when the answer should be “Yes” will cause your application to be denied. If within the last year charges have been dismissed or resolved, depending on the nature of the original charge, your application may be denied for up to five additional years to allow your record to demonstrate a clear and non-criminal continuation of behavior.
- Other offenses or circumstances which may be applicable as designated by law, school board policy or school procedures
 - The designee of the school board has the right to reject any and all applicants who do not meet the *Code of Ethics and Standard Practices* of employees, volunteers, and Board members
 - Crimes of moral turpitude as defined legally in Texas:
 - “Dishonesty, fraud, deceit, misrepresentation, or deliberate violence
 - Matters of personal morality
 - Knowingly contrary to justice, honesty, principle, or good morals
 - Baseness, vileness, or depravity
 - Conduct which is immoral by itself regardless of whether it is punishable by law
 - Immoral conduct that is willful, flagrant, or shameless, and which shows a moral indifference to the opinion of the good and reasonable members of the community.”
 - Common crimes involving moral turpitude (not an exhaustive list):
 - Driving while intoxicated
 - Disorderly conduct
 - Child abuse
 - Passing a bad check/insufficient funds
 - Forgery
 - Burglary
 - Use/possession/distribution of a controlled substance
 - Use/possession/distribution of marijuana

A copy of any and all police reports may be required for any background check at the discretion of the reviewer.

These procedures may be amended by the Director of Human Resources without notice as deemed necessary to protect the safety and security of our students and staff.



Arlington Classics Academy Volunteer Application and Criminal History Check



This application is being used to help provide a safe and secure environment for Arlington Classics Academy students. This information is kept strictly confidential and will be used exclusively for the purpose of obtaining criminal history record information and verifying your request to be a registered volunteer with Arlington Classics Academy.

YOU MUST ATTACH A COPY OF YOUR DRIVER'S LICENSE TO THIS APPLICATION OR YOUR APPLICATION WILL NOT BE PROCESSED.

Name: _____
 First Middle Last Maiden (REQUIRED)

Date of Birth (required) (MM/DD/YYYY): _____

Drivers License #: _____ State: _____ Last 4 digits of Social Security #: XXX-XX-_____

Email Address (required): _____

Home Phone Number: _____ Cell Phone Number: _____

Work Number: _____ Are you an ACA Employee or Substitute? Yes No

Street: _____ Apt _____

City: _____ State: _____ Zip: _____

Volunteer Purposes: (Please *check all that apply*)

- | | |
|---|--|
| <input type="checkbox"/> Chaperone (Field Trip, Field Day, etc.) | <input type="checkbox"/> After school activity |
| <input type="checkbox"/> Classroom Assistance (Reading, Tutoring, etc.) | <input type="checkbox"/> PTO |
| <input type="checkbox"/> Copy Room | <input type="checkbox"/> Lunchroom Monitor |
| <input type="checkbox"/> Auction | <input type="checkbox"/> Other: _____ |

DO YOU HAVE CRIMINAL HISTORY WHICH YOU MUST DECLARE?

Yes or **No**

PLEASE READ AND SIGN THE FOLLOWING:

Criminal history records of all applicants will be checked through the Texas Department of Public Safety secure website. All computerized criminal history record results will be evaluated using the standards set forth in the volunteer application packet, Texas Education Code Section 22, *ACA Criminal Background Policy Section 600.060*, and the *ACA Criminal History and Background Review Procedures*. Applicants who wish to contest the determination of ineligibility may submit an appeal in writing to the Director of Human Resources. Copies of policies and procedures may be obtained from the Human Resources Department.

I, the undersigned, authorize Arlington Classics Academy to request and receive copies of any information pertaining to any criminal history records maintained by any law enforcement agency, and to use that information for the purpose of evaluating this volunteer application.

I affirm that all information contained in this application is true and complete and that misrepresentation, falsification, or omission shall be cause for denial of my application or relinquishing my role as a volunteer with Arlington Classics Academy. I also understand that as a registered volunteer, I am expected to adhere to all school rules, policies, educator code of ethics, and standards of behavior normally expected of employees of Arlington Classics Academy. I have read and understand the *Personnel Handbook* posted on the ACA website and the standards with which I will comply.

Privacy/Use of Information Collected:

We publish a list of registered volunteers to the administrative staff of the campus on which you have applied to serve. ACA is also an open enrollment public school. As such, the Texas Open Records Act applies to us. Data on registered volunteers may be subject to release under the Texas Open Records Act. No information on ineligible applicants will be shared with ACA staff or third parties.

Please Check One:

If I am validated as a registered volunteer, I **DO** / **DO NOT** agree to the release of my directory information to a third party.

Signature: _____ Date: _____

Received by ACA Staff:	Registered	Not Registered	Coding:
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Place your initials in the blank after each statement to indicate your understanding and agreement. Please complete this page and return it to ACA with the other required pages.

I understand that a criminal history record includes and specifically lists all non-expunged criminal offences including but not limited to arrests, charges dismissed, charges pending and charges which have been cleared or acquitted. It may also include some traffic offences such as drunk driving; _____ (initial)

I understand that I must declare any criminal history that I have committed at any time in my life regardless of how long ago the events occurred, however insignificant, or whatever the outcome; _____ (initial)

I understand that unless I have performed a fingerprint-based background check myself, I cannot assume that criminal history that was once on my record has been removed or expunged; _____ (initial)

I understand that if I have forgotten or inadvertently omitted that I have criminal history and fail to declare it by indicating "yes" on the volunteer application, my volunteer application will be denied; _____ (initial)

I understand that whether I have the intent to do so or not, anything that in the opinion of the reviewer appears to be an attempt to evade, conceal, deceive, omit, lie, or otherwise misrepresent will cause my volunteer application to be denied; _____ (initial)

I understand that if I am female and am using a married name, I am required to provide my maiden name and that any criminal history under my maiden name will also be evaluated during the volunteer application process; _____ (initial)

Signature (REQUIRED)

Date



DPS Computerized Criminal History (CCH) Verification Form

I, _____
APPLICANT or EMPLOYEE NAME (Please Print) (Also sign and date in the blank at the end of this form)

have been notified that a computerized criminal history (CCH) Verification check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on the name and date of birth information I supply.

The name and date of birth information is not an exact search and because only fingerprint record searches represent true identification to criminal history, the organization conducting the criminal history check is not allowed to discuss any information obtained using this search method. Therefore, the agency may offer the opportunity to have a fingerprint search performed to clear any misidentification based on the name search, if the search provides a criminal report I know could not be mine.

For the fingerprinting process, I will be required to submit a full and complete set of my fingerprints for analysis through the Texas Department of Public Safety AFIS (automated fingerprint identification system). I have been made aware that in order to complete this process I must have the correct fingerprinting (FAST) form from this agency, make an online appointment and submit a full and complete set of my fingerprints, and pay a fee to the fingerprinting services company. Once this process is completed and the agency receives the data from DPS, the information on my fingerprint criminal history record may be discussed with me.

(This copy must remain on file by ACA. Required for future DPS audits)

Signature of Applicant or Employee

_____/_____/_____
Date

Arlington Classics Academy
Agency Name (Please print)

Greyden Barnett
Agency Representative Name (Please Print)

Signature of Agency Representative

_____/_____/_____
Date

Please:		
Check and Initial each Applicable Space		
CCH Report Printed:		
YES	NO	Initial
____	<u>X</u>	____
Purpose of CCH: <u>Registered Volunteer</u>		
Eligible	Ineligible	Initial
____	____	____
Date Printed:	____/____/____	Initial
____	____	____
Date Destroyed:	____/____/____	Initial
____	____	____