



ADMINISTRATIVE OFFICES
3401 E. 30TH Street, Suite A
Farmington, NM 87402
District.fms.k12.nm.us
Office: (505) 324-9840
Fax: (844) 833-2819

Classroom Volunteer and Field Trip Chaperone Application Instructions

To begin regularly volunteering or chaperoning in the Farmington Municipal Schools District you must complete the Application and pass a background check.

This packet serves to authorize individuals to volunteer in the classroom regularly and/or to serve as a field trip chaperone.

*Volunteer is defined as a person that will regularly volunteer time in the classroom assisting with specific duties by the teacher or administrator and can be left alone to supervise children. (Board Policy 3.41.4)

This does not include spontaneous volunteers. Spontaneous volunteers can be defined as persons providing assistance with book fairs, plays, science fairs, art shows, special events, etc. They must be supervised at all times and do not require a background check. (Board Policy 3.41.3)

*Chaperone is defined as a person 21 years or older that will be in charge of supervising and ensuring the safety of a group of children and could be left alone to supervise. (Board Policy 2.46.9)

Meeting one's child at the destination or walking with the class and participating with the group in a public place does not require a background check.

More information regarding the Board Policy on volunteers and chaperones can be found at the back of the packet.

Student observer is defined as a college student seeking to complete observation hours for their respective cases. This does not include student interns completing a semester or more in the classroom.

STEPS:

1. Fill out all personal information.
2. Have the school principal sign and date the application page.
3. Refrain from signing the page that needs notarization until you bring the packet to your appointment.
4. Call 505-599-0787 to schedule an appointment for your application to be processed and electronic fingerprinting. Depending on the quality of the images, appointments can take up to 25 minutes. During high volume times (August to October) please expect a 1 week wait for appointments. Please bring a state issued photo ID. Appointments are held at the Central Office located at 3401 E. 30th Street, Suite A.

The fingerprinting fee is \$44, payable by credit, debit, or money order made out to "Gemalto Cogent." No cash or checks please. Some schools are eligible for the fee to be covered by Title I. HR will determine eligibility for a waived fee at the time the packet is processed.

Background checks must be reviewed and approved before clearance is granted. *** Please allow 3-4 business days for this process.

Once your background check is cleared, HR will notify the school/location and you will be added to the district volunteer list.

You will not need to renew your background check unless there is a break in service of two years or more.



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Volunteer / Field Trip Chaperone Application

Please check:

Classroom Volunteer

☐

Field Trip Chaperone

☐

Student Observer

☐

School(s): _____

Students Name: _____

Applicants Name: _____

DOB: _____

Current Mailing Address: _____

Soc. Security #: _____

SS number needed for background check

City / State / Zip: _____

Contact Phone Number: _____

By my signature below, I acknowledge that I have read and agree to abide by the Code of Ethics and Conduct Policy of Farmington Municipal Schools.

I agree to conduct myself in a professional manner under the guidance and direction of my supervising teacher/staff member.

I understand that I am to hold all information related to students, parents, and staff as highly confidential. I will follow all policies and procedures set by the district in order to protect privacy.

I understand that to ensure the safety and security of the students I must submit to and pass comprehensive background check.

I understand that failure to comply with expectations and/or the Code of Conduct could result in my dismissal as Volunteer/Chaperone.

I understand that I have access to all Board of Education Policies on the district website.

I further agree that if there are any parts of the policy that I do not understand, I will bring my questions to the attention of a district teacher/staff member.

Signature: _____

Date: _____

Principal's Signature: _____

Date: _____

HR Office Use

Background Check:

☐

VDB:

☐

Notification:

☐

IFAS:

☐

ID Verification:

☐

PS:

☐

Farmington Municipal Schools
3401 E. 30th Street Farmington, New Mexico 87402

Insert to Employment Application
CRIMINAL HISTORY AFFIDAVIT
Application/New Employee

Dear Applicant: Most positions with the FMSD involve contact with our student population. We ask that you provide the information on this form to help us evaluate your suitability to perform in this capacity. Pursuant to New Mexico State Statutes, all applicants for employment are expected to provide us with this information. *This insert is part of the application itself and any misrepresentation or omission of fact may be grounds for disqualification from further consideration or for termination of employment regardless of when the misrepresentation or omission is discovered.*

I, _____, being an applicant for, or having been offered a position with the Farmington Municipal Schools District, and *being duly sworn according to law*, certify that this document is as true, accurate, and full disclosure of my personal and professional background history.

The conviction of a crime or any affirmative answer provided by you on this insert is NOT an automatic bar to employment. The FMSD will consider the nature of any conviction or alleged conduct underlying the affirmative response, the date of the alleged conduct in question, your intervening conduct, and the relationship between the offense or alleged conduct underlying the affirmative response and the position for which you are applying.

SECTION I (CHECK ONE of the following two statements)

____ I certify that I am not awaiting trial on, I have never been convicted of, and/or have never admitted committing, any of the offenses described in this document (listed on reverse) in this state or any similar offense or offense or offenses in any other jurisdiction and that I have never been put on, and am not currently on probation in this jurisdiction or any other jurisdiction.

OR

____ I certify that the statement I attached to this form give a true, accurate, and full account of any offenses described in this document that I may have committed or been charged with in this state or any other jurisdiction. (see NOTE at the bottom of Section II)

SECTION II (Please circle "yes" or "no" for the following questions)

1. Have you ever had adverse action taken against any professional license or certificate in New Mexico or any other state? Adverse action includes: Letter of warning, reprimand, denial, suspension, revocation, voluntary surrender, or cancellation.	Yes	No
2. Have you ever had an application for license, permit, credential, or other document authorizing school service, or teaching denied or rejected for disciplinary reasons?	Yes	No
3. Have you ever been disciplined, reprimanded, suspended, or discharged from any employment because of allegation of misconduct?	Yes	No
4. Have you ever resigned, entered into a settlement agreement, or otherwise left employment following an allegation of misconduct?	Yes	No
5. Is any action now pending against you for alleged misconduct, including application discrepancies, in any school district, court, or before any educator licensing agency?	Yes	No
6. Have you ever failed to fulfill the terms of a teaching, administrator, or employee contract? (Resigning from a position with proper notice does not constitute failure to fulfill contract.)	Yes	No
7. Do you currently have any outstanding criminal charges, warrants for arrest, or conditions of probation pending against you in New Mexico or in any other state?	Yes	No
8. Have you ever been <u>FINGERPRINTED</u> as the result of an arrest or detainment for any crime or violation of the law? This question is about <u>fingerprinting only</u> regardless of the disposition of the case. Fingerprinting records can go back to the age of 18.	Yes	NO
9. Have you ever plead guilty to, or been convicted of, any crime or violation of the law? This includes entering a plea of nolo contendere or receiving a deferred or suspended sentence. (For the purpose of this application, minor traffic citations should not be reported. Convictions for driving while intoxicated or under the influence (DWI, DUI) of alcohol or drugs must be reported.)	Yes	No
10. Are you currently delinquent in payment of court-ordered child support?	Yes	No

NOTE: If you have answered yes to any of the previous 10 questions, please utilize the space on the reverse or, if necessary, attached sheet(s) explaining in detail. Include the date of the charge, the court action, the offense in question, and the address of the court involved, and sign and date each sheet in the upper right corner.

CRIMINAL HISTORY AFFIDAVIT

PAGE 2

The crimes referred to in this document include but are not limited to:

- | | |
|--|-----------------------------------|
| 1. Sexual Abuse of a minor | 10. Molestation of a minor |
| 2. Incest | 11. Sexual conduct with a minor |
| 3. Sexual Assault | 12. Aggravated assault of a minor |
| 4. Sexual exploitation of a minor | 13. First or second-degree murder |
| 5. Contributing to the delinquency of a minor | 14. Voluntary manslaughter |
| 6. Distribution of marijuana, or dangerous or narcotic drugs | 15. Kidnapping |
| 7. Commercial sexual exploitation of a minor | 16. Arson |
| 8. A dangerous crime against a child or children | 17. Burglary or Robbery |
| 9. Child abuse | 18. D.U.I. / D.W.I. |

I understand and agree that any offer of employment that I may receive, or have received from the Farmington Municipal Schools District is conditioned by law upon the district's receipt of information pursuant to a fingerprint-based check of my personal and professional history. I further understand and agree that I may be terminated by the district immediately if any information contained in this affidavit is inaccurate or if any information received by the FMSD is inconsistent with any statement made by me on this affidavit.

I authorize the Farmington Municipal School District to check my personal and employment history, including without limitation, evaluations, criminal arrest and conviction records, reference checks and release of investigatory information processed by any private or public employer of any state, local or federal agency. I expressly waive in connection with any request for or provision of such information, any claims, including without limitation defamation, emotional distress, invasion of privacy or interference with contractual relations that I might otherwise have against the FMSD, its agents and officials or any other provider of such information.

I understand that all terms of employment or offer of employment are conditional until the required background investigation is complete. I have read this authorization and release of all claims, and I expressly agree to the terms set forth herein.

Signature

Date

Printed Name

Social Security Number

State of New Mexico)
County of San Juan)

Subscribed and sworn to before me this _____ day of, _____ 20____

My Commission Expires _____ Notary Public _____

Stamp Or Seal

- 3.41 SCHOOL VOLUNTEERS
- 3.41.1 Volunteers can make valuable contributions to our schools, not only in the instructional program but also in connection with special activities, field trips, school health program, etc. The Board of Education therefore endorses a volunteer program, subject to suitable regulations and safeguards in accordance with NMAC 6.50.18.8.
- 3.41.2 Retirees, parents, and other citizens shall be encouraged to serve as volunteers to help teachers and other licensed personnel enrich and expand the district. Volunteers will become members of a teaching team working together to achieve the educational goals of the school district and to maximize the learning opportunities for children.
- 3.41.4 Regular volunteers/chaperones must sign up with the district and are subject to a background check and completion of district training. A regular volunteer is any volunteer who routinely volunteers in the school or a program including but not limited to meeting the following criteria: has a specific job description, specific duties and time commitment, have direct supervision responsibilities of students.
- 3.41.3 Spontaneous volunteers are not subject to these rules, but spontaneous volunteers must be supervised at all times by an employee or regular volunteer of the school district or charter school. Spontaneous volunteers are those volunteers who may occasionally volunteer in the school or off campus activities, and do not have direct unsupervised responsibilities of students.

The trip sponsors shall be the primary chaperone for student field and activity trips. All chaperones attending a trip shall be at least twenty-one (21) years in age. The district encourages trip sponsors to have parents/legal guardians as the majority of chaperones on the trip. It is important to advise parents/legal guardians that non-school aged children shall not be allowed to attend the trip, since chaperones will need to provide full attention to the students on the trip. Principals and trip sponsors are responsible for the reliability of non-school staff chaperones.

The chaperone minimum standard for general education student supervision shall be:

- Elementary School – 1 chaperone for every 7 students
- Middle School – 1 chaperone for every 10 students
- High School – 1 chaperone for every 15 students

These are minimum standards; higher chaperone/student ratios are encouraged to reduce the risk of student injury/accident.

The chaperone minimum standard for students with disabilities shall require higher chaperone/student ratios in order to reduce the risk of student injury/accident. Some students may need 1 to 1 supervision, whereas supervision ratios for others may be decreased as per the individual student's mobility, mental capacity, and behavior. The principal and trip sponsors working with a particular group of students shall have authority to establish the appropriate ratio of supervision for students with disabilities.

Chaperones having unsupervised access to students including those transporting students in private vehicles shall be required to have successfully passed a background check through Farmington Municipal Schools.

The Board of Education recognizes that the State Board of Education has set standards of acceptable ethical behavior and professional conduct in education that are applicable to all licensed school personnel, instructional personnel under contract, including any other person who provides instructional services in a school; but who does not hold a standard license and whose presence is authorized by the SBE through a waiver, substandard license, substitute license, or an educational plan approved by the SBE. See Code of Ethics Responsibility of the Education Profession. NMAC 6.60.9.1 to 6.60.9.12.

The Board of Education further recognizes the need to adopt local standards of ethical behavior and conduct which, if violated may constitute just cause for termination or discharge of licensed and non-certified personnel.

As a result, the Board of Education hereby adopts the State Board's Code of Ethical Responsibility cited above and, by such adoption, makes the code of ethics therein applicable to all licensed personnel of the Farmington Municipal Schools District and compliance with those ethical standards a contractual duty of all licensed personnel of the District.

CODE OF CONDUCT:

The Board of Education further adopts the following code of conduct for all employees establishing standards and expectations for employee behavior which, if violated, may form a basis for discipline, up to and including termination or discharge.

This code highlights employment responsibilities, and sets forth concrete behaviors appropriate for all school personnel. We are committed to this code and understand that it provides minimally accepted standards of conduct for employees of the District.

To satisfy this obligation, all school employees shall:

4.60.1 AS TO STUDENTS:

- A. Serve as a constructive role model for students of the District in accordance with the State Board's Code of Ethical Responsibility, this policy and local community standards;
- B. In compliance with the Family Education Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. Section 1232g, 29 C.F.R. Part 99 Subparts A_E), the individuals with Disabilities Education Act (IDEA) (20 U.S.C. & 1401 et seq., 34 C.F.R. Part 300) the Mental Health and Developmental Disabilities Code (43-1-19, NMSA 1978), the Inspection of Public Records Act (12-2-1A, NMSA 1978), The Public School Code (22-1-8, NMSA 1978) and the Children's Code (32A-2-32, 32A-4-3, NMSA 1978), refrain from disclosing and withhold confidential student records or information about a student or his/her personal and family life unless release of information is allowed, permitted by the student's parent(s), legal guardian, or required by law.
- C. Not discriminate, or permit students within the employee's control, supervision or responsibility to discriminate against any other student, on the basis of race, color, national origin, ethnicity, sex, disability, religion, or serious medical condition.
- D. Avoid using their position as a school employee to exploit or unduly influence a student into engaging in an illegal act, or any other behavior that would subject a school employee or student to discipline for misconduct whether or not the student actually engages in the behavior.
- E. Fraternize with or tutor students outside school or school-sponsored activities only in accordance with local board policies, if any, only after written permission from the student's parent(s)/legal guardian, and only at a place or time approved by the local school and/or the student's parent(s)/ legal guardian.
- F. Not give a gift to any one student unless all students situated similarly received or are offered gifts of equal value for the same reason.

G. Not lend a student money except in clear and occasional circumstances, such as instances in which a student may go without food or beverage or be unable to participate in a school activity without such financial assistance, and shall report all such instances and the reason therefor to the employee's supervisor as soon as practicable after the instance.

H. Not have inappropriate contact with any student, whether or not on school property, which includes, but not limited to:

1. All forms of sexual touching, sexual relations or romantic relations;
2. Inappropriate touching including but not limited to any physical touching, embracing, petting, hand-holding, or kissing that is unwelcome by the student or is otherwise inappropriate given the age, sex and maturity of the student;
3. Any open displays of affection toward mostly-boys or mostly-girls;
4. Offering or giving a ride to a student unless absolutely unavoidable, such as instances in which a student has missed his/her usual transportation and is unable to make reasonable substitute arrangements, and shall report all such instances and the reason therefore to the employee's supervisor as soon as practicable after the instance;
5. Report any instance to the administration in which the employee reasonably suspects that another employee, student or person has engaged in such behavior toward a student at school or during any school-sponsored activity;
6. Abide by the prohibitions of NMSA 1978 Section 30-9-10 which imposes felony sanctions for a school employee to have relations with a student under 18 years of age.

I. Not interfere with a student's right to access to a public education by sexually harassing a student or permitting students within the control, supervision or responsibility of the employee to sexually harass any other student, which includes:

1. Avoid making sexual advances, requests for sexual favors, repeated sexual references, and avoid any name-calling by means of sexual references or references directed at gender-specific students; avoid any other verbal or physical conduct of a physical nature with a student even where the employee believes the student consents or the student actually initiates the activity, and any display or distribution of sexually-oriented materials, or information where students can see them;
2. Avoid creating and intimidating, hostile or offensive work/school environment by, at a minimum, not engaging in any of the prohibited behaviors set forth at numbers 7 or 8a above;
3. Become familiar with and abide by the School Board's policies related to inappropriate contact with a student or sexual harassment of students by employees or students by students;
4. Report to the administration any instance in which the employee reasonably suspects that a student has been subjected to sexual harassment at school or during school-sponsored activity.

J. Not engage in unauthorized or inappropriate discipline of a student or corporal punishment in excess of, or contrary to, local school board policy, and in exercise of disciplinary action toward students, the employee shall:

1. Control anger, de-escalate conflicts and confrontations, avoid losing his or her temper, and refrain from any form of excessive physical discipline or physical or verbal abuse of students. Physical intervention shall be used only to restrain. Students actively engaged in or threatening physical violence or harm toward himself, other staff members or students. Instances of such physical restraint shall be reported to the administration as soon as practicable;
2. Refrain from using derogatory terms, offensive names or nicknames, or vulgar or profane language directed to, in the vicinity of, or when referring to students. School personnel shall further avoid name-calling, racial epithets or racially insensitive terms, crude anatomical references, racial, ethnic, or sexual jokes or slurs, or offensive or pejorative verbal or non-verbal communication, signs or other physical gestures, which are likely to elicit a negative response. If the

employee has a question about whether particular forms of communication as specified herein are appropriate for use in a school setting or in the context in which he or she proposes to use them, he or she shall discuss it with the administration;

3. Decline to permit himself or herself to be provoked into a response barred by this policy, by student conduct or communication.

K. Not engage in violent or threatening behavior toward students, regardless of provocation, except when required for the immediate defense from serious physical harm of the employee, another student, staff member or authorized person on campus.

4.60.2 IN GENERAL

A. Comply with all school board policies and administrative regulations, or if applicable, approved collective bargaining agreements, setting forth specific employee behavior or conduct standards.

B. Not make a false or misleading statement or fail to disclose a material fact in any application for employment or licensure.

C. Not orally or in writing misrepresent his or her qualifications for an employment position or promotion.

D. Not assist persons in obtaining educational employment whom he or she knows to be unqualified in respect to their character, education, or employment history.

E. Not make a false or misleading statement concerning the qualifications of anyone in or desiring employment in the District.

F. Not permit or assist unqualified or unauthorized persons to engage in employment within the school District.

G. Not disclose personal, medical, or other confidential information about other employees to anyone unless disclosure is required or authorized by law.

H. Not knowingly make false or derogatory personal comments about an employee, although First Amendment-protected comments on or off campus are not prohibited.

I. Not accept any gratuity, gift, meal, discount, entertainment, hospitality, loan, forbearance, favor, or other item having monetary value whose market value exceeds \$100, excluding approved educational or employment-related awards, honoraria, plaques, trophies, and prizes.

J. Avoid conduct connected with the performance of official duties that is improper, illegal or gives the appearance of being improper or illegal.

K. Not sexually harass any school employee, any school visitor or anyone else whom he or she might encounter in the course of official duties, which include:

1. Avoid making sexual advances, requests for sexual favors, repeated sexual references, and avoid any name-calling by any means of sexual references or references directed at gender-specific individuals; avoid any other verbal or physical conduct of a physical nature with any of the above-named individuals even when the employee believes they consent or they actually initiate the activity, and any display or distribution of sexually-oriented materials or information where the above-named individuals can see them;

2. Avoid creating an intimidating, hostile, or offensive work/school environment by at a minimum not engaging in any of the prohibited behaviors set forth in 11a above;

3. Become familiar with and abide by the School Board's policies related to sexual harassment of employees;

4. Report to the administration any instance in which the employee reasonably suspects that a school employee, school visitor, or other person present at school or a school-sponsored activity has been subjected to sexual harassment.
- L. Not engage in inappropriate displays of affection, even with consenting adults, while on school property, during school-sponsored activities or school events off campus.
- M. Not use public school property to conduct personal business or your personal affairs without permission of a supervisor.
- N. Use educational facilities and property only for proper purposes related to legitimate School District business or purpose for which they are intended consistent with applicable policy, law and regulation.
- O. Not discriminate against any school employee, or any other person with whom we have any dealings or contact in the course of our official duties, on the basis of race, color, national origin, ethnicity, sex, disability, religion, or serious medical condition.
- P. Not engage in any outside employment:
1. The performance of which conflicts with school employment duties;
 2. Which uses confidential or privileged information obtained from public school employment as part or all of private employment duties;
 3. That impairs the physical ability to perform school employment duties.
- Q. Not, with the intent to conceal or confuse a fact, change or alter any writing or encourage anyone else to change or alter any document:
1. In connection with official school duties;
 2. In connection with another person's official school duties;
 3. In connection with any standardized or non-standardized testing;
 4. In connection with any writing submitted to the Department of Education related to initial or continued licensure, including endorsements.
- R. Not, with intent to deceive, engage in any conduct or make any statement:
1. That would breach the security of any standardized or non-standardized tests;
 2. That would ignore portions or the entirety of any standardized or -non-standardized testing instructions;
 3. That would assist students in obtaining services or benefits to which they do not qualify or are not entitled.
- S. Not when on school property or off campus while representing the school or attending a school function, engage in violent, abusive, indecent, profane, boisterous, disruptive, unreasonably loud or otherwise disorderly conduct which tends to disturb the peace or interfere with or obstruct the lawful mission, processes, procedures, or functions of the schools or the School District.
- T. Not engage in violent or threatening behavior toward co-workers, supervisors, parents, members of the school community or public or others with whom the employee has contact in connection with his or her job duties.
- U. Not engage in any behavior prohibited by the state's criminal code or conduct, which may result in criminal penalties, civil fines or similar sanctions.

V. Respond in a constructive and professional manner to lawful directives, instructions or request from supervisors or administrators.

4.60.3 PENALTIES FOR FAILURE TO COMPLY WITH THIS CODE:

A. The Board of Education finds that adherence to this Code of Ethics and Conduct has a significant bearing on a school employee's competence, turpitude or the proper performance of his or her duties. Further, the Code of Ethics and Conduct is intended to provide a valuable framework of personal ethics to assist employees in their interactions with colleagues, students and parents. However, the Code of Conduct establishes minimal standards of accepted conduct with which all employees are expected and required to comply.

B. The failure to abide by the standards of ethical behavior and conduct set forth in the Code of Ethics and Conduct may constitute just cause for termination or discharge of personnel subject to this code, in accordance with applicable statutory procedure.

C. The failure or refusal to abide by the standards of conduct set forth in this code shall constitute conduct deemed to be outside the normal scope of duties of school personnel and, thus, shall not be subject to the procedures for correction of unsatisfactory work performance applicable to discharge of licensed personnel for unsatisfactory work performance, set forth in NMSA 1978 Section 22-10-21 and 6 NMAC 4.5.1.

D. It shall be the duty of the school superintendent to provide written notification to the Director of the Licensure Unit of the Public Education Department, after taking final action to discharge or terminate the employment of any licensed or certified school employee, or any other person providing instructional services in a school who does not hold a standard license but whose presence was authorized by the PED through a substitute license, or an educational plan approved by the PED, based in whole or part on a violation of this Code of Ethics and Conduct, for possible license suspension or revocation.