

IDEA Public Schools Criminal Background Check Packet

Table of Content

Instructions	1
Volunteer Waiver and Release	2
Authorization to Conduct Criminal Record Search	4
Volunteer Confidentiality Agreement	5

The University of Texas
Rio Grande Valley
Office of Field Experiences

Greetings,

Our records show you have selected IDEA Public School as your district of choice. IDEA Public School that you complete a criminal background check (CBC). CBC will be conducted by the IDEA Public School HR Department. To complete your CBC with IDEA Public Schools please submit the following to Magdalena Ramos, HR Specialist, at magdalena.ramos@ideapublicschools.org:

1. IDEA Volunteer Criminal Check Authorization (attached)
2. IDEA Volunteer Worker Agreement (attached)
3. Copy of TXDL/ID
4. HR District Letter (attached)

The failure to complete a criminal background check with the district may result in a delay in your placement.

If you have any additional questions pertaining to the CBC, please feel free to contact Magdalena Ramos at 956-351-4959.

Should you have any questions, please feel free to contact our office at 956-882-4139 or 956-665-5910.

We look forward to your participation.

Thank you,

Office of Field Experiences

Brownsville Campus
BMAIN 2.200M
(956) 882-4139

Edinburg Campus
Education Complex 2.510
(956) 665-5910

Support: ofe@utrgv.edu



Brownsville • Edinburg • Harlingen • McAllen
Rio Grande City • South Padre Island • utrgv.edu



IDEA Public School District
Volunteer Waiver and Release



Name ("Volunteer"): _____ Date of Birth: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

Emergency Contact Name: _____ Emergency Contact Phone #: _____

Campus Name/Location: _____ Date(s) of Activities: **From** _____ **To** _____

Are you a parent or guardian of an IDEA student? Yes No

Name of Student(s): _____ Grade(s): _____

Brief Description of Volunteer Activities (REQUIRED):

This Release and Waiver of Liability ("Release") releases IDEA Public Schools organized and existing under the laws of the State of Texas, and each of its Board of Directors, officers, employees, and/or agents.

1. **Volunteer Status Only:** I wish to volunteer my time and efforts to assist IDEA Public Schools. I understand that the scope of my relationship with IDEA Public Schools is limited to that of a volunteer and that, as a volunteer, I will not receive compensation in return for my services. I further understand that IDEA Public Schools will not provide me with any benefits traditionally associated with employment including, but not limited to, retirement, medical, dental, or vision. Services may be terminated at-will by either party. A volunteer worker is expected to abide by all IDEA'S policies and procedures.

2. **Risk of Injury/Property Damage:** I consent to my participation as a Volunteer on IDEA Public Schools property and acknowledge and understand that my participation and storing of any property may involve the risk of property damage or loss, and risk of injury, including losses which may result not only from my actions, inactions, or negligence, but also from the actions or inactions, the negligence of others, the condition of the facilities, equipment, or areas where the event or activity is being conducted. I also understand that there is a risk of bodily injury, personal injury, illness, loss of life, property damage, and other types of losses.

3. **Insurance:** I understand that IDEA Public Schools does not assume any responsibility for or obligation to provide me with financial or other assistance, including but not limited to medical, health, worker's compensation, or disability benefits or insurance. I further understand that I am responsible for my own insurance coverage in the event of personal injury or illness as a result of my volunteer services with IDEA Public Schools. I understand that I am responsible to pay for my medical bills incurred due to any injury or illness I may receive while performing volunteer services with IDEA Public Schools.

4. **Emergency Medical Treatment:** I hereby release and forever discharge IDEA Public Schools from any claim whatsoever which arises or may hereafter arise on account of any first-aid treatment or other medical services rendered in connection with an emergency during my tenure as a volunteer with IDEA Public Schools.



5. **Assumption of Risk:** Despite the risk of injury and lack of medical insurance coverage from IDEA Public Schools, I knowingly and voluntarily assume the risk of all injuries and/or illness that I may suffer as a result of my volunteer activities for IDEA Public Schools and I knowingly and voluntarily waive any and all claims, actions, demand, or causes of action against IDEA Public Schools and agree to hold IDEA Public Schools, and each of its Board of Directors, officers, employees, and/or agents harmless for any injury or damage that I may suffer as a result of my volunteer activities for IDEA Public Schools.

6. **Waiver and Release:** In consideration for my use of IDEA Public Schools' property and participation in the volunteer activities, I hereby waive all claims or causes of action against IDEA Public Schools and its directors, officers, employees, volunteers and agents, arising out of my use of IDEA Public Schools property, and hereby forever release, hold harmless, and discharge them from all liability in connection with acts or omissions occurring during my participation in the Volunteer activities, including, but not limited to, liability stemming from any claims of property loss, negligence, gross negligence, contractual default, or intentional conduct.

7. **Background Check:** As I will be entrusted to work around and/or with students, I agree to authorize IDEA Public Schools and/or its agents to conduct such background checks as deemed necessary. All volunteer workers must pass a criminal background check prior to beginning any volunteer work.

8. **Media Release:** I grant and convey to IDEA Public Schools all rights, title, and interests in any and all photographs, images, video, and/or audio recordings of me, my likeness, and voice made by IDEA Public Schools in connection with providing volunteer services to IDEA Public Schools. I give permission for IDEA Public Schools to use my name, likeness, and voice in media publications, newspaper articles, television coverage, websites, school newsletters, video presentation, and/or public presentations in connection with providing volunteer services to IDEA Public Schools.

9. **Choice of Law and Severability:** As a volunteer, I expressly agree that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Texas and that this Release shall be governed by and interpreted in accordance with the laws of the State of Texas. I agree that if any clause or provision of this Release is deemed invalid, the enforceability of the remaining provisions of this Release is deemed invalid, the enforceability of the remaining provisions of this Release shall not be affected.

10. **Immunity:** I understand and affirm that IDEA Public Schools, its Board of Directors, Officers, Employees, and agents are not waiving any sovereign or governmental immunity which it or they have under Texas law. I further understand and agree that IDEA Public Schools is generally immune from liability, and generally cannot be sued for personal injuries or damages related to my volunteer service, unless an injury is caused by the use of a motor vehicle by IDEA Public Schools.

I have carefully read this release and hold harmless agreement and understand the terms used in it. I have signed this waiver and release freely and voluntarily and with full knowledge of its significance.

Volunteer's Signature

Date

Supervisor Name and Signature

Supervisor Title

IDEA Public Schools does not discriminate on the basis of race, religion, color, national origin, gender, disability, or any other protected characteristic in providing educational services, activities, and programs.

IDEA PUBLIC SCHOOLS
Authorization to Conduct Criminal Record Search



IDEA Public Schools is required by state law to obtain criminal history information on all applicants that are being considered for employment or volunteer work. Section §22.083 of the TEXAS EDUCATION CODE requires all school districts to complete a criminal history check. IDEA Public Schools may obtain this information from any law enforcement agency or criminal justice agency.

Your application to volunteer cannot be activated until this completed form is returned with all your forms and copy of picture ID. This information will be used for the purpose of determining eligibility to volunteer in IDEA Public Schools. To comply with this law, you are requested to complete the information below and return with application.

_____ Name (Print or Type)	_____ Social Security Number
_____ Date of Birth	_____ Driver's License Number & State

Sex: Male Female

Voluntarily Submitted

Race: (Check One)

- White African American Hispanic American Indian Asian Pacific Islander

This information will be used only for the purpose of obtaining state required Criminal History Records. The information will be used solely for employment or volunteer work and will become part of applicant's file.

I hereby authorize all persons, schools, companies, corporations, credit bureaus and law enforcement agencies to supply to IDEA Public Schools any information concerning my background in connection with employment or volunteer work consideration, and I do release them from any liability and responsibility arising from doing so.

I understand that if I am employed or approved to volunteer by IDEA Public Schools, I may be discharged from my position if IDEA Public Schools obtains information of my conviction for a felony, or any offense involving moral turpitude (including, but not limited to theft, rape, murder, swindling, and indecency with a minor), that I did not disclose to IDEA Public Schools.

IDEA Public Schools has a policy of no smoking and/or use of tobacco products in any form on school district property or any school-related or school sanctioned activity on or off school property.

_____ Signature of applicant	_____ Date
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IDEA Public Schools does not discriminate on the basis of race, religion, color, national origin, gender, disability, or any other protected characteristic in providing educational services, activities, and programs.

VOLUNTEER CONFIDENTIALITY AGREEMENT



As a volunteer of IDEA Public Schools (“IDEA”), you may have access to scholar information or other information that is proprietary in nature to IDEA; this information is not to be shared or discussed with anyone other than designated IDEA personnel, or as otherwise allowed by applicable law.

Before beginning service as a volunteer at IDEA, it is required that you acknowledge your intent to maintain the confidentiality of information you may obtain during your service by endorsing the statement below:

1. I will not discuss proprietary information belonging to IDEA that was learned during my volunteer service, unless the disclosure is allowed by applicable law. This includes, but is not limited to:
 - a. Information relating to IDEA’s financial, regulatory, personnel, or operational matters;
 - b. Information relating to IDEA’s clients, customers, beneficiaries, suppliers, donors, employees, volunteers, sponsors, or business associates and partners;
 - c. Trade secrets, know-how, curriculum, inventions, discoveries, techniques, processes, methods, formulae, ideas, technical data and specifications, testing, methods, research, and development activities, and computer programs and designs;
 - d. Contracts, product plans, and sales and marketing plans;
 - e. Business strategy and operations such as business plans, methods, and marketing strategies; and
 - f. Strategic information about IDEA’s plans for development, including school models and operations, costs, facilities, partners, etc.
2. I will not discuss confidential scholar information with others, except with designated staff members or as otherwise allowed by applicable law. The confidentiality of scholar information includes, but is not limited to:
 - a. Academic standing, including scholar grades and test scores;
 - b. Attendance;
 - c. Financial status;
 - d. Physical/mental health identity and history, including information concerning disabilities; and
 - e. Disciplinary status/records.
3. I will not contact parents/guardians regarding behavior or performance of scholars, and I will refer any questions regarding scholars to the scholar’s teacher or principal.
4. As a participant in IDEA’s volunteer program, I understand that I am not authorized to examine, release, or comment on scholar records/information unless expressly authorized by school officials in accordance with applicable law.
5. I understand and agree that any violation of these guidelines constitutes grounds for my dismissal as a volunteer with IDEA.

By signing, I acknowledge that I have read, understand, and will comply with this Volunteer Confidentiality Agreement.

Signature

Date

Printed Name

IDEA Public Schools does not discriminate on the basis of race, religion, color, national origin, gender, disability, or any other protected characteristic in providing educational services, activities, and programs.