



Volunteer/Independent Contractor Form

The Texas Education Code Section 22.083(b) authorizes BRAINATION, Inc. (Inspire Academies) (“the organization”) to obtain criminal history information on a person who intends to volunteer for the organization. This also applies to independent contractors.

All Volunteers and Independent Contractors must submit completed forms, including the DPS Computerized Criminal History (CCH) Verification form, to Human Resources at CGarza@braination.net or fax to (210) 638-5075.

Campus: AFIA Bell County Central Office Hays County Legacy Ranch Rockdale

Position: Volunteer Independent Contractor Student Teacher/Practicum

Print Name: _____
(First) (Middle) (Last)

Current Address Since: _____
(Mo/Yr) (Street) (City) (Zip/State)

Previous Address From: _____
(Mo/Yr) (Street) (City) (Zip/State)

Previous Address From: _____
(Mo/Yr) (Street) (City) (Zip/State)

**please provide address information for the last 7 years. Use back of this form to add more addresses.*

Email Address: _____ Phone Number: _____

Social Security Number: _____ Date of Birth: _____

Driver’s License Number: _____ State: _____

I hereby authorize the organization to obtain from any law enforcement agency or criminal justice agency all criminal history record information that relate to me.

Signature: _____ Date: _____

Processed CCH/Sex Offender by _____ on _____

DPS Computerized Criminal History (CCH) Verification

(AGENCY COPY)

I, _____, acknowledge that a Computerized Criminal

APPLICANT or EMPLOYEE NAME (Please print)

History (CCH) check may be performed by accessing the Texas Department of Public Safety Secure Website and may be based on name and DOB identifiers. (This is not a consent form, but serves as information for the applicant.) Authority for this agency to access an individual's criminal history data may be found in Texas Government Code 411; Subchapter F.

Name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history record information (CHRI), therefore the organization conducting the criminal history check is not allowed to discuss with me any CHRI obtained using the name and DOB method. The agency may request that I also have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search.

In order to complete the fingerprint process I must make an appointment with the Fingerprint Applicant Services of Texas (FAST) as instructed online at [www.txdps.state.tx.us /Crime Records/Review of Personal Criminal History](http://www.txdps.state.tx.us/CrimeRecords/ReviewofPersonalCriminalHistory) or by calling the DPS Program Vendor at 1-888-467-2080, submit a full and complete set of fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$25.00 to the fingerprinting services company.

Once this process is completed the information on my fingerprint criminal history record may be discussed with me.

(This copy must remain on file by this agency. Required for future DPS Audits)

Signature of Applicant or Employee (optional)

Date

Agency Name (Please print)

Agency Representative Name (Please print)

Signature of Agency Representative

Date

Please: Check and Initial each Applicable Space	
CCH Report Printed:	
YES _____	NO _____ _____ initial
Purpose of CCH: _____	
Empl ___	Vol/Contractor ___ _____ initial
Date Printed: _____	_____ initial
Destroyed Date: _____	_____ initial
Retain in your files	



Volunteer/Independent Contractor Form

Emergency Contact Information:

Name: _____

Relationship: _____

Phone: _____

Release:

By submitting this form, I acknowledge my intent is to volunteer or provide contract services for BRAINATION, Inc. DBA Inspire Academies. I have received and will abide by the Volunteer/Independent Contractor Policy Regarding Student Safety.

I hereby assume full and complete responsibility for any personal injury and/or property damage that I sustain or cause during my participation as a volunteer or independent contractor. In addition, I hereby release, hold harmless and covenant not to file a suit against the organization and/or any of their employees, volunteers, Board Officers, agents, and successors from any and all loss, liability or claims I may have arising out of my service.

I understand that I may become privy to confidential information about the students of the organization. I agree to maintain the confidentiality of any such information as well as any information about the organization. I will not use any confidential information in any manner that would be detrimental to the organization, and I will avoid any actions that might impair the reputation of the organization.

Volunteer or Independent Contractor's Signature

Date



Volunteer/Independent Contractor Policy Regarding Student Safety

BRAINATION requires that volunteers and independent contractors comply with standard practices and ethical conduct toward students, school staff, parents, and members of the community.

Volunteers and independent contractors who fail to maintain proper standards of conduct or who violate any of BRAINATION's policies will not be permitted to provide volunteer or contracted services.

Conduct with Students

This includes, but is not limited to the following:

- Appropriate displays of affection:
 - Side hugs including shoulder-to-shoulder or temple-to-temple
 - Pats on the shoulder or back
 - Handshakes
 - “High-fives”, hand slapping, fist bumps
 - Verbal praise
 - Pats on the head when culturally appropriate
 - Touching hands, faces, shoulders, and arms
 - Arms around shoulders
 - Holding hands (with smaller students in escorting situations)
- Inappropriate displays of affection:
 - Full frontal hugs
 - Kisses on the mouth or elsewhere
 - Touching bottoms, chests, or genital areas
 - Showing affection in isolated areas of the building, such as closets, adult only areas, or other private rooms
 - Employees sleeping in bed with a student
 - Touching knees or legs
 - Wrestling with student
 - Piggyback rides
 - Tickling
 - Allowing a student to cling to an employee’s leg
 - Any type of massage given by a student to an employee.
 - Any type of massage given by an employee to a student
 - Any form of affection that is unwanted by the student or the employee
 - Compliments that relate to physique or body development
- Appropriate verbal interaction:
 - Positive reinforcement
 - Appropriate jokes
 - Encouragement
 - Praise



Volunteer/Independent Contractor Policy Regarding Student Safety

- Inappropriate verbal interactions:
 - Name calling
 - Discussing sexual encounters or in any way involve adult clients or students in personal problems or issues of employees
 - Telling secrets
 - Cursing
 - Telling off color or sexualized jokes
 - Shaming
 - Belittling
 - Derogatory remarks
 - Harsh language that may frighten, threaten, or humiliate students
 - Making derogatory remarks about the employee or student or about their family
- Volunteers and independent contractors must have clear and appropriate verbal and physical boundaries with students.
- Volunteers and independent contractors are never to be alone with a student.
- Volunteers and independent contractors are not to escort a student anywhere alone.
- When meeting one-on-one with a student, volunteers and independent must always do so in a public place where they are in full view of others.
- Avoid physical affection that can be misinterpreted.
- If meeting in a room or office, volunteers and independent contractors must leave the door open or move to an area that can be easily observed by others passing by.
- Volunteers and independent contractors should Inform other adults that they are alone with a student and ask them to randomly drop in.
- Volunteers and independent contractors shall not touch or look at a student inappropriately.
- Volunteers and independent contractors shall not give student(s) notes.
- Volunteers and independent contractors shall not give a student gift(s).
- Volunteers and independent contractors are to follow facility policies regarding residents.
- Volunteers and independent contractors shall not engage in physical mistreatment of a student.
- Volunteers and independent contractors shall not solicit or engage in sexual conduct or a romantic relationship with a student.
- Volunteers and independent contractors shall not provide a student with alcohol or illegal/authorized drugs.

Appropriate and Inappropriate Electronic Communications between Adults and Students

Any electronic communication with students, including the use of social networking like Facebook, instant messaging, texting, and blogging or leaving comments on blogs, is prohibited. All personal social networking profiles and blogs of adults must be private and inaccessible to students.



Volunteer/Independent Contractor Policy Regarding Student Safety

Volunteers and independent contractors with personal profiles on social networking sites may not request to be friends with students or approve friend requests with students.

Volunteers and independent contractors are prohibited from emailing students using their personal email accounts. All volunteer and independent contractor communication with students should occur on company email accounts and be copied and/or forwarded to their supervisor and parents or guardians.

Volunteers and independent contractors are prohibited from communicating with a student using any communication device, including their personal mobile phone or providing a student with their personal contact information.

If a student engages in improper communication with a volunteer or independent contractor, the volunteer or independent contractor should notify their supervisor immediately.

Responding

Volunteers and independent contractors are to interrupt any inappropriate or suspicious behavior. Contractors and volunteers are to report such behavior to their supervisor or the next person in the chain of command. Any such behavior should be documented on the Incident Reporting Form. If any of the above-mentioned actions or other red flag behaviors are discovered, BRAINATION will investigate and notify the appropriate authorities when appropriate. There is a zero tolerance for inappropriate interactions with students. Any volunteer or independent contractor found to be in violation of this policy will be subject to termination of services.