

Nacogdoches Independent School District

VOLUNTEER & MENTOR APPLICATION

Thank you for your interest in volunteering with Nacogdoches Independent School District. All volunteers are required to re-new their application before the start of the next school year. Please submit this application and a copy of your Texas Driver's License or Identification Card to the campus you at which you volunteer. Please allow 10-15 business days for processing. Contact Communications at 936-569-5000, ext. 8893, with questions.

1) Personal Information

First name: _____ Address Line 1: _____
 Last name: _____ Address Line 2: _____
 Gender: _____ City: _____
 Date of birth: _____ State: _____ Zip: _____
 Phone: _____ Email: _____

2) School Preferences Check at least one.

<input type="checkbox"/> Brooks-Quinn-Jones Elementary	<input type="checkbox"/> McMichael Middle School
<input type="checkbox"/> Emeline Carpenter Elementary	<input type="checkbox"/> Mike Moses Middle School
<input type="checkbox"/> Fredonia Elementary	<input type="checkbox"/> Nacogdoches High School
<input type="checkbox"/> Nettie Marshall Academy	<input type="checkbox"/> Malcolm Rector Technical High School
<input type="checkbox"/> Raguet Elementary	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Thomas J. Rusk Elementary	

3) Group Affiliations Check an organization you are volunteering with.

<input type="checkbox"/> SFA organization (_____)	<input type="checkbox"/> Concerned Black Men of Nacogdoches
<input type="checkbox"/> Rotary Readers	<input type="checkbox"/> Foster Grandparents
<input type="checkbox"/> Kids Hopes Mentors (Church: _____)	<input type="checkbox"/> PTA/PTO
<input type="checkbox"/> Church volunteer group: (_____)	<input type="checkbox"/> Other: _____

4) Volunteer preferences Check area you are interested in helping.

<input type="checkbox"/> Mentor	<input type="checkbox"/> Academic tutor (Subject: _____)
<input type="checkbox"/> Classroom aide (Grade level: _____)	<input type="checkbox"/> Other: (Specify below)
<input type="checkbox"/> Library/office aide	_____

Finish attached pages to complete the necessary criminal background check forms.
BE SURE TO ATTACH COPY OF YOUR TEXAS DRIVER'S LICENSE OR IDENTIFICATION CARD.

Nacogdoches Independent School District

Consent to Perform Criminal History Background Check Form 2018 - 2019

For: Volunteers • Student Teachers • Interns • Observers • Others

This form must be signed by a NISD Administrator, Coordinator or Supervisor before submitting it to the HR Office, please see boxes (B-C) below.

Confidential

The Nacogdoches Independent School District is required by Texas Education Code Chapter 22, Subchapter C to review the criminal history of applicants, employees, independent contractor (independent contractors working with students **must** be fingerprinted), student teachers, interns, observers, and volunteers. The information requested below is necessary to obtain criminal history record information. Please fill out section (A) below completely and return to the campus/department secretary, along with an enclosed form from the Department of Public Safety (DPS), and a copy of your **current TX driver's license or TX ID card** no later than 14 days prior to your start date. This is to ensure that a criminal history can be completed prior to your first day. It can take up to 10 business days from the date of receipt for the Office of Human Resources to complete the process (**once the background check is complete, the HR Office will ONLY notify the campus/department if a particular record does not clear**). You will not be permitted to start until the District completes the criminal history check. In some instances a fingerprint check may be required because the name-based information is not an exact search and only fingerprint record searches can represent a true identification to criminal history check, in such case the fee will be required to be paid by the applicant at the time of the fingerprinting. Nacogdoches ISD may process Out of State background checks for those applicants with Out of State Driver's licenses, at a cost of \$25.00 payable to Nacogdoches ISD (no cash accepted), other disclosures will be required; therefore you must contact the Human Resources Office at 936-569-5000, ext. 8834.

Volunteers may obtain and return the forms from a campus secretary where they wish to volunteer, or from the Public Relations Dept. located at 420 S. Shawnee Street, 936-569-5000, ext. 8893.

Student teachers, interns, or observers may obtain the necessary forms from the Teaching and Learning Department at 936-569-5000, ext. 8864
Student teachers, interns, or observers related with Special Education may contact the Special Education Department at 936-569-3150, ext. 3205
Student teachers, interns, or observers related with Deaf Education, may contact the Deaf Education Department at 936-552-0531, ext. 3400

For additional information, please refer to the back page of this form, or contact Magda English at 936-569-5000, ext. 8834.

Applicant's Information: The information requested in this box is required from all applicants, and it is maintained in a confidential manner. (A)
Note: This Form must include a copy of current Driver's License or TX ID card, and a DPS form)

Print Name: _____
Last First Middle Initial
Local Address: _____ Phone # _____
Date of Birth _____ TDL # _____ Social Security # _____
Signature _____ Date _____

Please mark what applies to you: Volunteer ___ Student Teacher ___ Intern ___ Observer ___ If other please indicate _____
If you are a Student Teacher, Intern, or Observer, will your assignment be related to Special Education, or Deaf Ed Education? Y ___ N ___
(if you answer yes, please refer to the back of this form).

VOLUNTEER SECTION: This box must be completed Only by Campus/or department administrator (B)
Are you aware of the volunteer listed above? Yes: ___ No: ___, does the Volunteer belong to an Organization: _____, if yes please indicate the name of the Organization: _____
Signature: _____ Print Name _____ Campus Name _____ Date _____
(Campus Administrator/ Designee)

This box must be completed Only by the NISD Administrator in Charge of Student Teachers, Interns and Observers! (C)
Are you aware of the applicant listed above being assigned to your campus/Dept.? Yes _____ No _____
Signature: _____ Print Name _____ Campus Name _____ Date: _____

For NISD-HR Office Use Only: Date of completion: _____ Comments: _____

Revised HR July, 2018

DPS Computerized Criminal History (CCH) Verification
(AGENCY COPY)

I, _____, acknowledge that a Computerized Criminal
APPLICANT or EMPLOYEE NAME (Please print)

History (CCH) check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB identifiers I supply. (This is not a consent form.) 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, therefore the organization conducting the criminal history check is not allowed to discuss with me any criminal history record information obtained using this method. The agency may request that I have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search. Once this process is completed the information on my fingerprint criminal history record may be discussed with me.

In order to complete the 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 \$24.95 to the fingerprinting services company.

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

 Signature of Applicant or Employee

 Date

NACOGDOCHES ISD 2018-2019

 Agency Name (Please print)

(For NISD HR Office Use Only)

 Agency Representative Name (Please print)

(For NISD HR Office Use Only)

 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		

2018-19 NACOGDOCHES ISD VOLUNTEER AND MENTOR GUIDELINES

CONFIDENTIALITY AND COMMITMENT

Thank you for working with our students and staff. You are providing a valuable service to our school district. It is important to understand the following guidelines when working with students and school information.

CONFIDENTIALITY

A feeling of mutual understanding and trust between school staff and volunteers is essential. Volunteers sometimes have access to information about students and their abilities, successes and struggles as well as information from teachers. As a volunteer/mentor, your responsibility is to maintain confidentiality at all times.

All information you are told about a student is confidential and sharing that information with others may be a violation of law.

A volunteer shall not discuss school matters or information concerning students outside the classroom with anyone but the designated school staff. If you need help with a student, discuss the matter professionally with the teacher, counselor, assistant principal or principal.

Although the student is free to share confidential information with you, there are certain things that you are **required by law** to tell a campus administrator:

- If a student confides he or she is the victim of sexual, emotional, chemical or physical abuse, or is considering homicide or suicide, or is involved in any illegal activity, you must notify the student's principal immediately.
- Document the information that was reported and to whom it was provided.
- Remember, this information is extremely personal and capable of damaging lives, so do not share it with anyone except the campus administrator.

CONFIDENTIALITY PLEDGE/IMAGE RELEASE

I have read the guidelines above and understand their importance. All information regarding students and district staff is considered confidential, and I will maintain confidentiality.

I release my image/photo/audio for use and publication with Nacogdoches ISD and its community partners.

CODE OF ETHICS, RESPONSIBILITY, CONDUCT

VOLUNTEER REQUIREMENTS

You must be 18 years of age or older and complete the following steps:

- Complete the application provided by the campus.
- Complete NISD Volunteer/Mentor Criminal History Application each school year.
- Submit a copy of your current Texas Driver's License or Identification Card.
- Prior to starting, coordinate volunteer activities through the District Volunteer Coordinator or the school's volunteer coordinator.

COMMUNICATION

If you have questions involving your volunteer work, please ask the appropriate person – the teacher, principal, campus volunteer coordinator or the district volunteer coordinator. Suggestions regarding the Volunteer/Mentor Program are welcome and encouraged.

ACCOUNTABILITY

Remember to bring your driver's license and volunteer badge and sign in at the front office through the school's Raptor System. You must wear your identification badge at all times and sign out upon departure. Your hours of service will be recorded for monthly reporting requirements.

An accurate report will be prepared for the administration to evaluate the program's achievements and the degree of involvement. Volunteer/Mentor hours are used to qualify for grants, provide necessary data when applying for District/Campus recognition and awards, measure dollars saved by the district and provide meaningful data regarding community involvement goals.

REPORTING

Reporting volunteer/mentor hours is important:

- This data represents a statistical snapshot of what you are accomplishing on your campus and tells your story to the community.
- Tracking volunteer/mentor data is a valuable tool in detailing and highlighting how volunteers/mentors impact not only students but the community.
- Volunteer/mentor hours are part of the summative data for your school and becomes part of the overall campus evaluation.
- Volunteer/mentors are valuable to campus and district programs.
- Many grants, as well as state and federally funded programs require an accurate reflection of volunteer/mentor hours.

CODE OF ETHICS, RESPONSIBILITY AND CONDUCT (continued)

DAILY PROCEDURES

- Report to the office and sign-in through Raptor. School personnel must know who is in the building.
- Wear identification badge provided by NISD while participating in volunteer/mentor activities.
- Work under the direction of the school staff, recognizing that instructing, supervising, grading and disciplining students are school staff responsibilities.
- Work in collaboration with district/campus staff to plan volunteer/mentor activities. When possible, staff will match volunteer/mentor talents with tasks assigned.
- Communicate with designated staff members to ensure clear expectations, task assignments and feedback on volunteer/mentor activity.
- Do not bring your children to school. It is for their safety and well-being as this provision is NOT currently available.

DEPENDABILITY

Make a professional commitment. Be a positive role model by acting professionally and dressing appropriately. Teachers and students are counting on you, so be dependable. Please notify the campus coordinator if you are unable to come at your committed time.

IMPARTIALITY

A volunteer/mentor shall favor no one side or party more than another in all school situations.

OBJECTIVITY

A volunteer/mentor shall not let his/her personal feelings enter into his/her work as a volunteer.

APPEARANCE

A volunteer/mentor shall dress appropriately, always remembering that he/she is setting an example for students.

RESPECT

A volunteer/mentor shall respect the authority of the school staff and the school administration.

WORKING WITH STUDENTS

These guidelines are designed to protect students from harm and to prevent even the appearance of impropriety on the part of the individual mentors, volunteers, students and schools participating in the NISD Volunteer/Mentor Program.

MEETING WITH STUDENTS

- All meetings and/or activities with students must take place on the school campus or as part of a school-sponsored field trip.
- All activities with a student or students must take place in a room with an open door or on the school grounds in sight of school staff representatives.
- Off-campus contact is strictly prohibited unless under direct supervision of school officials.

TRANSPORTATION

- Transporting a student in your personal car is prohibited.
- Students must be transported in a school district vehicle (for field trips), in a school official's vehicle or in a parent or legal guardian vehicle.
- Do not put yourself in the position of being alone with any student in any vehicle.

PHYSICAL CONTACT

- Physical contact should be limited to holding a hand or giving a soft pat on the back.
- Remember that what you see as simple, friendly affection between you and the student may be viewed by someone else as something entirely different.

SMARTPHONE USE

- Smartphone usage is discouraged while volunteering on NISD campuses. Volunteers/mentors cannot use their personal smartphone or any other electronic device to take photos of students, nor can volunteers/mentors post photos of students to personal social media accounts or transmit by text, email or other method to a third party.

NACOGDOCHES ISD VOLUNTEER AND MENTOR GUIDELINES AGREEMENT

I agree to conform to these guidelines and the policies and rules of Nacogdoches Independent School District. *Failure to comply with these guidelines, policies and rules of Nacogdoches Independent School District could result in revocation of my standing as a volunteer.* I will not be entitled to and I do hereby waive any and all rights to any compensation whatsoever for my service. I am not being pressured or coerced by anyone to perform voluntary services for NISD or to complete the online or paper application.

Volunteer applicant's name (print)

Volunteer applicant's signature

Today's date