

# Nacogdoches Independent School District

## VOLUNTEER & MENTOR APPLICATION

Thank you for your interest in volunteering with Nacogdoches Independent School District. All volunteers are required to renew 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 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.**



**FOR: VOLUNTEERS**

The information about volunteering may be obtained from the campus secretary at the campus you wish to volunteer, or from the Public Relations Dept. Located at 420 S. Shawnee Street, 936-569-5000, ext. 8893

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**FOR: STUDENT TEACHERS, INTERNS, OR OBSERVERS IN GENERAL (not related with Education or Deaf Education), must contact the following department.**

Teaching and Learning Dept.  
420 South Shawnee St.  
Nacogdoches, TX  
(936) 569-5000, ext. 8864

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**FOR: STUDENT TEACHERS, INTERNS, OR OBSERVERS (related with Special Education), must contact the following department.**

Special Education Dept.  
421 North Fredonia Street  
Nacogdoches, Texas  
936- 569-3150, ext. 3205

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**FOR: STUDENT TEACHERS, INTERNS, OR OBSERVERS (related with Deaf Education), must contact the following department.**

Deaf Education Dept.  
4116 Appleby Sand Road  
Nacogdoches, Texas  
936- 552-0531, ext. 3400

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Should you have any other question, please contact Magda English – HR Specialist at 936-569-5000, ext. 8834.

**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

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

# 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.

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Volunteer applicant's name (print)

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Volunteer applicant's signature

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Today's date