

## New Braunfels ISD Values and Appreciates our Volunteers

**THE RULE:** For the safety of the children, all volunteers serving in any role in New Braunfels schools are required to complete and return a NBISD Criminal History Record Information form prior to volunteering. This policy applies to parents, family members, PTA officers or volunteers, college students, and community members, even if they are volunteering for a one-time assignment such as chaperoning a field trip, helping with a special seasonal event, or volunteering to fulfill a class requirement.

**WHO'S A VOLUNTEER?** For the purpose of the criminal history check, a volunteer is defined as someone coming to school to fulfill or accept a volunteer responsibility. It does not apply to parents being parents...eating lunch with their child; participating in field day; observing an event or activity. The defining factor is if the parent or family member is adding an extra pair of hands at the request of the school...assisting, chaperoning, guiding, helping, etc.

**FREQUENCY:** Criminal History Information Forms must be completed each school year prior to volunteering. Once the volunteer application and criminal history record information request (DPS form) have been completed, return the completed paperwork to campus administrator. Campus staff will forward the criminal history record form to the Student Services office. The form will then be tracked through the Department of Public Safety Office in Austin; No copies of the criminal history record form will be kept on campus.

**WHAT'S NEXT?** Criminal history checks take approximately 3 - 7 working days to complete. Individuals that have filled out a Criminal History Record Information form at one campus will be allowed to volunteer at **ANY** District campus once the form has been cleared. A list of volunteers who have met and cleared the criminal history check will be communicated from the Student Services Office to the campus principal as they are processed.

**IF THERE'S A PROBLEM:** Principals will be contacted should there be a concern about a volunteer's criminal history. If there is a question or dispute concerning the results of a volunteer's criminal history check, the volunteer is to contact Clay Gilentine, Director of Student Services at 830-643-5700.

### Volunteer Procedures:

1. Submit to a criminal background check with the district. Central administration reserves the right to restrict a volunteer's opportunities based on their criminal record check. If a volunteer would like to inquire about a restriction: 1) access a DPS copy of CRC and 2) schedule an appointment (830) 643-5704,
2. Wear a volunteer badge approved by the principal and register in the office when entering and exiting the school.
3. \*Work under the direct supervision of the classroom teacher which means the volunteer must be in the auditory and visual presence of the teacher. Or two approved volunteers could be working together in a "buddy system."
4. \*Refer all discipline concerns to the classroom teacher. Or in the case of a "buddy system" use the classroom phone to notify office staff or If there is not a classroom phone one volunteer leave to notify office staff (principal, counselor, nurse, etc.) regarding discipline concern. Only school staff members will approach a student regarding his/her behavior,
5. Maintain a positive role model. This includes:
  - a. Use grade appropriate language.
  - b. Discuss grade appropriate topics.
  - c. Refrain from inappropriate touching of students.
  - d. Refrain from giving student gifts, rewards, or food items without the teacher's permission.
6. Keep all students and school-related information CONFIDENTIAL.
7. Communicate safety or emergency concerns to someone in authority (classroom teacher, nurse, office personnel or principal).
8. Dress appropriately.
9. Notify/phone the school office staff if an illness or emergency will interfere with a scheduled volunteer duty.
10. A volunteer is in the role of assisting the classroom teacher or school office staff.
11. Preschool and/or children not registered in school ARE NOT to accompany a volunteer.

# New Braunfels Independent School District Volunteer Application

This document supports NBISD policy GKG (LOCAL)

Volunteers may be used in the schools to relieve teachers of routine and clerical matters so they may increase their effectiveness in Instruction. In some cases the volunteers will supplement the teacher's work through the volunteer's special resources ...Volunteers In the school shall work directly under the supervision of the principal in whose building they are assigned, in accordance with approved procedures."

Name of volunteer \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_

Cell Phone: ( ) \_\_\_\_\_

Classroom Teacher(s) \_\_\_\_\_ Campus \_\_\_\_\_

\_\_\_\_\_

Student Name(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Check "c" volunteer assignments:

**Clerical/Office:**

- Duplicate materials
- Laminate materials
- Cut out materials
- Create bulletin board or wall chart/decoration
- Answer Phone
- Distribute teacher mail and/or student fliers
- Stuff/collate materials for envelopes/ mailing
- Collect/count money

**Library:**

- shelve/catalog books
- Create bulletin board or wall chart/decoration
- Assist with Book Fair
- Collect/count money

**Cafeteria/Lunch room:**

- Supervision

**Volunteer supervising students (buddy system):**

- Field trips
- Collaboration time
- Testing (current Texas teacher certification and Testing Administrator Training)
- Overnight student trip

**Other:**

- watch DOGS
- \_\_\_\_\_

**Special resources (buddy system):**

- Read to students
- Listen to students read
- Vision/Hearing Screening (w/service Groups)

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I have read the NBISD volunteer policy and procedures and agree to abide by the terms outlined in this document.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**This page will be kept on file at the campus**

**Criminal History Record Information Request – VOLUNTEERS \*Confidential\***

The New Braunfels Independent School District is authorized by state law to obtain criminal history record information on individuals who intend to serve as volunteers for the district (Texas Education Code §22.083). The information requested below is necessary to obtain criminal history record information. Incomplete forms *will not* be processed.

PLEASE PRINT LEGIBLY:

Name: \_\_\_\_\_  
Last First Middle

Date of Birth: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Month/Day/Year

Social Security (Last 4 only): XXX-XX-\_\_\_\_\_ TX Driver License (Last 4 only): XXXX\_\_\_\_\_

Sex:  Male  Female Ethnicity:  Black  White/Other

I understand that the information I am providing about age, sex, and ethnicity will not be used to determine eligibility for employment, but will be used *solely* for the purpose of obtaining criminal history record information.

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

I have been notified that a computerized criminal history (CCH) verification check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB information supply.

**Because** the name based information is not an exact search and only fingerprint record searches represent true identification to criminal history, the organization (as listed below) conducting the criminal history check **is not** allowed to discuss any information obtained using this method, therefore the agency may offer the opportunity to have a fingerprint search performed to clear any misidentification based on the name search, **if the name search provides a criminal report I know could not be mine.**

For the fingerprinting process I will be required to submit a full and complete set of my fingerprints for analysis through the Texas Department of Public Safety AFIS (automated fingerprint identification system). I have been made aware that in order to complete this process I must have the correct fingerprinting (FAST) form from this agency, make an online appointment, submit a full and complete set of my fingerprints, and pay a fee of \$9.95 to the fingerprinting services company, L1 Enrollment Services. **(Only if the search provides a report I know could not be mine)**

Once this process is completed and the agency receives the data from DPS, the information on my fingerprint criminal history may be discussed with me.

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

\_\_\_\_\_  
Printed Name of Applicant/Employee

New Braunfels ISD  
\_\_\_\_\_  
Agency Name (Print)

\_\_\_\_\_  
Signature of Applicant/Employee

\_\_\_\_\_  
Signature of Agency Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Please be aware that NBISD is charged for each background check, therefore we ask that you only fill out one form per school year.

**This page will be filed in the Student Service Department**