



Graham ISD Volunteer & Mentor Application

Welcome to the Graham Independent School District. We sincerely appreciate the investment of your time as a volunteer or mentor. To begin volunteering/mentoring at any GISD campus, you must first complete a volunteer/mentor application. You can find a volunteer/mentor application on any GISD campus or on the GISD website under the Parent Resources tab.

Graham ISD seeks to create a safe place for students that is free from crime, violence, drugs and abuse at all times. Pursuant to the Texas Education Code, Graham ISD conducts screenings for any record of criminal activity by prospective volunteers. To keep our students safe, Graham ISD obtains criminal history records of all prospective volunteers/mentors who will be working with students. Examples of volunteer/mentor situations include but the list is not exhaustive to – camp counseling, mentoring, tutoring, assisting in the classroom, chaperoning field trips, serving as a sponsor for an overnight trip, having access to student information and working on a regular basis with students.

All volunteers/mentors are required to submit a background check application each year; all records are considered inactive on June 30 of each year. All volunteers/mentors must reapply with the district on or after July 1 of each year to be considered for opportunities for the upcoming school year.

As a result of the large number of applicants, we will not notify you of your volunteer/mentor status. To receive your status, check with your campus Principal for this information before you volunteer. Please allow 1-2 days for our office to process the information.

In this packet you will find:

1. Sign-up sheet and confidentiality agreement (please sign & date)
2. Procedures & Code of Conduct for Volunteers and Mentors
3. Guidelines for Volunteers and Mentors
4. Criminal History Record Request
5. DPS Criminal History Verification
6. GISD policy for Registered Sex Offenders

If you have any questions, feel free to call Robert Loomis, Assistant Superintendent for GISD at 940 549 0595.

GISD Volunteer / Mentor Packet

Name _____ Email Address _____

Home Phone _____

Work Phone _____

Cell Phone _____

_____ General Volunteers

_____ Mentor (one-to-one)

Place an X by the program that best fits your schedule

_____ **Classroom Volunteer**

- Volunteer is assigned to a specific classroom teacher to assist/tutor in the classroom. Grade preferred: _____

_____ **PE, ART, Music Volunteer**

- Preference: _____

_____ **Office Volunteer**

- File papers, copy papers, count class sets of handouts, deliver notes, help prepare teacher materials, etc.

_____ **Cafeteria Volunteer**

- Help open containers, pass out silverware, help monitor

_____ **Library Volunteer**

- Shelf books, keep library organized, check out books with scanner, read to students, etc.

_____ **Grateful Dads**

- The mission of the Grateful Dads is to be an Active, Visible, and Positive male role model within Graham High School and the community.
1. Model and teach our GHS students to make eye contact, extend a handshake, and respond with a warm smile and a "Good morning." The positive impact Grateful Dads are making is overwhelming.
 2. Allow students to see the caring nature and male support of our community as they enter school.
 3. This program provides a way for GHS dads to 'give a hand' with the kids at school.
 4. **Duties:** Devote **1** Friday **or more** a month to greet the students of GHS from 7:40 – 8:15 at designated school entrances then meet with the Principal about school issues.
 5. **Who can enlist?** Any male over the age of 25 (Dad, Brother, Uncle, Grandparent, Businessman, GHS Supporter)

Watch D.O.G.S. Volunteer (Pioneer, Crestview, Woodland)

1. Watch D.O.G.S. (Dads of Great Students) is an innovative father involvement, educational initiative of the National Center for Fathering.
2. What are the goals of a WATCH D.O.G.S. program?
 - a. To provide positive male role models for the students, demonstrating by their presence that education is important.
 - b. To provide extra sets of eyes and ears to enhance school security and reduce bullying.

Who can enlist? Any male over the age of 25 (Dad, Brother, Uncle, Grandparent, Businessman, GHS Supporter)

Mentor Volunteer

1. Will meet with their assigned student in the cafeteria during the student's 30 minute lunchtime. The role requires a strong commitment 30 minutes per mentor student on a regular basis.

Confidentiality Agreement

I agree to use good judgment about confidential matters heard or observed while on a campus. I will speak positively about my experiences while on a campus. If I become concerned about anything said or observed, I will notify a campus administrator or counselor as soon as possible.

Signature: _____

Date: _____

Procedures for Volunteers and Mentor Participants

1. Complete and return it to the school office:
 - First two pages of this packet
 - GISD Criminal History Record Information Addendum
 - DPS Computerized Criminal History (CCH) Verification
2. Upon arrival to a GISD campus, **volunteers** and **mentors** will present driver's license to front office receptionist and receive a visitor's badge to wear while on campus. Before leaving campus, stop by the office and return the visitor's badge.
3. **Volunteers** will report to their assigned classroom or designated work area where they will be given instructions. Volunteers may be asked to help students to learn their math facts, read to students or listen to students read.
4. **Mentors** will report to the cafeteria to meet their assigned student.
5. **Mentors** should check in with teachers on duty in the cafeteria to let them know who they are and why they are there.

Volunteer & Mentor Code of Conduct

1. Please sign in and sign out so in the front office so that the office staff can locate you in an emergency.
2. Always wear your visitor name tag so you are identifiable for the safety of our students and schools.
3. Dependability is a must. Always be on time or call ahead in case of an absence.
4. Remember that the teachers and principals are the professionals on campus and are in charge. You are at school to help or have been invited as a part of the community.
5. Be aware that many things you may hear and see are subject to student confidentiality laws, so never discuss school policies, problems, or procedures in front of students or to others outside of the school environment.
6. If you ever suspect a child has been abused, notify the teacher, counselor and/or other school officials immediately.
7. Volunteers must appreciate the diversity of the students and be respectful of the U.S. Constitution's prohibition of establishing or sponsoring any religion in the schools. All volunteer/mentor efforts during the school day must be non-sectarian in nature.
8. If working with a specific teacher, meet with him/her to discuss specific duties and offer to do any task that will free the teacher to provide more instruction to the students.
9. Know where to park because parking is a premium at most of the GISD campuses.
10. Serve as a good role model for students in behavior, attitude, speech and dress.
11. Help boost every child's self-esteem by expressing as much approval as possible and refraining from criticism.
12. Professionalism, courtesy and flexibility are all assets of a school volunteer.

Guidelines for Volunteers & Mentors

1. Stay in the assigned area with students.
 2. Never be alone with students.
 3. Discuss general topics with students and refrain from questioning students regarding private or family matters, religion or political views.
 4. Exemplify the characteristics of a “Role Model” by using only appropriate language, dressing respectably, and conducting themselves in a positive manner.
 5. Encourage only friendly handshakes and/or side-by-side hugs so that physical contact is limited.
 6. Use good judgment about confidentiality. Volunteers and Mentors should speak positively about experiences while on campus and share with an administrator or counselor anything that concerns them as soon as possible.
 7. Use no alcohol or tobacco products while on school property.
 8. Use staff restrooms, which are located near the front office.
 9. No food items may be shared with students.
 10. Limit any treats to something to be used: pencils, erasers, et (You spending time with a student(s) are the best treat of all!)
 11. Develop a positive rapport with student(s) by sharing career information, hobbies, family & pet photos, etc.
 12. Ask students about their hobbies, favorite subjects, sports etc.
 13. Generate discussions regarding student's goals, academic progress, behavior, social skills, manners etc.
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- All Volunteers and Mentors must complete this application to be considered a volunteer or mentor for GISD.
 - When the form is completed, please submit to the campus principal
 - The campus principal will send the application to the GISD Central Office
 - Central office will complete the background checks and notify the campus principal that volunteers have been cleared or have not been cleared for volunteer / mentor service.
 - Campus principal will notify volunteers / mentors
 - Please allow two school days for notification

☐ Food Service
☐ Maintenance
☐ Transportation
☐ Para-Professional
☐ Substitute Teacher
☐ Volunteer/Mentor

Last First Middle

This form will be removed from the application and filed separately in the personnel office

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 I 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 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, L1Enrollment Services.

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

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

Signature of Applicant or Employee

Date

Graham ISD
Agency Name (Please print)

Julie Elrod
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: _____

Hire ☐ Not Hired ☐ _____ initial

Date _____ initial

Destroyed Date: _____ initial

Retain in your files

CAMPUS PROCEDURES REGARDING VISITORS WHO ARE REGISTERED SEX OFFENDERS

Purpose

The purpose of this policy is to protect the students from contact with visitors who are registered sex offenders. This policy is also in response to the requirement of laws governing School Districts found in the Texas Education Code, Section 38.022 (d).

This policy also provides guidance to Administrators, Counselors, and all staff members on procedural implementation of this law. The administration reserves the authority to determine the most appropriate procedure, as dictated by circumstance, in the implementation of this policy.

Parental Rights

The School cannot remove parental rights from a convicted sex offender. However, enhanced supervision will help ensure that children are protected. Should a registered sex offender be the parent or guardian of a child at a campus, the following procedures will be implemented:

- If the parent has legitimate business with the teacher, counselor, or their child, then the teacher, counselor, or child will be brought to the office and the business of the parent attended to under the supervision of a campus administrator.
- If the business is after school hours, an appointment may be made through the school office for an administrator (or administrative designee) to escort the parent to the appointed place of the conference.
- If the administrator's judgment so dictates, the administrator should remain present during the conference and escort the parent back to the office after the conference is concluded.
- If the administrator or designee does not stay for the conference, the teacher (or other adult the conference is with) shall escort the parent back to the office.

Escort by District Personnel

An administrator, or designee, will accompany the convicted sex offender when on campus. A convicted sex offender must not be allowed to enter into certain areas alone. These areas include such spaces as classrooms, restrooms, conference rooms, offices, and other areas where children may go to seek adult assistance.

Access to Common Areas of the Campus

- Access to common areas of the campus, such as the cafeteria, library, and restrooms should be stringently controlled.
- Should a registered sex offender need to enter such an area, entry should be limited to hours when children are not present. Otherwise, escort by district personnel is required.
- Attendance by a registered sex offender at sporting events, band concerts, etc. can be reviewed on an individual basis by the campus administrator.
- Generally, registered sex offenders are required by law to stay away from such events. Verification with local law enforcement is within the purview of the administration.
- Should an offender be identified in attendance on a campus and such attendance is prohibited by law, the authorities will be called to attend to the offender.

Access to Classroom

- Registered sex offenders will not be allowed access to classrooms when children are present.
- Should the circumstance arise that the campus administrator feels that access to a classroom is required, the person will be escorted by district personnel as described above.

Drop off and Release of Students

- Registered sex offenders who are parents or guardians and need to drop students off for school or pick them up may do so, but should remain in their vehicles and duty personnel should watch them carefully.

Eligibility to Serve as Volunteers

- Registered sex offenders will not be allowed to volunteer for the school.

Other Relevant Issues

The first priority of the school district is to ensure the safety of its students and staff. Toward this end, the access of registered sex offenders is discouraged, and where possible, prohibited. The administration should regularly (each six weeks) check the registry of sex offenders and notify the staff of their identity. The identity of sex offenders is not confidential, however, students who have registered sex offenders in their family should not be made to feel that they have done something wrong nor should they feel ashamed of themselves.

There may be instances when registered sex offenders are students. This will usually be at the High School. When this happens, the administration must act with prudence and take the necessary precautions to protect the safety of the campus. This may include assignment to DAEP for the duration of their High School career, if deemed necessary.