



Mineola Independent School District Volunteer Handbook

The Mineola ISD appreciates the involvement of volunteers in supporting the instructional and extra-curricular activities programs and enriching the learning environment. Whether you are chaperoning field trips, assisting office staff, or mentoring a student in reading or mathematics, your involvement does make a difference. If you are interested in serving as an education volunteer, please complete the information below to help us make the best use of your time and talent. Mineola ISD Volunteers are individuals who donate their time, without financial compensation, to benefit our students. The volunteer participation may occur in a classroom setting during the school day or outside the school setting as part of an extracurricular activity.

There are many ways to get involved in Mineola ISD schools, and each school's needs are different. Contact the school where you would like to volunteer for more information on their campus need and volunteer opportunities. As a volunteer, you will make a difference!

"To the world you may be one person, but to one person you may be the world."

-Anonymous



Mineola Independent School District

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Kim Tunnell, Superintendent

Dear Mineola ISD Volunteer,

The staff and administration wish to express their appreciation to you for assuming an active role in our schools. Your interest, time and energies will enhance the services our schools can provide for all Mineola ISD students. In your work as a volunteer, it is important to know that our students look to you as role models. Because of this we have created a volunteer handbook that explains the important role you play as a volunteer. We hope you will find personal satisfaction in giving back to our students. There has never been a more exciting time to be a part of the education community in Mineola ISD. Thank you for giving of your time and talents!

Because your time as a volunteer benefits all children throughout the district, you are joining with us to create links in a chain. These links—accessing college- and career readiness opportunities; closing the achievement gap; focusing on the critical factors in the learning model; and emphasizing students' physical, social and emotional well-being—are forming a support structure that we believe will guarantee success for every student. We cannot do this alone and will continue to rely on our volunteers, parents and community partners to help strengthen our school system.

We believe that the MISD volunteer program is a vital part of the district's purpose to educate all students to their highest level of academic performance, while fostering self-esteem and responsibility.

Again, thank you for volunteering and putting our students first!

Sincerely,

Kim Tunnell
Superintendent of Schools Mineola ISD

Volunteer Guidelines and Information

As a volunteer, you will be assisting the staff at the school to provide an enhanced educational experience for the students. Your contribution is a vital one and will become an important part of the total instructional effort. Teachers and students will be counting on you. Be sure that you take seriously your responsibilities as a member of the educational team.

In Mineola ISD, school volunteers must always work under the supervision of school staff members. Make sure that you are working in an open, visible area and do not allow yourself to be in a situation where your actions might be misconstrued.

All volunteer activities take place on the school grounds during school hours under general supervision of school staff. Exceptions can include chaperoned field trips and away-from-school volunteer activities such as projects done at home, booster club activities, and district-level activities. Siblings should not accompany volunteers. Children can interrupt procedures and prevent the volunteer from giving full attention to the work assigned.

How Do I Become a Volunteer?

A new application must be completed each school year. This application is available online at www.mineolaisd.net. You may also pick up a Volunteer Application from each school campus or from the district central office. The forms to be completed and submitted are also provided at the end of this document.

Complete the Criminal Record Check (CRC) Document. State and local policy also requires individuals who serve as school volunteers to submit to a criminal history check each year. By completing the volunteer application, individuals permit Mineola ISD to run a Criminal History Check.

All information is confidential. Mineola ISD reserves the right to refuse volunteer placement to individuals with disqualifying criminal convictions.

Volunteers in Schools: Benefits for Everyone

The volunteer gains:

- Personal satisfaction from helping children learn.
- Opportunities to learn new skills, polish old ones.
- Knowledge and understanding of Mineola ISD.
- Work experience that may lead to a future career.

The student gains:

- Additional individual attention.
- An accepting atmosphere for reinforced learning.
- A chance to succeed, thus building better self-esteem.
- A warm and caring adult who is a friend and role model.

The school gains:

- Positive interaction with the community.
- Improved student achievement and behavior.
- Additional services without extra costs.
- Increased community understanding and support.

The community gains:

- Better-educated students.
- Greater confidence in the educational system.

Signing In and Out Procedures

In order to maintain a safe learning and work environment, every person in the building must be identified

- Anyone entering a school building must SIGN-IN AND SIGN-OUT each time they visit.
- In the event of an emergency, the staff must be able to immediately account for everyone on site
- Signing in and out allows the district to track volunteer hours for program evaluation and recognition. The hours spent volunteering is an example of the commitment to the quality education in our school district
- Identifies the value of ALL CAMPUS ORGANIZATIONS and the OPPORTUNITIES where volunteers engage in our schools, staff and students (mentoring, PTA, Literacy Partners, booster clubs, room parent, chaperoning, etc.)

Confidentiality

- Work with students is always confidential.
- FERPA: Family Educational Rights & Privacy Act protects the privacy of student records. A student record is defined as any document that contains information directly related to a student (i.e. discipline reports, attendance records, test scores, written student statements, grades, transcripts, meeting notes, Sp.Ed./504 records, etc.)
- Volunteers should understand that the academic and personal information they know about a student should be shared only with the appropriate teachers and school staff and should not be shared with neighbors, friends or other parents
- Unless otherwise specified, all communication with parents should be handled by the teacher or school staff

Conduct & Dress Code

As a volunteer, you are considered to be a role model for the students and should dress and act appropriately. Please follow the District Code of Student Conduct regarding what is appropriate to wear on campus. If there is any confusion, ask your supervising teacher or a staff member what attire is appropriate for your assignment.

Discipline

It is the teacher's responsibility to discipline students, not the volunteer's. Discuss any discipline problems with the supervising teacher before they escalate.

Attitude & Professionalism

- Respect, care and concern for every student, parent and partnership is at the heart of everything we do.
- Although the job is voluntary, the commitment is professional.
- Be on time.
- Be dependable.
- Be confidential

Volunteers should always work within the rules of the school as set by the principal. The campus principal has the final say as to what can and cannot be done on the campus. Teachers are responsible for the curriculum, content, techniques and discipline in the classroom.

Mineola Independent School District

Volunteer Application

Return completed application to the Director of Human Resources.

Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

Email Address _____

SKILLS & INTERESTS:

I am interested in volunteering at the following levels:

Any school High School Middle School Elementary Primary

I am interested in volunteering in these areas: (Check all that apply)

Classroom Support Field trip chaperone Career Day Material Prep Concessions

Other _____

Please list any special skills/knowledge you could share (hobbies, ethnic cultures, foreign language, etc.)

Volunteer Code of Conduct Agreement

As a volunteer, I agree to abide by the following code of conduct:

- I will complete and submit a new Volunteer Application each school year.
- I will sign in and out at the front office each visit.
- I will wear my volunteer name badge at all times while on campus.
- I agree to never be alone with individual students who are not under the supervision of teachers or school authorities.
- I will maintain confidentiality of all school or classroom information.
- I will share with teachers and/or school administrators any concerns that I may have related to student welfare or safety.
- I will not supervise a class in the absence of a certified teacher.
- I will not discipline or directly teach students.
- I will not establish or make decisions about instructional objectives.
- As a role model for students, I will dress and act appropriately.
- I agree only to do what is in the best interest of every child with whom I come into contact.
- I agree to follow the Volunteer Code of Conduct at all times or risk being dismissed from my volunteer placement.

Signature

Date

Mineola Independent School District

Criminal History Record Information

*Note: Any arrest Record will be noted on the Criminal History Record obtained by the school.
All information is kept confidential.*

PLEASE PRINT AND COMPLETE ALL INFORMATION

INCOMPLETE FORMS WILLNOT BE PROCESSED

Last Name _____ First Name _____ Middle _____

Other name that may appear on records _____

Date of birth _____

Sex: Male Female

Racial and Ethnic Identity:

Choose one Ethnic Identity:

- Hispanic/Latino
- Not Hispanic/Latino

Choose one or more Racial Identities (regardless of ethnicity):

- White
- Asian
- Black or African American
- Native Hawaiian or other Pacific Islander
- American Indian or Alaska Native

I understand that the information I am providing about age, sex and ethnicity will not be used to determine eligibility for volunteering but will be used solely for the purpose of obtaining criminal history record information. This information is considered confidential and will not be used for any other purpose other than the background check.

Signature _____ Date _____

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	