

**\*\*Code of Conduct & Criminal History Record Check form both need to be signed in order for your paperwork to be processed.**



## North East Independent School District Volunteer Program Code of Conduct

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

- 1) I will sign in at the designated sign in station and sign out when my duties are complete.
- 2) I will wear a volunteer name badge or identification provided by the school each time I visit.
- 3) I will dress and act in an appropriate manner at all times.
- 4) I will maintain confidentiality outside of school and will share with teachers and/or school administrators any concerns that I may have related to student welfare and/or safety.
- 5) Whenever possible I will abide by the "three person rule." I understand that whenever possible a child is not to be left alone with an employee, volunteer or other district representative, unless a 3<sup>rd</sup> party is present. Programs involving spending one-on-one time with a student will be done so in a supervised setting.
- 6) I will not disclose, use or disseminate student photographs or personal information regarding students to anyone.
- 7) I agree to not transport students. Volunteers are not authorized to transport students, staff or other volunteers unless given special authorization through the Risk Management Department.
- 8) I agree not to smoke in the buildings or on the grounds of any NEISD property.
- 9) I will not have contact with students outside of school hours.

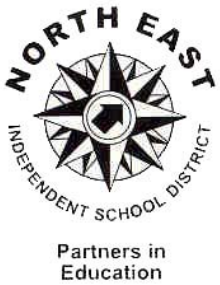
Failure to uphold any guideline or standard may result in dismissal from the NEISD Volunteer Program and may result in criminal prosecution.

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**Signature**

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**Date**



# North East Independent School District

8961 TESORO DRIVE, SUITE 402 - SAN ANTONIO, TEXAS 78217  
(210) 804-7226 FAX: (210) 804-7158

Volunteer Number \_\_\_\_\_

## Volunteer Criminal History Record Check

(An online application is available at <https://portal.neisd.net/vchrc/>.)

In order to determine suitability for volunteering and/or mentoring in a school setting, I authorize the North East Independent School District, pursuant to Texas Education Code Section 22.083, to obtain any criminal history record information. I understand that this may include a search of local, state and/or federal law enforcement agency records and hereby expressly release any and all information these agencies may provide. If there is a need for clarification of my identity, I agree to provide additional information, including, but not limited to, photographs and fingerprints.

***PLEASE PRINT ALL INFORMATION LEGIBLY (except signature)***

This application only needs to be completed **once** with NEISD. Active accounts will automatically be resubmitted annually.

NAME: \_\_\_\_\_  
(Last) (First) (Middle)

PRESENT ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
(City) (State) (Zip Code)

HOME PHONE: \_\_\_\_\_ OTHER PHONE: \_\_\_\_\_

(Please check)

SEX

- Male  
 Female

ETHNICITY

- American Indian/Alaskan Native (I)  
 Asian/Pacific Islander (A)  
 Black (Non-Hispanic) (B)  
 Hispanic (H)  
 White (W)  
 Other (O)

DATE OF BIRTH: Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_

DRIVER'S LICENSE NUMBER: \_\_\_\_\_ STATE: \_\_\_\_\_

THE SCHOOL(S) I WILL VOLUNTEER AT: \_\_\_\_\_  
\_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

OFFICIAL USE ONLY BELOW LINE

DATE CLEARED BY DPS: \_\_\_\_\_ INITIALS: \_\_\_\_\_