



*J. PAUL TAYLOR ACADEMY*  
*Recapturing the Joy of Learning - Recapturar la Alegría de Aprender*



# Volunteer Application

(575)652-4006

[www.jpaultayloracademy.org](http://www.jpaultayloracademy.org)

**Christy Takacs, Executive Director**

## VOLUNTEER APPLICATION

J Paul Taylor Academy welcomes and encourages all parents and citizens of Las Cruces to volunteer their time in our school. In order to protect our students, volunteers must comply with J Paul Taylor Academy's policies relating to volunteering. **All volunteers will be required to complete a Volunteer Application. The applications are available at the school in the Front Office or at [www.jpaultayloracademy.org](http://www.jpaultayloracademy.org).**

**The Volunteer Application consists of the following:**

- 1. Volunteer Information Sheet** – Complete, date and sign this sheet.
- 2. Policy Review** – Read, review and sign off on JPTA Policies and Document/Statements: Alcohol Tobacco & Other Drugs Free Zone; Child Abuse and Neglect; Anti-Discrimination and Harassment; Safety and Support; Professional Relationships and Behavior and Acceptable Use of Technology Resources.
- 3. Criminal History Affidavit** – Complete and sign the Criminal History Affidavit.
- 4. Submit a photo-** a passport photo style or take one at the front office for your volunteer badge. Please email these to [info@jpaultayloracademy.org](mailto:info@jpaultayloracademy.org).

**NMSU/DACC Students** that need to do classroom observations for education credits, practicums, interns, and enrichment programs, are required to complete the volunteer process.

### **BACKGROUND CHECK PROCEDURE**

**STATE AND FEDERAL BACKGROUND CHECKS**--Volunteers are required to have State & Federal Background Checks\* only once unless there is a break in volunteer service of one school year or longer, excluding summers.

You will need to register online PRIOR to going for fingerprinting at [www.cogentid.com](http://www.cogentid.com) or by phone at (877) 996-6277. For the background check, there is a \$44.00 dollar fee that is paid by a credit card or a money order made payable to: Cogent. During the registration process you will be asked for an ORI which is #NM931127Z then,

1. SELECT: J Paul Taylor Academy from the list
2. REASON: ***22-10A-5 SCHOOL EMPLOYMENT***
3. Take your registration form with a valid photo ID to the following provider:  
Security Concepts                      130 North Solano                      Las Cruces, NM
4. Your report will be sent to J Paul Taylor Academy's Front Office.

If you have questions or need additional information about the Volunteer Application, contact;  
April Larcher or Alejandra delPlain, 652-4006 or [info@jpaultayloracademy.org](mailto:info@jpaultayloracademy.org) or  
JPTA  
402W Court Ave Building #2 Las Cruces NM, 88005



*J. Paul Taylor Academy*

Students - Staff  
Families - Community  
*Recapturing the Joy of Learning*

This person is approved for volunteer work.

\_\_\_\_\_  
Signature Executive Director

### Volunteer Information Sheet

Name \_\_\_\_\_ Date: \_\_\_\_\_

Address \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Emergency Contact and Phone # \_\_\_\_\_

Child(ren) Name (s): 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Type of Volunteer Work Preferred:

Office Work \_\_\_\_\_ Cafeteria \_\_\_\_\_ Tutor \_\_\_\_\_

Custodial/Maintenance \_\_\_\_\_ Classroom \_\_\_\_\_

Music \_\_\_\_\_ NMSU Program \_\_\_\_\_ (specify)

Other \_\_\_\_\_ (Specify) Volunteer under 18 years old? Yes \_\_\_\_\_ No \_\_\_\_\_

Why are you volunteering in the schools? \_\_\_\_\_

\_\_\_\_\_

References:

Name	Relationship	Address	Phone
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1. \_\_\_\_\_

2. \_\_\_\_\_

I, \_\_\_\_\_

[print name]

1. acknowledge that I have read and understand the contents of this application
2. acknowledge that as a volunteer, I am not covered by J Paul Taylor Academy's insurance policy for personal injury or loss of personal property.
3. agree to indemnify and hold the district harmless in the event of personal injury or loss of personal property.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**J Paul Taylor Academy**  
**DRUG FREE WORK PLACE**

**ALCOHOL, TOBACCO, AND OTHER DRUGS:** The use or possession of tobacco products, alcoholic beverages, and illicit drugs by students, school staff, parents, and school visitors, while on JPTA property, in school vehicles, at school functions or school sponsored activities away from JPTA's campus is prohibited.

This policy will be distributed annually to students, school staff, school visitors and our community through our website and updated when appropriate.

Legal Reference: Nonsmoking Policy for Children's Services, 20 U.S.C.A. § 6083 (1994). NMSA 1978, § 24-16-4 (2007). 6.11.2.9 NMAC (2009); 6.12.4.8 NMAC (2001).

**J Paul Taylor Academy**  
**REPORTING CHILD ABUSE & NEGLECT**

New Mexico Law requires that any person who knows or suspects that a child is an abused or neglected child shall immediately report the matter to:

1. The Children, Youth and Families Department (CYFD)
2. A local law enforcement agency

There is no requirement that a volunteer consult or obtain the approval of a school supervisor before making a report. If you choose to discuss the situation with a school employee, you both are required to call in the report.

32 A-4-3 NMSA requires that any person who know or suspect that a child is an abused or neglected child shall immediately report the matter to the Children, Youth and Families Department (CYFD) or a local law enforcement agency. So long as such report is made in good faith, the reporting person shall be immune from civil liability or criminal sanctions for his/her action. The failure of any person to report knowledge or suspicion of child abuse or neglect will be cause for criminal prosecution and is cause for discipline of the person.

It is not the duty of the school employee making the report to conduct an investigation to determine whether the child identified has in fact been abused or neglected. The duty of any persons to report suspected child abuse or neglect is set forth in Section 32A-4-3 of New Mexico Statutes Annotated, (1993).

A person who fails to report abuse as provided in 32A-4-3 NMSA 1978 is guilty of a misdemeanor. A person failing, neglecting or refusing to report a suspected case of child abuse, neglect or starving as provided in 9N.N.C 1123 is guilty of a misdemeanor and shall be punished by a fine of not less than twenty-five dollars (\$25.00) nor more than one hundred dollars (\$100.00).

**J Paul Taylor Academy**  
**SEXUAL HARASSMENT**

“J Paul Taylor Academy” will not condone or tolerate any form of sexual harassment of, or by, staff or students. JPTA is committed to the creation and maintenance of a learning and work environment in which all persons who participate in school programs and activities can do so in an atmosphere free from all forms of sexual harassment. The Executive Director shall make every effort to make certain that everyone affected by this policy shall be informed of its provisions and also that infractions of it may be in violation of federal/civil and/or criminal laws. It is the intention of JPTA to take whatever action may be needed to prevent, correct, and if necessary, discipline behavior which violates this policy.”

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal, graphic, written, or physical conduct of a sexual nature when made by a member of staff, student, or member of the public while on district property or while attending an JPTA function, where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;
2. Submission to or rejections of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.
4. Sexual harassment may include, but is not limited to:
  - a. Suggestive or obscene letters, notes, invitations, e-mails, derogatory comments, slurs, jokes, epithets, assault, touching, fondling, sexual molestation or assault, impeding or blocking movement, leering, gestures, display of sexually suggestive objects, posters, or cartoons.
5. Sexual harassment creates a hostile environment when it is sufficiently severe to “alter the condition of the victim’s employment or academic pursuits.”

It is the responsibility of every supervisor and the Executive Director to recognize acts of sexual harassment and take necessary action to ensure that such instances are addressed swiftly, fairly, and effectively. Consequently, all JPTA administrators, teachers, staff, and volunteers in schools, offices, and other facilities shall be cognizant of, and responsible for, effectively implementing the sexual harassment complaint resolution procedures established in this policy.

Any staff member or volunteer who believes he or she has been sexually harassed should report the complaint as soon as possible to one of the following: immediate supervisor, next higher level above the supervisor, to the Executive Director in situations involving students as the harasser. Any employee found to have engaged in sexual harassment of a student or another employee shall be subject to sanctions, including but not limited to warning, counseling, reprimand, suspension, or termination subject to any applicable procedural requirements.

## **J Paul Taylor Academy** **Professional Relationships and Behavior**

Volunteers of J Paul Taylor Academy must maintain professional relationships with students both in school and community settings. J Paul Taylor Academy's volunteers maintain professionalism and do not engage in inappropriate activities or relationships with students. Inappropriate behavior with students may be unethical, unprofessional and/or illegal. J Paul Taylor Academy will take appropriate disciplinary action, which may include calling the authorities, if it appears that a volunteer has engaged in inappropriate or illegal behavior.

The following behaviors are, or may be, inappropriate. Employees who engage in such behaviors may cause harm to the student, contribute to unhealthy school climate, and/or put themselves at-risk for accusations of unprofessional behavior and/or child abuse.

In the scope of the volunteer's responsibilities, the volunteer will refrain from:

1. Giving students a personal phone number.
2. Meeting with students on an individual basis without a defined educational purpose. If volunteering requires individual meetings, such meetings should occur in a room with a window and/or an open door and where other school employees frequently walk by.
3. Inviting students to a personal residence or a non-school activity.
4. Discussing personal aspects of one's life that are inappropriate in the educational setting (e.g. one's sexual history).
5. Transporting students in a personal car.
6. Making sexual comments, jokes, or sexual solicitations towards students.
7. Touching students in a manner that could be seen as sexual in nature (e.g., massaging a student's shoulders).
8. Allowing students to touch your person in an inappropriate manner. If this happens, volunteers shall tell the student to stop the inappropriate behavior and report the student behavior to a supervisor.
9. Allowing students to make sexual comments, jokes, or sexual solicitations towards you or other students.
10. Ignoring inappropriate behavior (sexual, harassing, or discriminatory) observed in a colleague-self, or colleague-colleague interaction. If this happens, volunteer shall report the observed behavior to a supervisor.
11. Giving gifts to students or receiving gifts from students.

**J Paul Taylor Academy**  
**PERSONAL SAFETY AND SECURITY**

**Safety and Support:**

1. Each building site is required to have available to every employee, including substitutes and volunteers, a copy of the Safe School Plan. It is the responsibility of every volunteer to read and follow safety instructions given. Below are some general safety rules.
  - a. Avoid overloading electrical outlets with too many appliances or machines.
  - b. Use and store flammable items with caution and according to label instructions.
  - c. Avoid animals on the school grounds.
  - d. It is the volunteers' responsibility to know where the Materials Safety Data Sheets (MSDS) are kept at their site.
  - e. Report to a supervisor and/or Executive Director if a school employee or volunteer becomes ill or is injured
  - f. Ask for assistance when lifting heavy objects or moving heavy furniture.
  - g. Sit firmly and squarely in chairs that roll or tilt.
  - h. Use a site designated stepladder for all jobs performed above your arm's reach.
  - i. Do not stand on tables and/or chairs.
  - j. Volunteers with physical limitation are responsible to limit activities that will cause further injury.
  - k. Wear appropriate protective equipment like shoes, hats, gloves, back brace, goggles as required.
2. Any volunteers' willful violation of safety rules or failure to observe safety rules or practices, negligence or any careless action that endangers the life and/or safety of other staff, volunteers, students or the public, will result in disciplinary action up to and including termination.
3. It is a volunteers' responsibility to utilize equipment in the proper manner. Volunteers should monitor the condition of equipment required to perform their duties. If a volunteer finds that a piece of equipment is not working properly or in any way appears unsafe, the Executive Director or supervisor must be notified immediately so the repairs or adjustments may be made. Equipment should not be used until it is repaired or replaced.
4. J Paul Taylor Academy is required to keep record of all accidents that occur during the workday. It is required that volunteers report any communicable disease or injury at the worksite to the supervisor.

# Acceptable Use of Technology Resources

## I. **PURPOSE**

This regulation is designed to guide students, employees and volunteers in the acceptable use of computer systems, networks, and other information technology resources at J Paul Taylor Academy (JPTA).

*Acceptable Use of Technology Resources* means technology must be used in a responsible, ethical and legal manner and in accordance with the JPTA Mission Statement, priorities, and goals.

## II. **GUIDING PRINCIPLES**

The use of JPTA technology resources, including but not limited to, the Internet (World Wide Web), electronic mail, hardware, software and online services, to access, transmit, publish, display or retrieve any material in violation of any federal or state laws or regulations or any material that is contrary to the educational goals of the academy is prohibited. This includes, but is not limited to:

- A. Copyrighted material
- B. Pornographic, obscene or other sexually oriented material (pornographic means pictures or writings that are intended to stimulate erotic feelings)
- C. Material which is threatening, promotes violence or advocates destruction of property
- D. Material which advocates or promotes violence or hatred against a particular individual or group of individuals or advocates or promotes the superiority of one racial, ethnic or religious group over another
- E. Material related to gambling or any illegal activity

## III. **USE OF TECHNOLOGY**

- A. Appropriate Use of Technology Resources
  - 1. Students, employees and volunteers are reminded that any personal use of the Internet (including but not limited to Yahoo email/messenger, and music downloads) is expected to be on the user's own time. The user is responsible for all content on any academy technology.
- B. Inappropriate Use of Technology Resources
  - 1. Inappropriate or profane language or material likely to be offensive to others in the school community, including sexually harassing or discriminatory material
  - 2. Software without proof of proper licensing



3. Impersonation of another user, or anonymously transmitting or publishing material
  4. Business or personal business (including but not limited to buying and selling items on the internet), or other for-profit activity
  5. Use in which the academy will incur an expense unless spending authority has been granted by the head administrator
  6. The destruction, modification or abuse of any academy-owned technology or disruption of the operation of any network within the academy or any network connected to the Internet, including the use, attempted use or possession of computer viruses
  7. Creation, transmission or re-transmission of chain mail;
  8. Sharing of network passwords
- C. Requirements of students, employees, or volunteers:
1. All JPTA students, employees and volunteers who use or have access to technology must sign and abide by JPTA's Acceptable Use Agreement indicating their knowledge of and agreement to terms and conditions of use of academy technology resources.
  2. Take all reasonable precautions, including password maintenance and file and directory protection measures, to prevent the use of his/her account by other persons.
  3. Protect the privacy of confidential material, such as home addresses and/or personal phone numbers of others.
  4. All users, especially staff, are not to leave workstations unattended while logged on to the JPTA network or workstation.
  5. An acceptable use form will be reviewed and signed annually by all academy students, volunteers and employees,
- D. Academy's Rights
1. The academy reserves the right to examine e-mail, personal file directories, Internet usage and other information stored on JPTA computers.
  2. The head administrator may close an account at any time.
  3. Any infractions of the provisions of the acceptable use policy may result in suspension or termination of access privileges and/or appropriate disciplinary action up to and including termination, pending due process.



**J Paul Taylor Academy**  
**CRIMINAL HISTORY AFFIDAVIT**  
**Applicant/New Employee/Volunteer**

Dear Applicant/New Employee/Volunteer:

Most positions at J Paul Taylor Academy involve contact with our student population. We ask that you provide the information on this form to help us evaluate your suitability to perform in this capacity. Pursuant to New Mexico State Statutes, all applicants for employment are expected to provide us with this information. This insert is part of the application itself and any misrepresentation or omission of fact may be grounds for disqualification from further consideration or for termination of employment regardless of when the misrepresentation or omission is discovered.

I \_\_\_\_\_, certify that this document is a true, accurate, and full  
PRINT NAME  
disclosure of my personal and professional background history.

The conviction of a crime or any affirmative answer provided by you on this insert is NOT an automatic bar to employment. The JPTA will consider the nature of any conviction or alleged conduct underlying the affirmative response and the position for which you are applying.

**SECTION 1 (Check ONE of the following two statements)**

\_\_\_\_\_ I certify that I am not currently being charged with, I am not currently indicted on, I am not awaiting trial on, I have never been convicted of, and/or have never admitted committing, any of the offenses described in this document in this state or any similar offense or offenses in any other jurisdiction and that I have never been put on, and am not currently on probation in this jurisdiction or any other jurisdiction.

**OR**

\_\_\_\_\_ I certify that the statements I attach to this form (see NOTE at bottom of Section II) give a true, accurate, and full account of any offenses described in this document that I may have committed, been convicted of, been indicted for, or been charged with in this state or any other jurisdiction,

**SECTION II (Please check yes or no for following questions)**

1.	Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer or have you offered a resignation to your previous employer?	___Yes ___No
2.	Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position for misconduct?	___Yes ___No
3.	Have you been asked to resign from a prior position for other than performance reasons?	___Yes ___No
4.	Have you ever resigned from a prior position without being asked, but under circumstances involving your employer's investigation of sexual contact with another person, of sexual abuse of another person, of mishandling of funds, or of criminal conduct?	___Yes ___No
5.	Have you ever resigned from a prior position without being asked, but under circumstances involving your employer's investigation of misconduct?	___Yes ___No
6.	Have you ever been convicted of a sex offense as a juvenile or an adult?	___Yes ___No
7.	Have you ever been convicted of a drug-related offense as a juvenile or an adult?	___Yes ___No

**Continued on Next Page**

8.	Have you ever been charged with, or investigated for sexual abuse of another person as a juvenile or as an adult?	___Yes ___No
9.	Have you ever been charged with, pled guilty or no contest (no lo contendere) to, or been convicted of any crime involving sexual abuse of any person or any other crime as a juvenile or as an adult?	___Yes ___No
10.	Have you (a) ever been convicted of a crime, other than a minor traffic offense, or (b) ever entered a plea of guilty or a plea of no contest or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation or in a public service or education program for any crime than a minor traffic offense as a juvenile or as an adult?	___Yes ___No

**NOTE:** If you have answered yes to any of the previous ten, questions, please attach sheet(s) explaining in detail. Include the date of the charge, the court action, your attorney’s name, the offense in question and the address of the court involved, and sign and date each sheet in the upper right corner.

The crimes referred to this document include but are not limited to:

- |  |  |
|--|--|
| 1. Sexual abuse of a minor                             | 15. Kidnapping                                       |
| 2. Incest  | 16. Arson  |
| 3. Sexual assault                                      | 17. Burglary or Robbery                              |
| 4. Sexual exploitation of a minor                      | 18. D.U.I /D.W.I.                                    |
| 5. Contributing to the delinquency of a minor          | 19. Criminal Sexual Penetration                      |
| 6. Distribution of marijuana, or controlled substances | 20. Enticement of a Child                            |
| 7. Commercial sexual exploitation of a minor           | 21. Child Pornography                                |
| 8. Dangerous crime against a child or children         | 22. Criminal Sexual Contact                          |
| 9. Child abuse   | 23. Criminal Sexual Contact with a Minor             |
| 10. Molestation of a child                             | 24. Indecent Exposure                                |
| 11. Sexual conduct with a minor                        | 25. Distribution of controlled substances to a minor |
| 12. Aggravated assault of a minor                      | 26. Delivery to a minor of drug paraphernalia        |
| 13. First or second-degree murder                      | 27. Aggravated indecent exposure                     |
| 14. Involuntary/Voluntary manslaughter                 | 28. Aggravated assault on a minor                    |

I authorize the JPTA to check my background (including criminal arrest and conviction records for both juvenile and adult, reference checks, and release of investigatory information possessed by any private or public employer of any state, local, or federal agency). I expressly waive in connection with any request for or provision of such information, any claims, including without limitation defamation, emotional distress, invasion of privacy or interference that I might otherwise have against JPTA, its agents and officials or any provider of such information.

I understand that all terms of the volunteer status are conditional until the required background investigation is complete. I have read this authorization and release of all claims, and I expressly agree to the terms set forth herein.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINTED NAME