

Mesa Public Schools
FIELD EXPERIENCE VOLUNTEER APPLICATION

Please complete if you are a volunteer service provider who seeks **60 hours or less** of field experience for a university or college class credit. Choose the school location where you wish to complete your field experience hours. If the school agrees to accommodate your request, then the principal will be required to sign below. After you have obtained the signature of the principal, submit the application packet to Volunteer Services. If you have any questions, call the volunteer office at (480) 472-0434.

Volunteer Services is located at 63 East Main Street, 2nd Floor, Mesa, 85201.

Name: _____ Date _____

Address: _____

City/State/Zip: _____

Home Number: _____ Cell Number: _____

Email: _____

Emergency Contact Information:

Name: _____ Relationship: _____

Home Number: _____ Cell Number: _____

College/University: _____

Advisor/Instructor: _____ Contact Number: _____

Course Name: _____ Total Hours of Field Experience: _____

Course Objective: _____

MPS School you wish to do field experience at: _____

To be completed by the school listed above.

I understand that the above person may not begin their hours until administrative approval is received from Volunteer Services.

MPS Mentor Teacher: _____ Extension: _____

Grade Level or Subject Area: _____

MPS School Principal or Assistant Principal Signature

Submit a completed packet (4 pages) to Volunteer Services by dropping off at the address above or faxing to (480) 472-0483.

Mesa Public Schools

FIELD EXPERIENCE AGREEMENT FOR VOLUNTEER

As a volunteer service provider who seeks field experience to complete my university or college course or degree requirements, I certify and agree to the following:

1. As done as part of the required course work at an accredited post-secondary college or university, my field experience will not exceed 60 hours of service.
2. My field experience opportunity requires prior approval of (i) a qualified teacher who will act as my mentor teacher and (ii) the approval of the principal of the school where I will complete my field experience.
3. I have never been convicted, found guilty, pled guilty or no contest, or otherwise admitted responsibility for (1) a DUI offense; (2) a felony; (3) a sex or drug-related offense; (4) a dangerous crime against children, as defined in A.R.S. § 13.604.01; or (5) any misdemeanor offense other than a traffic violation. Also, I have never been arrested for any misdemeanor or felony offense that has not yet been resolved.
4. I will not begin my field experience until I provide to the Mesa Public Schools (MPS) Human Resources Department an executed copy of this Field Experience Agreement for Volunteer. I will complete any application and provide any information requested by the MPS Human Resources Department to determine my fitness to work with children.
5. I will work at all times under the direct supervision of my mentor teacher. If my mentor teacher is unable to serve as a mentor, for any reason, the District may attempt to find another mentor teacher. However, if a suitable replacement cannot be found, the field experience will be terminated.
6. Even though I am not an employee of the District, I agree to comply with the policies and procedures that give employees direction and govern the conditions and expectations of their employment that are based on state and/or federal laws. I will give particular attention to the following laws and policies:

A.R.S. § 13-3620 – Reporting Child Abuse: Employees who, when acting in the scope of their employment, develop a reasonable belief that a minor has been or is the victim of child abuse (i.e., non-accidental injury, sexual abuse, or neglect) must immediately report or cause a report to be made to a police officer or the Department of Child Safety (DCS). A report may be made by telephone or in person and must be followed by the completion of an MPS OnBase Child Abuse Report to document that suspected abuse was reported. For additional information, see Governing Board Policy JHG and the District's Child Abuse Reporting Protocol.

GBCX – Workplace Harassment – Employees: Workplace harassment, including sexual harassment, of or by employees is prohibited. Any employee who believes he or she has been harassed should lodge a complaint with an appropriate supervisor or the Assistant Superintendent of Human Resources.

GBH – Staff-Student Relations: When exercising general supervision over the conduct of students, employees will treat students with dignity and respect. Employees also must

observe and maintain professional boundaries between themselves and students. Examples of professional boundary violations include:

- Discussing with a student sexual topics that are not related to a specific curriculum.
- Discussing with the student the employee’s problems that would normally be discussed with adults (e.g., marital problems).
- Giving a student a ride in the employee’s personal vehicle without express permission of the student’s parent or school administrator.
- Taking a student on an outing without obtaining prior express permission of the student’s parent or school administrator.
- Giving gifts of a personal nature to a specific student.
- Using phone calls, e-mail, text messaging, or social networking sites to discuss with a student a matter that does not pertain to the student’s homework, class activity, school club, or other school-sponsored activity.

GBKB – Drugs and Alcohol: The District facilitates a safe environment for students, employees, and the community by requiring a drug-free workplace mandated by state and federal laws. Criminal arrests or charges relating to drug or alcohol abuse must be reported to the District within 48 hours.

GBKC/JFCJ – Dangerous Instruments and Deadly Weapons: Dangerous instruments and deadly weapons are prohibited on District property and at District events. Persons using, displaying, or knowingly carrying or possessing any dangerous instrument or deadly weapon, without authorization, will be subject to discipline.

GBSA – Employee Computer and Internet Use: Employees are to use District computers, networks, and Internet services for school-related purposes and the performance of job duties. Any employee who violates this policy or the rules governing use of District computers is subject to disciplinary action, up to and including discharge. Illegal uses of District computers will also result in referral to law enforcement authorities.

JO – Student Records: Student education records, and the information therein, are confidential and must not be divulged without parental consent except as specifically authorized by policy.

I will seek the advice of my mentor teacher or school principal if I have any questions about my proposed conduct that may violate any of the foregoing laws or policies and acknowledge that the District may terminate my field experience if I violate any of the foregoing state laws or District policies or engage in any other conduct that calls into question my fitness to work with students.

Volunteer Service Provider:

Printed Name

Date

Signature

CRIMINAL ACTIVITY REPORT

Because of the responsibility Mesa Unified School District has to its school children and community, the following information is needed from all applicants and employees. A record of arrest or conviction* does not prohibit employment; however, failure to complete this form accurately and completely may mean disqualification from consideration for employment, or may be cause for dismissal if employed. Failure to disclose all information may result in prosecution for filing false information with a public agency. Applicants and employees must report any convictions and arrests that occur subsequent to the time they initially completed this form. Questions regarding this information should be directed to the Assistant Superintendent of Human Resources. Please read carefully and answer every question. **All applicants who are offered employment will be fingerprinted at time of hire.**

1. Name _____
 Other names used _____

Answer these questions truthfully even if the condition was ultimately expunged, reversed or otherwise set aside. If any of the boxes are marked "YES," fill in the information below and attach a letter of explanation.

- 2. Have you ever been convicted* of any misdemeanor offense(s) other than traffic violation(s)? Yes No
- 3. Have you ever been convicted* of a DUI offense? Yes No
- 4. Have you ever been convicted* of a felony? Yes No
- 5. Have you ever been convicted* of a sex or drug related offense? Yes No
- 6. Have you ever been convicted* of a dangerous crime against children as defined in A.R.S. § 13.604.01? ** Yes No
- 7. Have you ever been arrested for any offense which has not yet been resolved? Yes No

CONVICTION INFORMATION

1. CONVICTION CHARGE			DATE OF CONVICTION	COURT OF CONVICTION
CITY	STATE	AMOUNT OF FINE	LENGTH OF JAIL TERM	
FACTUAL DETAILS OR OTHER REMARKS:			LENGTH AND TERMS OF PROBATION:	
2. CONVICTION CHARGE			DATE OF CONVICTION	COURT OF CONVICTION
CITY	STATE	AMOUNT OF FINE	LENGTH OF JAIL TERM	
FACTUAL DETAILS OR OTHER REMARKS:			LENGTH AND TERMS OF PROBATION:	

* **CONVICTION** is defined as any time you were found guilty of an offense and:

- forfeited a bond;
- served a term of probation;
- paid a fine;
- received a "suspended" sentence;
- conviction was expunged or set aside;
- served time in city or county jail;
- received a "deferred" sentence;
- served time in prison; and/or
- plea of nolo contendere

** A.R.S. §13.3716 requires applicants to give notice of any conviction for dangerous crimes against children. These crimes are defined in A.R.S. §13.604.01 as second degree murder, aggravated assault, sexual assault, molestation of a child, sexual conduct with a minor, commercial sexual exploitation of a minor, sexual exploitation of a minor, child abuse, kidnapping and sexual abuse, if any of these crimes are committed against a minor under 15 years of age.

Under penalty of criminal prosecution and dismissal, I hereby certify that the information presented in this application is true, accurate and complete. I understand and agree that misrepresentation or omission of relevant facts would be good cause for rejection of my application or, if I have been employed, for immediate termination of my employment.

I understand that, if I am considered for an offer of employment, the Mesa Public School District will conduct a background investigation for the District to determine my eligibility, qualifications and suitability for employment. I hereby give my consent for any employer or educational institution to release any information requested for this background investigation. Also, I waive any rights I have under state or federal law to review or obtain a copy of such information. I understand that my employment is not finalized until the background investigation has been completed.

I release, hold harmless and agree not to sue or file any claim of any kind against any current or former employer or educational institution, and any officer or employee of either, that in good faith furnishes written or oral references requested by the District to complete its background investigation. A photocopy or facsimile copy of this form that shows my signature shall be valid as an original. **Furthermore, I understand that I have no right of access to any materials submitted and information gathered by the District during the application process and that such materials and information are considered the sole property of the Mesa Unified School District.**

X _____
 Signature Date