



Dear Community Volunteer:

All of our community volunteers are required to complete the attached forms before being assigned to a volunteer position. It is important that each volunteer understands and agrees to our volunteer policies. If you have any questions about these policies, don't hesitate to call.

In accordance with Arizona Revised Statute (A.R.S.) § 15-512, new volunteers who are not a parent or guardian of a child in the school where they will be working must be fingerprinted. Parents that will be volunteer coaching are required to be fingerprinted.

Volunteers are asked to complete an application packet and meet with the school administrator prior to the fingerprinting process. You must have your application signed by a school administrator in order to be fingerprinted. Once Human Resources has a completed and satisfactory background check, the school site will notify the volunteer to begin work. This process will take a minimum of three weeks.

**Fingerprinting services are offered by appointment only. Please call 480-472-0434 to schedule your appointment for fingerprinting and processing. You must bring the completed packet, signed by an administrator and a state issued ID at the time of processing.**

Your fingerprints will be used to check the criminal history records of the FBI.

If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record. You should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the job, license, or other benefit based on information in the criminal history record.

The procedures for obtaining a change, correction, or updating of your FBI criminal history record are set forth in Title 28, Code of Federal Regulations (CFR), Section 16.30 through 16.34. Information on how to review and challenge your FBI criminal history record can be found at [www.fbi.gov](http://www.fbi.gov) under Criminal History Summary Checks or by calling (304) 625-3878.

To obtain a copy of your Arizona criminal history in order to review/update/correct the record, you can contact the Arizona Department of Public Safety Criminal History Records Unit at (602) 223-2222 to obtain a fingerprint card and a Review and Challenge packet. Information on the review and challenge process can be found on the DPS website at [www.dps.gov](http://www.dps.gov)

If you have any questions about our district or about volunteering, please call our office at (480) 472-0434. Volunteers do not need teaching experience.

***The Volunteer Application must be signed by a school administrator prior to processing. Fingerprinting and processing is done by appointment only. Please call 480-472-0434 to schedule an appointment.***

## MESA PUBLIC SCHOOLS (MPS) VOLUNTEER POLICIES

### VOLUNTEER SCREENING

In accordance with Arizona Revised Statute (A.R.S.) § 15-512, new volunteers who are not a parent or guardian of a child in the school where they will be working must be fingerprinted. **Fingerprinting services and volunteer processing is by appointment only, please call 480-472-0434 to schedule.** Volunteers are required to complete an application, obtain an administrator signature, be fingerprinted and approved by HR before beginning work. Once Human Resources receives a complete and satisfactory background check, the school site will notify the volunteer to begin work. This process can take a minimum of three weeks.

### SUPERVISION OF VOLUNTEERS

MPS volunteers work under the direct supervision of the professional staff at each school and only with those teachers who have requested the services of the volunteer. It is the responsibility of the school principal, supervising teachers or volunteer coordinator to dismiss any volunteer whose actions are not in the best interest of the schools or our students.

### DISCIPLINE

Students rarely have behavior problems while working with volunteers. However, it is important for you to know that our schools have detailed discipline plans and that the responsibility for discipline rests with the teacher. Volunteers may NOT discipline students. Make the teacher aware of any discipline problem that might arise when you are working with a student.

### CONFIDENTIALITY

As a volunteer, you will learn a great deal about our programs and students. As you work with the staff and students, information of a confidential nature may be shared with you. The problems, abilities, relationships and confidences of students, their parents and the staff should never be discussed with anyone who does not have a professional right or need to know them. Volunteers enjoy sharing their experiences with friends and family. It is important to keep confidential matters within the school. Do not discuss the progress, test grades, behavior or problems of individual students. The school staff must be able to depend on you to keep this information confidential. It is also important that you not probe into the student's family life or private matters.

### CHILD ABUSE REPORTING

All school district personnel are required by law (A.R.S. § 13-3620) to report suspected child abuse. Failure to report is a crime. This applies to all employees and volunteers when acting in the scope of their work with MPS. If abuse is suspected, contact a member of the school's child abuse reporting and education (CARE) team, which includes the school principal, nurse and counselor or psychologist. Ordinarily, a CARE team member will report the suspected abuse; however, if a CARE team member is unavailable, you must make the report by calling Child Protective Services (CPS), local law enforcement or both, depending on the circumstances. Child abuse must be reported immediately. Never delay a telephone report until the next day.

### DISMISSAL OF STUDENTS

Volunteers may never dismiss a student from school. Children who need to leave school early must have permission from the school office. Under no circumstances may a volunteer take a student off campus. Volunteers may not walk or drive students home.

### RESTROOMS

Staff restrooms are available for volunteers. We ask that volunteers not use student restrooms.

### CONTACTING STUDENTS

As a school volunteer, you will meet many delightful students. We know that you will enjoy working with them. However, volunteers may not telephone students or visit them at their homes. Volunteers may not make arrangements to meet students off campus, nor may students be invited to the volunteer's home. (If you are interested in working with children outside of school hours, we invite you to contact the local Big Brothers, Big Sisters or Foster Grandparents organizations.)

### DRESS CODE

Volunteers are adult role models for children. Please take your lead from the professional staff and dress appropriately for the job you are doing. Casual clothing is fine, but we ask your attire to be neat and conservative. Your appearance should attract no undue attention.

### INSURANCE / WORKERS' COMPENSATION

The district does not carry health and accident insurance or Workers' Compensation for volunteers.



SCHOOL VOLUNTEER APPLICATION

Volunteer Instructions: After completion of this volunteer packet, including administrator signature, please call 480-472-0434 to schedule an appointment with Volunteer Services for fingerprinting and processing. A state issued ID will be required at the time of processing. We are located at 63 E. Main St., 2nd floor of the First Fidelity Bank building.

Processing and fingerprinting is by appointment only, please call 480-472-0434 or email LRDONOVAN@mpsaz.org to schedule.

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Desired School: \_\_\_\_\_ Desired Teacher: \_\_\_\_\_

Are you a parent of legal guardian of a child(ren) currently attending Mesa Public Schools? Yes No

If yes, list names, grades and schools: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you ever volunteered in Mesa Public Schools? Yes No If yes, when: \_\_\_\_\_

List day and times you prefer to volunteer: \_\_\_\_\_

Languages spoken fluently (other than English): \_\_\_\_\_

Please check the general area(s) where you would like to volunteer:

\_\_\_\_\_ Classroom (specify grade level \_\_\_\_\_ )

\_\_\_\_\_ Health Office

\_\_\_\_\_ Library

\_\_\_\_\_ Clerical

\_\_\_\_\_ Special Programs (Music/Art)

\_\_\_\_\_ Other: \_\_\_\_\_

If you wish to work with students, what specifically would you like to do? Include your areas of interest, expertise, work or study experience. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you affiliated with a volunteer group or organization? Yes No

If yes, name the group/organization \_\_\_\_\_

Do you hold a valid Arizona Fingerprint Clearance Card? Yes No If yes, please submit a copy.

Fingerprinting may be required even if card is current.

To be signed by the school administrator prior to the fingerprinting process:

I have meet with the above named individual and request that they be fingerprinted to work as a volunteer at our school. I understand that the volunteer may not work until "administrator approval" is received from Human Resources. I understand that this process will take a minimum of three weeks.

School Site: \_\_\_\_\_ Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Mesa Public Schools

## Notice to Volunteer

This is to advise you that the Mesa Unified School District may obtain a consumer report concerning you for purposes of evaluating your suitability as a school volunteer. Unless you are otherwise notified in writing, the District will limit its request for consumer information to criminal history.

This notice is provided pursuant to the federal Fair Credit Reporting Act, which gives you specific rights in dealing with consumer reporting agencies and users of consumer reports. You may request a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act" from the District. This request should be in writing and sent to Human Resources, 63 E. Main Street, #101, Mesa, AZ 85201

By signing below, I authorize the Mesa Unified School District to procure a consumer report in accordance with the above Notice to Volunteer.

## Volunteer Policy Awareness

As a volunteer of Mesa Public Schools, I understand and agree that I must comply with school district policies and regulations that govern my conduct while performing volunteer duties.

I have received a copy of the volunteer policies for Mesa Public Schools. I acknowledge and agree to review and comply with the volunteer policies. If I have any questions regarding these or any other policies or regulations, I will contact an administrator or the certificated employee who is my supervisor.

## Applicant Notification and Record Challenge

Your fingerprints will be used to check the criminal history records of the FBI.

If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record. You should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the job, license, or other benefit based on information in the criminal history record.

The procedures for obtaining a change, correction, or updating of your FBI criminal history record are set forth in Title 28, Code of Federal Regulations (CFR), Section 16.30 through 16.34. Information on how to review and challenge your FBI criminal history record can be found at [www.fbi.gov](http://www.fbi.gov) under Criminal History Summary Checks or by calling (304) 625-3878.

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## Acknowledgment and Agreement

By signing below I agree to all of the terms above.

Print Name: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

# 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

FINGERPRINT REQUIREMENT: In accordance with A.R.S. §15-512, all school districts in Arizona are required to fingerprint all support staff and volunteers. Failure to cooperate with the mandated fingerprinting will result in the individual not being able to volunteer.

**MESA UNIFIED SCHOOL DISTRICT #4  
CERTIFICATION IN ACCORDANCE WITH A.R.S. § 15-512**

NAME: \_\_\_\_\_ TELEPHONE NO: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
DATE OF BIRTH: \_\_\_\_\_ SOCIAL SECURITY NO: \_\_\_\_\_

\_\_\_\_\_ (Check if this statement is true.) 1. I am not awaiting trial on and I have never been convicted of or admitted in open court committing any of the criminal offenses listed in Statement 2 below.

\_\_\_\_\_ (Check if this statement is true.) 2. I am awaiting trial on or I have been convicted of or admitted in open court committing the criminal offenses in this state or similar offenses in another jurisdiction which are checked below.

- |   |  |
|---|--|
| _____ Sexual abuse of a minor   | _____ Aggravated or armed robbery  |
| _____ First or second-degree murder   | _____ Robbery  |
| _____ Incest  | _____ Child abuse  |
| _____ Kidnapping  | _____ Sexual conduct with a minor  |
| _____ Arson   | _____ Molestation of a child   |
| _____ Sexual Assault  | _____ Voluntary manslaughter   |
| _____ Felony offenses involving contribution to the delinquency of a minor  | _____ Exploitation of minors involving drug offenses                                       |
| _____ Sexual exploitation of a minor  | _____ Aggravated assault   |
| _____ Commercial sexual exploitation of a minor   | _____ A dangerous crime against children as defined in A.R.S. § 13-604.01                  |
| _____ Felony offenses involving sale, distribution, or transportation of, offer to sell, transport, or distribute, or conspiracy to sell, transport, or distribute marijuana or dangerous or narcotic drugs | _____ Misdemeanor offenses involving the possession or use of marijuana or dangerous drugs |
| _____ Felony offenses involving the possession of use of marijuana, dangerous drugs, or narcotic drugs  | _____ Assault  |
|   | _____ Burglary in the first-, second-, or third- degree                                    |

**APPLICANT NOTIFICATION & RECORD CHALLENGE**

Officials at the governmental institutions and other entities authorized to submit fingerprints and receive FBI identification records under this authority must provide written notification to the individuals fingerprinted that the fingerprints will be used to check the criminal history records of the FBI. The officials making the determination of suitability for licensing or employment shall provide the applicants the opportunity to complete, or challenge the accuracy of, the information contained in the FBI identification record. These officials also must advise the applicants that procedures for obtaining a change, correction, or updating of an FBI identification record are set forth in Title 28, C. F. R., §16.34. Officials making such determination should not deny the license or employment based on information in the record until the applicant has been afforded a reasonable time to correct or complete the record, or has declined to do so. (Title 42, U.S.C., § 14616, Article IV ©; Title 28, C.F.R., § 50.12 (b); Title 5, U.S.C., § 552a (e) (3))

**I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE. I UNDERSTAND THAT SUBMITTING INFORMATION INCONSISTENT WITH THAT RECEIVED FROM THE FINGERPRINT CHECK MAY RESULT IN TERMINATION.**

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

The above-named, known to me or having provided proper identification, signed this document before me the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ in Maricopa County, Arizona.

NOTARY PUBLIC: \_\_\_\_\_ COMMISSION EXPIRES: \_\_\_\_\_