## Mesa Public Schools FIELD EXPERIENCE VOLUNTEER APPLICATION

Please complete if you are a volunteer service provider who seeks <u>60 hours or less</u> 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, please allow 2 business days for district approval. The campus will be notified of district approval and the campus will notify the volunteer of their approval. If you have any questions, call the volunteer office at (480) 472-0434.

Name:	Date				
Address:					
	Cell Number:				
Email:					
Emergency Contact Information:					
Name:	Relationship:				
	Cell Number:				
	Contact Number:				
Course Name:	Total Hours of Field Experience:				
	rience at:				
To be completed by the school listed	above.				
I understand that the above person may from Volunteer Services.	v not begin their hours until administrative approval is received				
PS Mentor Teacher: Extension:					
Grade Level or Subject Area:					
MPS School Principal or Assistant Pri	ncipal Signature				

The completed packet may be sent to Volunteer Services via interoffice mail or email the completed packet to iltaunton@mpsaz.org or snscarpone@mpsaz.org

## 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 30 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 Child Protective Services. A report may be made by telephone or in person and must be followed by a written report within 72 hours. For additional information, see Governing Board Policy JHG and the District's Child Abuse Reporting Protocol.
  - <u>GBCX Workplace Harassment Employees</u>: Workplace harassment, including sexual harassment, of or by employees is prohibited. <u>Any</u> employee who believes he or she has been harassed should lodge a complaint with an appropriate supervisor or the Assistant Superintendent for Human Resources.
  - <u>GBH Staff-Student Relations</u>: 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.

<u>GBKB – Drugs and Alcohol</u>: 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.

<u>GBKC/JFCJ – Dangerous Instruments and Deadly Weapons</u>: 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.

<u>GBSA – Employee Computer and Internet Use</u>: 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.

- <u>JO Student Records</u>: Student education records, and the information therein, are confidential and must not be divulged without parental consent except as specifically authorized by policy.
- 5. 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								
A						versed or otherwise set a letter of explanation			
2.	Have you ever been	convicted* of any mise	demeanor offen	se(s) other	than traffic viola	tion(s)?□ Yes	□ No		
3.	Have you ever been	convicted* of a DUI of	fense?			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								
6.									
7.	•					Yes	□ No		
C	ONVICTION INFO	- Contract No.							
	CONVICTION CHARGE			DATE OF CONVICTION		COURT OF CONVICTION			
		Y	Î		Y-11-2-1				
CIT	Y	STATE	AMOUNT OF FINE		LENGTH OF JAIL TERM	А			
FA	CTUAL DETAILS OR OTHER REMAR	RKS:	•	LENGTH AND TE	RMS OF PROBATION:				
2.	CONVICTION CHARGE			DATE OF CONVICTION		COURT OF CONVICTION			
CI	Y	STATE	AMOUNT OF FINE	1	LENGTH OF JAIL TERM	A			
FA	CTUAL DÉTAILS OR OTHER REMAR	RKS:		LENGTH AND TE	RMS OF PROBATION:	·			
	CONVICTION is defined as a forfeited a bond; served a term of probation paid a fine;	• rece • conv • serve	ived a "suspended" iction was expunged ed time in city or cou	sentence; d or set aside; unty jail;	<ul> <li>plea of note</li> </ul>				
A	R.S. §13.604.01 as seco	ond degree murder, aggr on of a minor, sexual exp	avated assault, s	exual assault,	molestation of a	hildren. These crimes are child, sexual conduct with xual abuse, if any of these of	a minor		
-1	Inder penalty of criminal pro- understand and agree that mployed, for immediate term	misrepresentation or omiss	ion of relevant fact	information pr s would be goo	esented in this appli od cause for rejectio	cation is true, accurate and control of my application or, if I ha	omplete. ve been		
t	o determine my eligibility, qua	alifications and suitability for r this background investiga	employment. I hen tion. Also, I waive a	eby give my cor any rights I hav	nsent for any employ e under state or fed	ackground investigation for the ver or educational institution to eral law to review or obtain a completed.	release		
1	officer or employee of either, A photocopy or facsimile copy	that in good faith furnishes y of this form that shows my bmitted and information	written or oral refer signature shall be athered by the D	ences requeste valid as an orig District during	d by the District to opinal. Furthermore,	yer or educational institution, complete its background inves I understand that I have no ocess and that such materi	stigation.		
	X								
3		Signatur	e			Date			