



## Blue Ridge Volunteer

Dear Community Volunteer:

All of our community volunteers are required to complete the attached application for volunteer. It is important that each volunteer understands and agrees to our volunteer policies. **Volunteers do not need teaching experience.**

Unsupervised volunteers must be fingerprinted, please visit the Arizona Department of Public Safety <https://www.azdps.gov/services/public/fingerprint>, supervised volunteers are not required to be fingerprinted.

**The volunteer application can be located on our web site [brusd.org](http://brusd.org) >careers tab** or email a request to [mford@brusd.org](mailto:mford@brusd.org) and the information will be emailed to you. Please include an email address and telephone number with the application.

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 (928) 368-6126 ext. 1101, Mary L. Ford, Director of HR, [mford@brusd.org](mailto:mford@brusd.org)

**Volunteers do not need teaching experience.**

**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. Volunteers are required to complete an application, be fingerprinted and approved by HR before beginning work. Once Human Resources receives a completed and satisfactory background check, they will notify the volunteer when to begin volunteering. **Unsupervised volunteers required to obtain a fingerprint card, supervised volunteers not required to obtain a fingerprint card.**

**SUPERVISION OF VOLUNTEERS**

BR 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. 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. 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:** Please email the completed application to [mford@brusd.org](mailto:mford@brusd.org) or bring in this volunteer application to the District Office for processing. We are located at 1200 White Mountain Blvd., Lakeside, AZ 85929.

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

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

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

Desired School: \_\_\_\_\_ Desired Teacher (if applicable): \_\_\_\_\_

Are you a parent or legal guardian of a child or children currently attending Blue Ridge School?  Yes  No

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

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

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

- |  |                                       |  |
|--|---------------------------------------|--|
| <input type="checkbox"/> Classroom (specify grade level _____) | <input type="checkbox"/> Clerical     |  |
| <input type="checkbox"/> Health Office                         | <input type="checkbox"/> Library      | <input type="checkbox"/> Special Education |
| <input type="checkbox"/> Special Programs (Music/Art)          | <input type="checkbox"/> Other: _____ |  |

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

## Acknowledgment and Agreement

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

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

Signature: \_\_\_\_\_

**To be signed by the District Office Administrator prior to the fingerprint process:**

*I have met with the above named person and request that they be fingerprinted to work as a volunteer at our school. I understand that the volunteer may not work until "administrative approval" is received from Human Resources.*

Administrator Signature: \_\_\_\_\_