

CAVE CREEK UNIFIED
SCHOOL DISTRICT

VOLUNTEER HANDBOOK



CAVE CREEK UNIFIED SCHOOL DISTRICT
community inspired • globally prepared

Introduction

Cave Creek Unified School District is appreciative of the volunteers who serve our schools and communities. Volunteering is rewarding and provides our schools with needed community support to enrich the educational experience for our students. Volunteerism is encouraged and supported (§ARS 15-102). The major goal of the volunteer program is to assist schools in providing the best possible education for each student. Volunteers make valuable contributions to the school community. The volunteer's role is an important one.

Not every visitor to a school is a volunteer. A visitor is an individual who attends a school on occasion and for small increments of time. Reasons an individual may visit a campus include but are not limited to assemblies, promotions, student conferences, meetings, or are in attendance for class celebrations. All visitors must sign in and out at the front office and must always wear a visitor sticker or badge.

A volunteer is an individual who performs hours of service for a public agency for civic, charitable, or humanitarian reasons without promise, expectation, or receipt of compensation for services rendered. A volunteer is typically on campus for a regularly scheduled period of time assisting with students in a classroom or a specific duty on campus. Parent and legal guardian volunteers will be classified as Tier I, Tier II, or Tier IV. Non-parent/legal guardian volunteers will be classified as Tier III or Tier IV. The purpose of this handbook is to assist in screening, training, utilizing, and supporting new volunteers.

Everyone who cares about children and education is a potential volunteer. Prior teaching experience is not necessary. Anyone who has satisfactorily completed the necessary application, screening, interview, and training can volunteer. Possible volunteers may be:

- ☐ Parents
- ☐ Grandparents
- ☐ Extended Family Members
- ☐ CCUSD Students
- ☐ Senior Citizens
- ☐ Community Members
- ☐ Corporate partners/employees

Volunteer Types

Volunteering is a scheduled, pre-arranged activity. When a volunteer expresses an interest in working at school and wants to assist with the type of jobs for which help is needed, there are district guidelines that must be followed for safety and legal reasons before a volunteer begins to work.

Tier I-Fingerprints Not Required

Parents and legal Guardians volunteering at the school/District site are under the supervision of staff. A Tier I volunteer will be accompanied by a staff member on campus and not allowed to work with students without the supervision of a staff member.

Volunteers must:

- ☐ Complete the Volunteer Application
- ☐ Contact the school to review and approve the volunteer request
- ☐ Pass a background check*
- ☐ Attend a District Volunteer Training

*Examples (not limited to): Front office copying, lunch monitoring, daily classroom volunteer assistance. *Background check performed by Visitor Management System.*

Tier II-Fingerprints Required and Processed by District Personnel

Any parent or legal guardian volunteer who is required or allowed to provide services directly to students without the supervision of a certificated employee. For the purposes of this policy, "direct supervision" means under the direction of and, except for brief periods of time during a school day or a school activity, within sight of a certificated employee when providing direct services to students.

Site volunteers may volunteer in the classroom, library, cafeteria, or other school facilities and may at times be out of sight of a certified staff member. For this purpose, a parent or legal guardian must have a student at the school where he/she wishes to volunteer. Volunteers must:

- ☐ Complete the Volunteer Application
- ☐ Contact the school to review and approve the volunteer request
- ☐ Pass a background check and fingerprint clearance
- ☐ Notarized District Affidavit
- ☐ Attend a District Volunteer Training

Examples (not limited to): Field trips, testing assistance

Tier III-Fingerprints Required and Processed by District Personnel

Non-parent/legal guardians may volunteer at a school or district site.

Non-Parent/Legal Guardians Volunteers must:

- ☐ Complete the Volunteer Application
- ☐ Contact the school to review and approve the volunteer request
- ☐ Pass a background check and fingerprint clearance
- ☐ Notarized District Affidavit
- ☐ Attend a District Volunteer Training

Tier IV-Overnight Field Trips

School chaperones must be a parent, stepparent, legal guardian, or grandparent who has a student at the school where he/she wishes to chaperone. The chaperone must be listed as a family member and student contact in the district student information system. Chaperones will provide supervision to students on a field trip and must:

- ☐ Complete the Volunteer Application
- ☐ Contact the school to review and approve the volunteer request

- ☐ Pass a background check and IVP fingerprint clearance
- ☐ Notarized District Affidavit
- ☐ Attend a District Volunteer Training

Information for School Day Only Field Trip Chaperones

School chaperones must be a parent, stepparent, legal guardian, or grandparent who has a student at the school where he/she wishes to chaperone. The chaperone must be listed as a family member and student contact in the district student information system. Chaperones will provide supervision to students on a field trip and must:

- ☐ Complete the Volunteer Application
- ☐ Contact the school to review and approve the volunteer request
- ☐ Pass a background investigation
- ☐ Provide a notarized criminal affidavit
- ☐ Pass a fingerprint check
 - o Schools will maintain a list of all approved chaperones. Chaperones will be provided a volunteer badge from the front office on the day of the approved trip. Chaperones must sign in and out at the front office and wear a volunteer sticker or badge at all times.

Training

Before beginning service for the District, each volunteer shall attend a scheduled volunteer training at any district site. Volunteers will be required to fill out an Emergency/Registration Card. The intent of volunteer training is to familiarize the volunteer with the district/school procedures, have a question/answer period, and allow volunteers to become more comfortable with the process. Individual campuses will include any necessary site-specific training. Volunteers must attend training prior to fingerprinting.

**Current CCUSD employees do not need to attend the training. It is recommended that these employees attend the specific meeting concerning overnight school-sponsored trips.*

Fingerprinting

Fingerprinting may take up to 8 weeks to process. If you plan to chaperone on a school field trip it is recommended that you fill out a volunteer application and begin the process at the beginning of the school year. **If a fingerprint clearance is not complete, you will not be able to chaperone the field trip.**

You may provide the Human Resources Department a copy of your IVP Fingerprint Card. You may also have your fingerprints done at the District Office. Fingerprints are performed at the district office on Wednesdays from 1:00PM to 3:30PM or Thursdays from 9:00AM to 12:00PM.

If fingerprinting is not a requirement of your volunteer request allow one to two weeks for processing.

Volunteer Lists

Schools will process and maintain a list of all parents and guardians volunteering at the school site. Please contact the school's front office to check on the status of your application. In collaboration with our human resources department schools will maintain a list of all cleared chaperones and non-parent and legal guardian site volunteers. You will be notified by the school administrative support when your background check and/or fingerprints have been cleared by human resources. Once you are cleared as a volunteer or chaperone your approval is valid for two (2) school years.

Staff

By law, the professional staff is held responsible and have received district and professional training for decisions that are made regarding the instruction of students, the management of the school, and student safety and discipline. For this reason, volunteers' actions always follow and work under the supervision of teachers and administrators. Is there anything volunteers should not do? Volunteers supplement and support the program, but may **NOT**:

- ☐ Provide the Curriculum or Teaching Plan
- ☐ Discipline Students
- ☐ Have Access to Student Permanent/Medical Files
- ☐ Grade Student Work or Record Grades
- ☐ Diagnose Student Needs
- ☐ Counsel Students
- ☐ Use Student Restrooms
- ☐ Be Used as a Substitute

A principal may dismiss any volunteer whose actions are not in the best interest of the school or students, and violate governing board policy or the processes and protocols in the Volunteer Handbook.

Confidentiality

Certain laws prevent you from having access to specific types of student information. In accordance with the Family Education Rights and Privacy Act (FERPA), volunteers will not have access to certain types of information including student permanent records, medical files, and teacher grade books. Volunteers will not grade student work. Any information heard or overheard in the school should remain confidential. It is the responsibility of the staff to share information concerning students with families.

If a child might confide in a volunteer about family matters or personal problems. Keep this confidential. If the school needs to have this information to help the student. Please report any concerning information to a staff member immediately so the staff member can follow district protocol to investigate the concern. School volunteers are considered mandatory reporters of suspected child neglect and abuse. If a student discloses that he/she is in a dangerous situation or if you have reason to suspect neglect/abuse, again, immediately report your concern to a staff member. (Reference Board Policy 4-204)

Sign-In/Sign-Out and Badge

Volunteers must sign in and out using the school's visitor management system for safety and tracking purposes. The visitor management system badge must be worn on campus at all times.

Discipline

Any student behavioral concern must be reported to a staff member. The school and staff will follow the investigation and discipline processes as outlined in the Student Handbook and school-wide discipline plans. The responsibility of discipline rests with the professional staff. Volunteers are not allowed to investigate or discipline students.

Release of Students

Volunteers may never release a student from school or a field trip. Students who must leave school early for any reason must follow the school and district early release and dismissal processes. Parent volunteers must follow the school release and dismissal processes for their student(s).

Insurance

Volunteers are covered by the Cave Unified School District's liability insurance policy, as well as worker's compensation, while they are on campus working under the direct supervision of the professional staff. However, volunteers must be registered as a volunteer at their school and a record of dates/hours worked must be maintained. If you have any questions about this coverage, check with a school administrator. The district does not carry health insurance for volunteers. Any injuries that occur while volunteering must be reported immediately to the school nurse.

Allergies

Please follow the school's allergy policies and procedures. It is vital that school policies and procedures be followed exactly. Do not bring anything to school or give anything to students without consulting the teacher first. Also, please share any special needs you may have with staff.

Restrooms

Please use staff restrooms. Volunteers are not permitted to use student restrooms.

Cell Phones

To ensure that the learning environment is not disrupted, cell phones are to remain completely silent when volunteering.

Dress

Please ensure that you dress appropriately for the job you are doing. Dress should not detract from the educational process and follow dress code reflected in Governing Board Policy 5-302.

Additional Children or Adults

Volunteers may not bring other children to school while volunteering. This includes volunteering in

a classroom, in the office or on a field trip. Any additional adult, such as family members, must individually follow the volunteer process.

Interactions

Please ensure that interactions with students abide by governing board policy. Therefore volunteers are expected to demonstrate good character and ethical behavior. A volunteer may not engage in any behavior or activity that may cause harm to themselves or others. The District expects employees to maintain appropriate professional mental, emotional, and physical boundaries with students. The District further expects employees to be familiar with and adhere to the laws, Governing Board Policies, Administrative Regulations, and rules that govern employee responsibilities and conduct with students.

Definitions

For purposes of this guideline, the following definitions apply:

"Employee" refers to all employees (full-time and part-time), **district-approved volunteers** and employees of contracted service providers.

"Student" refers to current CCUSD students in grades PK -12.

Employee Code of Conduct (4-201)

Each District employee is expected to further the District's mission to educate all students and to support their learning potential. The Governing Board has created this Code of Conduct to set expectations for staff conduct.

The Board expects each employee to adhere to the standards set forth below.

While this Code of Conduct provides guidance and District requirements regarding employee conduct, it does not provide a complete listing.

Expectations

Employees shall:

1. Create and maintain appropriate relationships with students, staff, parents and community members that are founded on trust and respect.
2. Maintain appropriate professional boundaries with students at all times.
3. Act in a professional, respectful, fair and dignified manner when interacting with students, parents, co-workers, supervisors and community members.
4. Act with the goal of furthering the growth and welfare of students as the primary objective.
5. Make reasonable efforts to protect students from conditions harmful to learning, health, well-being or safety.

6. Complete job duties with integrity and responsibility.
7. Maintain all requisite certifications, endorsements and a fingerprint clearance card if required for the position.
8. Perform only District work during District working-time.
9. Comply with all requirements as a mandatory reporter and report all crimes or suspected crimes as required by law or as set forth in Policy 4-204.
10. Provide honest, accurate and timely information to supervisors and administrators.
11. Maintain confidentiality with respect to student information and as directed or required by law.
12. Avoid conflicts of interest and acceptance of gifts in violation of procurement responsibilities.
13. Honor all contractual commitments.
14. Protect and secure District property.
15. Account for all funds collected from pupils, parents, or school personnel.
16. Abide by security or administration procedures and copyright restrictions during the administration of a test or assessment.
17. Promote the proper use of all District equipment and materials, including but not limited to District technology.
18. Obtain prior written authorization from the employee's immediate supervisor prior to working any overtime, if the employee is non-exempt.
19. Follow all workplace controls to prevent workplace accident, injury and/or exposure, including following universal precautions when necessary and completing all requisite training.
20. Report to work on time and be prepared for duty.
21. Direct criticism regarding workplace concerns to the relevant District administrator.
22. Use copyrighted materials only for educational purposes and within the generally accepted uses set forth by applicable law.
23. Dress according to professionally accepted standards and as directed.
24. Comply with applicable District policies, procedures, and lawful directives.
25. Comply with applicable federal and state laws, regulations and rules.

Prohibitions

Employees shall not:

1. Discriminate against any student, school employee or visitor based upon race, national origin, religion, sex, including sexual orientation, disability, color, or age or any other protected category.
2. Engage in sexual harassment or harassment on the basis of a protected category.
3. Physically or verbally abuse any individual.
4. Make any sexual advance towards any student or minor, either verbal, written, or physical.
5. Engage in sexual activity, a romantic relationship, or dating of a student or minor.
6. Unlawfully threaten or intimidate any individual by word or conduct.
7. Use profanity or abusive language or gestures.
8. Engage in conduct for the purpose or with the intent of embarrassing or disparaging a student, parent/legal guardian or visitor.
9. Disrupt or assist with the disruption of any District activity.
10. Illegally possess, use, or be under the influence of marijuana, dangerous drugs or narcotic drugs, or other controlled substances.
11. Possess, consume, or be under the influence of alcohol on District property or at school-sponsored activities unless permitted by statute or policy.
12. Possess a weapon on District property without legal authority.
13. Use school equipment to access pornographic, obscene, or illegal materials.
14. Deliberately suppress or distort information or facts relevant to a student's academic progress.
15. Misrepresent or falsify student, classroom, school, or District-level data from the administration of a test or assessment.
16. Retaliate or take reprisal against any individual who files a report regarding gross mismanagement, significant waste of funds, abuse of authority, threats to safety, violations of policy, or regarding other matters as protected by state or federal law.
17. Use the employee's position for improper purposes, including but not limited to, personal gain through political, social, religious, economic, or other influences.
18. Falsify or misrepresent documents, records, or facts related to professional qualifications or educational history or character.
19. Assist in obtaining a professional certification or employment of a person the employee knows to be unqualified to hold a position.
20. Accept gratuities or gifts that influence judgment in the exercise of professional duties.
21. Submit fraudulent requests for reimbursement of expenses or for pay.

22. Be absent without leave or fail to follow District procedures regarding absences.
23. Engage in outside employment that interferes with the employee's assigned job duties, creates a conflict of interest, or results in the unauthorized use of any District facilities or materials.
24. Provide private services for pay or remuneration to a student or the family of a student who is currently in the employee's class or under the employee's direction or control for a District-sponsored activity, or for whom the employee provides professional services through the school. "Services" include, but are not limited to, private instruction of any type, including private tutoring, private academic, music, art, or athletic instruction, or related services as defined in the Individuals with Disabilities Education Act (IDEA).
25. Use District or school facilities for purposes not directly related to the employee's job duties, unless approved in accordance with Policy 3-202.
26. Remove District property from the District without prior authorization of the Superintendent.
27. Join or support organizations that advocate for the overthrow of the government.
28. Use school resources to influence the outcome of an election.
29. Use sectarian or denominational books, teach any sectarian doctrine, or conduct religious exercises in school.
30. Apply for a grant or other outside funding (including crowdfunding) or solicit donations without the prior authorization of the Superintendent.
31. Engage in unprofessional or immoral conduct or conduct unbecoming to the profession.

Use of Physical Force

An employee is permitted to use reasonable and proportionate physical force on a student only to the extent necessary to maintain order or to prevent the physical injury of the student or others. Verbal provocation is typically insufficient justification for the use of physical force.

The use of restraint and seclusion is addressed in Policy 5-406.

Investigation of Alleged Violations

When an employee is alleged to have violated District policy, the supervising administrator or other designee shall conduct an investigation appropriate to the situation to determine if the alleged misconduct occurred, and if so, what remedial or other action should be taken.

Discipline, suspension and dismissal of staff shall be handled in accordance with Board policy and/or state law.

Adopted:

Legal Authority:

[A.R.S. § 13-403](#)
[A.R.S. § 13-2911](#)
[A.R.S. § 13-3102](#)
[A.R.S. § 13-3111](#)
[A.R.S. § 13-3411](#)
[A.R.S. § 13-3620](#)
[A.R.S. § 15-153](#)
[A.R.S. § 15-341](#)
[A.R.S. § 15-342](#)
[A.R.S. § 15-501](#)
[A.R.S. § 15-501.01](#)
[A.R.S. § 15-507](#)
[A.R.S. § 15-511](#)
[A.R.S. § 15-514](#)
[A.R.S. § 15-515](#)
[A.R.S. § 15-535](#)
[A.R.S. § 38-231](#)
[A.R.S. § 38-501](#) *et seq.*
[A.R.S. § 38-532](#)
[Ariz. Admin. Code R7-2-1308](#)

Student/Staff Boundaries (4-202)

District staff are expected to maintain appropriate boundaries with students consistent with professional, ethical, and legal standards. District staff shall ***not*** engage in any of the following behaviors with a student:

1. Flirtatious communication, including commenting on a student's attractiveness, appearance, or dress.
2. Banter, allusions, jokes, or innuendos of a sexual nature.
3. Confiding in a student on a personal and private matter.
4. Except in the case of counselors, inviting a student to confide in a staff member on a personal and private matter.
5. Socializing with a student outside of school or a school activity.
6. Giving or receiving a personal gift.
7. Asking a student to keep a secret.
8. Peer-like language and behavior.
9. Having personal private contact with a student.
10. Being alone with a student behind a closed door or in a confined space.
11. Physical contact that lacks a legitimate educational purpose.
12. Sending a student on a personal errand.

13. Providing tobacco, alcohol, or drugs to a student or failing to report a student's use of such substances.
14. Transporting a student in a private vehicle without administrative approval.
15. Sharing a room with a student on an overnight trip.
16. Visiting a student's home or allowing a student to visit a staff member's home without approval from the student's parent/legal guardian and the staff member's supervisor.
17. Sharing intimate or revealing photos or images or asking a student to share intimate or revealing photos or images.
18. Favoring a student with special treatment or privileges.
19. Addressing a student by a personalized term of endearment or pet name or allowing a student to address a staff member by a personalized term of endearment or pet name.

District staff should only use District approved technologies and programs when communicating electronically with students and/or parents/legal guardians.

Any District staff member that violates this Policy is subject to disciplinary action, including suspension without pay and termination of employment.

Adopted:

Legal Authority:

[A.R.S. § 15-341](#)

[Ariz. Admin. Code R7-2-1307](#)

[Ariz. Admin. Code R7-2-1308](#)

Student Supervision (4-203)

District personnel are expected to adequately supervise students in instructional and non instructional activities. Adequate supervision generally requires that a staff member have a line of sight to a student while at school or participating in a school activity. Exceptions to the line of sight include brief periods when a student is in a bathroom, locker room, passing between classes, sent on a campus errand, or comparable situations. Additionally, no staff member is to share a room with a student on an overnight trip unless specifically authorized in writing by the Superintendent.

Legal Authority:

[A.R.S. § 15-341](#)

Mandatory Reporting (4-204)

All school employees are mandatory reporters under state law.

Drug Free/Alcohol Free Workplace (4-205)

Prohibitions

Employees shall not manufacture, distribute, dispense, be under the influence of, purchase, possess, use, or attempt to purchase or obtain, sell, or transfer any controlled substance, dangerous drug, narcotic drug, precursor chemical, or alcohol in the workplace.

Employees shall not purchase, transfer, or sell in the workplace any drug that is available by prescription only.

Employees shall not be under the influence of a prescription medication, including medical marijuana, even when used in accordance with the prescription if the use of the medication interferes with the safe performance of the employee's job.

No employee, including a cardholder as defined in [A.R.S. § 36-2801](#), may possess or use marijuana on any District property.

Definitions

"Controlled substance" includes any substance defined in Schedules I through V of Section 202 of the Controlled Substances Act ([21 U.S.C. 812](#)) and [21 C.F.R. §§ 1300.11 through 1300.15](#).

"Dangerous drug" means any substance as defined in [A.R.S. § 13-3401](#)(6).

"Narcotic drug" means any substance as defined in [A.R.S. § 13-3401](#)(20).

"Precursor chemical" means any substance as defined in [A.R.S. § 13-3401](#)(26) and (27).

"Alcohol" means beer, wine, or any distilled spirits as defined in [A.R.S. § 4-101](#).

"Workplace" means the site for the performance of District work, including, but not limited to:

1. Any school building or property, whether leased or owned;
2. Any District vehicle, whether leased or owned;
3. Any school-approved vehicle used to transport students to and from school or school activities;
4. Off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the District; and
5. Any property or vehicle, whether or not the property of the District, where an employee is assigned to perform and while performing District duties (for example, when an employee is paid while attending a conference or seminar, or traveling to or from an event while being paid, or attending an off-site hearing).

Exceptions

This Policy does not prohibit the following:

1. Possessing alcohol in an unopened container in a locked, personal motor vehicle as long as the container cannot be viewed from outside the vehicle.

2. The possession or use of prescribed medications by the individual for whom the prescription was written when done in accordance with the prescription, and when the use of the medication does not interfere with the safe performance of the employee's job. An employee who is taking prescribed medications is responsible for consulting with the prescribing health care provider and/or pharmacist to ascertain whether the medication may interfere with the safe performance of the employee's job.

Reporting

As required by the Drug-Free Workplace Act, an employee, as a condition of employment, shall notify his or her supervisor of a conviction under any criminal drug statute occurring in the workplace. Such notification shall be provided no later than five (5) calendar days after such conviction.

Adopted:

Legal Authority:

[A.R.S. § 4-101](#)

[A.R.S. § 13-3401](#)

[A.R.S. § 13-3401](#)

[21 U.S.C. § 812](#)

[21 C.F.R. §§ 1300.11 through 1300.15](#)

Prohibition of Tobacco Use (4-206)

Prohibitions

Employees shall not possess or use tobacco products, including but not limited to cigars, cigarettes, chewing tobacco, e-cigarettes, or other nicotine products or any "vaping" device on any school property, including vehicles, or at any school-sponsored event.

Personal Vehicles

Notwithstanding the above, possessing otherwise lawful tobacco or nicotine products or a vaping device in the employee's own personal locked motor vehicle is not prohibited as long as the product or device cannot be seen from outside the vehicle.

Use of tobacco or nicotine products in an employee's personal vehicle while on school property or at any school-sponsored event is prohibited.

Instruction to Students

An employee who instructs students on the dangers of tobacco or nicotine use pursuant to [A.R.S. § 15-712](#) may possess otherwise lawful tobacco or nicotine products or a vaping device necessary for use in the instruction. Such possession must be specifically approved by the principal, or must be specifically permitted by the Board-adopted curriculum related to the instruction. In no event shall the employee transfer tobacco or nicotine products or a vaping device to students or use tobacco or nicotine products or a vaping device during the instruction.

Adopted:

Legal Authority:

[A.R.S. § 15-712](#)

[A.R.S. § 36-601.01](#)

[Ariz. Admin. Code R9-2-104](#)

Student Transportation in Private Vehicles (3-302)

Students may be transported only in District-approved vehicles during school or school-sponsored events, unless otherwise approved by the Superintendent.

Overnight Field Trips

Employees who are responsible for supervising students during overnight field trips shall not:

- Be alone with a student in a room assigned to one or more students for housing purposes, unless a legitimate business, health or safety reason exists, and another adult is not available to be present.
- Invite a student into the employee's room.
- Be with a student assigned room while a student who is getting clothed or unclothed (other than putting on outerwear)
- Awaken students by making physical contact with them. When necessary, employees should awaken students by loudly knocking on their doors or calling out to them.
- Appear unclothed or in their underwear in front of a student. Night wear must provide the employee with appropriate coverage.
- Shower or dress/undress (other than outerwear) when students are present.

Employee Responsibility to Report Improper Conduct

An employee who has crossed appropriate boundaries or believes that another employee has crossed appropriate boundaries shall make a report to the responsible supervisor or District administrator.

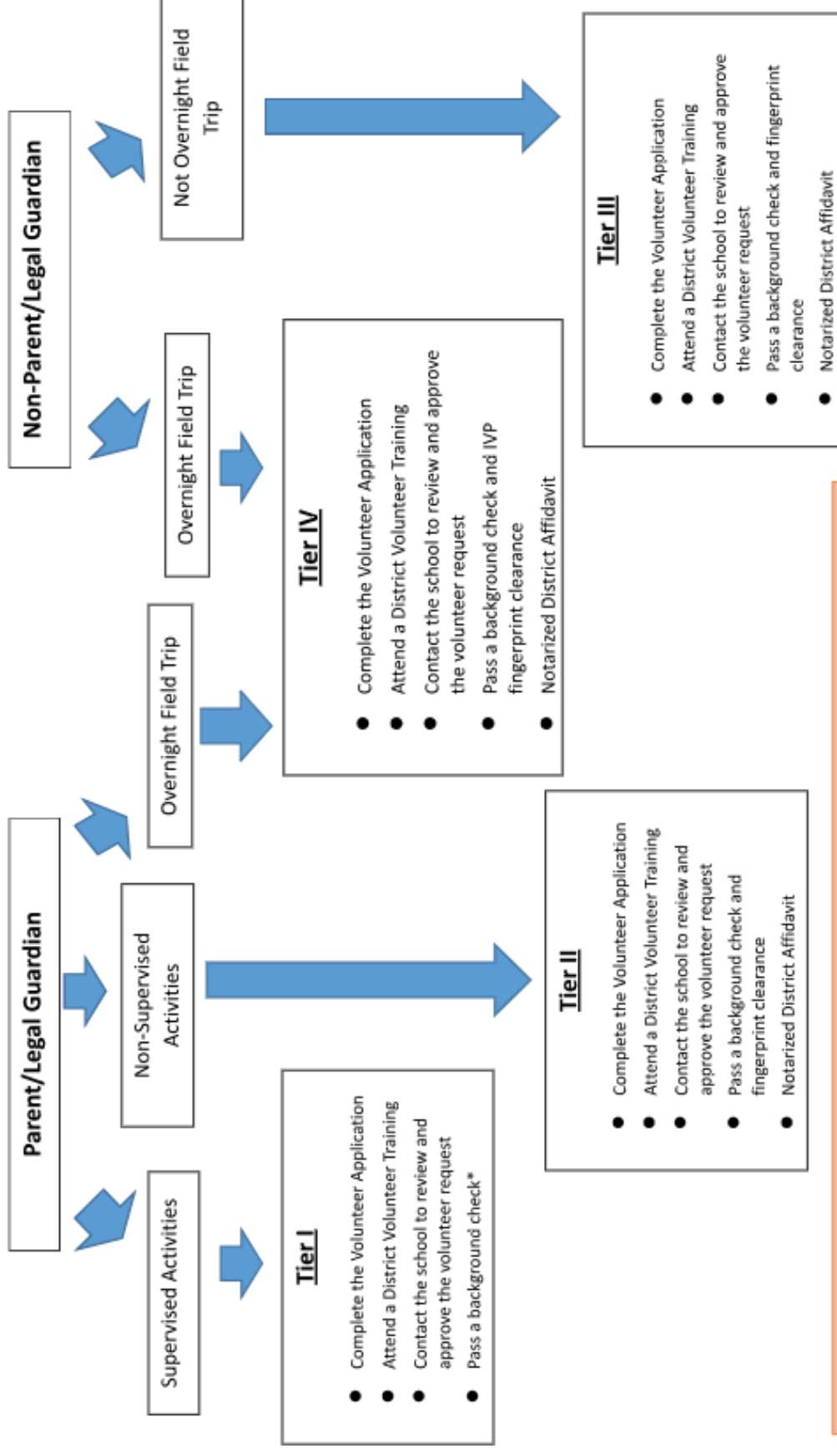
The supervisor or administrator receiving the report will notify Human Resources. The concern will be fully investigated following procedures with any corresponding actions following district policy.

Coach Volunteers

If you wish to become a volunteer coach please contact the school athletic director for the application and approval process. **No volunteer will be cleared to work with student-athletes without proper athletic director and Human Resources approval through the volunteer coach process.**

Student Volunteers

Student volunteers must be a CCUSD student. Student volunteers cannot volunteer during scheduled school hours unless the volunteer opportunity is part of an academic or school program. Student volunteers must be directly supervised at all times.



All volunteers must complete the volunteer application and attend training before fingerprinting occurs.
If fingerprinting is not a requirement of your volunteer request allow one to two weeks for processing.
Fingerprinting may take up to 8 weeks to process. If you plan to chaperone on a school field trip it is recommended that you fill out a volunteer application and begin the process at the beginning of the school year. ***If a fingerprint clearance is not complete, you will not be able to chaperone the field trip.***

CCUSD Application/Request for Clearance Approval

Tier I <input style="width: 40px; height: 20px;" type="checkbox"/>	Tier II <input style="width: 40px; height: 20px;" type="checkbox"/>	Tier III <input style="width: 40px; height: 20px;" type="checkbox"/>	Tier IV <input style="width: 40px; height: 20px;" type="checkbox"/>
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First Name: _____ Last Name: _____

Relationship to Student or Organization: _____

Current Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone number: _____ Application for the following Campus(es): _____

What volunteer role will you be filling? _____

Volunteer History

Have you ever volunteered in CCUSD? _____ Yes _____ No

If yes: _____ Last Volunteer Year _____ Campus(es) _____

Do you possess a current fingerprint clearance card issued by the Department of Public Safety?

_____ Yes _____ No

I certify that the information presented herein is true, accurate, and complete. I authorize the investigation of all statements contained herein and hold harmless anyone providing truthful information in response to the District. I also authorize the Cave Creek Unified School District to run FBI Criminal Background and Fingerprint checks prior to my placement as a Volunteer/Chaperone as needed per district processes. I understand that my placement is not finalized until the FBI Criminal Background and Fingerprint checks have been completed. I understand that any falsification, misrepresentation or omission may be cause for placement denial.

Applicant Signature: _____ Date: _____

For Administrative Use Only:

School Administration Approval: ☐ **Approved** ☐ **Not Approved**

Superintendent or Superintendent Designee Signature: _____ Date: _____

Assigned Supervising Staff Member (for Tier I): _____

For HR Use Only:

(Complete sections if applicable, fill in N/A if not applicable for an applied volunteer tier)

F/P Date: _____ B/G Date: _____ B/G Cleared: _____ D/L: _____ Affidavit Notarized: _____

F/P Card Expiration Date: _____ HR Filing and Completion Date: _____ HR Initials: _____

Applicant cannot volunteer on campus until approved and filed by HR.

Criminal Conviction Affidavit for School Employees/Non-Paid Personnel

A.R.S. § 15-509 requires any individual who applies for employment to a school in Arizona to disclose to each prospective employer whether the individual has pled guilty, pled no contest, or has been convicted of specific crimes as listed in the statute.

A.R.S. § 15-512 requires that personnel required to be fingerprinted or obtain a fingerprint clearance card to certify on forms that are provided by the school and notarized whether they are awaiting trial on or have ever been convicted of or admitted in open court or pursuant to a plea agreement committing any of the criminal offenses listed in the statute either in Arizona or similar offenses in another jurisdiction, including a charge or conviction that has been vacated, set aside or expunged.

A.R.S. § 15-1330 requires personnel employed by the schools to certify on forms that are provided by the schools that they are not awaiting trial on and have never been convicted of or admitted in open court or pursuant to a plea agreement of committing any criminal offenses in Arizona or similar offenses in another state or jurisdiction as specified in A.R.S. § 41-1758.03, subsections B and C.

Pursuant to the above Arizona statutes, check the box below for each criminal offense for which you **have** pled guilty, pled no contest, are awaiting trial, been convicted of, admitted in open court and/or pursuant to a plea agreement, whether in Arizona or elsewhere. This is to include any charge or conviction that has been vacated, set aside or expunged. Please include an explanation for any offense you have checked.

- ☐ 1. Sexual abuse of a minor pursuant to A.R.S. § 13-1404.
- ☐ 2. Incest.
- ☐ 3. First or second degree murder.
- ☐ 4. Kidnapping.
- ☐ 5. Arson.
- ☐ 6. Sexual assault
- ☐ 7. Sexual assault with a minor pursuant to A.R.S. § 13-1406.
- ☐ 8. Sexual exploitation of a minor.
- ☐ 9. Felony offenses involving contributing to the delinquency of a minor.
- ☐ 10. Commercial sexual exploitation of a minor.
- ☐ 11. 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.
- ☐ 12. Felony offenses involving the possession or use of marijuana, dangerous drugs or narcotic drugs.
- ☐ 13. Misdemeanor offenses involving the possession or use of marijuana or dangerous drugs.
- ☐ 14. Burglary in the first degree.
- ☐ 15. Burglary in the second or third degree.
- ☐ 16. Aggravated or armed robbery.
- ☐ 17. Robbery.
- ☐ 18. A dangerous crime against children as defined in A.R.S. § 13-705.
- ☐ 19. Child abuse.
- ☐ 20. Sexual conduct with a minor pursuant to A.R.S. § 13-1405.
- ☐ 21. Molestation of a child.



- ☐ 22. Manslaughter.
- ☐ 23. Aggravated assault.
- ☐ 24. Assault.
- ☐ 25. Exploitation of minors involving drug offenses.
- ☐ 26. Any crime that requires you to register as a sex offender pursuant to A.R.S. § 13-3821
- ☐ 27. Any act committed in another state or territory that if committed in Arizona would be subject to disclosure as sexual abuse with a minor (A.R.S. § 13-1404), sexual assault of a minor (A.R.S. § 13-1406) and/or a dangerous crime against children (A.R.S. § 13-705).
- ☐ 28. A preparatory offense as prescribed in A.R.S. § 13-1001 regarding: sexual abuse with a minor (A.R.S. § 13-1404), sexual assault of a minor (A.R.S. § 13-1406), a dangerous crime against children (A.R.S. § 13-705), sexual conduct with a minor (A.R.S. § 13-1405), and/or any crime that requires you to register as a sex offender pursuant to A.R.S. § 13-3821.
- ☐ 29. Any criminal offenses in Arizona or similar offenses in another state or jurisdiction as specified in A.R.S. § 41-1758.03, subsections B and C.

I understand that submitting information inconsistent with that received from the fingerprint/background check may result in termination.

I swear upon penalty of perjury that the responses provided above are true and accurate.

Name Printed: _____

Signature _____ Date _____

State of Arizona)

)

County of Maricopa)

Subscribed and sworn before me this _____ day of _____, 20_____, by the individual listed above.

Notary Public Signature

My Commission Expires: _____

Provide explanation below for any offense that you checked above: