

Desert Heights Volunteer Application

Please contact our Front Office Assistance Jessica Granado once completed or if you have any questions

602-896-2900 opt 2, 6

09/01/2020

DESERT HEIGHTS CHARTER SCHOOLS

5821 W. Beverly Lane Glendale, AZ 85306 || 3540 W Union Hills Dr Glendale, AZ 85308
(602) 896-2900 WWW.DHSCHOOLS.ORG

VOLUNTEER / CHAPERONE CODE OF CONDUCT

As a Volunteer/Chaperone, I will:

- Represent the organization with professionalism, dignity, and pride, conducting myself with courtesy and appropriate behavior.
- Follow through and complete accepted tasks, abiding by school policies for early dismissal.
- Display respect and courtesy for employees, other volunteers, program participants, visitors, students, and property.
- Respect the privacy of persons served by the organization and hold in confidence sensitive, private, and personal information. (reports of child abuse or neglect will be handled as per Arizona State Law and program policy)
- Keep staff informed of progress, concerns, and problems within the program(s) in which I participate, referring all discipline issues to staff.
- Keep personal opinions and actions separate from those made as a representative of this organization.
- Avoid conduct, both on and off duty, which would jeopardize program effectiveness.
- Comply with the dress code policy
- Avoid extensive cell phone use. Any exceptions will need to be discussed with school staff. The school shall not be responsible for lost or missing electronic devices.
- And as a volunteer, I will NOT:
 - Use vulgar or inappropriate language; Solicit gratuities or gifts for personal or professional benefit.
 - Use or be under the influence of alcohol or consume tobacco while volunteering.
 - Discriminate based on race, color, religion, sex, age, national origin, marital status, or disability, and or sexual orientation.

Disclaimer - Under penalty of prosecution and dismissal, I hereby certify the information presented on this application is true, accurate and complete. I understand any misrepresentation of facts; false statements or material omissions will result in the cancellation of my status with Desert Heights Schools.

Printed Name: _____ Date: _____

Signature: _____

Modified August 26th, 2020

DESERT HEIGHTS CHARTER SCHOOLS

Volunteer Application

oDesert Heights Charter School
5821 W Beverly Lane Glendale, AZ 85360 Phone: 602-396-2900 Opt 2
Please select one: oParent oNon-Parent

oDesert Heights Preparatory Academy
3540 W Union Hills Dr Glendale, AZ 85308 Phone: 602-396-2900 Opt 3

Personal Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State Zip*

_____ *Home Phone Cell Phone Email*

_____ *Do you wish to volunteer in your child's classroom? Yes or No Child's Name Teacher/Grade*

Please select any/all other interest

After School Cafeteria Helper Classroom Clubs Health Center Front Office

Please indicate days available: Mon Tues Wed Thurs Fri Sat Times available:

Any physical limitations? _____

In case of emergency contact: _____

For the safety and protection of our students, please answer the following:

- YES NO Have you ever been arrested?
- YES NO Have you ever been issued a citation where you had to appear in criminal court?
- YES NO Have you ever been convicted and/or found guilty of a criminal offense in a court of law?
- YES NO Have you ever entered a plea of "guilty" in a court of law to any criminal offense?
- YES NO Have you ever entered a plea of "Nolo Contendere" (no contest) to a criminal offense in a court of law?
- YES NO Are you currently under investigation by any local, county, state, federal or international agency for any reason?
- YES NO Are you currently considered a fugitive from justice by any local, county, state, federal, or international agency that may hold valid warrants for your arrest and/or apprehension?
- YES NO Are you currently serving probation, parole, or community service as part of a court-ordered sentence and/or disposition?
- YES NO Have you ever forfeited bond/bail due to failure to appear for a court proceeding?
- YES NO Is your driver's license currently suspended or revoked?

If you answered "YES" to any question 1 – 10 above, you must list on a separate piece of paper each and ALL charges or offenses, including dates, city, and state where the offense(s) occurred. Also include an explanation of each charge or offense in your own words, including the outcome. Please attach copies of final court dispositions or any other official documentation supporting your explanation to this application form.

Under penalty of prosecution and dismissal, I hereby certify the information presented on this application is true, accurate and complete. I understand any misrepresentation of facts; false statements or material omissions will result in the cancellation of my volunteer status with Desert Heights Schools.

Print: _____ Date: _____

Signature: _____

DESERT HEIGHTS CHARTER SCHOOLS

Volunteer/Chaperone Check List

1. All volunteers/chaperones at Desert Heights Charter Schools are required to view our Field Trip Chaperone Training Power Point, [Field-Trip-Chaperone-Training.pdf](#). Please initial once completed.

_____ **Chaperone Training Power Point Completed**

It is important to be aware of the health issues you may encounter as a volunteer or chaperone. DHCS has put together a [Student Health Information- Be Prepared](#) Power Point to help you prepare for any health-related incidents. Please initial below once completed.

_____ **Student Health Information; Be Prepared Power Point Completed**

2. The DH School Board has determined that it is mandatory to have either an AZ Fingerprint Clearance Card or AZ Background Check on file with the front office to chaperone a field trip or volunteer on campus. Please initial once completed

_____ **Fingerprint Clearance Card or AZ Background Check**

3. To Chaperone and/or Volunteer at a Desert Heights Charter School field trip, it is mandatory for the safety of our students that you be CPR First Aid Certified prior to attending the field trip. In addition, the DH School Board has determined that it is mandatory to have the certification on file with the front office to chaperone or volunteer on campus.

Select one below and initial once completed

_____ Yes, I do have my CPR First Aid Certification on file in the front office and am able to chaperone a class field trip without restriction.

_____ No, I do not have a CPR First aid certification on file with the front office and understand that I must obtain the certification prior to chaperoning and or volunteering on campus.

_____ **CPR & First Aide Certification Confirmation**

Please return your completed application to the front office. Once confirmed eligible, your photo will be taken, and you will be issued a DHCS Volunteer and/or Chaperone ID which must be worn on the day(s) of the event. Power Points are also available at www.dhschools.org.

Volunteer/Chaperone Name: _____

Signature: _____ **Date:** _____

Front Office Verification Signature: _____ **Date:** _____

CPR & First Aid Certification FAQs

1. Understand the benefits of CPR and First Aid

CPR and first-aid training will teach you the following:

- a. How to check the scene of the emergency.
- b. How to determine the needs of a victim.
- c. When to call 911
- d. First-aid skills for controlling bleeding and treating cuts, scrapes, bee stings, insect or snake bites, etc.
- e. The signs and symptoms of a heart attack, choking, etc.
- f. How to treat sudden illnesses.

2. Find a CPR and first-aid course

You can find either online or in-person courses in most areas. Many local hospitals and community centers offer programs or can point you in the right direction. You can also find safety training courses through the websites of the American Red Cross, the American Heart Association and the National Safety Council.

There are a variety of courses, aimed at helping both adult and child victims. There are classes ranging from 30-minute citizen CPR sessions to blended learning courses, to a full first-aid, CPR and AED (Automated External Defibrillator) course.

❖ *Keep in mind, CPR & First Aid are required in order to Volunteer or Chaperone at Desert Heights Charter Schools.*

Resources Links:

- The National CPR Foundation <https://www.nationaleprfoundation.com/>
- American Red Cross <https://www.redcross.org/take-a-class>
- American Heart Association https://cpr.heart.org/AHA/ECC/CPRAndECC/.../UCM_473162_Find-A-Course

Fingerprint Clearance Card Application FAQs

All applicants must register prior to being fingerprinted. You must be fingerprinted within 90 days of registration.

1. The applicant must register with Gemalto Cogent at www.aps.gemalto.com. Choose Arizona and then click *Register Online for a Background Check*.
2. After registration is complete, the applicant will receive a **Registration ID Number**.
3. While onlineregistration (www.aps.gemalto.com) is the preferred registration method, telephone registration is also available: 1-877-99NMAPS (1-877-996-6277).

❖ Wear a mask

❖ Minimal fingerprint locations are open, please check locations before registering.

- As of 6/17/2020 Gemalto Processing Services is conducting all fingerprinting. Gemalto Applicant Processing Services: 626-325-9408 and/or <https://www.aps.gemalto.com/index.htm>
- Gemalto Locations in Maricopa County
<https://www.aps.gemalto.com/az/locations.htm#!/region/Maricopa>