



# Volunteer Handbook

**Graduating lifelong learners who will successfully  
compete, lead, and positively impact the world.**

## ***Our Mission***

*It is our mission to provide extraordinary educational opportunities to every learner.*

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## INTRODUCTION

In keeping with the mission statement of the district, the major goal of the volunteer program is to assist schools in providing the best possible education for each student. The services of volunteers are utilized in schools to accomplish the following objectives:

- Assist teachers and support personnel with non-instructional tasks
- Provide teachers with more time to work with students
- Enrich the curriculum and students' learning opportunities
- Provide individual attention to those children needing additional assistance
- Promote a school-home-community partnership for quality education

Volunteerism is encouraged and supported (§ARS 15-102). Volunteers make valuable contributions to educational programs and staff support. The volunteer's role is an important one. For the purpose of these guidelines and procedures, volunteers are defined as those people who donate time in schools or with students on a regular, reoccurring basis or serve as a chaperone. The purpose of this handbook is to assist in screening, training, utilizing and supporting new volunteers. This handbook will cover:

- Who Volunteers Are
- Tasks Volunteers Can Do
- How to Recruit Volunteers
- District Policy and Procedures
- Ways to Develop Positive Relationships
- Training and Supervising Volunteers
- Showing Appreciation

## WHO CAN VOLUNTEER?

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
- Students (age 16 and older for district-sponsored activities). There is no age restriction if the student is fulfilling academic requirements for their classes and are under constant supervision by a certified employee of the district.
- Senior Citizens
- Community Members
- Corporate partners/employees

## QUALITIES OF A GREAT VOLUNTEER

- Dependable
- Good Health and Moral Character
- Willing to Accept Supervision and Responsibility
- Have Talents that Enrich the School Program
- Understand and Appreciate the Work of the School Staff
- Recognize that Well-Educated Children are our Greatest Natural Resource

## TASKS VOLUNTEERS CAN DO

### **Classroom Instructional Volunteer**

Provides individual students and small groups of students with reinforcement and skill practice, assists students with daily assignments, listens to students read, helps students who have been absent catch up, etc.

### **Volunteer Coaches**

Assists certified Head Coaches and Assistant Coaches in schools' Athletic Programs. Additional coaching training and fingerprinting is required of volunteer coaches. Please consult the athletic department for further information.

### **Clerical Assistance Volunteer**

Prepares bulletin boards and displays, files, duplicates worksheets, prepares teaching aids and special learning materials, researches information, etc.

### **Special Projects Volunteer**

Assists students with research projects, plays and productions, science or history projects, etc. Volunteers can also share musical and artistic talents and serve as guest speakers. Assists with PTA and Booster sponsored events. Great for short term projects!

### **Media Center Volunteer**

Assists with media center tasks such as shelving books, preparing new books for circulation, creating bulletin boards, and assisting students with book selection and research.

### **Health Office Volunteer**

Works with the nurse in the health office to provide assistance with screenings, i.e., vision and hearing tests.

### **Office Volunteer**

Helps office personnel with duties such as sorting mail, copying newsletters and flyers, distributing supplies, answering telephones, etc.

## RECRUITING VOLUNTEERS

There are many ways to recruit volunteers:

- Family Members
- Parent Organization
- Former Volunteers
- District Newsletter
- School Marquee
- Recruitment Flyers
- Students
- Retired School Employees

## DISTRICT POLICY AND PROCEDURES

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. For the purposes of these guidelines and procedures, volunteers are defined as those people who donate time in schools or with students on a regular or reoccurring basis or serve as chaperones. Guest speakers or those who assist with a single event are not subject to these guidelines unless that single event falls into one of the fingerprint categories.

Volunteers may not bring other children to school while volunteering. This includes volunteering in a classroom, in the office or on a field trip.

According to District Policy, GCL – Professional/Support Staff Schedules and Calendars - family members volunteering in employee work areas must meet the following criteria:

- Deer Valley Unified School District (DVUSD) Volunteer Training.
- In accordance with the District Volunteer Handbook guidelines.
- Over eighteen (18) years of age.
- High School graduate.
- Principal Approval.

**ALL VOLUNTEERS** must:

- Complete Basic Training.
- Complete, and update annually, a Volunteer Service Agreement to be kept on file at the school.
- Complete, and update annually, a Volunteer Registration Card to be kept on file at the school.
- Sign in when on campus and sign out when leaving.
- Wear an identification badge provided by the school.
- Volunteers with no familial connection to the school must also complete an application and provide references.
- Follow all school rules.

In addition, to ensure the safety of DVUSD students and in accordance with state law, guidelines for fingerprinting and background checks have been developed as follows. It is imperative to remember that supervision of volunteers is the responsibility of the certified staff member associated with the event/activity.

**FINGERPRINTING**

Fingerprinting will be required for all persons (parent, guardian, non-parent) who supervise and/or assist students under the following conditions:

- Overnight field trip chaperones
- Volunteer coaches
- Persons assisting in areas where students may be vulnerable, such as in close proximity to dressing rooms, backstage areas, etc.

For example, someone helping with the annual barbeque would not need to be fingerprinted but someone going on the Catalina Island overnight field trip would need to be fingerprinted. Fingerprinting will also be completed for all volunteers with no familial connection to the school even though they work under the direct supervision of certified staff. Fingerprint results may impact a person's ability to serve as a volunteer.

Parents who accompany students on day trips (going to the zoo, for example) should be paired up.

***Exceptions:***

- *Current DVUSD employees, including substitutes.*
- *Anyone with a current fingerprint clearance card (IVP or Level One). (Please make a copy of the fingerprint card.)*
- *Any active police officer who can show a current badge.*
- *Any federal agent or military personnel who can show current government security clearance.*

Contact Human Resources for the necessary fingerprint checks. Allow 6-8 weeks for processing. Financial responsibility for completing fingerprinting falls upon the school (volunteers may not be charged). Student Activity Funds are not to be used for these

purposes. In most cases, the funds associated with the related special activity may be used; other sources of funding include various campus donation accounts.

## ORIENTATION AND TRAINING

Training will be provided for all volunteers. Items covered will be:

- 1) Program Purpose
- 2) Volunteer’s Responsibility and Requirements
- 3) Critical Procedures and Practices
- 4) Safe Schools Information, including Bloodborne Pathogen information
- 5) Volunteer Paperwork

The intent of this orientation 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.

***Follow-up training*** will be offered based on the needs of the district/school. The training may be individualized in small groups dealing with frequently asked educational issues.

***Exceptions:*** *Current DVUSD employees and certified substitutes do not need to attend the training unless it is an overnight event. Volunteers (including student volunteers) who only volunteer on a one-time basis (i.e. carnivals, birthday parties, community service hours), do not need to attend the training unless it is an overnight event.*

## INSURANCE COVERAGE

Volunteers are covered by the Deer Valley 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.



# Staff Guidelines

## RESPONSIBILITIES OF THE STAFF

Volunteers are an important part of the educational team. The suggestions and opinions of volunteers are always welcome. **It is the professional staff that is held responsible by law for decisions that are made regarding the instruction of students, the management of the school, and student safety and discipline.** For this reason, volunteers always 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

## SUPERVISING VOLUNTEERS

Make sure that volunteers understand who will be their supervisors. Inform volunteers that they should **NEVER** work with students unsupervised! (JARS 15-512)

Volunteers provide enrichment, support and supplemental services. **A volunteer is NEVER to be used as a substitute for a certified member of the staff!**

Let your volunteers know how pleased you are when you have their assistance. Find out what they want to do and then explain some of the reasons why you need volunteers. Make certain that the volunteer's job expectations match your needs. If they do not, your volunteers may end up doing tasks they don't enjoy.

- Introduce volunteers to students.
- Show your volunteers where to place personal belongings, where to park, and the location of the adult restrooms.
- Take volunteers on a short tour of your campus and introduce them to key staff members.
- Prepare a workspace and provide a container of supplies for your volunteers.
- Explain fire drills and emergency procedures, school and classroom rules.
- Provide volunteers with a list of student names and/or a seating chart.

Ask volunteers to observe the classroom initially to give them the opportunity to become familiar with your teaching style, expectations for students, behavior management, etc.

- Always be prepared for your volunteers before they arrive.
- Let volunteers know how you will communicate daily assignments.
- It is better to call and cancel services than to have little or nothing for volunteers to do.

If your volunteer fails to show up on a scheduled day, always follow up with a note or phone call. This indicates to volunteers that their presence was missed and that you were depending on them to be there. Express your concerns that the volunteer might be ill. When volunteers do not hear from teachers, they sometimes assume that they were not missed and really are not needed.

- Create a pleasant working atmosphere. Volunteers should feel comfortable about asking questions.
- Good training and active supervision can make the difference between an effective volunteer and an ineffective one.
- Always give careful directions and explanations of duties to volunteers. We all have our own way of doing things and volunteers cannot be expected to do things specifically your way unless you direct them to do so. Provide examples or demonstrate how you would like tasks to be performed.
- Train your volunteer to use materials and equipment.
- Share professional materials with volunteers.
- Inform volunteers of the children's needs and how to meet them.
- Train volunteers on how to explain to family and friends what they do at school – they are great ambassadors for public education.

## STUDENT VOLUNTEERS

- Students who are doing volunteer community service hours on campus do not need to attend training if it is a one-time service. They do need to attend training if they volunteer consecutive hours throughout the year. They are not required to be 16 years or older if they are fulfilling academic requirements for their classes.
- High School students who are volunteer assistant coaches may travel with the team. Please make sure a coach follows the guidelines below:
  - Student follows all DVUSD guidelines as they are still a student in the district (rules, policies, dress code, etc.)
  - Student is in direct supervision of the certified coach at all times and is NEVER alone with players.
  - Student sits in the front of the bus with the coach.

## CONFIDENTIALITY

As volunteers work with the staff and students, information of a confidential manner may be shared. The problems, abilities, relationships and confidences of students, their parents and the staff should **NEVER** be discussed with anyone who does not have the professional right or need to know. If you find it necessary to share special information about students (learning style, death in family, etc.) remind the volunteer that this is **confidential**. It is the responsibility of the staff to share information carefully.

Like teachers, volunteers are bound by a code of ethics (see Volunteer Service Agreement) to keep confidential matters within the school. School volunteers are also considered mandatory reporters of suspected child neglect and abuse. If information is disclosed to you from a volunteer about a student that is in a dangerous situation or there is reason to suspect neglect/abuse, help the volunteer seek out administration immediately.

## PROBLEM SOLVING

Problems can be avoided by spending extra time with volunteers during their first visits. However, if you do encounter problems, **COMMUNICATE!** Be specific! Be kind! Be positive! At the first sign of a problem, discuss the situation with the volunteer privately. Begin by pointing out some of the positive things the volunteer is doing, then discuss the area of concern. Problem-solve together. If this does not work, ask an administrator to assist you. As a teacher, you are responsible for the education and well-being of the students in your classroom. The presence of a volunteer should be an asset to both you and your students. Problems can be avoided by:

- Matching volunteer skills and interests with the jobs assigned.
- Keeping the volunteer INVOLVED! Always have work ready. Do not waste the volunteer's time.
- Providing a variety of jobs. Plan some jobs that will provide an opportunity for personal growth. Don't just assign routine tasks.
- Letting volunteers know that the work they are doing makes a difference. Be specific! Do it often!

## FINGERPRINTING OF VOLUNTEERS

If you have a volunteer that needs to be fingerprinted because they:

- Are a parent/guardian who will chaperone an overnight field trip. This includes an adult child (18 years of age and older) of a current employee.
- Are a volunteer coach.
- Are a volunteer with no familial connection to the school (example: business partner serving as a reading tutor).
- Are serving in another capacity your school determines qualifies for fingerprinting (example: assisting students backstage with close proximity to dressing rooms).

There are procedures you must follow.

- Begin by consulting your campus administrator to verify the need for fingerprinting.
- Send a list of the volunteer names and the school account code to be billed to the District Office receptionists.
- Notify your volunteers to come to the district office for fingerprinting. Fingerprinting hours are Tuesdays and Thursdays from 8:00 am to 10:00 am and 2:30 pm to 4:30 pm. No appointment is necessary. The volunteer must bring a valid driver's license
- School administration will be informed of fingerprint results.
- **This process takes 6-8 weeks so please allow ample time.** It is suggested that you follow up with your volunteers to insure that they have been in to get their fingerprints taken. Failure to get results returned in time will impact a volunteer's ability to serve/participate. **Fingerprints are good for 3 years.**

## RECOGNITION AND APPRECIATION

It is vital that the volunteer feels a part of the educational team and feels good about their experience. This is what keeps them coming back. It does not take much to have volunteers feel welcome and appreciated. It is vital to recognize the many hours volunteers donate to our district. The only pay they receive is the satisfaction of doing a job they enjoy. You can help to make your volunteer's experience a rewarding one.

It is important that a volunteer program have a recognition plan. When planning your celebrations, remember that National Volunteer Week is in April. Recognition can be done by:

- Holiday Cards
- Birthday Cards

- Program Updates
- Newsletter Recognition
- Year-End Party
- Small Gifts at Various Times
- Treat volunteers as you do team members and professionals.
- Greet volunteers by name and encourage students to use the volunteer's name.
- Celebrate your volunteer's birthday.
- Encourage students to write occasional thank you notes.
- Write or call when a volunteer is absent or ill.
- Mention your volunteer's contribution in your school/community newsletter.
- Present your volunteer with small gifts during the year.
- Offer to write a letter of recommendation for your volunteer.
- Keep a list of all current and past volunteers. A former volunteer may be willing to help out when you need short-term, temporary help.
- Assist your school with tracking and reporting volunteer hours at the end of each semester.

### **CHECKLIST FOR SUCCESS!**

Ask yourself the following questions to ensure success:

- Have I followed district policy and procedures?
- Do I plan ahead and have jobs ready for volunteers before they arrive?
- Do I provide challenging and creative tasks for volunteers in addition to routine duties?
- Are verbal instructions and written directions to volunteers clear so they will know exactly how to do the jobs they have been asked to perform?
- Have volunteers been taught new skills and provided with personal growth opportunities?
- Do I continually let volunteers know how much they are appreciated and how much the students benefit from their contributions?

# Volunteer Guidelines

## SUPERVISION OF VOLUNTEERS

School volunteers **always** work under the supervision of the professional staff at each school and only with those staff who have requested the services of the volunteer. Volunteering is a scheduled, prearranged activity. The district is responsible for the education, safety and well-being of each student. Understandably for these reasons, the teacher and/or principal may dismiss any volunteer whose actions are not in the best interest of the school or students.

## CONFIDENTIALITY

As volunteers work with the staff and students, information of a confidential manner may be shared. The problems, abilities, relationships and confidences of students, their parents and the staff should **NEVER** be discussed with anyone who does not have the professional right or the need to know.

Like teachers, volunteers are bound by a code of ethics (see Volunteer Service Agreement) to keep confidential matters within the school. The staff and students need to know they can trust the volunteers.

Do not discuss a child's school progress or difficulties with their parents. This is the teacher's responsibility.

Occasionally, a child might confide in a volunteer about family matters or personal problems. Keep this confidential. If it is vital for the school to have this information in order to help the student, discuss the child's conversation (in private) with the teacher or administrator.

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, teacher grade books and will not grade student work.

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, please report this immediately and privately to campus administration who will help you with further reporting to a peace officer and/or Child Protective Services.



## **DISCIPLINE**

Students rarely have behavior problems while working with volunteers. However, our schools have detailed discipline plans and the responsibility of discipline rests with the professional staff. Volunteers may not discipline students. Make the teacher aware of any discipline problem that arises while working with a student.

## **RELEASE OF STUDENTS**

Volunteers may never release a student from school. Students who must leave school early for any reason must receive permission from the school office and sign out before leaving. Under no circumstances may a volunteer take a student off campus. Volunteers may not walk or drive students to their homes.

## **BEHAVIOR AND DRESS**

Volunteers, like all adults, are role models for children. 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. In addition, physical contact is not encouraged and should be limited to brief encouraging behaviors such as a “high five” or a hand shake.

Take your lead from the staff and dress appropriately for the job you are doing. Casual clothing is fine; however, be neat and professional. No spaghetti straps, bare midriffs, and t-shirt messages should be of a positive nature.

## **COMMITMENT**

Carefully consider the commitment you are making before agreeing to volunteer. The work volunteers do is important. Do not promise to volunteer more time than you will be able to complete. It is better to start out with a few hours a week and gradually build up to more if you find you have additional time.

## DEPENDABILITY

Volunteering is a scheduled, pre-arranged activity. Please be prompt and consistent! We know there will be times when you will be ill, on vacation or unable to volunteer for one reason or another. However, please let the staff know as far in advance as possible if you cannot volunteer. Telephone the school office and leave a message for the teacher or staff member with whom you work. Remember that the teacher will be expecting you on the days you are scheduled to volunteer and so will the children!

## SCHOOL RULES

The school handbook outlines the school rules. Refer to it if you have any questions. Ask your supervisor to explain the school policy for use of telephones, eating facilities, fire drills, and emergency procedures. Remember, volunteers are to use staff/adult restrooms, **NOT** student restrooms.

Use reasonable judgment in making decisions when there appears to be no policy or when the policy is not communicated. As soon as possible, consult with your supervisor.

Possession of tobacco products (e.g. cigarettes, cigars, smokeless tobacco) on K-12, charter, or private school grounds, buildings, parking lots, playing fields, and vehicles, and at off-campus school-sponsored events, is a petty criminal offense. "Petty" offense is punishable by a fine of up to \$300 (§ARS 36-798).

### **Upper Grade Volunteers**

Sometimes volunteers feel students or teachers in upper grade levels do not need them. Be assured, however, that your presence and assistance is still welcome and needed. Volunteering with older students is just as important as in the early grades; it simply has to be adapted to the developmental and educational needs of the students. If you would like to volunteer with older students, feel free to speak to the principal or a teacher for specific ideas.

## PARENT VOLUNTEERS AND PRESCHOOLERS

Parent involvement in their child's class and school is encouraged and solicited. Research shows that a child's success in school is directly related to their parents' interest and involvement. However, the educational process in a classroom can easily be interrupted when a younger child is present. Volunteers may not bring preschool children to school while volunteering in a classroom, the office or on a field trip.

## ALLERGIES

The needs of students, staff, and volunteers vary when it comes to allergies. For that reason, please consult your school about procedures and practices to be followed. It is critical that those procedures be followed exactly. Do not bring anything to school or give anything to students without consulting the teacher first. For example, in a latex-free school, something as simple as an eraser may be a hazard. Please remember to share any special needs you may have with staff as well.

## CELL PHONES

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

## VOLUNTEER HOURS

School volunteers normally help during regular school hours. If volunteering at school after regular school hours, school personnel must be present who can oversee students and volunteers. It is essential that there is access to a first aid kit, a phone, and emergency contact information.

## WORKING EFFECTIVELY WITH THE STAFF

The staff will appreciate your willingness to be part of the educational team. Teachers and support personnel will come to depend upon your assistance. Here are some tips for working effectively with the staff:

***Getting Acquainted*** – Let the staff know what types of jobs you are interested in doing and what your special skills are so they can utilize your talents.

***Enjoying Your Experience*** – If you have never been a school volunteer before, you will find that there are many new and exciting things to learn about the job. Please be aware that some staff members have never had an opportunity to work with volunteers before. This will be a new experience for them, too, as they learn how to utilize the services of a volunteer.

***Communicating*** – The staff will welcome your questions and comments. If you do not understand something, always ask. Volunteering should be an enjoyable and rewarding job. If you are unhappy or concerned about something, discuss the situation with the staff.

***Performing Routine Tasks*** – The staff often relies upon volunteers to do routine jobs such as preparing learning aids and organizing materials. Because volunteers are able to assist with these jobs, teachers are able to spend more time working with students and planning for quality instruction.

***Doing Things Differently*** – When you have been assigned a task, make certain you know exactly how the teacher wants the job done. Ask for clear directions, and, if necessary, ask the teacher to give you samples or demonstrate how tasks are to be performed.

***Being Prompt and 100% Dependable*** – Come when you say you will. Give the staff plenty of notice when you will not be available for your scheduled time.

***Trying Something New*** – The opportunity to learn new skills is one of the benefits of being a volunteer. Be willing to try new tasks assigned by the staff, but accept only as much responsibility as you feel comfortable with.

### ***When Working with Students***

- Call the student by name when you can.
- Accept the children as they are.
- Encourage and affirm the student. Use positive comments that will allow the children to feel good about themselves. Praise even the smallest successes.
- Admit when you do not know an answer or are not sure what to do. Feel free to ask the teacher for assistance, when necessary.
- Be caring but firm. Patiently allow the students to think and to form their own answers, but keep them on task.
- Be a good listener, but be careful not to give advice or to make promises that you may not be able to keep.
- Please **do not** give students any materials, including food, without first discussing it with the teacher.
- When you speak to a student, get down on his/her level and make eye contact.
- Do not give the student the answers!
- Be friendly and enthusiastic – it is contagious!
- Keep your sense of humor and smile!

## YOU CAN MAKE A DIFFERENCE

One of the biggest challenges we face in working with students is helping them feel good about themselves and the job they are doing. School may be difficult for some of the students you work with. It is very important to develop a positive and supportive relationship with them. They will seek your encouragement. Here are some positive statements that might help you:

- You're on the right track
- You are very good at that
- That's much better
- You're doing a good job
- That's the best you've ever done
- I knew you could do it
- Now you have it
- Keep working on it – you're getting better
- You make it look easy
- That's the way to do it
- Perfect
- You're really improving
- Keep it up
- You've got that down pat
- Good thinking
- I like that
- You figured that out fast
- You're right
- Now you have the hang of it
- I'm proud of the way you worked today
- You've just about got it

As adults, our role is to help guide and assist the future leaders of tomorrow, our children. We want to develop a partnership with you as a volunteer. This commitment means you will:

- Be available to spend one hour with a class or individual student.
- Be willing to follow the lead of the classroom teacher.
- Be prompt and dependable.
- Sign in and out in the front office.
- Wear your name badge.
- Make a commitment to the class, teacher or individual student.
- Respect students and school confidentiality.
- Enjoy the experience.
- In the event you experience difficulties, please do not hesitate to contact the administration. You are a valuable member of our team and your suggestions, concerns or questions are very important to us.

## WAYS TO ENSURE SUCCESS

*Understand that a new volunteer experience is a venture into the unknown.*

*It is very helpful to have a conference with the staff you will be volunteering for before you begin working with them. The following ideas may help you get the most out of the meeting.*

- Days and times you will work.
- How you will let the teacher know if you are unable to work at your assigned time.
- Alternate plans for days when the teacher is absent and there is a substitute.
- How the teacher will tell you of your days' assignments (book, folder, note, etc.).
- How you will tell the teacher what you have accomplished during the day, performance of students with whom you have worked, need for materials, etc.
- A place to leave your personal belongings.
- Location of materials and workspace for your use.
- Classroom rules and teacher's discipline policy.
- Procedure for letting the teacher know when a child is having a problem.
- Daily class schedule.
- Alternate plans if a student is absent.
- Student roll and/or seating chart.
- Review Safe Schools procedures.
- Other questions or concerns.

*Take time to observe. If you will be working with students, the first day or two in the classroom will probably be spent in observing the teacher and students.*

- Become familiar with the teaching style.
- Observe what acceptable behavior is for students and what is not.
- Notice how much freedom of movement is allowed.
- Observe the daily routine.
- Move among the students as they are working.
- Ask individual children what they are doing. Students love to have the opportunity to explain their assignments.

*Take a tour of the building, become familiar with where the nurse's office is, as well as the media center, adult restrooms, emergency procedures, and closest emergency exit to the room in which you are working.*

## VOLUNTEERS ARE AMBASSADORS FOR OUR SCHOOLS

As a volunteer, you not only serve the needs of the students; you also provide a vital link between the school and the community. Students, their parents, and the community will view you as a representative of the school. They will pay close attention to what you say about the staff and the educational programs. Sometimes the community hears about the negative aspects of education or stories about the few students who misbehave. Because of your volunteer experience, you will be able to share the many positive things that students and staff are doing. You will have an opportunity to let the community know what is terrific in their schools. **Remember you are an important part of the educational team!**

### The Bill of Rights for Volunteers\*

- I. The right to be treated as a co-worker ... not free help.
- II. The right to an appropriate assignment ... with consideration for personal preferences, life experiences, education, and employment background.
- III. The right to know as much about the school as possible ... its policies, its people, its programs.
- IV. The right to training for the job ... thoughtfully planned and effectively presented.
- V. The right to continuing education ... as a follow-up to the initial training, information about new developments.
- VI. The right to guidance and direction ... by someone who is experienced, well-informed, patient and thoughtful.
- VII. The right to be heard ... to have a part in planning ... to feel free to make suggestions, to have respect shown for an honest opinion.
- VIII. The right to recognition ... through day by day expression of appreciation and awards.

\* *Adapted from Mrs. Richard L. Sloss, Director, Office Volunteers American Red Cross*

# Appendix





## Volunteer Application

(For those volunteers who do not have a familial connection to the school)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**EDUCATION** – List school attended and special training received: \_\_\_\_\_

\_\_\_\_\_

**REFERENCES** – Please list three references from non-relatives who are familiar with your personality, character, and work experience. Please include your current/last employer.

1. Name \_\_\_\_\_ Relationship \_\_\_\_\_

Phone \_\_\_\_\_ Address \_\_\_\_\_

Email \_\_\_\_\_

2. Name \_\_\_\_\_ Relationship \_\_\_\_\_

Phone \_\_\_\_\_ Address \_\_\_\_\_

Email \_\_\_\_\_

3. Name \_\_\_\_\_ Relationship \_\_\_\_\_

Phone \_\_\_\_\_ Address \_\_\_\_\_

Email \_\_\_\_\_

Please list your previous work and or volunteer experience including any work with children.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please answer each of these questions. Provide additional documentation as needed.

1. Have you ever been convicted of, admitted committing, or are you awaiting trial for any crime (excluding only minor traffic violations not involving any allegation of drug or alcohol impairment)? You must answer "YES" even if the matter was later dismissed, deferred, vacated or expunged. If you answer "YES" you must provide dates of the proceedings, the court where the proceedings occurred, a statement of the accusation against you and the final disposition of the case(s).

Yes  No  Explanation: \_\_\_\_\_

2. Have you ever been dismissed (fired) from any job, or resigned at the request of the employer, or while charges against you or an investigation of your behavior was pending? You must answer "YES" even if the matter was later resolved with any form of settlement or severance agreement, regardless of its terms. If you answer "YES" you must provide the date of termination of employment, the name, address and telephone number of the employer(s) and a statement of the alleged reasons for termination.

Yes  No  Explanation: \_\_\_\_\_

3. Have you ever had any license or certificate of any kind (teaching certificate or otherwise) revoked or suspended, or have you in any way been sanctioned by, or is any charge or complaint now pending against you before any licensing, certification or other regulatory agency or body, public or private? If you answer "YES" you must provide the dates of proceedings, name, address and telephone number of the agency or body where proceedings, name, address and telephone number of the agency or body where proceedings took place, a statement of the accusations against you and the final disposition.

Yes  No  Explanation: \_\_\_\_\_

4. Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by any licensing, certification or other regulatory body (teacher certification or otherwise) or by your current or any previous employer: If you answer "YES" you must provide the name, address and telephone number of the employer or licensing body and a statement of the accusations against you.

Yes  No  Explanation: \_\_\_\_\_

5. Is there any other incident or occurrence in your life, which is not otherwise referred to in this application, which has a bearing, either directly or indirectly, upon your character or fitness for employment with this district?

Yes  No  Explanation: \_\_\_\_\_

I hereby certify that the information presented on this application is true, accurate and complete. I authorize the investigation of all statements contained herein and understand that any document relevant to this information may be reviewed by the agents at Deer Valley Unified School District. I authorize Deer Valley Unified School District to make reference checks prior to volunteering, and I will execute such documents to facilitate this investigation. I understand that I cannot volunteer until this has been completed.

I understand that misrepresentation or omission of pertinent facts may be cause for dismissal as a volunteer.

\_\_\_\_\_  
SIGNATURE  
*Volunteer Application page 2*

\_\_\_\_\_  
DATE  
*This document is to be maintained at the school office.*

### VOLUNTEER REGISTRATION

Volunteer's Name (please print) \_\_\_\_\_  
(Last) (First)

Today's Date: \_\_\_\_\_ School \_\_\_\_\_

Children's names/grade: \_\_\_\_\_

Have you volunteered at this school before? Yes \_\_\_\_\_ No \_\_\_\_\_ How long? \_\_\_\_\_

Have you volunteered in other DVUSD schools? Yes \_\_\_\_\_ No \_\_\_\_\_

Which one(s) \_\_\_\_\_

Are you a retired DVUSD employee? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted of, admitted to, or are awaiting trial for any criminal offense? Yes \_\_\_ No \_\_\_  
If yes, please attach an explanation.

Have you ever been convicted of, admitted to, or are awaiting trial for any crimes against children?  
Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please attach an explanation.

Do you have a valid fingerprint clearance card? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you attended a DVUSD volunteer training session or reviewed the training video?  
Yes \_\_\_\_\_ No \_\_\_\_\_ When? \_\_\_\_\_

Volunteer Signature \_\_\_\_\_

### VOLUNTEER EMERGENCY INFORMATION

Name \_\_\_\_\_ Phone \_\_\_\_\_  
(last) (first)

Home Address \_\_\_\_\_  
(street) (city) (zip)

Relative or person to call in case of emergency \_\_\_\_\_

Contact Phone \_\_\_\_\_ Email \_\_\_\_\_

Physician \_\_\_\_\_ Phone \_\_\_\_\_

Choice of Hospital \_\_\_\_\_

Illness or health conditions of note \_\_\_\_\_

Medications taken \_\_\_\_\_

Allergic to \_\_\_\_\_

PLEASE COMPLETE BOTH SIDES OF THIS FORM AND RETURN  
TO THE SCHOOL HEALTH OFFICE



## Volunteer Service Agreement

I have read, understand and agree to abide by the policies and procedures for volunteers as set forth by the Deer Valley Unified School District including but not limited to the following:

**SUPERVISION:** School Volunteers always work under the supervision of the professional staff at each school and only with those staff who have requested the services of the volunteer. The district is responsible for the education, safety and well-being of each student. Understandably for these reasons, the teacher and/or principal may dismiss any volunteer whose actions are not in the best interest of the school or students.

**CONFIDENTIALITY:** As volunteers work with the staff and students, information of a confidential manner may be shared. The problems, abilities, relationships and confidences of students, their parents and the staff should **NEVER** be discussed with anyone who does not have the professional right or need to know them. Volunteers are not to probe into the personal lives of students and their families. Concerns about students should be brought immediately to the teacher and/or administrator.

**DISCIPLINE:** Students rarely have behavior problems while working with volunteers. However, our schools have detailed discipline plans and the responsibility of discipline rests with the professional staff. Volunteers may not discipline students. Make the teacher aware of any discipline problem that arises while working with a student.

**RELEASE OF AND CONTACTING STUDENTS:** Volunteers may never release a student from school. Students who must leave school early for any reason must receive permission from the school office and sign out before leaving. Under no circumstances may a volunteer take a student off campus. Volunteers may not walk or drive students to their homes unless the child's parent has notified the school office in advance and given written permission for the volunteer to do so. Volunteers are not to make arrangements to meet students outside of school or be invited to the home of the volunteer.

**DRESS CODE:** Take your lead from the staff and dress appropriately for the job you are doing. Casual clothing is fine; however, be neat and professional.

**SCHOOL RULES:** The school handbook outlines the school rules. Refer to it if you have any questions. Ask your supervisor to explain the school policy for use of telephones, eating facilities, fire drills, and emergency procedures. Remember, volunteers are to use the staff/adult restrooms, **NOT** student restrooms.

I further understand that the safety, well-being and education of students are of the utmost priority. Failure to comply with the standards of service as outlined here and in the Volunteer Handbook will result in termination of service.

\_\_\_\_\_  
Volunteer Name (please print)

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
School

\_\_\_\_\_  
Volunteer signature

\_\_\_\_\_  
Date

WHITE: Campus

YELLOW: Volunteer



**DEER VALLEY**  
Unified School District

## VOLUNTEER INTEREST SURVEY

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

Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_

Best time to contact you \_\_\_\_\_

Location where you wish to volunteer \_\_\_\_\_

School where children attend \_\_\_\_\_

Their names, grades \_\_\_\_\_

I would be interested in volunteering in the following areas: (check all that apply):

*Classroom Instructional Volunteer*

- \_\_\_\_\_ Grade(s) of interest
- \_\_\_\_\_ Subject areas of interest

*Committee Involvement*

- \_\_\_\_\_ CIT
- \_\_\_\_\_ District Committee

*Clerical Assistance Volunteer*

- \_\_\_\_\_ Xeroxing
- \_\_\_\_\_ Word processing
- \_\_\_\_\_ Preparing materials  
(laminating, cutting, etc)
- \_\_\_\_\_ Bulletin Boards/displays
- \_\_\_\_\_ Newsletter assistance

- \_\_\_\_\_ Campus Committee

*Special Projects Volunteer*

- \_\_\_\_\_ Chaperone (field trip, dance, etc)
- \_\_\_\_\_ PTSA Event
- \_\_\_\_\_ Fine Arts Assistance  
(art, band, chorus, drama)
- \_\_\_\_\_ Yearbook
- \_\_\_\_\_ Guest Speaker, topic
- \_\_\_\_\_ Concession stand
- \_\_\_\_\_ Special Event (varies by school)

*Additional Opportunities*

- \_\_\_\_\_ Book Fair Helper
- \_\_\_\_\_ Library assistance
- \_\_\_\_\_ Technology assistance
- \_\_\_\_\_ Webpage assistance
- \_\_\_\_\_ Health Office Volunteer
- \_\_\_\_\_ Office Volunteer
- \_\_\_\_\_ Mentor
- \_\_\_\_\_ Lunch/Playground support
- \_\_\_\_\_ Other

*How much notice do you need in order to schedule time to volunteer?*

- 1 day     2-3 days     1 week     2 weeks     1 month

*When are you available to volunteer?*

- Before school     After school     Weeknight     Saturday     Sunday  
 During part of the school day     Morning     Afternoon  
 Can work on projects at home



**DEER VALLEY**  
*Unified School District*

## DVUSD Retiree VOLUNTEER CONFIDENTIALITY AGREEMENT

I. I, \_\_\_\_\_ do affirm that I understand the high standards of trustworthiness and integrity required of me, as well as my obligations under Federal and State law, with regard to materials and information, including but not limited to any student records and/or student health records, which may come to my attention or that I may be exposed to or view, while I am a volunteer for DVUSD.

I shall treat as confidential and not disclose to others, either during or following my service as a volunteer with DVUSD, any student records and/or student health records and any other documents that I may come into contact with as a volunteer.

- II. Except as necessary in the performance of my duties as a volunteer for DVUSD, I will not:
- a) Reveal, divulge or publicize any matters dealt with under this Confidentiality Agreement.
  - b) Disseminate any oral or written information obtained as a result of my duties as a volunteer for DVUSD.
  - c) Remove any records from DVUSD.

III. I further swear (or affirm) that I understand the provisions of Section II, a, b, and c above are fully applicable during my duties as a volunteer for DVUSD, and that the duty to keep the information discussed herein confidential will continue to apply after my duties and service as a volunteer for DVUSD cease. Furthermore, at all times while volunteering with DVUSD, I will abide by general and accepted standards of conduct and all Federal and State laws.

IV. I understand that all materials that I may have access to in the performance of duties as a volunteer, including copies, notes, derived or produced there from, are the property of DVUSD and/or the students they refer to. If required to do so by DVUSD, I will promptly surrender any such materials and derived copies, and/or notes, which are in my custody or control. I understand that my failure to surrender such material promptly, or my conversion of such materials, may be in violation of the law and may subject me to fines and other punishment from a court of law.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
DVUSD Witness



## Staff Request Form for Volunteer Assistance (optional)

Today's Date: \_\_\_\_\_

Requestor: \_\_\_\_\_ Location: \_\_\_\_\_

I need \_\_\_\_\_ volunteer(s) to assist with:  
#

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

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

Describe what day(s) of the week, time of day and number of hours you are requesting:  
(example: Every Tuesday morning for 2 hours)

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Location: \_\_\_\_\_ example: Classroom, Media Center, Field Trip

Special Skills/Experience/Characteristics Desired:

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**Return form to front office.** Please allow 5 days to fill request. If more than 10  
volunteers are needed for an event, please request 2 weeks in advance.

Thank you

For Office Use Only:

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

Volunteer(s) Names: \_\_\_\_\_

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School Name: \_\_\_\_\_

## Volunteer Sign-in Sheet

Date	Name	Time In	Time Out	Location/Room #





## Volunteer Off-site/After Hours Timesheet

Volunteer Name \_\_\_\_\_

Month/Year \_\_\_\_\_

Time spent volunteering is valuable no matter when and where you serve. Please record your off-site or after hours volunteer time here and submit to the school office.

<i>Date</i> _____	<i>From</i> ____ :	<i>to</i> ____ :	<i>Activity</i> _____
<i>Date</i> _____	<i>From</i> ____ :	<i>to</i> ____ :	<i>Activity</i> _____
<i>Date</i> _____	<i>From</i> ____ :	<i>to</i> ____ :	<i>Activity</i> _____
<i>Date</i> _____	<i>From</i> ____ :	<i>to</i> ____ :	<i>Activity</i> _____
<i>Date</i> _____	<i>From</i> ____ :	<i>to</i> ____ :	<i>Activity</i> _____
<i>Date</i> _____	<i>From</i> ____ :	<i>to</i> ____ :	<i>Activity</i> _____
<i>Date</i> _____	<i>From</i> ____ :	<i>to</i> ____ :	<i>Activity</i> _____
<i>Date</i> _____	<i>From</i> ____ :	<i>to</i> ____ :	<i>Activity</i> _____
<i>Date</i> _____	<i>From</i> ____ :	<i>to</i> ____ :	<i>Activity</i> _____
<i>Date</i> _____	<i>From</i> ____ :	<i>to</i> ____ :	<i>Activity</i> _____

**TOTAL HOURS** \_\_\_\_\_

Comments/additional information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_