

Scottsdale Unified School District
No. 48



Volunteer Handbook

To Ensure All Individual Learners Reach Their Full Potential

Effective March 2020

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VOLUNTEERING FOR SCOTTSDALE UNIFIED SCHOOL DISTRICT

Introduction

In keeping with the mission statement of the District, the major goal of the volunteer program is to ensure all learners reach their full potential. The services of volunteers are utilized in schools to accomplish the following objectives:

- ✓ Assist teacher 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. Volunteers make valuable contributions to educational programs and staff support. As such, 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 volunteers.

Definitions and Process

Visitors

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. A visitor typically visits a school to meet with staff, pick up students during the school day or perform temporary, contractual and/or substitute service. Examples of a visitor include, but are not limited to, a District employee from another location, substitute and temporary employees, third-party contracted personnel, parents picking up students or meeting with a teacher, persons providing service and repair to facilities, vendors, and community members meeting with school personnel.

Volunteers

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.

It is important that each volunteer understands and agrees to our policies and procedures. If you have any questions about our policies or procedures, call the Human Resources Department at (602) 664-6200.

School Site Volunteers

Site volunteers always work under the direct supervision of the certified staff at the school site. Site volunteers must be a parent, step parent, or legal guardian who has a student at the school where he/she wishes to volunteer. All volunteers must complete the volunteer application on the website.

Site volunteers who are not the parent, step parent, or legal guardian of a student who attends the specific school in which they would like to volunteer are considered a community site volunteer and

must have a background check and a notarized criminal affidavit. Check with your school's administrative support for the status of your application and assistance on the notarized affidavit. If you need help with your application login or password please call the SUSD IT Help Desk at 480-484-HELP.

Chaperones

Any individual who attends a field trip is considered a chaperone. Parents and legal guardians, who have a student at the school where he/she wishes to volunteer and/or will be attending any daytime field trip will need to submit the online volunteer application. Any parent or legal guardian who attends a field trip where they will be out of sight of a certificated staff member will also need to complete a notarized criminal affidavit form and a background check.

A chaperone who is not the parent or legal guardian, who has a student at the school where he/she wishes to volunteer, attending a daytime field trip is considered a community volunteer chaperone.

Community Volunteers and Chaperones

Community site volunteers and community volunteer chaperones are any person who is not the parent or legal guardian, who has a student at the school where he/she wishes to volunteer.

Community volunteers volunteering at the school site or attending field trips who will always be in the site of a certificated staff member will need to submit the online volunteer application, a notarized criminal affidavit, and complete a background check.

Community volunteers attending field trip who will not be in the site of a certified staff at all times will need to submit the online volunteer application, complete a background check, a notarized criminal affidavit, and be fingerprinted. This is in accordance with Arizona Revised Statute 15-512, which states that volunteers who are not the parent or guardian of a child in the school where they will be working, and not under the direct supervision of a certificated employee, must be fingerprinted.

All chaperones must adhere to the procedures outlined in this handbook prior to participating on any fieldtrips

Chaperones on Overnight Field Trips

Any chaperone, including parents and legal guardians, who wishes to attend an overnight field trip will need to submit the online volunteer application, a notarized criminal affidavit, complete a background check, and be fingerprinted (fingerprinting of parents and guardians will begin for the 2020-2021 school year).

All chaperones must adhere to the procedures outlined in this handbook prior to participating on any fieldtrips

Volunteer Coaches

All of our Volunteer Coaches are recommended by the school site and are required to complete a Volunteer Application. They must also obtain an administrator's approval and complete a background check and a notarized criminal affidavit before being assigned to a volunteer position.

Any Volunteer Coach attending an overnight field trip will need to be fingerprinted or provide a fingerprint clearance card in addition to a background check and online application.

Employee Volunteers

According to fair labor laws, volunteers who are also employed by the District may not volunteer to do similar or identical duties as found in their job because doing so requires overtime compensation.

Fingerprinting and Background Clearance

In accordance with Arizona Revised Statute (A.R.S.) § 15-512, volunteers who are **NOT** a parent or legal guardian of a child in the school where they will be working without the supervision of a certificated staff must complete a background check and be fingerprinted before beginning work. The District may require any person performing volunteer activities to complete a background check and to be fingerprinted at its discretion. Please refer to the definition and processes outlined above for specific information. Once the volunteer's online application has been completed, the school principal, administrative support, or the Human Resources Department will call to schedule an appointment. Please bring a valid photo identification card when you come to the District Office Education Center, located at 7575 E Main Street, to be fingerprinted. Once Human Resources receives the cleared background check, the school site will notify the volunteer that they may begin work. This process can take an average of three to five weeks.

Guidelines for Volunteering and Training Acknowledgment

School Check-In Procedure

During school hours, every volunteer must sign in and out at the school office each time he/she is on campus to volunteer. Each volunteer must also wear a nametag. The school must maintain a record showing the days and hours each volunteer works. For security purposes and in case of emergency, it is important for administrators to know who is on campus and why.

Supervision of Volunteers

Volunteers work under the direct supervision of the professional staff at each school and only with those teachers who have requested the services of a volunteer. It is the responsibility of the school administration to dismiss any volunteer whose actions are not in the best interest of our students or the schools.

While volunteers are an important part of the educational team, the professional staff is responsible by law for decisions that are made regarding the instruction of students, the management of the school, and student safety and discipline. Therefore, volunteers will always work under the supervision of teachers and administrators. We welcome the suggestions and opinions of volunteers as you supplement and support our programs. There are, however, a few things that volunteers should NOT do:

- Discipline students
- Be used as a substitute teacher
- Use student restrooms
- Counsel students
- Diagnose student needs
- Revise the curriculum or teaching plan

- Grade student work or record grades
- Have access to student records or medical files
- Dismiss students from school
- Work with students without a teacher or staff member present
- Discuss student progress or student difficulties with parents
- Give food or medication to students
- Evaluate achievement
- Drive District vehicles
- Distribute advertisements or solicitations or other non-approved literature
- Work in similar or identical duties as found in their job if employed by the district

Confidentiality/ FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal Law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Schools must have written permission from the parent or eligible student in order to release any information from a student's education record. Volunteers may not access materials in the student's permanent or electronic records files.

It is imperative that all matters pertaining to students remain confidential. Any information regarding problems, progress, grades, relationships, and confidences of students, their parents, and the staff should remain confidential. If the information shared with you is necessary for the school to have, please discuss the child's conversation in private with his or her teacher or school administration.

Please be aware that volunteers may not telephone students or visit them at their homes. Volunteers may not meet students off campus, or invite students to the volunteer's home. They also may not walk or drive a student home. Contacting or visiting students or any of their family members outside of school without parent permission is strictly prohibited and includes but is not exclusive to email, social media, telephoning, or texting.

Child Abuse Reporting

All school district personnel including volunteers are required by Arizona state law (A.R.S. § 13-3620) to report any cases of suspected child abuse. We have a duty to report the following types of suspected conduct: Child Abuse, Neglect, and injuries that appear not to be accidental. District personnel includes anyone who has responsibility for the care or treatment of a minor. Failure to report is a crime. This applies to all employees and volunteers when acting in the scope of their work with Scottsdale Unified School District. If abuse is suspected, contact the child's teacher, the principal, or the school nurse. They can assist you in making the requisite report by calling Department of Child Safety (DCS) at (1-888-767-2445), and local law enforcement- which can be the school's SRO or the local police department. Suspected child abuse must be reported immediately. Never delay a telephone report until the next day.

Behavior and Dress

Please take your lead from the professional staff and dress appropriately for the job you are doing. We ask that your wear professional attire that is neat and conservative. Your appearance should attract no undue attention. Please do not wear spaghetti straps, revealing clothing, tube tops, tank tops, short-shorts or show bare midriffs. T-shirt messages should be of a positive nature. Keep in mind that you are

in a position to set an example for students, therefore your dress, speech and behavior should serve as good models for them to follow.

Supervision of Students

Supervising field trips- Volunteers should be within the physical presence and within the line of vision of the students to have the opportunity to monitor the students' behavior, and assist the students. In no event shall the teacher supervising a field trip leave the students unsupervised. When you volunteer to chaperone a trip plan on being there the whole time. If you have to leave, the school will need to be informed and find a replacement in order to stay in compliance with chaperone to student ratios.

Students will require close supervision during transitional times on a field trip. When splitting up groups, arriving, or departing a field trip take special care to supervise the students and ensure all the students are monitored and accounted for. District regulations do apply when on a field trip. The Student Code of Conduct applies on field trips and during the summer to the same extent that it applies in school. All field trips must be educational, and must be designed to enrich curricular or extra-curricular programs. All field trips must be supervised by at least one certificated employee.

Dependability

We realize that there may be times that you may be ill, on vacation, or otherwise unable to volunteer. Please notify the school office and leave a message for the teacher or staff member with whom you work and give advance notice when you are unable to volunteer, as the teacher and children are expecting you. Also remember that it is important to be prompt and consistent when working with students. Please do not park in visitor parking spaces.

Allergies

The needs of students, staff, and volunteers vary when it comes to allergies. For that reason, please consult your school about procedures to be followed regarding allergies. It is critical that these procedures be followed exactly. Do not bring anything to school or give anything to students without consulting the teacher first. Baked goods are not allowed in the classroom. All food must be store bought. For example, a classroom may be a peanut-free zone, or a school may be latex-free, and something as simple as an eraser may be a hazard. Please do not wear perfume or cologne. Please remember to share any special needs you may have with the staff as well.

Cell Phones

To ensure that the learning environment is not disrupted, cell phones are to remain completely silent with limited use when volunteering. Do not take photographs of students on your cell phone.

Insurance

Scottsdale Unified School District does not carry health insurance or worker's compensation insurance for volunteers. Any injuries that occur while volunteering must be reported immediately to the school nurse.

Field Trip/Bathrooms

School administrators and teachers decide how many volunteer chaperones are needed, and which chaperones will attend field trips and overnight trips. Never go to the restroom alone with students. Chaperones should be in pairs when taking students to the restroom.

Working with Students

- The staff appreciates your willingness to be a part of the educational team. Following are some tips for working effectively with the staff.
- Let the staff know what you enjoy doing and what your special skills are so that they can fully utilize your talents.
- Feel free to ask questions to clarify anything you may need information about to ensure a job well done. We want you to enjoy volunteering and have a rewarding experience.
- Call the students by name. A child's name is very important, so please make every effort to pronounce and spell each child's name correctly.
- Observe the techniques used by the teacher and model the instructional methods when working with students. Be consistent with the teacher's rules for classroom behavior. The teacher is always available and ready to handle discipline issues.
- Accept the children as they are. Every child is unique and may be different from your own. Please be ready to accept differences.
- Encourage and affirm the students. Your positive words of encouragement will go a long way in helping students feel good about themselves and the work they are doing.
- Reinforce good behavior. Let students know how proud you are of their good behavior and hard work. Let each child know that you care about him or her. You and the teacher can discuss the use of motivational materials such as stickers. Please do not give students any food items.
- Be caring but firm. Patiently allow the students to think for themselves and form their own answers. We want learners to have the opportunity to solve problems on their own. Keep them on task to maximize your learning time together.
- Be a good listener; get down on the student's level. Be careful not to give advice or to make promises that you may not be able to keep.
- Under no circumstances should students be left unsupervised. Be aware of what they are doing at all times.
- Never accompany students into the restroom without another adult.
- Be friendly and enthusiastic. Keep your sense of humor and smile! It's contagious! You can make a difference!

Commitment

Before you agree to volunteer, carefully consider the commitment you are making. The work volunteers do is important. Whether they work in the classroom, front office, media center or health office, the staff and students quickly become dependent upon volunteer assistance. Don't promise to volunteer more time than you will be able to follow through with. It's better to start out with a few hours a week and gradually increase if you find you have the additional time. Volunteering is a scheduled, pre-arranged activity. Volunteers and chaperones may not bring other children while volunteering in schools, on field trips, or on overnight trips. Volunteers and chaperones are representatives of the District. Therefore, the District appreciates your positive attitude as you share your volunteering

experiences with others. The District thanks you for your commitment to volunteering with Scottsdale Unified School District and serving the needs of our students. Your work is important to the District, the teachers, and especially the students. They look forward to your arrival and appreciate the work you do. Thank you for volunteering in Scottsdale schools!

Dependability

We know there will be times when you will be ill, on vacation or unable to volunteer. Please telephone the school office and leave a message for the teacher or staff member with whom you work as far in advance as possible when you are unable to volunteer.

School Rules

Become familiar with the rules and policies of the school where you volunteer. It's a good idea to read through the Student Code of Conduct. Ask your supervising teacher to explain the school's policy for use of telephones, cell phones, eating facilities, fire drills and emergency procedures. Ask for the guidance of a staff member if you are unsure of a policy or procedure.

Volunteer Application and Forms

- Volunteer Application
 - Go to sUSD.org > Departments > Human Resources > Volunteers
 - Or sUSD.org > Job Postings > Volunteer Application
- Criminal Affidavit
 - Included below and must be notarized prior to completion of a background check.
- Volunteer Chaperone Emergency Information form
 - Completed during application process.
 - Contact Human Resources if you need to update your information.

Appendix- Criminal Affidavit

BACKGROUND AFFIDAVIT (Per §15-512)

I, _____, certify that I am not awaiting trial on or have ever been convicted of or admitted in open court or pursuant to a plea agreement committing any of the following criminal offenses in the state of Arizona or similar offenses in another jurisdiction:

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

Signature

Date

State of Arizona)

County of Maricopa)

Subscribed and sworn (or affirmed) before me this _____ *day of* _____, 20____.

(seal)

Notary Public