



MADISON

OUTSTANDING SCHOOLS SINCE 1890

VOLUNTEER HANDBOOK

**EXTRAORDINARY
LEARNING FOR ALL**

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Dear Most Valued Volunteer,

Thank you for choosing to serve the students of Madison School District with your volunteer time. Your assistance will influence a student, a class of students or a whole school in more than you can imagine. Because every child deserves an extraordinary school experience, your volunteer service is needed today more than ever.

As a volunteer, you are also a role model for students. Children will look to you for safety, encouragement, and trust. I strongly encourage you to use your time with students to lead by example with clean language, appropriate dress, kindness, and above all, a passion for discovery.

This Volunteer Handbook is intended to help you, the staff and the students have the best volunteer experience possible. The guidelines outlined in this handbook also provide protections for students and volunteers. Security and background checks of volunteers are required by law and provide an extra layer of confidence for student safety.

I wish you the very best volunteer experience in the Madison School District. Please share your success stories with friends and family who might also consider volunteering. Also, feel free to share with me or other staff your concerns. Thank you, again. I wish you the very best time in Madison.

Sincerely,

Quinn R. Kellis, Ed.D.
Superintendent

VOLUNTEERING FOR MADISON

Introduction

In keeping with the mission statement of the District, the major goal of the volunteer program is to assist schools in providing extraordinary learning for each student. 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 (A.R.S. § 15-102). 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 sporadic occasions 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. All volunteers must complete the volunteer forms on the website. Volunteers must have a background check and be fingerprinted if they are **not** the parent or legal guardian of a student who attends the specific school in which they would like to volunteer.

Grandparents and Other Relatives: Grandparents and other relatives who are not legal guardians of a student at the school who wish to volunteer will need to fill out the online forms located on the website, complete a background check, and be fingerprinted before volunteering.

Chaperones: Any individual who attends a field trip is considered a chaperone. Those chaperones who are **not** the parent or legal guardian will need to submit the online volunteer forms, complete a background check, and be fingerprinted. Any chaperone, including parents

and legal guardians, who attend an overnight fieldtrip will need to complete a background check and be fingerprinted. All chaperones must adhere to the procedures outlined in this handbook prior to participating on any fieldtrips.

Community Volunteers: All of our community volunteers, including coaches, are recommended by the school site and are required to register by completing the attached forms. They must also obtain an administrator's approval, complete a background check, and be fingerprinted before being assigned to a volunteer position. 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) 664-7900.

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 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.

Background checks and fingerprinting services are offered free of charge to the volunteer. Once the volunteer's online registration has been completed, the Principal, the Human Resources Department will call to schedule an appointment. Please bring a valid photo identification card when you come to the District Office 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

School Check-In Procedure

During school hours, every volunteer must sign in and out at the school office each time he or 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, supervising teachers, or volunteer coordinator 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

As a volunteer, you will meet many wonderful students. 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. 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 never be discussed with anyone who does not have the professional right or need to know them. Student information is protected as confidential by federal law (Family Education Rights and Privacy Act). Anything that a child may confide in you about family matters or personal problems should be kept confidential. Probing into student's family life or private matters is not acceptable. If the information is vital for the school to have in order to help the student, please discuss the child's conversation in private with his or her teacher or school administration.

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. 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 Madison School District. If abuse is suspected, contact the child's teacher, the principal, or the school nurse. They can assist in making the requisite report by calling the Department of Child Safety (DCS) at (1-888-767-2445), local law enforcement—Phoenix Police Department (602-262-6151), or both, depending on the circumstances. 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 you 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. Please follow the District dress code.

Volunteers 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 a brief encouraging behavior such as a "high five".

School Rules

Become familiar with the rules, policies, and procedures of the school where you will be volunteering. This can be done through reading the Student-Parent Handbook located on the Madison website at madisonaz.org. The handbook is also available from either the teacher you are working with or the school secretary.

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. 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.

Insurance

Madison 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 Trips/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

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 Madison 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 Madison schools!

Volunteer/Chaperone Online Registration

www.TBD

Registration Checklist:

- Volunteer / Chaperone Online Registration**
- Volunteer / Chaperone Agreement**
- Volunteer / Chaperone Emergency Information**
- Volunteer / Chaperone Criminal Activity Report**
- Liability Release**

This paperwork must be completed by ALL volunteers and ALL chaperones, including parents and legal guardians.

Madison School District Volunteer/Chaperone Online Registration

Please complete and submit the following information.

Name _____ Date _____

Address _____

Email _____ Telephone (H) _____ (C) _____

Desired school _____ Does your child (ren) attend this school? Yes ___ No ___

Are you a parent or the legal guardian? Yes ___ No ___

If yes, please list student(s) names, grades, and schools

Are you employed in Madison School District? No ___ Yes ___ Where? _____

Have you ever volunteered in Madison schools? No ___ Yes ___ When? Were? _____

Languages spoken fluently (other than English): _____

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

- Classroom
- Clerical
- Vision and Hearing Screening
- Library
- Field Trips
- Special Education
- Special Programs (music, art, P.E.)
- OASIS
- Overnight Fieldtrips
- Other

If you wish to work with students, what specifically would you like to do? Include your areas of interest, expertise, work, or study experience: _____

Please list any education or special training you have:

Are you affiliated with a volunteer organization? No ___ Yes ___ Name of the organization _____

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

The information below will be completed by office staff

Principal Signature

Date

Volunteer/Chaperone 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 _____

Illnesses or health conditions of note _____

Medications _____

Allergies _____

Criminal Activity Report

Because of the responsibility that Madison School District has to its students, the following information is needed from all volunteer applicants. A record of arrest or conviction* does not prohibit volunteering; however, failure to complete this form accurately and completely may mean disqualification from consideration for volunteering, or may be cause for dismissal if volunteering. Failure to disclose all information may result in prosecution for filing false information with a public agency. Volunteer applicants must report any convictions* and arrests that occur subsequent to the time they initially completed this form. Questions regarding this information should be directed to the Executive Director for Human Resources. Please read carefully and answer every question.

1. Name _____

Other names used _____

Answer these questions truthfully even if the condition was ultimately expunged, reversed, or otherwise set aside. If any of the boxes are marked “Yes”, fill in the information below and attach a letter of explanation. Some people who have been convicted of a crime should not be working with children. For this reason, we ask volunteers to explain the nature of any crimes for which they were convicted.

2. Have you ever been convicted* of any misdemeanor offense (s) other than traffic violations?
No__ Yes__ Explain _____

3. Have you ever been convicted* of a DUI offense?
No__ Yes__ Explain _____

4. Have you ever been convicted* of a felony?
No__ Yes__ Explain _____

5. Have you ever been convicted* of a sex or drug related offense?
No__ Yes__ Explain _____

6. Have you ever been convicted* of a dangerous crime against children as defined in A.R.S. § 13-705?
No__ Yes__ Explain _____

7. Have you ever been arrested for any offense which has not yet been resolved?

No__ Yes__ Explain_____

Conviction* Information (If you have more than one conviction*, please report all)

Conviction* charge_____

Date of conviction*_____

Court of conviction*_____

City_____ State_____

Factual details or other remarks_____

*Conviction is defined as any time you were found guilty of an offense and:

- | | | |
|------------------------------|--|----------------------------------|
| --forfeited a bond | --received a "suspended" sentence | --received a "deferred" sentence |
| --served a term of probation | --the conviction was expunged or set aside | --served time in prison |
| --paid a fine | --served time in city or county jail | --had a plea of nolo contendere |

**A.R.S. § 13-3716 requires applicants to give notice of any conviction for dangerous crimes against children. These crimes are defined in A.R.S. § 13-705 as second degree murder, aggravated assault, sexual assault, molestation of a child, sexual conduct with a minor, commercial sexual exploitation of a minor, sexual exploitation of a minor, child abuse, kidnapping and sexual abuse if any of these crimes are committed against a minor under 15 years of age.

Under penalty of criminal prosecution and dismissal, I hereby certify that the information presented in this online registration packet is true, accurate, and complete. I understand and agree that misrepresentation or omission of relevant facts would be good cause for rejection of my online registration packet or, if I have been volunteering, for immediate termination of my volunteer work.

I understand that, if I am considered for an offer of volunteering, Madison School District will conduct a background investigation for Madison School District to determine my eligibility, qualifications, and suitability for volunteering. I hereby give my consent for any employer or educational institution to release any information requested for this background investigation. Also, I waive any rights I have under state or federal law to review or obtain a copy of such information. I understand that my ability to volunteer is not finalized until the background investigation has been completed.

I release, hold harmless and agree not to sue or file any claim of any kind against any current or former employer, volunteer agency, educational institution, or Madison School District, and any officer or employee of any, that in good faith furnishes written or oral references requested by Madison School District to complete its background investigation. A photocopy or facsimile copy of this form that shows my signature shall be valid as an original. Furthermore, I understand that I have no right of access to any materials submitted and information gathered by Madison School District during the registration process and that such materials and information are considered the sole property of Madison School District.

Signature

Date