

Our Mission

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

Superintendent

Dr. Curtis Finch

Governing Board

Kimberly K. Fisher

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Revised 7/1/21

The Deer Valley Unified School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. For any inquiries regarding nondiscrimination policies contact the Legal Services Department, 20402 N. 15th Avenue, Phoenix, AZ 85027 (623) 445-5000.

INTRODUCTION

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

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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. Volunteers must attend training prior to fingerprinting.

If a volunteer is not related to anyone at the school, they must fill out a Non-Familial Application providing references. Please contact those references. If the volunteer has marked a "yes" to any of the questions listed, please send the card to the HR Manager for follow-up.

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



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



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!

Volunteer Guidelines

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 or field trip. Students who must leave school early for any reason must receive permission from the school office and sign out before leaving. Volunteers may not take a student off campus or offer them a ride home without written permission from student's parent. Volunteers are not to make arrangements to meet students outside of school.

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.



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

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

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!**

Every volunteer has the right...

To be treated as a co-worker

Not just free help

To a suitable assignment

With consideration for personal preference, temperament, life experience, education, and
Employment background

To know as much about the organization as possible

Its policies
Its people
Its programs

To job training

Thoughtfully planned and effectively presented

To education on the job

As follow-up to initial training
Information about new developments
Training for greater responsibility

To sound guidance and direction

From someone who is experienced, well informed, patient,
and thoughtful

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Appendix

VOLUNTEER REGISTRATION

Volunteer Service Agreement

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 _____



**DVUSD Retiree
VOLUNTEER CONFIDENTIALITY AGREEMENT**

I, _____

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.

Date _____ **From** : **to** : **Activity**

From : **to** : **Activity**

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