

# Union Elementary School District #62



*Achievement  
Today  
for an  
Exceptional  
Tomorrow*

## Volunteer Handbook

3834 S. 91<sup>st</sup> Avenue  
Tolleson, AZ 85353  
(623)478-5005 District Office  
(623)478-5006 Fax  
[www.unionesd.org](http://www.unionesd.org)

## Table of Contents

Volunteer Screening/Required Documents.....	3
Volunteer Guidelines.....	3
Supervision.....	4
Confidentiality/F.E.R.P.A.....	4
School Rules.....	4
Dress Code/Behavior.....	4
Health.....	5
Discipline.....	5
Dismissal of Students.....	5
Contacting Students.....	5
Medications.....	5
Child Abuse Reporting.....	5
Name Tags/Badges.....	5
Volunteers Represent the School/District.....	6
Jobs for a Volunteer.....	6
How to work with Students.....	7
How to work with Staff.....	7
Reference Directory.....	8
Volunteer Application.....	9
Volunteer Agreement.....	11
Volunteer Emergency Contact Form.....	12

## **Volunteer Screening/Required Documents:**

Any volunteer who is 18 or older, has regular contact with or direct control over students without supervision of a certificated employee shall be fingerprinted as a condition of volunteering at the a UESD school. If a volunteer is present on campus for more than two (2) days, in addition to a fingerprint check, a background check shall be made through the UESD Human Resources department. Fingerprints are paid for the district and are sent to the Arizona Department of Public Safety for processing.

All volunteers are subject to all applicable laws, policies, and procedures of the school. UESD reserves the right to refuse a volunteer's services if that volunteer violates any applicable law, policy, or regulation of the school/district. This process must be completed annually to ensure proper safety of our students and staff.

Volunteers are asked to complete an application, volunteer agreement and criminal activity report before beginning work. Once Human Resources receive a complete and satisfactory background check, they will notify you when you may begin work and schedule a time for the volunteer to be given an ID. An emergency contact form also needs to be completed and will be given to the school that you are volunteering.

## **Volunteer Guidelines:**

Any person who is over 18 years of age and cares about children and their education is welcome to volunteer. A good volunteer shows sincere concern for students, strives to give students positive educational experiences, is of good moral character, is willing to accept responsibility and supervision, expands a child's ability to express ideas, and appreciates the school's efforts to educate all children and provide maximum opportunities for each individual.

As a school district, there are certain guidelines we must all follow to ensure the District stays in compliance with applicable laws and District Governing Board policies and procedures. If you are asked to do something that makes you feel uncomfortable, please see the principal or appropriate administrator for guidance. The District is responsible for the education and well-being of all students while at school and staff while at work, the District has the discretion to dismiss a volunteer whose actions are not in the best interest of the District. All volunteer activities, including the times each volunteer will work at the school, must be approved in advance by the school administrator and no volunteer may enter the school premises without prior approval. All volunteers must report to the school's front office upon arrival and sign in.

A volunteer is never considered a substitute for a member of the school staff. The following are guidelines that are meant for the protection of students, staff, and volunteers:

### **Supervision**

Volunteers who are working with students should always work under the direct supervision of the appropriate staff member and only with those teachers and/or staff members to whom the volunteer is assigned. "Direct Supervision" means under the direction of and, except for brief periods of the time during a school day or a school activity, within sight of an employee. School volunteers who are not working with students should always work under the general supervision of the appropriate staff member and only with those teachers and/or staff members to whom the volunteer is assigned.

## **Confidentiality/FERPA**

Student records contain confidential information. According to the Family Education Rights and Privacy Act (FERPA), the volunteer shall not have access to such information. Volunteers are not authorized to access student files/records or work on any school computers that contain student information. Like teachers, volunteers are bound by a code of ethics to keep confidential matters within the school. If volunteers inadvertently hear any student information that is confidential, they must remember that it should not be repeated. It is the teacher's responsibility to discuss a child's progress with parents or administrators. Occasionally, a child might confide in you about family matters or personal problems. Keep this confidential, too. If you feel that it is vital for the school to have this information in order to help the student, discuss the child's conversation with a teacher in private.

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.

## **School Rules**

Volunteers need to become familiar with the rules and policies of the school where they work. A parent/student handbook is available in the office for your use. Ask your supervising teacher to explain the use of telephones, eating facilities, fire drills, and emergency procedures. Also become familiar with the teachers rules for their classroom. Use reasonable judgment in making decision when a policy is unclear.

## **Dress Code/Behavior**

Take your lead from the professional staff and dress appropriately for the job you are doing. A dress code is outlined for students in the Parent/Student Handbook and we ask you to follow those standards. Be sure your attire is not obscene, vulgar or suggestive and does not promote tobacco, alcohol, drugs, violence, gangs, sex, or sexual innuendos. Denims or pants, sleeved tops, and closed-toed shoes are acceptable; short shorts, halters or tank tops, and flip flop sandals are not appropriate. Keep in mind that you are in a position to set an example for students. Your speech and behavior should serve as good models for them to follow.

## **Health**

If you are sick, please let the appropriate staff member know that you will not be coming in, and he or she will make alternative arrangements. Please use the reference guide located on page 8 for the appropriate numbers to call at your school. It is also important that an accurate and completed emergency contact form be updated annually. Your form will be kept with the school nurse at the school you have been assigned to, should any information need to be updated during the school year, please do so with the school nurse.

## **Discipline**

Students may occasionally have a behavior problem while working with a volunteer. The District has detailed discipline plans, and the responsibility for discipline rests with the school's administrators and teachers. Please report any discipline issues to these individuals for them to handle.

## **Dismissal of Students**

Students leaving school must have permission from the school and must follow established school procedures. Student must be dismissed from school by appropriate staff. Volunteers must work with students only during regular school hours at the location designated by the supervising staff member. Volunteers cannot take a student off campus and cannot drive students in their vehicles except, of course if the student is the volunteer's child.

## **Contacting Students**

District volunteers may not telephone students or visit them off campus or at their homes. In addition, students may not be invited to volunteer's homes. Those interested in volunteering with students outside of school and school hours are encouraged to contact local organizations that arrange these types of situations.

## **Medications**

Medical treatment for any student is the responsibility of the school nurse or other authorized personnel. Volunteers may not administer medication to a child. If a student becomes ill, follow the school's procedures in regard to notifying the teacher and taking the child to the nurse.

## **Child Abuse Reporting**

All school district personnel are required by law to report suspected child abuse. Failure to report is a crime. This applies to all employees and volunteers when acting in the scope of their work with the Union Elementary School District. If abuse is suspected, contact school administration, that also includes the nurse, or district counselor. The district employee will take the appropriate steps to report the abuse to Child Protective Services, or local law enforcement.

## **Name Tags/Badges**

A district issued badge will be given to you after a completed background check. Please wear the school's volunteer badge at all times while on campus during your scheduled shift, so students and staff know who you are and why you are on campus. Volunteers are not authorized to use their ID's for any other purpose than to work on campus during their scheduled shift. You are responsible to keep your badge in a safe location and should report a missing ID immediately to school administration.

## **Volunteers Represent the School/District**

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'll be able to share the many positive things that students and staff are doing. You'll have an opportunity to let the community know what's going on right in their school. Remember not to share the confidential information.

## **Jobs of a Volunteer**

The Union Elementary School District offers a variety of volunteer opportunities. Some jobs provide the volunteer with a chance to work with students, while other jobs are available for those that who prefer not to work directly with students. Below are some of the jobs available to our volunteers. While the jobs below are what are available, the school principal makes the final decision on jobs volunteers can do.

**Classroom Volunteer:** Classroom volunteer's work directly with individual or small groups of student, volunteers listen to students read, reinforce basic math, or assist students with written assignments. Classroom volunteers also perform tasks such as putting up bulletin boards, preparing materials, photocopying, and other jobs to provide the teacher more time for planning and teaching students. A classroom volunteer also has the opportunity to assist with before or after school tutoring.

**Office Clerical Volunteer:** Clerical volunteers work with the school secretary and office staff to provide support and assistance with duties such as sorting mail, photocopying school newsletters and flyers, preparing and distributing classroom supplies, and preparing bulletin boards for office areas. Clerical Volunteers are not authorized to access student files/records or computers that contain student information. The school office staff is responsible for checking out students, answering phones, and greeting parents.

**Library Volunteers:** Assistance to the librarian can be provided by shelving books, completing clerical tasks or preparing bulletin boards and displays. Volunteers may also choose to work directly with students helping them locate and use library materials.

**Recess/Lunch Volunteers:** Volunteers are responsible for the supervision of students while out at recess and in the cafeteria eating lunch. Volunteers insure that students are using equipment properly and following cafeteria rules.

## **How to work with Students**

**Observe Instruction:** Volunteers should watch how the teacher instructs students and be consistent with the teacher's teaching techniques.

**Offer Praise:** Volunteers should make students feel good about their efforts. Speak positively even if a student has difficult time learning. Praise should be given for small as well as large successes. It is best to reserve any show of support and encouragement to verbal phrases, handshaking, high-fives and pats on the back.

**Instill Responsibility:** Volunteers should make students aware that they should clean up after themselves so the work space, room, etc., is left neat for others who follow.

**Reinforce Good Behavior:** Volunteers should watch how the teacher handles discipline in the classroom and note any rules for student's behavior. If any discipline problems arise, the teacher will handle them.

Volunteers should make sure that students with whom they are working with do not disrupt the rest of the class. If discipline is needed in a small group, it is best not to single out misbehaving students for minor problems; instead, the volunteer should point out things the student is doing well.

Please limit gift giving to small rewards for a job well done or special day. It is always best to check with the teacher first.

**Supervise Attentively:** A volunteer should never leave a student or group of students unsupervised. A volunteer should also never ask to be alone with students.

## **Working with School Staff**

**Be A Good Communicator:** 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.

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

**We all have different ways to doing things:** 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 completed.

**Try Something New:** The opportunity to learn new skills is one of the benefits of being a school volunteer. However, feel free to decline tasks that make you feel uncomfortable

## Reference Directory

### **Hurley Ranch Elementary School**

8950 W. Illini Dr.  
Tolleson, AZ 85353

#### ***Principal***

Adam Klingelhoets  
(623)478-5101  
[aklingelhoets@uesd.org](mailto:aklingelhoets@uesd.org)

#### ***Assistant Principal***

TBD

#### ***Office Manager***

Debbie Vizzerra  
[dvizzerra@uesd.org](mailto:dvizzerra@uesd.org)  
(623)478-5165

#### ***Attendance Clerk***

Nique Burrell  
[nburrell@uesd.org](mailto:nburrell@uesd.org)  
(623)478-5100

### **Dos Rios Elementary School**

2150 S. 87<sup>th</sup> Avenue  
Tolleson, AZ 85353

#### ***Principal***

Milton Collins  
[mcollins@uesd.org](mailto:mcollins@uesd.org)  
(623)474-7021

#### ***Assistant Principal***

Dr. Dru Barisich  
[dbarisich@uesd.org](mailto:dbarisich@uesd.org)  
(623)474-7004

#### ***Office Manager***

Shelly Sotelo  
[mmedrano@uesd.org](mailto:mmedrano@uesd.org)  
(623)474-7010

#### ***Attendance Clerk***

Kristen Mercado  
[kmercado@uesd.org](mailto:kmercado@uesd.org)  
(623)474-7000

### **Union Elementary School**

3834 S. 91<sup>st</sup> Avenue  
Tolleson, AZ 85353

#### ***Principal***

Michael Welsh  
[mwelsh@uesd.org](mailto:mwelsh@uesd.org)  
(623)478

#### ***Office Manager***

Barbra Burns  
[bburns@uesd.org](mailto:bburns@uesd.org)  
(623)478

#### ***Attendance Clerk***

Jessica Begazo  
[jbegazo@uesd.org](mailto:jbegazo@uesd.org)  
(623)478-5000

For any questions or for more information about the program please contact :

**UESD District Office**  
**3834 S. 91<sup>st</sup> Avenue**  
**Tolleson, AZ 85353**

#### **Human Resources**

Dolores Villanueva  
[dvillanueva@uesd.org](mailto:dvillanueva@uesd.org)  
(623)478-5005

#### **Superintendent Office**

Elyse Moya  
[emoya@uesd.org](mailto:emoya@uesd.org)  
(623)478-5004



# Union Elementary School District #62

## Volunteer Application

*Please print in black or blue ink or use a typewriter.*



Date \_\_\_\_\_ Social Security Number: \_\_\_\_\_ Date of Birth \_\_\_\_\_

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

Last
First
Middle

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

Street
City, State
Zip

Phone: (    ) \_\_\_\_\_ (    ) \_\_\_\_\_ \_\_\_\_\_  

Home
Cell Phone
Email address

**I would like to Volunteer in the following areas:**

Please indicate which school: <input type="checkbox"/> Hurley Ranch <input type="checkbox"/> Dos Rios <input type="checkbox"/> Union	Grade Preference: <input type="checkbox"/> K-3 <sup>rd</sup> <input type="checkbox"/> 4 <sup>th</sup> -5 <sup>th</sup> <input type="checkbox"/> 6 <sup>th</sup> -8 <sup>th</sup>
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Indicate Volunteer Preference:     Classroom     Office/Clerical     Library     Recess/Lunch

Availability:	<input type="checkbox"/> Monday  <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	<input type="checkbox"/> Tuesday  <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	<input type="checkbox"/> Wednesday  <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	<input type="checkbox"/> Thursday  <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	<input type="checkbox"/> Friday  <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.
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What special skills, interests or hobbies may be useful in a volunteer assignment?  
 \_\_\_\_\_  
 \_\_\_\_\_

Do you speak any other languages besides English? \_\_\_\_\_

If yes, which language? \_\_\_\_\_

Would you be willing to translate documents (i.e., flyers, newsletters, reminder notices)? \_\_\_\_\_

Do you have a current Arizona Fingerprint Clearance Card? \_\_\_\_\_

Would you be available to Volunteer for before or after school tutoring? \_\_\_\_\_

If yes, please indicate which     Before School     After School

Name \_\_\_\_\_

(Check if this statement is true) I **AM NOT** awaiting trial on or I have never been convicted of or admitted committing any of the criminal offenses listed in question 5.

(Check if this statement is true) I **AM** awaiting trial on or I have been convicted of or admitted committing any of the criminal offenses listed in question 5.

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| 1. Have you ever been convicted of a minor offense other than traffic violations? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Have you ever been convicted of a felony?                                      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Have you ever been convicted of a drug-related offense?                        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Have you ever been convicted of a sex-related offense?                         | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. Have you ever been convicted of any of the following?                          | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>a. Sexual abuse of minor.</li> <li>b. Incest.</li> <li>c. First or second-degree murder.</li> <li>d. Kidnapping.</li> <li>e. Arson.</li> <li>f. Sexual assault.</li> <li>g. Sexual exploitation of a minor.</li> <li>h. Felony offenses involving contributing to the delinquency of a minor.</li> <li>i. Commercial sexual exploitation of a minor.</li> <li>j. Felony offenses involving sale, distribution or transportation of, offer to sell, transport, or distribute marijuana or dangerous or narcotic drugs.</li> <li>k. Felony offenses involving the possession or use of marijuana, dangerous drugs or narcotic drugs.</li> <li>l. Misdemeanor offenses involving the possession or use of marijuana or dangerous drugs.</li> </ul> | <ul style="list-style-type: none"> <li>m. Burglary in the first degree.</li> <li>n. Burglary in the second or third degree.</li> <li>o. Aggravated or armed robbery.</li> <li>p. Robbery.</li> <li>q. A dangerous crime against children as defined in §13-604.01.</li> <li>r. Child abuse.</li> <li>s. Sexual conduct with a minor.</li> <li>t. Molestation of a child.</li> <li>u. Manslaughter.</li> <li>v. Aggravated assault.</li> <li>w. Assault.</li> <li>x. Exploitation of minors involving drug offenses.</li> </ul> |
|--|--|

If any of the above answers are marked "Yes", fill in the information below.			
1.Conviction Charge		Date of Conviction	Court of Conviction
City	State	Amount of Fine: \$	Length of Jail Term
2. Conviction Charge		Date of Conviction	Court of Conviction
City	State	Amount of Fine \$	Length of Jail Term
Comments:			

**This portion must be read and signed:**

I certify that all information I have supplied on this form is correct to the best of my knowledge. I understand that omissions or deliberate misinformation will serve as grounds to refuse to allow me to volunteer for the Union Elementary School District #62. I authorize the Union Elementary School District #62 to request and obtain records to determine the accuracy of my response.

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

\_\_\_\_\_  
Date

# Union Elementary School District #62

## Volunteer Agreement



I hereby acknowledge that I have received a copy of the Union Elementary School District's Volunteer Handbook and that I have read and will abide by its contents and all other applicable Union Elementary School District policies and procedures.

I understand that as a volunteer, I am not compensated for any services including wages and insurance. I further understand that I have the right to terminate my arrangement at any time, with or without cause, and that the Union Elementary School District has a similar right.

I understand that each child is entitled to his or her privacy and agree to treat information regarding each child and teacher as confidential. I understand the importance of **CONFIDENTIALITY** and will keep all **confidential matters confidential**. I also understand that I will not access student files/records or work on any computers that contain student information.

### **VOLUNTEER CODE OF CONDUCT**

**As a volunteer, I agree to abide by the following code of volunteer conduct:**

1. Immediately upon arrival, I will sign in at the designated sign-in station.
2. I will wear volunteer identification that the district has provided me whenever required by the school to do so.
3. I will use only adult bathroom facilities.
4. I agree to never be alone with individual students without the authorization of teachers and/or school authorities.
5. I will not solicit outside contact with students.
6. I will not solicit vendors on behalf of the District.
7. I agree not to exchange telephone numbers, home addresses, email addresses, and other home directory information with students for any purpose.
8. I will maintain confidentiality outside of school and will share any concerns that I may have with teachers and school administrators.
9. I agree not to disclose, use or disseminate student photographs or personal information about students, self or others.
10. I agree not to transport students.
11. I agree not to post, transmit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit or that could be construed as any form of harassment.
12. I agree only to do what is in the best personal and educational interest of every child with whom I come into contact.
13. I understand all Governing Board approved volunteers of the District are covered by a blanket liability insurance policy. This policy would cover any charges that might be brought against me and/or the school district, relative to the service I am performing.
14. I understand should I be injured while volunteering, my own accident or health insurance will be necessary.

---

Signature of Volunteer

---

Date

Union Elementary School District #62

**Volunteer Emergency Information  
2014-2015**



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

School Assigned to: \_\_\_\_\_

Teacher Assigned to: (if applicable) \_\_\_\_\_

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

\_\_\_\_\_

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

Cell phone: \_\_\_\_\_

**Emergency Contact Information:**

**1. Name:** \_\_\_\_\_

Relationship: \_\_\_\_\_

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

Cell Phone: \_\_\_\_\_

**2. Name:** \_\_\_\_\_

Relationship: \_\_\_\_\_

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

Cell Phone: \_\_\_\_\_

Physician Name: \_\_\_\_\_

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

Health Conditions \_\_\_\_\_

Medications \_\_\_\_\_