

# Union Elementary School District No. 62 2017-2018



*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