



VOLUNTEER HANDBOOK

2016-2017 School Year

Thank you for your interest in volunteering with the
Prescott Unified School District!

We are grateful that you have chosen to volunteer your services with our staff and students. With the support of volunteers such as yourself, the opportunity to meet the individual needs of each student is greatly increased!

The Governing Board of the Prescott Schools encourages parents/guardians, family members, and members of the community to share their time, talents, and interests with our students. Parent, family, and community volunteers involved in the schools provide the following benefits:

- Enhance the learning experiences for students by bringing new energies and resources into the schools
- Enrich curriculum and classroom activities
- Establish valuable school/community partnerships and relationships that support quality education
- Expand educational opportunities for students
- Model service and volunteerism to our students and staff

The purpose of this Volunteer Handbook is to provide you with the information you will need as a volunteer in our district to help make your experience enriching and rewarding. This handbook will provide you with information beginning with the volunteer application process through your role and responsibilities as a volunteer within the school district.

We thank you again for supporting Prescott Unified School District as a volunteer and are confident you will find it a rewarding experience. If you have any questions about volunteering, please contact the PUSD Volunteer Coordinator at 928-445-5400 ext. 140 or deb.prieto@prescottschools.com

DISTRICT MISSION

The mission of Prescott Unified School District, in collaboration with families and communities, is to educate students by providing a safe and engaging learning environment.

OUR BELIEFS

Because schools must provide experiences which will help students to lead lives that are personally satisfying, healthy and supportive of the society in which they live:

- We believe there is a critical need for students to learn how to think, to understand concepts and ideas, to apply what they learn, to be able to pose questions, and to solve problems.
- We believe effective learning hinges on self-disciplined students actively engaged in constructing their own knowledge and understanding.
- We believe that the school program should provide both training and education and that learning should be valued as a lifelong endeavor.
- We believe that school should be a safe, clean, nurturing environment and should provide for diverse needs of students allowing them to attain their individual potential.

- We believe that schools should provide a relevant, integrated curriculum with articulation across the disciplines.
- We believe that assessment of student progress should be authentic and useful in guiding instruction to assure learning.
- We believe the school environment should foster the values and principles of our democratic society, encouraging personal involvement, responsible citizenship, self-respect, and respect for others.
- We believe that our human resources are our most valuable asset. We encourage the development, enhancement, and recognition of the wisdom of people and maximum utilization of time, material resources, and current appropriate technologies.
- We believe that active partnerships between the school, family, and community are essential to the attainment of relevant education goals.
- We believe that each school environment and curriculum should foster an appreciation of global issues and cultural diversity.

Prescott Unified School District

Prescott High School

1050 N. Ruth St.
 Prescott, AZ 86301
 Phone: 928-445-2322
 Principal: Stephanie Hillig

Discovery Gardens Pre-School

300 E. Gurley St.
 Prescott, AZ 86301
 Phone: 928-442-1283
 Director: Stacy Williams

Granite Mountain School

1800 Williamson Valley Rd.
 Prescott, AZ 86305
 Phone: 928-717-3253
 Principal: Teresa Bruso

Mile High Middle School

300 S. Granite St.
 Prescott, AZ 86303
 Phone: 928-717-3241
 Principal: Mark Goligoski

Abia Judd Elementary

1749 Williamson Valley Rd.
 Prescott, AZ 86305

Phone: 928-717-3263
 Principal: Clark Tenney

Lincoln Elementary

201 Park Ave.
 Prescott, AZ 86303

Phone: 928-717-3249
 Principal: Karen Hughes

Taylor Hicks Elementary

1845 Campbell Ave.
 Prescott, AZ 86301

PUSD District Office

146 S. Granite St.
 Prescott, AZ 86303

Phone: 928-717-3276
Principal: Brian Moore

928-445-5400

Volunteering in the Prescott School District

The Prescott Schools strive to create a rewarding volunteer partnership among its students, staff, families and the community that will enhance individual potential and student achievement.

Volunteer Opportunities and Categories

Below are examples of volunteer opportunities in the Prescott Schools:

- Reading stories to students or listening to them read
- Assisting in the computer lab or library
- Assisting teachers in the classroom
- Accompany groups on Field Trips or assisting with school special events/fundraisers
- Assisting in the school office with clerical jobs
- Tutoring and/or Mentoring students
- Coaching

We have found that successful volunteers possess the following qualities:

- A positive attitude
- A sense of cooperation, responsibility, dependability, and stability
- The ability to work as part of a team
- Personality traits such as patience, tolerance, and understanding
- A respect for the importance of confidentiality
- Compatibility with students and staff
- Flexibility and friendliness
- A sense of humor
- Responsible citizenship qualities
- A willingness to accept the rules, procedures and standards of the Prescott Unified School District

BECOMING A VOLUNTEER

Volunteer Levels and Requirements

The Prescott Unified School District has defined three levels of volunteer involvement. Below are descriptions of the volunteer levels and each level's requirements:

1. Level One Volunteer – No Online Volunteer Application, Orientation or Fingerprint Clearance Required

- School/District Committee Members - e.g. Partners in Education
- PTO/PTA Parent Activities (excluding Coaching and/or overnight Field Trips – see Level Three)
- Booster Club Parent Activities (excluding Coaching and/or overnight Field Trips – see Level Three)
- Guest speakers/Presenters in classrooms under the supervision of certified PUSD employee
- Art Docent/Habitat presenters in classrooms under the supervision of a certified PUSD employee
- Special project volunteers who are not working with students and are volunteering outside of regular school hours and under the supervision of a PUSD employee. Examples include school grounds maintenance projects, event set-up and cleanup.

2. Level Two Volunteer – Online Volunteer Application Required and Orientation Recommended

- Parent/Legal Guardian volunteering in their own child's classroom or at their own child's school event (excluding Coaching and/or overnight Field Trips – see Level Three)
- Service Learning Students volunteering in a school, program or district office for the term of their class assignment and under the supervision of a certified PUSD employee (excluding Coaching and/or all Field Trips – see Level Three)

3. Level Three Volunteer – Online Volunteer Application and Fingerprint Clearance Required. Orientation Recommended.

- All volunteers working directly with students or sensitive/confidential materials in a school, program or district office who are not a parent of a current PUSD student
- All individuals working in a college work study program assigned to PUSD
- All Coaching volunteers including a parent of a current PUSD student
- All volunteers attending an overnight Field Trip including a parent of a current PUSD student
- Art Docents/Habitat volunteers working during school hours with students present

- Organizations providing mentoring services to their assigned youth in PUSD schools (a copy of the organization’s volunteer application and volunteer orientation may be substituted for the PUSD application and orientation)

All volunteers assist in activities under the awareness, direction, and supervision of school personnel at all times. Our volunteers are valued and appreciated but are never considered a substitute for the Prescott School staff. School staff is responsible for everything that goes on at the Prescott School sites including student instruction, safety, and discipline.

Volunteer Application Process

All Level Two Volunteers and Level Three Volunteers must complete an online volunteer application.

The Prescott Unified School District has been requiring volunteer applications since March 2014. Consequently some of our long term volunteers have NOT completed an application. We are asking Level Two and Level Three Volunteers who have not previously completed the application to complete one as soon as possible.

To complete the volunteer application, please go to our website www.pusdonline.com

1. Click on the **“Programs & Services”** bar at the top of the page and from the drop down menu select **“Volunteer Program”**. This will take you to the **PUSD Volunteer** page.
2. **You can access the Volunteer Application from this page.**
 - a. At the top/right hand side of the page in a light blue box titled “Bulletin Board” click on the link **“Applitrack.com online application”**.
3. You will be directed to the **PUSD Employment/Volunteer Vacancy** screen. Select the orange **“Apply”** button at the right of the page next to Job ID 278. The next page will say **“Welcome New Applicant”**. Select **“Start”** at the right of the screen to begin the application process.

Background Investigation and Fingerprinting Requirement

All Level Three Volunteers will be fingerprinted by the PUSD Volunteer Program at no charge to the volunteer. Volunteers may also provide the Volunteer Program with a copy of their Arizona Department of Public Safety (DPS) IVP fingerprint clearance card.

Expired Fingerprint Clearances

Fingerprint clearances obtained for volunteers expire every four years. If you have volunteer fingerprint clearance you will be contacted by the Volunteer Program when it is time to renew.

IVP fingerprint clearance cards issued by the Arizona Department of Public Safety are valid for a 6 year period. You will need to bring your card to the Volunteer Coordinator's Office (located at the District Office) to be copied.

Volunteer Orientation

A PUSD volunteer should:

- Be made to feel that the assistance they give is worthwhile and contributes to the overall success of the District, the school and the students.
- Be treated with respect and consideration by all students and PUSD staff.
- Be given a suitable assignment in line with their areas of interest, skills, and if possible, convenience of location and available times.
- Be given clear instructions, orientation, and any training necessary for volunteer activities.
- Be given proper orientation to the school site with introductions to key personnel and information provided as to parking, storage or personal items, washroom and coffee and lunch facilities.
- Be provided with direct support from staff.

Orientation is recommended for all Level Two and Level Three Volunteers. The orientation is designed to provide information concerning volunteer obligations and expectations and review the Prescott Unified School District Volunteer Handbook. In addition, volunteers will receive information and training at their assigned building detailing the information necessary to perform their activities.

Volunteers should be prepared to discuss the following during their first few meetings at their assigned PUSD site:

- Their volunteer job description at the site including materials to be used by the volunteer
- Dates and location of any training they are required to attend
- Location, days and times you are scheduled for your volunteer activity
- Site building layout and parking facilities
- Procedures for the volunteer and their assigned staff member to keep in touch (regular conferences, memos, meetings, telephone contacts)
- How and where to sign in and how to document your time
- How information about the volunteer's assignments will be communicated
- How the students will address the volunteer
- If your activity involves an academic area you should discuss the following areas within the appropriate standards of student information confidentiality:
 - Pertinent background information about the student(s)
 - Special strengths and special needs of the student(s)

- Safety procedures regarding fire, lockdown and disaster, including any copies of emergency procedures and safety precautions

Volunteer Responsibilities

Time and Attendance

All volunteers must sign in and out in their assigned school's volunteer log book to document their service time. The assigned school will provide a badge for all volunteers to identify them to staff, students and visitors. If you are providing service as a volunteer outside of school property you will be provided with materials and instructions regarding documenting your volunteer service hours. For security reasons and in case of an emergency, it is important for school administrators to know who is present on school grounds and why. Keeping track of volunteer hours also enables the District to evaluate the Volunteer Program and recognize our volunteers.

Please notify the District's Volunteer Coordinator if you are unable to continue as a volunteer and are resigning from your assignment.

Confidentiality

As you work with staff and students, information of a confidential matter may be shared with you. The problems, abilities, relationships and confidences of students, their parents and the staff should NEVER be discussed with anyone who does not have professional right or need to know that information. Volunteers must be especially careful to respect the privacy of others and to honor confidentiality. Breaching/breaking confidentiality can be hurtful to students, their families, and Prescott School staff. A law established by the Family and Education Rights to Privacy Act (FERPA) protects a student's records. The Prescott Schools' staff is responsible for confidential student information and records and may not share their content with volunteers. Understand that some student and school information may not be shared with volunteers for the sake of confidentiality.

As a parent/family member volunteer, you may have children in the school where you are volunteering. It is important not to share information or allow your child/children to overhear school or other student information that you may become aware of.

Below are some examples of situations you may encounter and how to handle them in a confidential way:

- When parents ask you questions, you may be tempted to tell them, especially if it involves their student's behavior. Never discuss a child's difficulties or school progress with his/her parents or other family members. This is the responsibility of the teacher or school administrator.

- When you see or overhear something, especially something that staff or students would not want repeated outside the school, please talk to the classroom teacher or school Principal and refrain from repeating things outside school.
- Occasionally a child may confide in you about family matters or personal problems. Keep this information confidential. If you feel that it is vital for the school to have this information in order to protect or assist the student, discuss the child's conversation in private with the teacher or the Principal.

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 the students and staff are doing. You will have an opportunity to let the community know what is going right in their schools. However - please remember not to share names and other confidential information.

Safety Rules

Volunteers are required to comply with District policies and procedures. Following is a list of some general safety rules for all volunteers:

- No weapons or simulated weapons may be carried on a PUSD school campus.
- Under no circumstances should a volunteer place him/herself or anyone else in a dangerous situation.
- Report unsafe conditions or activities to the school Principal or to the Volunteer Coordinator immediately.
- Protective equipment (i.e. goggles, shoes, gloves, etc.) should be worn when specifically required.
- Follow good lifting practices. Ask for help when needed. Stack materials safely.
- Do not attempt to repair defective electrical equipment.
- Use tools and school equipment only for their intended purpose.
- Know evacuation procedures and the location of alarms and fire extinguishers.
- Always keep your personal property secured.

Bullying

The Governing Board of the Prescott Unified School District believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Governing Board further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation as citizens in society.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying in any form will not be tolerated. Volunteers who become aware of a situation involving bullying must report the incident to the building Principal immediately.

Child Abuse and Neglect Reporting

School volunteers are mandated reporters of any child abuse or neglect suspicions. If a student discloses that they are in an abusive or neglectful situation, or if a volunteer has reason to suspect neglect or abuse, this information is to be reported immediately and privately to the school Principal, a school Social Worker or the classroom teacher. They will then take the next steps to ensure the safety of the student and assist you in making the appropriate reports.

Harassment in the Workplace

The Prescott Schools are committed to providing its students, employees, guests and volunteers with an environment that is free from discrimination and unlawful harassment. Actions, words, jokes or comments based on an individual's sex, race, ethnicity, age, religion or any other legally protective characteristic will not be tolerated. The Prescott Schools encourages volunteers to bring any incident of harassment to the immediate attention of the school Principal or the Volunteer Coordinator.

Volunteer Health

We ask that you not come to a District site if you are ill. We do not want you to jeopardize your own health, and we want to protect our students and staff. We do not want to expose students to anything that might keep them home and away from learning. Volunteers should notify their assigned staff person if they are unable to be present for their scheduled day or activity. If you are injured or become ill while volunteering, please notify your assigned staff person, the school Principal, or another building employee immediately for assistance.

Student Health

If a student complains of an illness or not feeling well, the volunteer will notify the teacher or the school nurse immediately. The teacher and the school nurse will have knowledge of the student's medical history. Volunteers are not authorized to distribute food, medicine, or other products to students. Many students suffer from a variety of food allergies or other conditions. Certain foods, medications, beverages and/or body care products could trigger a negative reaction. If a student is requesting any of the above items, notify the teacher or school nurse immediately.

Drug Free Environment

The Prescott Schools provide a drug-free, health, and safe environment for our employees, students, guests and volunteers. While on District building premises and while conducting District related activities off premises, a volunteer may not use, possess, distribute, sell or be under the influence of alcohol or illegal drugs.

The legal use of prescription drugs is permitted during a volunteer activity only if it does not impair a volunteer's ability to perform the essential functions of the volunteer position effectively and in a safe manner that does not endanger other individuals. It is requested that the volunteer notify their assigned staff member, the school Principal or the Volunteer Coordinator if they are taking any prescriptions or over the counter drug which could adversely affect their safety or performance.

Smoking

The Prescott Schools strive to provide a safe and healthy environment. Smoking on all Prescott campuses is prohibited, including outside facilities and parking lots.

Appropriate Dress

Volunteers are representatives of the Prescott Unified School District and are responsible for presenting a positive image to our students and the community. Volunteers will dress appropriately for the conditions and performance of their activities. Take your lead from the professional staff and dress appropriately for the job you are doing. Clothing which advertises alcohol, contains obscenities, suggestive logos, or is of a political or religious nature is inappropriate to wear while volunteering. Keep in mind you are in a position to set an example for students. Also, your speech and behavior should serve as good models for them to follow. If you have any questions regarding the dress code, please contact the Volunteer Coordinator.

Discipline

Students rarely have behavior problems while working with volunteers. However please keep in mind that the responsibility for discipline rests with the professional staff of the school. **Volunteers may not discipline students.** Please make the teacher or another school employee immediately aware of any discipline problem that may arise while you are working with a student.

Dismissal of students

Volunteers may never dismiss a student from school. Students who leave school early for any reasons must receive permission from the school office. Additionally, volunteers should never release students from school to a person who is not a staff member, including a relative of the student. Any individual wanting to remove a student from the school must be authorized by the school office.

Additional guidelines

Volunteers supplement and support our student programs and in addition to the previously mentioned guidelines, volunteers MAY NOT:

- Assign grades or have access to grade books
- Discuss their faith while conducting educational activities
- Diagnose student needs
- Exchange telephone numbers, home addresses, email addresses or any other contact information with students for any reason without prior parental and administrative written approval
- Be responsible for instructional objectives, lesson plans or curriculum
- Use the student restroom areas unless specifically directed to do so by the PUSD staff
- Bring others (including their own children) with them during the scheduled volunteer time without permission from school personnel
- Photograph, video or audio tape students or staff unless as part of a school approved project
- Bring firearms or other weapons on any PUSD campuses

Volunteers are expected to follow rules of conduct that will protect the interest and safety of everyone. The following are some examples of inappropriate conduct which could lead to the dismissal of the volunteer:

- Theft or inappropriate removal or possession of PUSD property or that of any PUSD volunteer, student, staff, or visitor
- Altering PUSD student records or reports
- Volunteering under the influence of alcohol, illegal drugs, or illegal or unauthorized possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the volunteer environment
- Creating a disturbance on PUSD premises, at sponsored activities or in areas which could jeopardize the safety of others
- Improper use of PUSD property or property owned by any other individual or organization
- Lack of cooperation or other disrespectful conduct
- Violation of PUSD, federal, state, or local safety, health, confidentiality rules or laws
- Inappropriate use of telephones, computer equipment or systems, copiers, e-mail, fax machines or other PUSD owned equipment
- Unauthorized disclosure of PUSD proprietary or confidential information
- Unsatisfactory performance or conduct

School Site Secretaries

Prescott High School	LaurieAnn Frank	928- 445-2322
Mile High Middle School	Susan Weber	928- 717-3241
Granite Mountain School	Rachael Unger	928- 717-3253
Abia Judd Elementary School	Koren Davis	928- 717-3263
Lincoln Elementary School	Cheryl Reed	928- 717-3249
Taylor Hicks Elementary School	Carla Cornelison	928- 717-3276
Discovery Gardens Pre-School	Lynnda Strzepek	928- 442-1283

Thank you again for your interest in volunteering with Prescott Schools!

If you have any questions about the Volunteer Program or assignments, please contact the PUSD Volunteer Coordinator at
928-445-5400 ext. 140 or deb.prieto@prescottschools.com

Revised 05/25/2016