



# **VOLUNTEER HANDBOOK**

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

With the support of volunteers such as yourself, the opportunity to meet the  
individual needs of each student is greatly increased!

## **WELCOME!**

**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.**

### **Parents, Family, and Community Volunteers:**

- **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**

# **Prescott Unified School District**

## **Vision:**

**Prescott Unified School District educates students to be confident, lifelong-learners prepared to achieve their full potential in a complex, interconnected world.**

## **Mission:**

**Providing extraordinary opportunities through a variety of programs and challenging curriculum.**

**Uniting the PUSD family of students, staff, and community members through positive relationships.**

**Supporting exceptional staff through ongoing individualized professional development.**

**Developing a highly educated, civic-minded, and productive community, one student at a time.**

## **Prescott Unified School District**

### **Discovery Gardens Preschool**

**2.10 - 5 Year Olds**

**300 E. Gurley**

**(928) 442-1283**

### **Abia Judd**

**Kindergarten – 4<sup>th</sup> Grade**

**1749 Williamson Valley Rd.**

**(928) 717-3263**

### **Lincoln**

**Kindergarten – 4<sup>th</sup> Grade**

**210 Park Ave.**

**(928) 717-3249**

### **Taylor Hicks**

**Kindergarten – 4<sup>th</sup> Grade**

**1845 Campbell Ave.**

**(928) 717-3276**

### **Granite Mountain**

**5<sup>th</sup> and 6<sup>th</sup> Grade**

**1800 Williamson Valley Rd.**

**(928) 717-3253**

### **Prescott Mile High**

**7<sup>th</sup> and 8<sup>th</sup> Grade**

**300 S. Granite**

**(928) 717-3241**

### **Prescott High**

**9<sup>th</sup> – 12<sup>th</sup> Grade**

**1050 N. Ruth St.**

**(928) 445-2322**

## Volunteering in the Prescott School District

**Prescott Unified School District strives to create a rewarding volunteer partnership among its students, staff, families and community that will enhance individual potential and student achievement.**

### **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
- Assisting with special events/school fundraisers and accompanying groups on field trips
- Assisting in the school office
- Coaching

### **We have found that successful volunteers possess the following qualities:**

- Positive attitude
- Responsible
- Friendly
- Sense of humor
- Ability to work as a team
- Patience, tolerance, trust and understanding
- Respect for the importance of confidentiality
- Willingness to accept the rules, procedures and standards of PUSD





## **Volunteers Supplement, Support, and Enrich our Student Programs**

### **A PUSD Volunteer Should:**

- Be made to feel that the assistance they give is worthwhile and contributes to the overall success of the students, the school and the district
- 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 related to parking, storage of personal items, restrooms, and lunch facilities
- Be provided with direct support from staff

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

- Volunteer job description at the site including materials to be used by the volunteer
- Dates and location of trainings
- Location, days and times scheduled for volunteer activity
- Site building layout and parking facilities
- Procedures for volunteers and their assigned staff members to keep in touch (regular conferences, memos, meetings, telephone contacts)
- How and where to sign in
- How information about volunteer's assignments will be communicated
- How students will address the volunteer
- Safety procedures regarding fire, lockdown and disaster; including any copies of emergency procedures and safety precautions



### **Volunteer Guidelines**

*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.*

#### **Time and Attendance**

All volunteers must sign in and out at their assigned school site. Each school office has a Volunteer Notebook. Schools will provide a badge for volunteer identification. For security and safety reasons and in case of an emergency, it is important for school administrators to know who is present on school grounds and why. Please remember to sign-in and sign-out each time you visit a school. Keeping track of volunteer hours also enables the District to evaluate our Volunteer Program and recognize the value of our volunteers.

**Please notify the teacher and/or the school if you cannot make a scheduled assignment. Do not call the Volunteer Coordinator, as the message may not get to the teacher in time**

**Please notify the Teacher AND the 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. Concerns, abilities, and relationships of students, their parents and the staff should NEVER be discussed with anyone who does not have the professional right to 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 student information that you may have become aware of during your time as a volunteer.

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

- When parents ask questions, you may be tempted to tell them, especially if it involves their child'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 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 an important 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 staff and 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.
- 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.
- Protective equipment (i.e. goggles, shoes, gloves, etc.) should be worn when specifically required.
- 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 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, the 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**

Prescott Unified School District is 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 will not be tolerated. Volunteers are 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 your volunteer assignment if you are ill. We do not want you to jeopardize your own health and we do not want to expose students to anything that might keep them home and away from learning. Volunteers should notify their teacher/staff member, or school office 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 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**

Prescott Unified School District provides a drug-free, healthy, 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 Principal or the Volunteer Coordinator if they are taking any prescription or over the counter drug which could adversely affect their safety or performance.

### **Smoking**

Prescott Unified School District strives 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 positive 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 problems 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 reason 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**

**Please note that Volunteers MAY NOT:**

- **MAY NOT** Assign grades or have access to grade books
- **MAY NOT** Discuss their faith while conducting educational activities
- **MAY NOT** Diagnose student needs
- **MAY NOT** Exchange telephone numbers, home addresses, email addresses or any other contact information with students for any reason without prior parental AND administrative written approval
- **MAY NOT** Be responsible for instructional objectives, lesson plans or curriculum
- **MAY NOT** Use the student restroom unless specifically directed to do so by the PUSD staff
- **MAY NOT** Bring others (including their own children) with them during the scheduled volunteer time without permission from school personnel
- **MAY NOT** Photograph, video or audio tape students or staff unless it is part of a school approved project
- **MAY NOT** Bring firearms or other weapons on any PUSD campuses

**Volunteers are expected to follow the 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, 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

## Volunteer Levels and Requirements

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

### **Level One Volunteer – No Online Volunteer Application 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 setup and cleanup.

### **Level Two Volunteer – Online Volunteer Application (Fingerprint Clearance Not Required)**

- 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)

### **Level Three Volunteer – Online Volunteer Application and Fingerprint Clearance Required**

- All volunteers working directly with students or sensitive/confidential materials in a school, program or district office who are not parents of a current PUSD students
- All individuals working in a college work study program assigned to PUSD
- All coaching volunteers including a parents of current PUSD students
- All volunteers attending an overnight field trip including parents of a current PUSD students
- Art Docents/Habitat volunteers working during school hours
- 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 Level Three Volunteers will be fingerprinted by the PUSD Volunteer Coordinator (or designee) at no charge to the volunteer. Volunteers may also provide the Volunteer Coordinator with a copy of their Arizona Department of Public Safety (DPS) IVP fingerprint clearance card.

Fingerprint clearances obtained for volunteers expire every four years. You will be contacted by the Volunteer Coordinator when it is time to renew your fingerprint clearance.

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 On-Line Volunteer Application

PUSD Home Page: [www.prescottschools.com](http://www.prescottschools.com)

Point arrow to **JOIN PUSD**  
(Blue bar will appear below)

Click on **Apply Now** (under Volunteer Heading)

Click on [Applitrack.com Online Application](#) (it's in blue print)

Volunteer-Elementary, Middle High School  
Job 278 Click **"Apply"** (red box)

Click "Start"

**Note: ONLY select VOLUNTEER...Do Not Check any other boxes**

*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.*

Thank you for supporting Prescott Unified School District. If you have any questions, please contact:

*Debbie Prieto*  
*Volunteer Coordinator*  
*928-445-5400 ext. 70140*  
*deb.prieto@prescottschools.com*



