**SAFFORD UNIFIED SCHOOL DISTRICT**

**VOLUNTEER GUIDELINES**

Thank you for serving as a volunteer in Safford Schools. You are an important part of helping us meet our mission of preparing all students to be contributing and responsible citizens. These guidelines are provided to communicate expectations in our District and to help you have a successful and rewarding experience. In addition to these District guidelines, each school and teacher will have additional information which you will want to review when volunteering. After reviewing the information, please contact the Director of Instructional Services, Principal, and/or teacher should you have any questions. Thank you again for your help.

**Governing Board Policy Briefs:**

School equipment and facilities are not to be used for private use unless authorized in advance per District and state guidelines.

Volunteers are to maintain high standards in all of their relationships. Constructive criticism is directed first to the one for whom it is intended and then to the immediate supervisor if the situation is not resolved. Volunteers maintain confidentiality.

Volunteers are expected to dress and act professionally. Use of profane or abusive language, symbols, or conduct is not acceptable.

Volunteers are to conduct themselves in a professional manner and protect students. No volunteer is to possess a weapon on school grounds. Volunteers are to report any suspected crime to their immediate supervisor immediately. Physical restraint is to be used only to the extent needed to prevent a student from hurting others or self. Report incident to principal immediately.

Volunteers are to assist students as assigned and will treat students with dignity and respect. Students should not be left unsupervised.

Volunteers are approved by the principal and serve under the direct supervision of an assigned staff member.

Romantic involvement between volunteers and students is prohibited. Avoid being alone with a student or socializing with a student through electronic or other means.

Volunteers are discouraged from giving gifts to students with the exception of simple remembrances on certain occasions to all students in a class or section. All solicitations must have prior approval from the Superintendent.

No volunteer shall possess or be under the influence of any illegal substance on or in the workplace.

The use or possession of tobacco products is prohibited on all school and District grounds, facilities, vehicles, and events.

School time, personnel, equipment or facilities may not be used to influence an election.

Volunteers are expected to be on time to their assignments.

Volunteers are to report to proper authorities any child they feel has been the victim of physical injury, child abuse, or neglect that is not accidental in nature.

**Procedures:**

After receiving your assignment from the Volunteer Coordinator, confirm the time you start and make arrangements to arrive early enough to check in with the secretary at the school office.

Ask whom you should contact if you have any questions that may arise.

Review school map to familiarize yourself with the campus.

Check to see if the teacher has instructions for certain students who may have special needs.

Assist in enforcing school rules as directed. Serious discipline issues are to be referred to the principal immediately.

Review safety procedures and make sure students are only using equipment and/or instructional activities for which they have permission.

Report all accidents to the school nurse or principal.

Do not transport students in your personal vehicle.

Only use school equipment and materials as directed.

Review Fire Drill and Lock-Down Procedures.

All visitors are to be cleared through the office and should wear visitor identification. Report any suspicious persons on campus to office and do not allow them to have contact with students.

Provide a note for the principal on what went well and if you have suggestions for improvement.

Check out through the office and leave any notes with secretary.

**Helpful Hints:**

Become familiar with the Twelve Guiding Principles the Safford School District expects everyone who works with our students to model.

Visit the schools where you will be volunteering. You can make arrangements through the principal to have a tour.

Visit the District and school websites to stay informed on school events.

Keep in mind our goal is to do what is best for students. If you observe or hear something that appears to be in conflict with this goal, please bring it to the attention of the principal or superintendent. Your comments and suggestions are beneficial and appreciated.

1/8/14