

Creighton School District No. 14

Volunteer Handbook

Community Education & Outreach Department



Handbook for Volunteer Program

Creighton Elementary School District No. 14



Our Beliefs: A Guide for Our Actions

- **We Believe In:**
 - Loving each child as our own.
 - Mindful, curious, and adventurous learning.
 - Safe schools that nurture mind, body, and spirit.
 - High expectations that promote academic growth.
 - The strength that comes from the diversity of our community.

Our Vision: An Ideal to Strive Towards

- **Our Vision:** Creighton neighborhood schools inspire adventurous thinkers, collaborative learners, and kind-hearted leaders.

Profile of a Creighton Student

- Upon promotion, a Creighton Eighth Grader is:
 - **An adventurous thinker who is:**
 - Sharp, ambitious, and intrinsically motivated
 - Thoughtfully reflective about ideas and relationships
 - Adept at problem solving, critical thinking, and making connections
 - Curious, creative, and experiences the world with a sense of wonder
 - **A collaborative learner who possesses:**
 - Physical and social-emotional wellbeing
 - Strong life skills and habits of mind
 - Cultural awareness
 - Effective communication skills
 - **A kind-hearted leader who shows:**
 - Caring and generosity
 - Confident Self-Advocacy
 - Focus on Reaching Goals
 - Commitment to Community Service

District Priority and Goals

Priority

Children in Creighton School District are empowered with foundational skills, adventurous thinking, collaborative learning, and kind-hearted leadership for achievement in high school and beyond.

Goals

Academic Excellence. Creighton students will be prepared and inspired to graduate from any high school and be successful in their future endeavors.

Health, Wellness, and Safety. Creighton cultivates experiences that are socially connecting, emotionally nourishing, and physically safe so that our community thrives.

Community and Family Engagement. The Creighton School District is committed to building trust, engagement, and investment in the Creighton Community.

Diversity, Equity, Inclusion. The Creighton Community will dismantle unjust systems to develop policies and practices that celebrate diversity, promote access, equity, and inclusion.

Welcome from the Superintendent



Dear Community Leaders,

Thank you for choosing to serve in our neighborhood schools. Your investment of time and your caring outreach are what make our Creighton neighborhood a rich community.

The most important gift you bring is encouragement. Our students and staff are all working hard. You add tremendous value by simply saying, "Great job! How can I help?"

Each child is looking to connect with someone who cares. Sometimes it's the smallest effort that gives a student hope and motivation when tackling daily challenges.

We appreciate you being a part of the Creighton family, where we inspire adventurous thinkers, collaborative learners, and kind-hearted leaders.

Sincerely,

A handwritten signature in black ink that reads "Donna W. Lewis". The script is fluid and cursive.

Dr. Donna W. Lewis
Superintendent

VOLUNTEERS NEEDED!



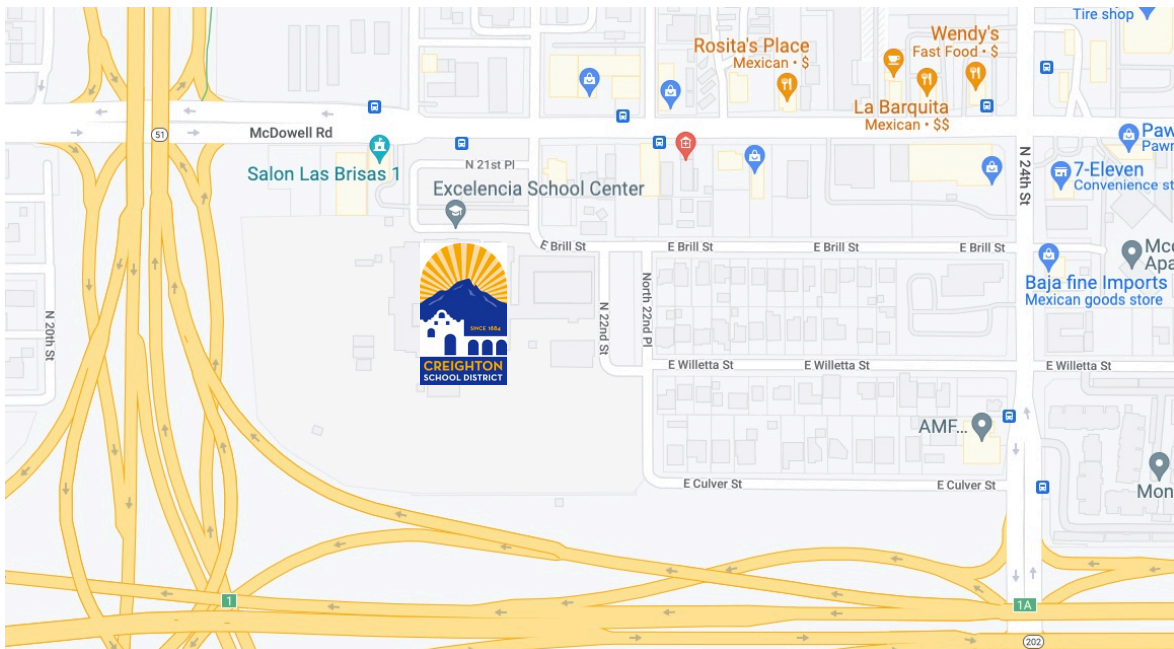
**For more information on the
Creighton School District Volunteer Program please contact:**

**Community Education & Outreach Department
(Located Behind Excelencia School)**

2181 E. McDowell Rd.

Phoenix, AZ 85008

Phone: (602) 381-6132



Why Volunteer?

Volunteer Benefits

Benefits of active volunteer involvement in Creighton School District

For the community:

- Research has shown a strong correlation between parent involvement in schools and their child's academic success.
- Children observe community leaders and relatives taking an interest in their education.
- Teachers are better able to focus on instruction.
- The cohesiveness of a community is strengthened through involvement of its neighborhood schools.
- Promotes positive relations between parents and teachers.

Benefits of participation in Creighton School District Volunteer Program:

- Valuable experience in an office or educational setting to include on resume.
- Certificates based on hours of service to be awarded annually.
- Satisfaction of having a role in improving the education for children in our community and/or for your child.
- Receive training relevant to your volunteer position.
- Participate in the end of the school year volunteer recognition reception.
- Receive a certificate from Community Education & Outreach Department, recognizing hours and efforts.
- Show your child that you are interested in his/her/their education.
- Increase your child's engagement in their studies.
- Establish a great rapport with the school staff.
- Build new friendships and community connections.

Creighton School District Volunteer Program Goals:

- To enable parents and other members of the Creighton School District real opportunities to develop both, professionally and personally.
- To create connections between our community and the school.
- To increase academic achievement of our students.
- Provide support to our schools in times of economic challenges.

Who can volunteer?

Family and Community Members

Parents, relatives, or community members with a genuine interest in sharing their time and talents to benefit the students of Creighton School District may volunteer. Completed volunteer applications will be processed in the Community Education & Outreach Department.

High School Students

We welcome high school students through their respective high schools' community service programs.

Court Ordered Community Service

We are unable to accept court ordered volunteers within the Creighton School District. You may wish to find other organizations in which to serve as a Court Ordered Community Service Volunteer by contacting 211 or visiting <https://211arizona.org/help/donors-volunteers/volunteer/>

Internships

For more information on internships, please contact our Creighton School District Human Resources department at (602) 381-6000 or visit our website at www.creightonschools.org



What is the volunteer application process?

The Volunteer Application process in four simple steps:

1. Obtain application, volunteer agreement, and Volunteer Emergency Information Card from the district website, Community Education & Outreach office, or Community Education & Outreach Specialist at the school site.
2. Obtain an Arizona Fingerprint Card.
3. Meet with Community Education & Outreach Specialist at the school site to discuss opportunities for volunteering and reviewing completed documents.
4. Attend a "Welcome Orientation" to be scheduled by the Community Education & Outreach Specialist at the school site.

Application and Agreement

We ask all of our volunteers to fill out a brief application and agreement. All completed applications should be turned into the Community Education & Outreach Specialist or to the Community Education & Outreach Department.

References

Any volunteers (other than parents, legal guardians, and grandparents of a child attending a school within the Creighton School District), **must provide 3 references.** Creighton School District will verify the references listed on the application. We appreciate you helping us keep our students and staff safe.

Arizona Fingerprint Clearance Card

Any volunteers (other than parents, legal guardians, and grandparents of a child attending Creighton School District), **must possess an Arizona Fingerprint Clearance Card.** For more information call (602) 223-2000 or online at <https://www.azdps.gov/services/public/fingerprint>

Any cost in obtaining the Arizona Fingerprint Clearance Card is the responsibility of the volunteer.

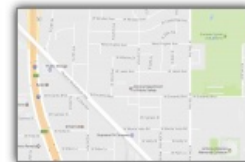
Location Information

**Arizona Department of
Public Safety** **Phone: 602.223.2000**

2222 W. Encanto Blvd.

Phoenix, AZ 85009

[Find in Google Maps](#)



Volunteer Welcome Orientation

New volunteers will be scheduled for a Welcome Orientation and tour of the school site. The Community Education & Outreach Specialist will provide further details about your date and time for the orientation. Your specialist will also discuss opportunities for volunteering and reviewing completed documents.

What are the different service opportunities?

Please read below just a sample of the many volunteer opportunities within Creighton School District:

Classroom Support

Serve as a chaperone during field trips; prepare materials for teachers, decorate classroom, In-class assistance; Please check with the specific school and teacher for their individual needs

Community Education & Outreach -CEOS Support

Assist your CEOS with preparation of instructional materials, decorating rooms for 8th grade promotion, recruiting families and volunteers, assist in school events such as book fairs, carnivals, and other events.

School Library Support

Shelve books in the school library, assist students in finding or returning books, etc.

School Health Office Support

Assist with vision screenings, walking students to and from class, collecting their backpacks, etc.

School Support

Cafeteria and Playground duty – morning, lunch, and afternoon; Morning drop-off safety.

School Office

Filing documents, photocopying materials, answering phones, welcoming guests, etc.

School Coach/PE Teacher

Athletic equipment maintenance.

Guest Speaker

Share your interests and talents with students through presenting during periodic visits to a classroom.

Language Interpreting

Assist as an interpreter during our family meetings and other school events.



What are the specific expectations of the Creighton School District Volunteer Program?

Responsibilities of Creighton School District

- Provide an orientation to incoming volunteers
- Provide the volunteer a copy of the Volunteer Handbook
- Provide the volunteer with the clear directions and support as needed to be a successful volunteer
- Process the volunteer application and personal references in a timely manner
- Obtain a copy of the volunteer's AZ Fingerprint clearance card
- Maintain an open communication with the volunteers
- Track and recognize the volunteer according to hours and achievements
- Provide a letter of reference to eligible volunteers

Responsibilities of the Volunteer

- Follow district policies, rules, and procedures at all times
- Maintain **confidentiality for all student information**, which may include but is not limited to student progress, abilities, grades, family information and all other personal information
- Notify of any suspicious behavior, danger, hazard, or damage to school property immediately to a Creighton School District employee
- Be in attendance to all your committed events and if unable to be present, please notify your Community Education & Outreach Specialist, so she can find additional support
- Use the restrooms designated for adults while on campus
- Practice exemplar and kind behavior at all times
- If you are feeling ill, please stay home
- Tell the Community Education & Outreach Specialist about your special talents and skills
- Wear Creighton School District Volunteer Badge while on campus
- Call students by their name at each opportunity
- Reinforce good behavior
- Encourage others to become volunteers

Duties in which the Volunteer may NOT partake:

- Classroom instruction, curriculum and teaching plan
- Discipline of students – please contact an employee to carry out any disciplinary measures
- Touching the children in an unprofessional manner
- Dismissing students from school
- Access to student's records
- Photograph students



Volunteers' Recognition and Awards

Volunteers who have completed fifty (50) or more hours of service during the school year will be recognized and awarded with a certificate during the Spring Volunteer Luncheon Celebration for service milestones and achievements.



Procedures for Volunteers:

Sign-in and Sign-out

To ensure the safety of our students, all volunteers must sign-in with the front office. Additionally, volunteers will sign-in with the Community Education & Outreach Specialist to ensure that the time in which you are volunteering is tracked. Signing-in with the Community Education & Outreach Specialist is essential for tracking hours, which enable us to give awards. Photo identification may be asked at the time of sign-in. A photo identification issued from one's country of origin is acceptable. Please wear your volunteer badge provided by your Community Education & Outreach Specialist.

At the end of your volunteering time, please do not forget to sign-out with the Community Education & Outreach Specialist and then in the office upon your exit. Signing in and out is equally important for tracking and acknowledging you for sharing your time. Before your leave, please return the volunteer badge to your Community Education & Outreach Specialist or to the front office staff.

Appearance and Dress

Volunteering is a great opportunity to set an example for students by presenting a neat appearance and dressing in an appropriate attire.

Open Communication

The Community Education & Outreach Specialist at your school will serve as your point of contact for communication during your service. We encourage open communication between our volunteers and the schools.

My direct point of contact at my school is:

Name	Title	Telephone	School	Address
------	-------	-----------	--------	---------

¹Child Trends (2012). *Parental Involvement in Schools*. Retrieved from www.childtrendsdatabank.org/?q=node/186



Creighton Elementary School District Volunteer Agreement

Please complete and submit this agreement to the school-site Community Education & Outreach Specialist

I hereby acknowledge that I have submitted a Creighton District volunteer application with required documentation and received a copy of the Creighton District Volunteer Handbook; and that I have read and will follow these guidelines and all other applicable Creighton District policies and procedures.

I understand that as a volunteer, I am not compensated for any services including wages and insurance. I also understand that I have the right to stop volunteering at any time, with or without cause and that the Creighton Elementary School District has the same right to discontinue my volunteer service.

I understand that each child is entitled to his, her, their privacy and I agree to treat information regarding each child and teacher as confidential. I understand the importance of **confidentiality** and will keep all **confidential matters confidential**.

As a volunteer I agree to the following code of conduct:

1. I will sign in at the front office immediately upon arrival and also sign out when I leave the school.
2. I will wear a volunteer or visitor badge or sticker at all times.
3. I will use only adult bathroom facilities.
4. I will maintain confidentiality and will share any concerns directly with school authorities.
5. I agree never to be alone with individual students.
6. I will not solicit outside contact with students.
7. I agree not to exchange telephone numbers, home address, email addresses or other home directory information with students.
8. I agree not to transport students.
9. I will not take photographs on campus without permission of school authorities.
10. I will not disclose, use or disseminate student photographs or personal information about students, self or others.
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 to only do what is in the best personal and educational interest of every child with whom I come into contact.

Print Name: _____ Signature: _____ Date: _____