



# **Maricopa Unified School District Volunteer Handbook**

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## 1. Welcome and Mission Statement

### Welcome to Maricopa Unified School District!

Thank you for joining our volunteer team. Your willingness to share your time and skills is greatly valued and contributes significantly to the success of our students. We are committed to creating an inclusive environment where volunteers enhance student learning, support our educators, and foster strong community connections.

### Our Mission:

The mission of the Maricopa Unified School District is to ensure all students achieve excellence by preparing them to be lifelong learners and responsible citizens who value innovation and global diversity.

## 2. Goals and Values of Volunteering

Volunteering at MUSD supports our vision of excellence in education. We utilize volunteer services to achieve the following goals:

- **Enhance Learning Opportunities:** Enrich student experiences through one-on-one support and skill-building activities.
- **Strengthen Community Bonds:** Cultivate a school-home-community partnership that benefits all involved.
- **Provide Support to Educators and Staff:** Enable teachers and staff to focus more directly on instruction and student needs.

## 3. Volunteer Roles and Responsibilities

### Who Can Volunteer?

Our volunteers come from diverse backgrounds and include parents, grandparents, retirees, students, and community members who are at least 18 years of age.

## **Volunteer Roles:**

- **Classroom Instructional Volunteer**  
Provides assistance in small groups or one-on-one with students, helping with reading, math, or other skill areas.
- **Office/Clerical Assistant**  
Supports office staff with non-instructional tasks such as filing, photocopying, and organizing materials.
- **Special Event or Field Trip Chaperone**  
Assists staff during events and on field trips, ensuring student safety and adherence to schedules.

## **Responsibilities:**

While volunteers play an essential role, they do not perform certain duties reserved for professional staff. Volunteers **cannot** discipline students, provide medical care, access student records, or act as a substitute teacher.

## **4. Application, Screening, and Onboarding Process**

### **Application Process:**

Prospective volunteers should complete an online application and submit it through the [MUSD Volunteer Portal](#).

### **Background Checks:**

All volunteers must undergo a background check. All of our schools utilize Visitor Aware, which routinely checks for background clearance of our volunteers.

### **Additional Requirements:**

For certain roles, such as overnight chaperones and athletic assistants, a volunteer must be a Level 2 designated volunteer. To be a Level 2 volunteer, you must attend one of the monthly training sessions held at the district office and read and sign an acknowledgment of the MUSD Volunteer Handbook.

## **5. Orientation and Training**

### **Initial Training:**

Each Level 2 volunteer will attend an orientation session that includes an overview of

district policies, volunteer expectations, and site-specific information. Topics covered include:

- Program goals
- Volunteer responsibilities
- Safety protocols
- Confidentiality guidelines

### **Site-Specific Training:**

Each school may provide additional training tailored to site-specific needs, such as library assistance or classroom protocols.

## **6. Confidentiality and Professional Boundaries**

### **Confidentiality:**

Volunteers may become privy to sensitive information regarding students. It is crucial to maintain the confidentiality of student information at all times. Volunteers should never discuss student information outside of school and should refer any questions about a student's performance to the teacher or administrator.

### **Professional Boundaries:**

Maintain a professional and friendly relationship with students. Avoid physical contact beyond appropriate gestures (e.g., high-fives). Volunteers should not engage in personal discussions or give gifts to individual students without staff approval.

## **7. Volunteer Code of Conduct**

As representatives of MUSD, volunteers are expected to adhere to the following standards:

- **Dependability:** Be punctual and committed to the schedule you have agreed upon.
- **Respectful Interaction:** Show respect and understanding in all interactions with students, staff, and other volunteers.
- **Dress Code:** Follow the district's dress code, wearing attire that is neat, modest, and suitable for an educational environment.
- **Safety and Emergency Protocols:** Familiarize yourself with the school's emergency procedures. Report any incidents or unsafe situations immediately to staff.

Volunteers should avoid discussing personal beliefs or endorsing specific political or religious views in the school setting.

## **8. Insurance and Liability**

### **Coverage for Volunteers:**

Volunteers are covered by MUSD's liability insurance policy while actively volunteering. Please note that this coverage does not include health or worker's compensation insurance.

### **Accidents and Reporting:**

Report any injuries or incidents immediately to your supervising staff member. For coverage purposes, each volunteer must log hours at the school office every time they volunteer.

## **9. Recognition and Appreciation**

Our volunteers are vital to our success, and we are grateful for your time and commitment. To recognize your contributions, we hold an annual Volunteer Appreciation Event. Volunteers are also periodically acknowledged through school newsletters and events. National Volunteer Week in April provides an additional opportunity for special celebrations.

## **10. Contact Information and Important Resources**

### **District Volunteer Coordinator**

Phone: (520) 568-5100

Email: [volunteer@musd.org](mailto:volunteer@musd.org)

### **Volunteer Resources**

- [MUSD Volunteer Portal](#)
-  SITE VOLUNTEER AGREEMENT