



VOLUNTEER HANDBOOK

WE VALUE OUR VOLUNTEERS!

The Tempe School District is bound by law and district policy to be responsible for the education, safety and well-being of each student. The District recognizes two types of volunteers: parent/guardian and community.

The exact procedure for working with volunteers may differ in each situation, but this handbook will provide guidelines that must be adhered to at all times and also provides useful information.

Why We Value Our Volunteers

Tempe School District No. 3 is a district of both tradition and innovation that serves over 11,000 students in Tempe, Phoenix, and Guadalupe. There are 22 schools in the district. Elementary sites have classes for students in kindergarten through fifth grade, middle schools work with students in sixth, seventh and eighth grades and Ward Traditional Academy and Shamley School work with students in kindergarten through 8th grade. The McKemy Academy of International Studies has classes for students in sixth through eighth grade. The district offers preschool classes at 9 sites.

The District is roughly bounded by McKellips Road to the north, 40th Street to the west, Guadalupe Road to the south, and Price Road to the east. Our students advance to the Tempe Union High School District upon completion of the eighth grade. The students of TD#3 speak more than 60 languages and bring a rich blend of cultures that offer a unique opportunity to prepare students for a global view of our world.

Schools alone cannot meet all the needs of our students in today's environment. Due to budget constraints and the changing complexion of the family, we face economic, social, and educational issues as never before. By working together with our community, we can enhance the education of our students, which is necessary for success in today's world.

Tempe School District No. 3 is weaving creative educational strategies into the classroom, working hand-in-hand with the District's strong programs in literacy, language arts, math, science, and state-of-the-art technology.

Our teachers work extremely hard to provide the emotional and educational support necessary for the success of our students. A helping hand and the concern of another person can make a vital difference. Volunteers may assist directly in the classroom, in a clerical position or in support positions throughout the school district. **However, volunteers are not permitted to work in the school health offices or with confidential information.** Bottom line is volunteers make a difference! They allow us to meet our goal of developing the full potential of the student both academically and emotionally. A volunteer can provide extra attention necessary for educational success. Additionally, a caring adult can add greatly to the self-confidence of a student. Your commitment to volunteer lets kids know there are people who care about their success.

If you become involved within a school you will notice some immediate changes from the classroom with which you may be familiar. Teachers and staff now dress for function and movement within the classroom. Classrooms may be quite noisy at times, and several activities may be happening within the same room at the same time. Though this may at first appear as chaos, it is often the sign of active learning.

As volunteers become familiar with the school and educational process of today, they become important links with the community in order to help establish the best educational system possible. It is our hope that you will become such a link!

Getting Started

Community

Community volunteers are required to:

- 1) Complete the Community Volunteer application and turn it in to the school office or district office.
- 2) Have the application notarized
- 3) Attached a copy of your fingerprint clearance card or be fingerprinted. You should be fingerprinted at least 60 days prior to volunteering.

When your fingerprint clearance is received, we will notify the school site you requested on your volunteer application of your volunteer status.

Note: Community volunteers wishing to work in any of our preschools must follow the same requirements as all volunteers but will need a TB scan test. A copy of the volunteer application must also be filed at the preschool site for licensing purposes.

Parents

Parents or guardians who wish to volunteer in their child's classroom only (during the school day) are not required to be fingerprinted. However, if a parent/guardian would like to volunteer outside of their child's classroom, in before and after-school programs, or will accompany students on a field trip, fingerprint clearance is required.

Parent volunteers are required to:

- 1) Complete the Parent Volunteer application and turn it in to the school office or district office.
- 2) Attach a copy of your fingerprint clearance card or be fingerprinted, if needed.

Applications

There are several ways to obtain an application:

- Download a Community Member or Parent volunteer application from our website at www.tempeschools.org under the "Get Involved" menu;
- contact the school office manager or;
- come to the District office located at 3205 S Rural Road (NE corner of Southern and Rural Roads).

Fingerprinting

We appreciate your time and your understanding as we take measures to ensure the safety of our students. Fingerprint information is required as part of our steps for processing community member volunteer applications and for parents/guardians who choose to volunteer beyond their child's classroom.

Fingerprinting is scheduled on Tuesdays between 8:30 AM-12 PM and is by **appointment only**. An appointment is scheduled after the volunteer application has been received by the Human Resources Department at the District Office. This service is provided at no cost to you. Identification will need to be provided when fingerprinted.

The process for receiving information from Arizona Department of Public Safety (AZ DPS) does take time and we ask that you be fingerprinted **at least 60 days prior** to volunteering.

After fingerprint information is received by the district from AZ DPS, you will be notified via email of your volunteer status.

Fingerprinting will not be required, if you have a valid fingerprint clearance card issued through AZ DPS. You may provide a copy of the valid fingerprint clearance card when submitting the application.

Questions

If you have questions regarding the application process and fingerprinting, you may contact the Volunteer Coordinator at (480) 730-7108.

Guidelines

Supervision

Volunteers working in the schools should **always** be under the direct supervision of school or district professional staff.

Discipline

Volunteers may not discipline students. If a discipline problem arises, volunteers should refer the situation to the professional staff. Our schools have specific discipline procedures, and the responsibility of enforcement rests with the staff.

Reporting Child Abuse, Non-accidental Injury, Neglect

In the course of volunteering, you may observe or hear a child describe child abuse, non-accidental physical injury, neglect or other conditions which place a child at risk. Arizona has very detailed legal requirements for the reporting of these concerns to either police or Arizona Department of Child Safety (“D.C.S.”). School volunteers are bound by the same reporting requirements as teachers and other school personnel. If you see or hear of these concerns, immediately report what you have learned to your supervisor or the Principal of the school where you volunteer. If you form a reasonable belief that child abuse, non-accidental injury or neglect has occurred, the law requires you to personally report or cause a report to be made to police or D.C.S.

Dismissals

Volunteers are not allowed to dismiss a student from school. If a student must leave school early, they must receive permission from the school office and sign out early. Under no circumstance can volunteers take a student off campus, this includes walking or driving a student home.

Contacting Students

During your work as a school volunteer, you will meet many wonderful students. Your work with them will be delightful and rewarding. However, volunteers may not telephone students or visit them off campus or at their homes. In addition, students may not be invited to the volunteer’s home.

Confidentiality

While working within the schools, information about the progress, abilities and concerns of students may be shared with you. This is information of a confidential nature. Like teachers, volunteers are bound by a code of ethics to keep confidential matters within the school. Do not discuss this information with anyone who does not have a professional right or need to know.

Please do not discuss a student’s progress or difficulties with his or her parents/guardians. This is the teacher’s responsibility. If a student confides in you information of a personal nature, you will need to share this privately with the teacher or principal if you feel it warrants their attention.

Medical Treatment

Medical treatment for any student is the responsibility of the school nurse or other authorized personnel. Volunteers may not administer medication to a student. If a student becomes ill, follow school procedures in regard to notifying the teacher and taking the student to the nurse.

Personal Doctrines

The school respects and values each family's beliefs and religious doctrines. Volunteers may not propose any personal or religious beliefs to a student.

Restrooms

Volunteers should utilize the staff restrooms. We ask that volunteers not use or accompany students to the student restrooms.

Dress and Behavior

Volunteers should follow the lead of the professional staff and their supervisor. Casual dress is the most appropriate. We ask that your attire be neat and conservative, attracting no undue attention. Keep in mind that you are in a position to set an example for students. Your dress, speech and behavior should serve as a good model for students to follow.

Dependability

Volunteers should always be prompt and consistent. If you cannot make your scheduled volunteer time, the staff would appreciate as much notice as possible. If you have a vacation pending, please provide advance notice to the school. The work volunteers do is important, staff and students look forward to your on-time arrival and volunteer assistance.

Sign-in Procedures

Identify the appropriate sign-in procedure at your volunteer site. *It is important to sign in for insurance purposes.* The time you donate is also recorded in order to recognize the value of volunteers and their commitment.

Speak Up!

If you have any questions or concerns about your volunteer work or the policies of the school or district, feel free to ask your direct supervisor or the volunteer coordinator. We want this to be a rewarding experience for you, as well as for our staff and students. We will be happy to answer any questions you may have regarding your volunteer experience.

Helpful Tips

When you arrive at your volunteer site, you will want to ask certain questions and feel comfortable with your new surroundings. As you meet with your supervisor or teacher, be sure you determine one another's expectations. You are not expected to know exactly how to go about your volunteer position, and you should feel comfortable in asking questions as you go along.

DON'T FORGET TO ASK...

As you tour the building, you may want to inquire about such things as:

- Where to park
- How to check in and keep track of your time
- Entrances and exits to the building
- Bathroom facilities available for your use
- Volunteers' and/or teachers' lounge and its use
- Telephone you may use if necessary
- Location of supplies you may need
- School phone numbers and names you may need

You are an important member of the team, and we want you to feel at home in your new "volunteer" environment.

Tips for School Volunteers

◆ Call students by name at each opportunity

A student's name is very important. Make every effort to pronounce and spell each student's name correctly.

◆ Be firm with students, but also be warm and friendly

Let each student know that you care about him/her.

◆ Accept students as they are

Each student is unique. Be ready to accept these differences in background, values, and aspirations.

◆ Encourage and praise students

Use positive comments that will make students feel good about themselves, even when they are having difficulty. Be ready to praise a student for even the smallest successes. Avoid saying anything that will make students doubt themselves or their ability to learn. Children begin to "be" what others think of them.

◆ Remember that children never forget

If you promise something, be prepared to keep the promise. Be careful not to make promises you will be unable to keep.

◆ Encourage students to do their own thinking

Try not to give students the answers before they have an opportunity to solve questions on their own. Silence often means a student is thinking. Give them plenty of time to answer.

◆ Follow the teacher's lead for classroom behavior

Don't allow students to behave in ways the teacher does not allow. Remember, the teacher is available to handle discipline problems. Make certain the students with whom you are working do not disturb the rest of the class.

◆ Reinforce good behavior

When students are behaving well, let them know how proud you are and how much you appreciate their effort. This will encourage them to try even harder. If possible, try to ignore minor behavior problems if no student is a risk of any harm and teaching and learning are not interrupted. Express displeasure with the behavior, not the student.

◆ Remember it's okay if you don't know the answers

Let the student know when you don't know the answer or you are not certain what to do. Work the answers out with the student, or ask the teacher for assistance at an appropriate time.

◆ Supervise students carefully

Do not leave a student or small group of students unsupervised. Be aware of what the students are doing at all times.

◆ Keep students on task

You will want the students to learn as much as possible during the short time they spend with you; keep the lesson or activity moving. Avoid allowing students to get you, or the group, off track for long periods of time by discussing topics that have nothing to do with the lesson.

◆ Know when to give proper motivation

Your positive words of encouragement will go far in helping students become excited about learning. You and the teacher can discuss the use of motivational materials such as stickers, stars or notes of praise. Please do not give students food. Volunteers may not give students advertisements or solicitations.

◆ Don't get discouraged

Don't get discouraged if you feel that little academic progress is being made. Your very presence and interest is helping the student to be successful.

We thank you for your valuable contribution to our youth!

Tempe School District No. 3 Directory

Sanchez Administration Center (District Office)

3205 South Rural Road, Tempe, Arizona 85282 480-730-7108

Our Schools

<p><u>Aguilar School</u> 5800 S Forest Ave Tempe 85283 480-897-2544</p>	<p><u>Arredondo School</u> 1330 E Carson Drive Tempe 85282 480-897-2744</p>	<p><u>Broadmor School</u> 311 Aepli Drive Tempe 85282 480-967-6599</p>
	<p><u>Connolly Middle School</u> 2002 E Concorda Drive Tempe 85282 480-967-8933</p>	<p><u>Curry School</u> 1974 E Meadow Drive Tempe 85282 480-967-8336</p>
<p><u>Fees College Prep Middle School</u> 1600 E Watson Drive Tempe 85283 480-897-6063</p>	<p><u>Frank School</u> 8409 S Avenida del Yaqui Guadalupe 85283 480-897-6202</p>	<p><u>Fuller School</u> 1975 E Cornell Drive Tempe 85283 480-897-6228</p>
<p><u>Getz School</u> 625 W Cornell Drive Tempe 85283 480-897-6233</p>	<p><u>Mosley Middle School</u> 1025 S Beck Ave Tempe 85281 480-966-7114</p>	<p><u>Holdeman School</u> 1326 W 18th Street Tempe 85281 480-966-9934</p>
<p><u>Spracale School</u> 1325 E Malibu Drive Tempe 85281 480-897-6608</p>	<p><u>Shamley School (K-8)</u> 1500 N. Scovel St. Tempe, AZ 85281 480-941-2440</p>	<p><u>Meyer Montessori</u> 2615 S. Dorsey Ln Tempe 85282 480-584-6339</p>
<p><u>Nevitt School</u> 4525 E St. Anne Ave Phoenix 85042 602-431-6640</p>	<p><u>Rover School</u> 1300 E Watson Drive Tempe 85283 480-897-7122</p>	<p><u>Scales School</u> 1115 W Fifth Street Tempe 85281 480-929-9909</p>
<p><u>McKemy Academy</u> 2250 S College Ave Tempe 85282 480-759-5048</p>	<p><u>Thew School</u> 2130 E Howe Ave Tempe 85281 480-894-5574</p>	<p><u>Ward Traditional (K-8)</u> 1965 E Hermosa Drive Tempe 85282 480-491-8871</p>
<p><u>Wood School</u> 727 W Cornell Drive Tempe 85283 480-838-0711</p>		