

Volunteer Handbook

Rules, information and forms



Revised – August 2025



Paradise Valley Unified School District Volunteer Handbook

Goals of the Volunteer Program

Our volunteer program supports the district's mission to provide the best possible education for every student by:

- Relieving teachers of non-instructional tasks
- Allowing more teacher-student interaction
- Enriching curriculum and learning opportunities
- Providing individual attention to students needing extra help
- Building a strong school-home-community partnership

Volunteers should have good health, moral character, and a willingness to work under supervision while respecting staff roles and responsibilities.

Volunteer Registration & Sign-In Procedures

All volunteers must complete a Volunteer Application, be cleared, and sign the Volunteer Agreement before beginning service. Specific roles require background checks and fingerprinting.

Each time you volunteer:

1. Sign in at the office and receive a visible volunteer badge.
 2. Sign out and return the badge when leaving.
 3. Remain in authorized areas only and follow school security protocols.
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Definitions

Visitor – Brief, non-regular campus presence (e.g., meetings, student pickup). Visitors may not perform volunteer duties.

Volunteer – Provides unpaid service to the school under staff supervision. Includes:

- **Parent/Guardian or Grandparent** – No background check if volunteering at the child's school.
 - **Community Volunteer/Coach** – Requires background check and fingerprinting.
 - **Chaperone** – For field trips outside certified staff supervision; requires background check and fingerprinting.
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Volunteer Opportunities

Examples include:

- Classroom instructional or assistance support
- Office clerical work
- Health office aide
- Library/media support

Volunteers select activities and schedules in collaboration with staff.

Volunteer Guidelines

- **Supervision** – Always work under the direction of a teacher or administrator.
- **Confidentiality** – Do not share student information. Discuss concerns privately with staff.
- **Child Protection** – Report suspected abuse to both CPS and police; notify the principal.
- **Discipline** – Leave discipline to staff; report issues.

- **Boundaries** – Do not dismiss students or take them off campus.
 - **Dress & Conduct** – Be neat, conservative, and model appropriate behavior.
 - **Health** – Stay home if ill; notify the school if you cannot attend.
 - **Dependability** – Commit only to the hours you can maintain; give advance notice of absences.
 - **School Rules** – Learn the school's policies for safety, communication, and emergencies.
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Working with Staff & Students

- Communicate openly with staff; ask for clarification when needed.
 - Respect different teaching styles and follow the teacher's instructions.
 - Call students by name; encourage and praise their efforts.
 - Promote independent thinking and avoid doing work for students.
 - Reinforce classroom rules and supervise students at all times.
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Getting Started

- Meet with your supervising teacher to review the Teacher/Volunteer Conference Checklist (schedule, assignments, classroom rules, emergency procedures).
 - Observe classroom routines before taking on student activities.
 - Learn the locations of materials, restrooms, and staff work areas.
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Representation & Insurance

Volunteers are ambassadors for PVUSD—share positive experiences and maintain confidentiality.

While the district does not provide medical insurance, registered volunteers are covered by workers' compensation for injuries incurred during service if hours are documented through sign-in procedures.



Become a District Level Volunteer Chaperone

*Scan to
Apply!*



District Level Volunteer Chaperones are sometimes asked to serve in supervisory roles with students. Therefore, requiring a higher level of screening to be approved. All District Level Volunteers must complete a criminal affidavit and fingerprinting.

Scan the QR code or visit PVSchools.net/jobs and search the keyword "Chaperone"



SITE VOLUNTEER APPLICATION

RETURN TO SCHOOL

3 School Year Approval:

20____ - 20____

☐ Parent ☐ Stepparent ☐ Legal Guardian ☐ Grandparent

Last Name	First Name	Middle Initial
Street Address	City	State
Telephone	Cell phone	Zip Code
E-mail Address		
School you wish to volunteer at: _____		
Does your child attend this school? ☐ Yes ☐ No Child's first and last name: _____		

Have you previously been employed by Paradise Valley Schools? ☐ Yes ☐ No

If so, indicate dates, location & position: _____

Have you previously volunteered for Paradise Valley Schools? ☐ Yes ☐ No

If so, indicate dates, location & position: _____

Because of the tremendous responsibility Paradise Valley Unified School District has to its school children and community, the following information is required from all volunteers regarding criminal offenses. A record of conviction does not prohibit volunteering; however, failure to complete this form accurately and completely can mean disqualification from becoming a volunteer, or can be cause for consideration for dismissal if accepted for volunteer service.

Carefully read and answer the following questions:

• Have you ever been convicted of or admitted in open court or pursuant to a plea agreement committing, or are now awaiting trial for committing, any of the following criminal offenses in the state of Arizona or similar offenses in any other jurisdiction, including a charge or conviction that has been vacated, set aside or expunged? ☐ Yes ☐ No

- Sexual abuse of a minor
- Incest.
- First- or second-degree murder.
- Kidnapping.
- Arson.
- Sexual assault.
- Sexual exploitation of a minor.
- Felony offenses involving contributing to the delinquency of a minor.
- Commercial sexual exploitation of a minor.
- Assault.

- Felony offenses involving sale, distribution, or transportation of, offer to sell, transport, or distribute, or conspiracy to sell, transport, or distribute marijuana or dangerous or narcotic drugs.
- Felony offenses involving the possession or use of marijuana, dangerous drugs, or narcotic drugs.
- Misdemeanor offenses involving the possession or use of marijuana or dangerous drugs.

- Burglary in the first degree.
- Burglary in the second or third degree.
- Aggravated or armed robbery.
- Robbery.
- A dangerous crime against children as defined in A.R.S. 13-705.
- Child abuse.
- Sexual conduct with a minor.
- Molestation of a child.
- Manslaughter.
- Aggravated assault.
- Exploitation of minors involving drug offenses.

• Have you ever been convicted of a sex, alcohol or drug-related offense? ☐ Yes ☐ No

• Have you ever been convicted of a dangerous crime against children as defined in ARS 13.604.01*? ☐ Yes ☐ No

*Crimes defined as second-degree murder, aggravated assault, sexual assault of a child, sexual conduct with a minor, sexual exploitation of a minor, child abuse, kidnapping, and sexual abuse.

If any of the questions above are answered Yes, please fill in the information below:

Conviction charge: _____
Date of Conviction: _____ City: _____ State: _____
Jail: ☐ Yes ☐ No Probation: ☐ Yes ☐ No Length: _____

Remarks: _____

Please read carefully & sign below in order to serve as a volunteer:

I certify that the information presented in this application is true, accurate and complete. I understand that a person who makes a false statement, representation, or certification in any application for employment with the School District is guilty of a Class 3 Misdemeanor. I authorize the investigation of all statements contained in this application. I understand that misrepresentation, falsification or omission of pertinent facts will cause forfeiture on my part of all eligibility to serve as a volunteer.

Signature

Date

Revision Date 12/11/2019



SITE VOLUNTEER AGREEMENT

RETURN TO SCHOOL

I hereby acknowledge that I have read online the Paradise Valley Unified School District Volunteer Handbook and that I have read and will abide by its contents and all other applicable Paradise Valley Unified School District policies and procedures.

I understand that, as a volunteer, I am not compensated for any services, including wages and insurance. I further understand that I have the right to terminate my arrangement at any time with or without cause, and the Paradise Valley Unified School District has a similar right.

I make this Agreement in order to provide and to be authorized to perform the following uncompensated services to the Paradise Valley Unified School District:

- I am 18 years of age or older and know of no reason which would prevent me from performing the tasks required as detailed in the Volunteer Job Description, or that I am presently a student enrolled in the Paradise Valley School District system.
- I have acquainted myself with what is required to perform those tasks, and I represent that I have the skill and ability to perform them.
- I assume full responsibility for my own safety and the safety of others.
- That I will perform the volunteer service in compliance with the standards and specifications established, or approved, by the District, and will honor the direction of District official, to suspend or terminate service.

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

- Immediately upon arrival I will sign in at the front office or designated sign in station.
- I will wear a volunteer identification badge at all times.
- I will use only adult bathroom facilities.
- I agree to never be alone with individual students without authorization of teachers and/or school authorities.
- I will not solicit outside contact with students.
- I agree not to exchange telephone numbers, home address, e-mail address (including social network information) with students for any purpose.
- I will maintain confidentiality outside of school and will share any concerns that I may have with teachers or school administrators.
- I agree not to transport students.
- I will not disclose, use or disseminate student photographs or personal information about students, self or others.
- 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.
- I agree not to photograph students.
- I agree only to do what is in the best personal and educational interest of every child with whom I come into contact.

All school district personnel are required by law (A.R.S 13-3620) to report suspected child abuse. Failure to do so is a crime. This applies to all employees and volunteers when acting in the scope of their work with Paradise Valley School District. If abuse is suspected, contact the principal and or nurse for reporting procedures.

PRINTED	_____ Last name	_____ First name	_____ Middle initial
	_____ Signature	_____ Date	