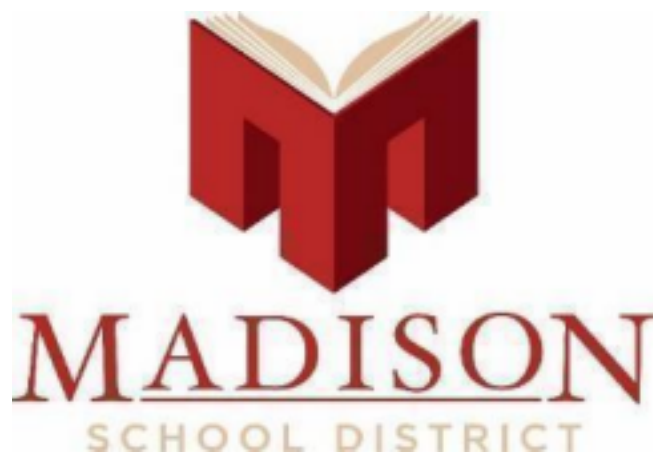




Volunteer Handbook

2026 - 2027

Inspiring dedicated volunteers to lead with compassion, serve with purpose, and create lasting impact in their communities and beyond.

Vision & Mission

At Madison School District, our vision is to inspire passion for learning and leading in an ever-changing world. We aim to foster success for all through dynamic, engaging, and relevant learning experiences focusing on students' academic, social, and emotional growth.

Superintendent

Dr. Kimberly Guerin

Governing Board

Christine M. Thompson

Mitra Khazai

Karen Gresham

Scott Holcomb

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SUPERINTENDENT'S LETTER

Madison Volunteer,

Thank you for choosing to serve the students of the Madison Elementary School District! Each hour you spend on a school campus has a direct impact on our students and staff. Madison volunteers are partners who work hand in hand with staff to create positive learning environments for students. Caring adults make each school a special place for students.

This Volunteer Handbook is intended to help you, our staff, and our students have the best volunteer experience possible. If you have any questions about your volunteer experience, please feel free to contact your school's administrator. Thank you for investing your time in working with our students. Your role in fulfilling our vision of inspiring passion for leading and learning in an ever-changing world is truly appreciated.

Respectfully,

Dr. Kimberly Guerin

Superintendent

VOLUNTEER COORDINATOR

Dear Madison Volunteers,

My name is Liz Hernandez, and I'm proud to serve as the Volunteer Coordinator for the Madison School District. I'm excited to introduce myself and share a bit about our volunteer program.

In my role, I oversee the recruitment, training, and support of our incredible volunteers. I'm passionate about connecting individuals with meaningful opportunities that align with their unique skills and interests. My goal is to lead with compassion, serve with purpose, and help create a positive, lasting impact in our schools and community.

I invite you to explore more about our program by visiting our website at <https://www.madisonaz.org/families/get-involved/volunteer>. You're also welcome to contact me directly at (602) 664-7563 or email Volunteers@madisoned.org with any questions or to learn how you can get involved.

Thank you for your time and interest. We're excited to welcome you to our team of dedicated volunteers!

Warm regards,

Liz Hernandez

Volunteer Coordinator

Introduction

In alignment with the District's mission to inspire passion for learning and leading in an ever-changing world, the volunteer program is designed to support and enrich the educational experience through meaningful community involvement. Volunteers contribute their time and talents in our schools to help advance the following key goals:

- Future-Focused Learning
- Inclusivity & Wellness
- Community Strength
- Optimized Resources

Volunteerism is encouraged and supported (A.R.S. § 15-102). Volunteers make valuable contributions to educational programs and staff support. As such, the volunteer's role is an important one. The purpose of this handbook is to assist in screening, training, utilizing, and supporting volunteers.

Who Can Volunteer?

Individuals who demonstrate a commitment to children and education are considered potential volunteers. Prior teaching experience is not a requirement. Those who successfully complete the district's application, screening, and training procedures are eligible to participate in the volunteer program. Potential volunteers may include:

- Parents
- Grandparents
- Extended Family Members
- Community Members
- Corporate Partners/Employees

District Policies and Procedures

Individuals who express an interest in volunteering on campus and supporting school activities must complete all required District procedures prior to beginning any volunteer duties. These guidelines are in place to ensure the safety of students and staff and to maintain compliance with District policies. (Volunteer Policy IJOC)

Visitors

A visitor is an individual who enters a school campus on an occasional basis and for limited periods of time. Visitors typically come to the school to meet with staff, pick up or drop off students during the school day, or perform temporary, contractual, or substitute services. Examples of visitors include, but are not limited to:

- District employees visiting from other sites
- Substitute or temporary staff
- Third-party contracted service providers
- Parents or guardians meeting with teachers or picking up students
- Vendors or facility maintenance personnel
- Community members meeting with school personnel
- Attending events/presentations

Visitors are not subject to the volunteer screening or onboarding procedures outlined in this handbook.

Volunteers

A volunteer is an individual who willingly provides services to the District for civic, charitable, or humanitarian purposes without expectation, promise, or receipt of compensation.

Volunteers Categories:

1. School Site Volunteers

Non-paid individuals who help at a school, contributing their time and skills to support students, teachers, and the school community. These volunteers are not school employees, and their work is typically under the direct supervision of school staff.

2. Community Volunteers

Community volunteers, including coaches and non-parent participants, must be recommended by the school site and receive approval from an administrator.

3. Minor Volunteers

Minor volunteers are individuals under the age of 18 participating in school volunteer opportunities. Minor volunteers must receive Principal approval prior to volunteering, remain under the supervision of a School District employee at all times, and follow all school and district guidelines while on campus. All minor volunteers are required to sign in as visitors through the school office.

4. Chaperones

Chaperones are individuals who accompany and supervise students during field trips or school-sponsored outings.

- School Day Field Trips
- Overnight Field Trips

5. Employee Volunteers

Employees of the District may volunteer; however, in accordance with fair labor laws, they may not perform volunteer duties that are the same or substantially similar to those in their paid job description, as such work may require overtime compensation.

6. Field Experience Students

Field Experience Students participating in educational or internship-related placements within the Madison School District are not classified as volunteers. All Field Experience Students must receive prior approval through Anita Gamage before participating at any district site. For questions regarding approval procedures please contact Anita Gamage at (602) 664 - 7938 or agamage@madisoned.org.

7. Vendor and Vendor Volunteers

Vendors are not considered volunteers and are required to sign in as visitors. Parents volunteering on behalf of a vendor must possess a valid IVP Fingerprint Clearance card and follow all vendor-related processes and guidelines. The Madison School District does not fingerprint vendor volunteers, as they are affiliated with a third party entity and not directly associated with the district.

Volunteer Eligibility & Clearance Requirements

To ensure a safe and supportive environment for all students, the following requirements apply to all individuals volunteering with Madison School District:

1. School Site Volunteers

- Natural, adoptive, and legal guardians must complete a Volunteer Application via Raptor.
- Grandparents, extended family, and community members must complete applications through Raptor and TalentEd and schedule a fingerprinting appointment.

2. Chaperones

For school-day field trips:

- Guardians must complete a Raptor application.
- Non-guardians must complete applications via Raptor and TalentEd, and complete fingerprinting.

For overnight field trips:

- All chaperones, regardless of status, must complete Raptor and TalentEd applications and undergo fingerprinting.

All chaperones must follow the procedures outlined in this handbook before participating in field trips.

3. Community Volunteers

- Submit a Volunteer Application through Raptor and TalentEd.
- Obtain administrator approval.
- Complete fingerprinting.

4. Employee Volunteers

- Guardians must complete a Volunteer Application via Raptor.
- All others must submit applications via Raptor and TalentEd, and provide a valid Fingerprint Clearance Card.

Clearance Process

Fingerprinting and Background Clearance: In accordance with Arizona Revised Statute (A.R.S.) § 15-512, volunteers who are NOT a natural or adoptive parent or legal guardian of a child in the school where they will be working, must complete a background check and be fingerprinted before beginning work. The District may require any person performing volunteer activities to complete a background check and to be fingerprinted at its discretion.

The District provides background check and fingerprinting services to volunteers at no cost. Upon submission of the completed online application(s), the District Volunteer Coordinator will contact the applicant to schedule a fingerprinting appointment. Volunteers are required to present a valid government-issued photo identification at the time of their appointment at the Community Education.

Following the successful completion and clearance of the background check the designated Volunteer Coordinator will notify the volunteer of their eligibility to begin service. Please note that the clearance process may take approximately three to five weeks

Exception for IVP Fingerprint Clearance Cardholders

Volunteers who possess a valid IVP (Identity Verified Prints) Fingerprint Clearance Card are exempt from the fingerprinting appointment requirement. However, completion of the Raptor and TalentEd Volunteer Applications remain mandatory in order to initiate a current electronic background check and ensure full compliance with District policies.

Example of a IVP Fingerprint Card:



Volunteer Expectations and Policies

Supervision of Volunteers: Volunteers work under the direct supervision of the professional staff at each school and only with those teachers who have requested the services of a volunteer. It is the responsibility of the school administration, supervising teachers, or volunteer coordinator to dismiss any volunteer whose actions are not in the best interest of our students or the schools.

Volunteer Restrictions: While volunteers are an important part of the educational team, the professional staff is responsible by law for decisions that are made regarding the instruction of students, the management of the school, and student safety and discipline. Therefore, volunteers will always work under the supervision of teachers and administrators. We welcome the suggestions and opinions of volunteers as you supplement and support our programs. There are, however, a few things that volunteers should NOT do:

- Discipline or counsel students
- Have access to student records, medical files, and administer hearing and vision screenings
- Dismiss students from school
- Discuss student progress or student difficulties with parents
- Give food or medication to students

- Evaluate achievement which includes grading student work
- Drive District vehicles
- Distribute advertisements or solicitations or other non-approved literature
- Work in similar or identical duties as found in their job if employed by the district

Child Abuse Reporting: All school district personnel, including volunteers, are required by Arizona state law (A.R.S. § 13-3620) to report any cases of suspected child abuse. District personnel includes anyone who has responsibility for the care or treatment of a minor. Failure to report is a crime. This applies to all employees and volunteers when acting in the scope of their work with Madison School District. If abuse is suspected, contact the child's teacher, the principal, or the school nurse. They can assist in making the requisite report by calling the Department of Child Safety (DCS) at 5 (1-888-767-2445), local law enforcement—Phoenix Police Department (602-262-6151), or both, depending on the circumstances. Suspected child abuse must be reported immediately. Never delay a telephone report until the next day.

School Check-In Check-Out Procedure: During school hours, every volunteer must check in and out at the school office each time he or she is on campus to volunteer. Your picture ID is required each time you volunteer. At check-in, a name tag will be printed for you and must be worn while on campus. The school must maintain a record showing the days and hours each volunteer works. For security purposes and in case of emergency, it is important for administrators to know who is on campus and why. Note: If not compliant with sign out procedures volunteers may lose the ability to continue volunteering.

Volunteer Communication with Student: Volunteers are encouraged to build positive and supportive connections with students through their service. However, all interactions must remain appropriate, respectful, and professional at all times.

Volunteers are strictly prohibited from initiating personal contact with students outside the scope of school-related activities. This includes, but is not limited to, phone calls, home visits, off-campus meetings, and providing transportation.

Exceptions to this policy may be made for individuals who have a preexisting personal relationship with the student's family and have obtained clear, documented consent from the student's parent or legal guardian.

Any violation of this policy may result in immediate dismissal from the volunteer program.

Confidentiality: Maintaining student confidentiality is essential. Volunteers must refrain from discussing any student-related information, including academic performance, behavior, personal matters, or family circumstances, with individuals who do not have a legitimate educational interest. Student records and personal details are protected under the Family Educational Rights and Privacy Act (FERPA). Volunteers must not engage in discussions that probe into students' private lives or share information obtained through their volunteer service. If a student shares something of concern, volunteers are expected to report it privately to the student's teacher or school administrator.

Dress Code: Volunteers are expected to dress in a manner that reflects professionalism and aligns with the standards set by the school district. Attire should be neat, modest, and conservative, avoiding clothing that is overly revealing or may attract undue attention. Items such as spaghetti straps, tube tops, tank tops, short shorts, and garments that expose the midriff are not permitted. T-shirts should display only positive, appropriate messages. As role models for students, volunteers must ensure that their appearance, language, and behavior exemplify the values upheld by the District.

Behavior: Volunteers may not engage in any behavior or activity that may cause harm to themselves or others. In addition, physical contact is not encouraged and should be limited to a brief encouraging behavior such as a "high five".

Health and Attendance: Schools are particularly concerned about keeping students and staff healthy. If you are not feeling well, please do not try to keep up with your volunteer duties. Please call-in advance to let the staff member know you won't be coming in at your scheduled time.

Familiarity with School Policies: Volunteers are expected to become familiar with the rules, policies, and procedures of the school in which they serve. These can be found in the Student-Parent Handbook, available on the Madison School District website at madisonaz.org, or by requesting a copy from the school secretary or teacher.

Dependability: Volunteers are expected to be prompt, reliable, and consistent. Should you be unavailable due to illness, travel, or other circumstances, please inform the school office and leave a message for the teacher or staff member you support. Volunteers should avoid using designated visitor parking spaces unless otherwise instructed.

Overnight Volunteer Guidelines: Volunteers and chaperones participating in overnight outings must adhere to all school and district guidelines and follow expectations established by the Principal and/or teacher overseeing the trip. Volunteers/chaperones are expected to maintain appropriate conduct, exercise sound judgment, and provide proper supervision of students at all times. The consumption of alcohol or use of impairing substances while supervising students during overnight outings is strictly prohibited. Failure to comply with established expectations may result in the loss of eligibility to participate as an overnight volunteer/chaperone for future outings.

Allergies and Sensitivities: Due to potential allergies among students, staff, and fellow volunteers, it is essential to adhere to school-specific protocols regarding food, materials, and fragrances. Volunteers must not bring or distribute any items to students without prior approval from the classroom teacher. For example, certain areas may be designated as peanut-free or latex-free zones. Volunteers are also asked to refrain from wearing perfume or cologne. If you have allergies or sensitivities yourself, please communicate them to the school staff in advance.

Cell Phones Usage: To avoid disruption of the learning environment, cell phones must remain silenced during volunteer hours. Use of mobile devices should be limited to emergencies or during breaks, and never in the presence of students during instructional time.

Insurance Coverage: The Madison School District does not provide health insurance or workers' compensation coverage for volunteers. Any injury sustained while volunteering must be reported immediately to the school nurse or designated school staff.

Field Trips: School administrators and teachers determine how many volunteer chaperones are needed, and which chaperones will attend field trips and overnight trips. Volunteers/chaperones must complete all applicable volunteer requirements prior to attending a field trip. Chaperones may be permitted to travel separately and are not required to ride the bus unless otherwise directed by the school or trip supervisor.

Restroom Use: Volunteers must use staff-designated restrooms, typically located in or near the main office. Under no circumstances should volunteers use student restrooms. When accompanying students to the restroom during field trips or events, volunteers must work in pairs and never enter restrooms alone with students.

Children of Volunteers: Volunteers may not bring infants, toddlers, or other children while volunteering on campus, during field trips, or at overnight events. This ensures safety, minimizes distractions, and maintains a productive learning environment.

Photography and Videography: For privacy and safety reasons, volunteers and visitors are not permitted to photograph or record students other than their own. Violations of this policy may result in removal from the volunteer program and/or additional disciplinary action.

Registration Instructions

In alignment with the District's commitment to ethical conduct and procedural integrity, all components of the Volunteer Application—submitted via Raptor and TalentEd—must be completed with full honesty, accuracy, and attention to detail. Please be advised that final approval to volunteer may be contingent upon additional administrative reviews or authorizations.

To begin the volunteer or chaperone registration process, please follow the steps outlined below:

1. Navigate to the Madison School District website at www.madisonaz.org.
2. Hover your cursor over the "Community" tab located in the main navigation menu.
3. From the dropdown menu, select "Volunteer and Support."
4. Within the Volunteer section, click on the red button labeled "Learn more about volunteer opportunities at Madison."
5. Locate the section titled "Volunteer Process" and click the plus (+) icon to expand and view detailed instructions for each step of the process.

Volunteer Application(s) Website Links and QR Code(s):

Volunteer Application through Raptor

- Required for all Volunteers

<https://apps.raptortech.com/Apply/MzcyNDplbi1VUw==>



Volunteer Application Through TalentED

- Required for non-parents, community members, and overnight stays.

<https://madisonaz.schoolspring.com/>



1. Visit the Madison School District website and use the search function to locate the "Volunteer Application."
2. The application will appear like a job application. Please complete all required fields thoroughly, as this information is necessary to initiate the background check process.
3. If you require assistance or have questions regarding the application, please contact the District Accounts Coordinator at (602) 664–7563.