DEER VALLEY
Unified School District

Volunteer Handbook

2026-2027

Graduating lifelong learners who will successfully compete, lead, and positively impact the world.

Our Mission

It is our mission to provide extraordinary educational opportunities to every learner.

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The Deer Valley Unified School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. For any inquiries regarding nondiscrimination policies, contact the Legal Services Department.
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Volunteer Guidelines

🟦 INTRODUCTION

Volunteers are a vital part of the educational team. Volunteering in our schools is both encouraged and authorized under **Arizona Revised Statutes §15-102**. Volunteers play a crucial role in enriching educational programs and supporting school personnel. Their contributions are integral to student achievement.

Whether you are a first-time volunteer or returning to serve again, your involvement is greatly valued. In alignment with the District's mission, the primary goal of the volunteer program is to support schools in providing a high-quality education to every student. Volunteer contributions are used to support the following objectives:

1. **Enhance Instructional Support** – Provide additional assistance that allows teachers to focus on instruction and individualized student needs.
2. **Broaden Student Opportunities** – Enrich student learning through diverse skills and perspectives.
3. **Strengthen School–Community Partnerships** – Foster positive relationships between schools, families, and the community.
4. **Promote a Safe and Supportive Environment** – Contribute to a welcoming atmosphere that supports student growth and well-being.

🟥 VOLUNTEER TRAINING OVERVIEW

All volunteers are required to complete a training session to help them feel prepared and informed. The purpose of this training is to review important district and school procedures, answer questions, and ensure volunteers are comfortable in their roles.

Training will cover the following topics:

1. **Program Purpose**
2. **Volunteer Responsibilities**
3. **Key Procedures**
4. **Safe Schools Information**
5. **Required Forms (Done annually)**

DISTRICT POLICIES AND PROCEDURES

For the purposes of this handbook, a *volunteer* is defined as an individual who regularly or repeatedly donates their time to support schools, work directly with students, or serve as a chaperone for school-sponsored activities. This definition does **not** include occasional visitors, such as guest speakers or honored guests (e.g., veterans recognized on Veterans Day), who are not subject to the same guidelines and requirements outlined in this handbook.

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.

Professional/Support Staff Schedules and Calendars (GCL)

A. Family members are not allowed in employee work areas during scheduled duty hours. (A family member not meeting the criteria for volunteering may not be in employee work areas.)

B. Family members volunteering in employee work areas must meet the following criteria:

1. Complete the Deer Valley Unified School District (DVUSD) Volunteer Training
2. Follow all guidelines outlined in the DVUSD Volunteer Handbook
3. Be at least 18 years of age
4. Be a high school graduate
5. Obtain approval from the site Principal

Volunteers **may not** bring other children to school while volunteering. This includes volunteering in a classroom, in the office, or on a field trip.

🟧 VOLUNTEER REQUIREMENTS

To maintain the highest ethical standards, it is essential that all testimony and disclosure sections of the Volunteer Registration Form are completed truthfully and accurately. In certain cases, additional approvals may be required before being cleared to volunteer.

- Complete on-line Volunteer Registration and Training: https://www.dvusd.org/departments/human-resources/volunteering
- Annual Registration and Emergency Information must be completed and verified by Campus Volunteer Coordinator to remain an active Volunteer
- Volunteers with no familial connection to the school **must** complete an additional Volunteer Application and Volunteer Reference Form and provide a copy of a valid IVP Fingerprint Clearance card
    - Forms are provided by the Campus Volunteer Coordinator
    - Forms must be completed, submitted to, and approved by HR Manager and/or District Volunteer Coordinator
- Sign in when on campus and sign out when leaving
- Wear a Volunteer ID badge or sticker provided by the school
- Volunteers must follow all District policies, procedures, and school rules

Former DVUSD Employees: Former DV employees, including retirees, certified and classified substitutes, as well as contracted service providers, are **not exempt** from volunteer training requirements. All individuals must complete the mandatory volunteer training and complete the required information **before** beginning any volunteer activities.

DVUSD Students: Students completing school-related volunteer service hours on campus as part of academic requirements are not required to attend volunteer training. Teachers must coordinate with the school administration or staff at the host site to arrange these volunteer hours.

Volunteers (including student volunteers) who only volunteer on a one-time basis (i.e., carnivals, birthday parties, community service hours) do not need to attend the training unless it is an overnight event.

🟥 FINGERPRINTING REQUIREMENTS

To ensure the safety of all DVUSD students and in compliance with state law, the following guidelines for fingerprinting and background checks have been established.

A valid Arizona IVP Fingerprint Clearance Card is required for ALL persons who supervise and/or assist students under the following conditions. **NO EXCEPTIONS**

- Non-Familial Volunteers
- Overnight field trip chaperones (must be 21 years or older)
- Volunteer coaches (Must also complete all required coaching certifications prior to coaching)
- Band/Choir/Drama Assistants
- Persons assisting in areas where students may be vulnerable, such as in close proximity to dressing rooms, backstage areas, etc.

The following individuals are exempt from obtaining an additional Fingerprint Clearance Card. To qualify for this exemption, individuals must present a valid badge or government-issued security clearance as verification.

- Active-Duty Law Enforcement Officers
- Active-Duty State or Federal Agents
- Active-Duty Military

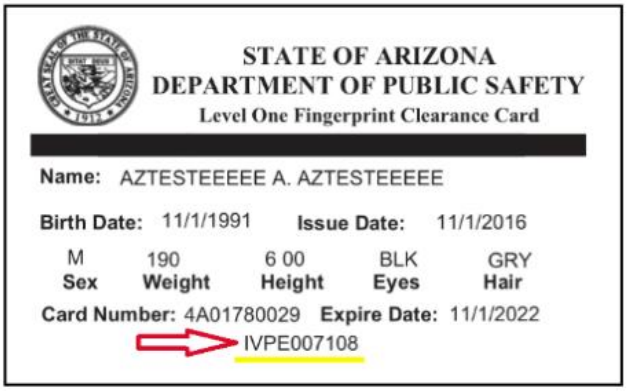
Note: This exemption does **not** apply to first responders (e.g., firefighters, paramedics, nurses) or other city employees. They are still required to obtain an **Arizona IVP Fingerprint Clearance Card** if volunteering under any of the circumstances outlined above.

If an IVP Fingerprint Clearance Card **is required**, please allow **1-2 months** for processing and receipt of the card. Prospective volunteers are strongly encouraged to **begin the application process early** to avoid delays in participation.

The District Office does **not** offer fingerprinting. Volunteers can complete fingerprinting at an outside source of their choice.

Resources and information can be found at:
https://www.dvusd.org/departments/human-resources/volunteering
https://arizonalivescan.com/wp-content/uploads/PD5320-IVP-Clearance-Card.pdf
https://psp.azdps.gov/services/fccFormTriage (AZ DPS Application to apply or renew)

Example: IVP CARDS



Contact Campus Volunteer Coordinator for questions.

INTERACTIONS WITH STUDENTS

Volunteers are expected to adhere to all district policies and procedures while on campus and when chaperoning school-sponsored activities or field trips.

Overview (GBEA, GBEB, GBEB-R, GBEBB)

All employees are expected to maintain high standards in their school relationships and demonstrate exemplary conduct. The District expects employees to maintain appropriate professional mental, emotional, and physical boundaries with students. The District further expects employees to be familiar with and adhere to the laws, Governing Board Policies, Administrative Regulations and rules that govern employee responsibilities and conduct with students.

Definitions

For purposes of this guideline, the following definitions apply:

- "Employee" refers to all employees (full-time and part-time), **district approved volunteers** and employees of contracted service providers

- "Student" refers to current DVUSD students in grades PreK-12

- "Boundaries" refers to acceptable professional behavior by employees while interacting with students. Trespassing beyond the boundaries of a student/teacher or student/educator relationship is deemed an abuse of power and a betrayal of public trust

Supervision of Students (JLIA, GBEBB)

- Employees shall exercise general supervision over the conduct of students and provide reasonable supervision over all students engaged in school-sponsored activities
- Supervision requires that employees be within a reasonable proximity of the students and within the employee's line of sight
- If a supervising employee must leave the proximity of students, the employee must make a good-faith effort to locate another employee to supervise students. In no case shall an employee leave students unsupervised if there is a reasonable possibility that harm to students or property will result from the student(s) being left unattended

Employee Conduct with Students (GBEA, GBEB-R, GBEB, GBEBB, GBEBC)

Employees **shall**:

- Ensure that their contacts and communications with or about students are lawful, appropriate, and professional and for a legitimate educationally related purpose
- Make the well-being of students the fundamental value of their decision-making and actions
- Conduct themselves in a manner that is consistent with effective and orderly education
- Make reasonable efforts to protect students from conditions harmful to learning, health, or safety
- Relate to students in a manner that maintains social and moral patterns of behavior consistent with community standards and acceptable professional conduct.
- Reflect mutual respect between the employee and the students

Employees **shall not**:

- Utilize corporal punishment. However, employees may use reasonable and appropriate physical force with a student to the extent reasonably necessary and appropriate to maintain discipline, or in self-defense, defense of students and school personnel, or to prevent or terminate the commission of theft or criminal damage to District property or the property of persons lawfully on District premises

- Discipline or consequence students by requiring students to engage in strenuous or excessive physical activities without prior notice and consent of the student's parents and a site administrator

- Discriminate against or harass a student based on race, national origin, religion, sex, including sexual orientation, disability, color or age

- Engage in a pattern of conduct for the sole purpose or with the sole intent of embarrassing or disparaging a student

- Use their professional position or relationships with students for improper personal gain or advantage

- Make any sexual advance towards a student or child, either verbal, written or physical

- Converse with students about the student's sexual experiences (unless necessary for legitimate health or safety reasons) or converse with students about the employee's sexual experiences or relationships

- Reveal inappropriate details about their personal lives to students or involve students in non-educational or non-school-related issues, including, but not limited to, the employee's employment issues

- Engage in sexual activity, a romantic relationship, or dating of a student or child

- Make unnecessary or embarrassing remarks about a student's physical attributes or physiological development

- Give lavish and/or excessive attention to a particular student

- Give expensive or inappropriate gifts to students. Simple remembrances on certain occasions to all students in a class or section are permitted

- Socialize or “hang out” with students (during or outside of the school day) in a manner that may result in the reality or perception by the students or others that the employee is engaging in “peer-like” behavior with students. Adults at the school should always remember they are not the students' "friends" and therefore should not be engaging in peer-like behavior with the students

- Extend affectionate physical contact with a student. Any such contact should be limited to a supportive or congratulatory high five, handshake, shoulder squeeze, or pat on the upper back. Patting of the buttocks with a hand, even in an athletic context, is prohibited. If a student engages in repeated and/or prolonged physical contact with a school employee, the employee should inform the student that this behavior is not appropriate and should report this behavior to a supervisor

- Use profanity or abusive language in the presence of or about students

- Use, possess, sell, or distribute drugs or alcohol in the presence of or to students

- Engage in physical horseplay, roughhousing, or other inappropriate physical games with students

- Direct a student to keep a secret from, or not share information with, their parents/guardians or other school employees

- Invite students to their home for school-related activities without prior permission from the supervisor and written consent from each student’s parent. The employee must follow all district policies and procedures during a sponsored school event

- Engage in any type of behavior that might have the appearance of impropriety if observed by others

- Engage in conduct that would discredit the teaching profession

<u>Employee Transportation of Students in Private Vehicles (EEAG, EEAG-R)</u>

- During school or school-sponsored functions, students will be transported in school-approved vehicles operated by District-authorized personnel. Private transportation (i.e., charter buses, private vehicles) may be employed if all attempts to provide school vehicles are exhausted

- Employees are prohibited from transporting students in their private vehicles for school purposes without prior authorization by the superintendent. (Emergency exception: If no school or private option is available, employee vehicles may be used with the prior permission of the site supervisor or Director of School Operations)
- Employees who have family or close personal relationships with a child will not be in violation of District expectations if they transport the child, provided the child is a relative or family friend and the employee has received express written permission from the child's parent or guardian

Alcohol Use by Staff Members (Illegal Drugs) (GBECB, GBEC)

The use, being under the influence, or possession of intoxicants or illegal drugs on District property or at District-sponsored events is prohibited.

Any person in violation of the provisions of the above paragraph shall be subject to removal from District property and or District-sponsored activity, and shall be subject to prosecution in accordance with the provisions of the law.

Employee Drug Use or Abuse GBECA), GBECB, GBEC)

The nonmedical possession or use, or abuse of drugs and/or the use of alcohol is forbidden on school property or at school-sponsored activities away from school property. Employees determined to be in possession of, using, or abusing drugs or alcohol shall be reported immediately to the principal or other person in charge.

Smoking By Staff Members (GBED)

The possession or use of tobacco products (this includes vaping products) is prohibited in the following locations:

A. School and District grounds
B. School and District buildings
C. School and District parking lots
D. School playing fields
E. School buses and other District vehicles
F. Off-campus school-sponsored events

Prescribed Medications

- Medications must be stored with the nurse if needed during school hours
- For overnight field trips, medications must be left with the certified point of contact.
- Medications cannot be stored anywhere that may be accessible to students

Overnight Field Trips

Employees (chaperones) who are responsible for supervising students during overnight field trips **shall not**:

- Be alone with a student in a room assigned to one or more students for housing purposes, unless a legitimate business, health or safety reason exists, and another adult is not available to be present

- Invite a student into the employee's room

- Be in a student-occupied room while a student is getting clothed or unclothed (other than putting on outerwear)

- Awaken students by making physical contact with them. When necessary, employees should awaken students by loudly knocking on their doors or calling out to them

- Appear unclothed or in their underwear in front of a student. Nightwear must provide the employee with appropriate coverage

- Shower or dress/undress (other than outerwear) when students are present

- Leave the field trip site for dinner, drinks, or any personal errands. **ALL** chaperones are expected to remain on-site and available to assist with supervision and support for the duration of the trip. This includes both employees and volunteers

- The possession or consumption of alcohol or tobacco products, including vaping products, by any chaperone is strictly prohibited during any part of a field trip. This includes both employees and volunteers

Employee and Volunteer Responsibility to Report Improper Conduct

If an employee or volunteer has crossed appropriate boundaries—or if you believe another employee or volunteer has done so—it is your responsibility to report the concern promptly to the appropriate supervisor. Timely reporting is essential to ensure a safe and professional environment for all.

- The responsible supervisor shall notify the Human Resources Department
- The matter will be investigated, and appropriate action will be taken if needed

SUPERVISION OF VOLUNTEERS

School volunteers **always** work under the supervision of the professional staff at each school and only with those staff who have requested the services of the volunteer. Volunteering is a scheduled, prearranged activity. The district is responsible for the education, safety, and well-being of each student. Understandably, for these reasons, the teacher and/or principal may dismiss any volunteer whose actions are not in the best interest of the school or students.

CONFIDENTIALITY

As volunteers work with staff and students, they may have access to confidential information. The problems, abilities, relationships, and personal matters of students, parents, and staff must **never** be discussed with anyone who does not have a professional right or legitimate need to know.

Like teachers, volunteers are bound by a code of ethics (see Volunteer Service Agreement) to keep confidential matters within the school. The staff and students need to know they can trust the volunteers.

Do not discuss a child's school progress or difficulties with their parents. This is the teacher's responsibility.
Occasionally, a child might confide in a volunteer about family matters or personal problems. Keep this confidential. If it is vital for the school to have this information in order to help the student, discuss the child's conversation (in private) with the teacher or administrator.

In accordance with the Family Education Rights and Privacy Act (FERPA), volunteers will not have access to certain types of information, including student permanent records, medical files, teacher grade books, and will not grade student work.

School volunteers are considered mandatory reporters of suspected child neglect and abuse. If a student discloses that he/she is in a dangerous situation or if you have reason to suspect neglect/abuse, please report this immediately and privately to campus administration, who will help you with further reporting to a peace officer and/or Child Protective Services.

🟦 DISCIPLINE

Students rarely have behavior problems while working with volunteers. However, our schools have detailed discipline plans, and the responsibility of discipline rests with the professional staff. Volunteers may not discipline students. Make the teacher aware of any discipline problem that arises while working with a student.

🟧 RELEASE OF STUDENTS

Volunteers may never release a student from school or a field trip. Students who must leave school/field trip early for any reason must receive permission from the teacher/school office and sign out before leaving. Volunteers may not take a student off campus or offer them a ride home without written permission from the student's parent. Volunteers are not to make arrangements to meet students outside of school.

🟩 BEHAVIOR AND DRESS

Volunteers, like all adults, are role models for children. Therefore, volunteers are expected to demonstrate good character and ethical behavior. A volunteer 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 brief, encouraging behaviors such as a "high five" or a handshake.

Follow the lead of school staff when choosing your attire and dress appropriately for your volunteer role. Casual clothing is acceptable, but it should be neat and professional. Avoid spaghetti straps, bare midriffs, and clothing with inappropriate or negative messages. T-shirts should display only positive or appropriate content.

🟥 SCHOOL RULES

The school handbook outlines the school rules. Refer to it if you have any questions. Ask your supervisor to explain the school policy for use of telephones, eating facilities, fire drills, and emergency procedures. Remember, volunteers are to use staff/adult restrooms, **NOT** student restrooms.

Use reasonable judgment in making decisions when there appears to be no policy or when the policy is not communicated. As soon as possible, consult with your supervisor.

🟦 ALLERGIES

Allergy-related needs can vary among students, staff, and volunteers. Please consult your school for specific procedures and guidelines, and follow them precisely. Do not bring food, supplies, or other items to school—or distribute anything to students—without first checking with the teacher. For example, in a latex-free school, even a common item like an eraser can pose a health risk. Additionally, be sure to inform staff of any special needs or allergies you may have.

🟧 CELL PHONES

To ensure an uninterrupted learning environment, cell phones must remain out of sight and completely silent at all times while volunteering. This includes while chaperoning on fieldtrips. Additionally, taking photos of students is strictly prohibited.

🟩 VOLUNTEER HOURS

School volunteers typically assist during regular school hours. If volunteering takes place after school hours, a member of the school staff must be present to supervise both students and volunteers. It is essential that a first aid kit, a telephone, and emergency contact information are readily accessible.

🟥 TIPS FOR SUCCESS

The school staff greatly appreciates your willingness to be part of the educational team. Teachers and support personnel value and rely on your support. Volunteers play a vital role in promoting both the academic and emotional success of students.

Some students may find school particularly challenging, and your presence, encouragement, and support can make a lasting impact. One of the most meaningful contributions you can make is helping students feel confident in themselves and their work. Positive reinforcement strengthens motivation, builds self-esteem, and fosters resilience.

Supportive, encouraging interactions help students feel safe, motivated, and valued. Your words and actions have the power to inspire growth and build lasting confidence.

Share Your Skills
Let staff know your interests and any special skills you bring. This helps match you with tasks that best fit your strengths.

Be Open and Positive
Volunteering in a school is a rewarding learning experience for you and the staff. Be open to new tasks, maintain a positive attitude, and embrace opportunities to grow.

Ask Questions
Clear communication is essential. Don't hesitate to ask for clarification or guidance. Your experience should be enjoyable and meaningful. Address any concerns with the staff directly.

Support Classroom Success
Volunteers play a vital role by assisting with tasks like preparing materials or organizing supplies. Your support allows teachers to focus on instruction and planning.

Follow Directions
Make sure you understand the instructions clearly. Ask for examples if needed. Following directions ensures consistency and supports the learning environment.

Be Dependable
Arrive on time and notify staff in advance if you can't attend. Teachers count on your reliability to keep things running smoothly.

Best Practices When Working with Students

- **Learn and Use Names** – Builds rapport and respect
- **Be Supportive and Respectful** – Embrace diversity and avoid judgment
- **Encourage and Praise** – Celebrate effort and growth to build confidence
- **Ask for Help When Needed** – Don't hesitate to check with the teacher
- **Be Kind but Clear** – Stay patient while helping students stay focused
- **Listen Attentively** – Avoid offering advice or making promises
- **Check Before Providing Materials** – Always consult the teacher first
- **Communicate at Their Level** – Use eye contact and speak clearly
- **Promote Independence** – Guide students to think and problem-solve
- **Stay Friendly and Enthusiastic** – Your attitude makes a big impact
- **Keep a Sense of Humor** – Enjoy the experience and help create a fun learning atmosphere.

If you experience any challenges during your time as a volunteer, please don't hesitate to reach out. Your feedback is valued, and you are a vital part of our team.