



## PROTOCOL FOR SCHOOL VOLUNTEERS

Volunteers make valuable contributions to our educational programs, but it is imperative that we follow protocols in order to safeguard our children. Please follow the procedures below when requesting a volunteer at your site.

1. A Site Administrator, or designee, must review with the prospective Volunteer, Board Regulations, IJOC-RA, *School Volunteers*, and IJOC-RB, *School Volunteers (Guidelines for School Volunteers)*. **ALL** Volunteers must work under the direct supervision of school personnel. When Volunteers work directly with students, Volunteers must be under direct supervision of a certified employee such as a teacher or administrator. "Direct Supervision" means under the direction of and, except for brief periods of time during a school day or a school activity, within the sight of a certificated employee when providing direct services to students. (ARS 15-512A)
2. A Volunteer must complete the 1) Volunteer Enrollment Form (Application) including Affirmation Statement (IJOC-E); 2) Acceptable Use Policy; 3) Mandatory Reporting Requirements; and 4) Volunteer Code of Conduct.
3. Site Administrator, or designee, shall retain at their site copies of all forms listed in item 2; and a copy (front and back) of a photo identification card (i.e., driver license); and a copy of the FCC/IVP card for a non-parent/parent/guardian volunteering **at the student's school**.
4. Site Administrator shall submit to the Florence Unified School District (FUSD) Receptionist all four (4) **originally** signed forms listed in item 2; and a clear and legible copy (front and back) of a photo identification card (i.e., driver license); and a clear and legible copy of the FCC/IVP card for non-parent/parent/guardian volunteering **at the student's school**.
5. Site Administrator shall retain at their site copies of all forms listed in item 2 and a clear and legible copy (front and back) of a photo identification card (i.e., driver license) for non-parent/parent/guardian volunteering **in the student's classroom**.
6. Site Administrator shall submit to the Florence Unified School District (FUSD) Receptionist all four (4) **originally** signed forms listed in item 2; and a clear and legible copy (front and back) of a photo identification card (i.e., driver license) for non-parent/parent/guardian volunteering **in the classroom**.
7. Volunteer shall retain the Board Regulations pages, *IJOC School Volunteers*; *IJOC-RA, School Volunteers*, and *IJOC-RB, School Volunteers (Guidelines for School Volunteers)*.
8. Any non-parent/parent/guardian volunteering outside of the classroom must possess valid photo Identification and an active FCC/IVP card, in good standing, prior to applying as a volunteer, including coaches.
9. FUSD Administration offices will maintain comprehensive and accurate records of FCC/IVP cards.
10. FUSD is not responsible for the volunteer fingerprint processing charges.
11. No one may serve as a fingerprint-screened volunteer without clearance from the FUSD Human Resources Department.

### NOTES:

Parents/non-parents/guardians that volunteer or chaperone **only in the student's classroom** are classified as non-screened volunteers and fingerprinting is not a requirement.

A CURRENT LIST OF SCHOOL VOLUNTEERS SHALL BE AVAILABLE FOR INSPECTION **IN THE SCHOOL OFFICE AT ALL TIMES**. PLEASE SUBMIT YOUR VOLUNTEER ROSTERS TO ROSE ANN VILLA HURST, FUSD RECEPTIONIST.

Revised: Nov 2021



## FLORENCE UNIFIED SCHOOL DISTRICT NO. 1

### VOLUNTEER REGISTRATION PACKET

Dear Prospective Volunteer,

Thank you for your interest in becoming a volunteer in the Florence Unified School District No. 1 (FUSD). Our students, teachers and administrators greatly appreciate the work volunteers do in our schools. History has shown that volunteers can, and do, make a significant difference that results in higher achievement scores, improved student behavior and reduced absenteeism. With all these advantages for our children, we can't help but be a winning team.

Below is a checklist of the forms you must complete:

- ☐ **Volunteer Enrollment Form** – Please provide as much information as possible about your interests, preferences and availability. Present your completed form to the school receptionist at the school where you will be volunteering for approval by the principal, or it's designee, and submission to FUSD Admin Offices.
- ☐ **Acceptable Use Policy** – Acceptable use of electronic information services utilized by FUSD.
- ☐ **Mandatory Reporting Requirements** – An employee's (including a volunteer's) responsibility to report any arrest/charge or conviction of the employee (volunteer).
- ☐ **Volunteer Code of Conduct** – An employee's (including a volunteer's) responsibility to adhere to the FUSD procedures and protocols and maintain a sense of professional decorum at all times.
- ☐ **FUSD School Volunteer Board Policy IJOC** - School Volunteers; **IJOC-RA** - School Volunteers (Regulations); **IJOC RB** - School Volunteers (Guidelines for School Volunteers)

**FLORENCE UNIFIED SCHOOL DISTRICT NO. 1 VOLUNTEER ENROLLMENT FORM**  
**SCHOOL YEAR: 20    - 20**



**ARREST/CONVICTION INFORMATION:**

Have you ever been arrested for, or convicted of, a felony or sex-related offense?

\_\_\_\_ YES      \_\_\_\_ NO      If yes, please attach your explanation on a separate sheet

Have you ever been arrested for, or convicted of, a misdemeanor offense involving drugs or moral turpitude?

\_\_\_\_ YES      \_\_\_\_ NO      If yes, please attach your explanation on a separate sheet

**All volunteers MUST report to the District WITHIN 48 HOURS any arrest or convictions that occur subsequent to the time they initially complete this form.**

I certify that the above information is true and authorize Florence Unified School District No. 1 to independently verify all information provided, including a criminal background check. I understand that submitting information inconsistent with that received from the fingerprint check may result in my ineligibility to serve as a volunteer.

I understand and agree that I will not be able to have contact with students without direct oversight by a **certified staff member**.

I understand that all student records are confidential and agree not to divulge student information to any party.

\_\_\_\_\_  
Prospective Volunteer Signature

\_\_\_\_\_  
Date

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FUSD Board Policies Reviewed by a Site Administrator and Prospective Volunteer	Prospective Volunteer Initials	Site Administrator Initials
FUSD Board Regulation IJOC-RA – School Volunteers		
FUSD Board Regulation IJOC-RB – Guidelines for School		

**Affirmation Statement for School Volunteers (IJOC-E)**

I do hereby affirm by my signature below that I have received and read a copy of the guidelines for school volunteers issued by the Florence Unified School District No. 1 and agree to adhere to the guidelines.

\_\_\_\_\_  
Prospective Volunteer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Prospective Volunteer's Position

\_\_\_\_\_  
Site

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

FUSD USE ONLY	
Driver License/ID:      ____ Yes      ____ No	DPS FCC/(IVP) Card No: _____
Approval Date School Notified: _____	DPS FCC/(IVP) Card Exp: _____
Approval Date Volunteer Notified: _____	Verified by: _____



## FLORENCE UNIFIED SCHOOL DISTRICT NO. 1

### ACCEPTABLE USE OF SCHOOL COMPUTERS – VOLUNTEER (NON-EMPLOYEE)

Acceptable use of the electronic information services requires that the use of these resources be in accordance with the following guidelines and support the educational goals of Florence Unified School District No. 1 (FUSD).

The user must:

1. Use the electronic information system for educational purposes or FUSD business purposes only.
2. Agree not to submit, publish, display or retrieve/download any inappropriate material, including material that is defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or deliberately inaccurate material; nor shall volunteers provide direct links to such materials or encourage the use of controlled substances.
3. Agree not to download, archive, distribute or share any software or digital file (such as movies, music, or text) that would constitute a violation of copyright laws, including any trademark and/or license restrictions.
4. Agree not to attempt to harm, modify system files or data belonging to other users.
5. Agree not to attempt to gain unauthorized access to District systems or data, destroy software, or interfere with system operation or security.
6. Keep all passwords private.
7. Notify a system administrator if a password is lost or stolen, or if there is reason to believe that someone has obtained unauthorized access to the system.
8. Agree not to use the network in a way that would disrupt the use of the network by others.
9. Understand that e-mail should not be considered absolutely secure or private.
10. Understand that all e-mail in the District e-mail system is the property of the District.
11. Understand that computer activities, including e-mail, can and may be monitored and tracked.
12. Agree not to reveal anyone else's personal information without the proper permission or authority.
13. Agree not to use the system to make any unauthorized purchases or to conduct any non-approved business.
14. Follow all District Policies and Volunteer Guidelines as written.
15. Understand that the system administrators reserve the right to set quotas for disk usage on FUSD network system. Volunteers who exceed their quota will be advised to delete files to return to compliance.
16. Agree to supervise students according to the Acceptable Use Agreement when the students are in the employee's charge.

Volunteers should adhere to all District technology guidelines. Administrator(s) will deem what is appropriate and inappropriate use of information systems. Any action by a volunteer determined to constitute an inappropriate use may subject the volunteer to consequences of the school and District disciplinary code and of state and federal law.

Through the use of filtering software and supervision, FUSD limits access to inappropriate materials on the Internet. Volunteers should be aware that no filtering system is completely effective in preventing access to all inappropriate materials, and it is the volunteer's responsibility to follow the above regulations and any District directives.

User specifically agrees to compensate FUSD, its officers, employees, and the system administrators for any losses, costs, or damages, including reasonable attorney's fees incurred by the District, its officers, employees, and the system administrators relating to, or arising out of, any breach of this Acceptable Use Agreement by the user.

***I understand and will abide by the above terms and conditions of this acceptable use policy and will use computer and electronic resources for educational or District business purposes only. I further understand that that any violation of this agreement is unethical and may constitute a criminal offense and may result in civil liability to me. Should I commit any violation, I am subject to the consequences of the school and District disciplinary code and of state and federal law.***

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Prospective Volunteer's Printed Name

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Prospective Volunteer Site

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Prospective Volunteer's Signature

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Date



## FLORENCE UNIFIED SCHOOL DISTRICT NO. 1

### MANDATORY REPORTING REQUIREMENTS

#### **Mandatory Reporting:**

An employee (*including a volunteer*) shall make a report within 48 hours to the employee's supervisor regarding (1) any **felony charge**, indictment, information, complaint, conviction, or plea agreement or (2) any **misdemeanor charge**, indictment, information, complaint, conviction, or plea agreement **involving drugs or moral turpitude** (fraud, contributing to the delinquency of a minor, forgery, embezzlement, lewdness, etc.). Failure of any employee to make such a report constitutes unprofessional conduct, and the employee shall be immediately dismissed from employment according to Governing Board policy.

An employee (*including a volunteer*) or an applicant of the Florence Unified School District No. 1 (FUSD) who is arrested for, or charged with, any non-appealable offense listed in (Arizona Revised Statutes), ARS §41-1758.03(B) listed below, must immediately (within 48 hours) report the arrest or charge to the employee's supervisor or potential employer.

Unappealable offenses under ARS §41-1758.03(B):

1. Sexual abuse of a vulnerable adult; 2. Incest; 3. First or second degree murder; 4. Sexual assault; 5. Sexual exploitation of a minor; 6. Sexual exploitation of a vulnerable adult; 7. Commercial sexual exploitation of a minor; 8. Commercial sexual exploitation of a vulnerable adult; 9. Child prostitution; 10. Child abuse; 11. Abuse of a vulnerable adult; 12. Sexual conduct with a minor; 13. Molestation of a child; 14. Molestation of a vulnerable adult; 15. A dangerous crime against children as in ARS §13-604.01; 16. Exploitation of minors involving drug offenses; 17. Taking a child for the purpose of prostitution as in ARS §13-3206; 18. Neglect or abuse of a vulnerable adult; 19. Sex trafficking; 20. Sexual abuse; 21. Production, publication, sale, possession and presentation of obscene items as in ARS §13-3502; 22. Furnishing harmful items to minors as in ARS §13-3506; 23. Furnishing harmful items to minors by internet activity as in ARS §13-3506.01; 24. Obscene or indecent telephone communications to minors for commercial purposes, ARS§13-3512; 25. Luring a minor for sexual exploitations; 26. Enticement of persons for purposes of prostitution; 27. Procurement by false pretenses of persons for purposes of prostitution; 28. Procuring or placing persons in a house of prostitution; 29. Receiving earnings of a prostitute; 30. Causing one's spouse to become a prostitute; 31. Detention of persons in a house of prostitution for debt; 32. Keeping or residing in a house of prostitution or employment in prostitution; 33. Pandering; transporting persons for the purpose of prostitution; 34. Polygamy and concubinage; 35. Portraying an adult as a minor and in ARS §13-3555; and 36. Admitting minors to public displays of sexual conduct as in ARS §13-3558.

**I understand that by signing below, I acknowledge that the Florence Unified School District No. 1 has given notification of the mandatory immediate reporting (within 48 hours) of an arrest/charge or conviction of any employee or applicant for violation of any unappealable offenses listed in ARS §41-1758.03(B).**

\_\_\_\_\_  
Prospective Volunteer's Printed Name

\_\_\_\_\_  
Prospective Volunteer/Work Site

\_\_\_\_\_  
Prospective Volunteer's Signature

\_\_\_\_\_  
Date



**FLORENCE UNIFIED SCHOOL DISTRICT NO. 1**  
**VOLUNTEER CODE OF CONDUCT**

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

- Immediately sign in at the main office and produce photo identification;
- Wear volunteer identification as required by the school;
- Use only adult bathroom facilities;
- Never be alone with an individual student who is not under the supervision of teachers or school authorities;
- Not contact students outside of school hours;
- Not exchange telephone numbers, home addresses, e-mail addresses or any other home directory information with students for any purpose;
- Maintain confidentiality outside of the school;
- Not disclose, use or disseminate student photographs or personal information about students, self or others, including posts to social media sites;
- Follow school district procedures for screening of volunteers;
- Notify the school principal within 48 hours of any felony or misdemeanor arrest or conviction;
- Do only what is in the best personal and educational interest of every child with whom I come into contact;
- Follow the general directions of the teachers or support staff;
- Refrain from the use of inappropriate language;
- Follow the dress code of the school and dress appropriately for the task assigned;
- Maintain a constructive attitude. Keep your comments about the school, its personnel and the students positive to other volunteers or individuals outside the school;
- Be prompt or consistent in your attendance. Teachers depend on volunteers and plan for them accordingly. More importantly, our students NEED you;
- Notify the school as soon as possible if you must be late or absent;
- Use good judgment and avoid any compromising situations. Work in a room with other people at all times. Never be left alone with one student out of view of other people.

\_\_\_\_\_  
Prospective Volunteer's Printed Name

\_\_\_\_\_  
Prospective Volunteer Site

\_\_\_\_\_  
Prospective Volunteer's Signature

\_\_\_\_\_  
Date



THIS PAGE TO BE RETAINED BY PROSPECTIVE VOLUNTEER

**Arizona School Boards Association  
Florence Unified School District No. 1**

**I-6600 © IJOC  
SCHOOL VOLUNTEERS**

Volunteers can make many valuable contributions to the students and educational programs of the District. A volunteer program is approved subject to suitable rules, safeguards, and regulations as developed by the Superintendent.

The Superintendent shall promote appropriate annual recognition of volunteer services.

*Adopted:*            date of manual adoption

LEGAL REF:            ARS §13-3716  
                              ARS §15-512  
                              ARS §23-901.06

Cross Reference:

GCFC – Professional Staff Certification and Credentialing Requirements (fingerprinting requirements)

GDFA – Support Staff Qualifications and Requirements (fingerprinting requirements)



THIS PAGE TO BE RETAINED BY PROSPECTIVE VOLUNTEER

Arizona School Boards Association  
Florence Unified School District No. 1

I-6611

IJOC-RA

**REGULATION**

**REGULATION**

**SCHOOL VOLUNTEERS (Regulations)**

Recognizing and balancing the safety needs of students against the valuable contributions of school volunteers, the following will regulate the utilization of persons who wish to volunteer in the schools of the Florence Unified School District No. 1. Parents, grandparents, or other relatives volunteering to assist in the classroom party are not subject to this regulation.

- Volunteers must be at least:  
Twenty-one (21) years of age, or four (4) years out of high school, to volunteer at a high school.  
Eighteen (18) years of age to volunteer at a K-8 school.
- Volunteers must, at a minimum, possess a high school diploma.
- Volunteers must have a valid FCC/IVP card.
- Volunteers shall never be placed in situations where they have access to student files or records.
- Volunteers shall not be assigned to office responsibilities, including answering the telephones.
- Volunteers shall indicate in writing that they have received and read the FUSD Guidelines for School Volunteers. *[A copy of the signed notice shall be on file in the school office.]*
- School volunteers must be approved by the school administrator.
- A current list of school volunteers shall be available for inspection in the school office.



THIS PAGE TO BE RETAINED BY PROSPECTIVE VOLUNTEER

Arizona School Boards Association  
Florence Unified School District No. 1

I-6612

IJOC-RB

**REGULATION**

**REGULATION**

**SCHOOL VOLUNTEERS (Guidelines for School Volunteers)**

The District recognizes that you, as a volunteer in the Florence Unified Schools, contribute to the overall educational experience of our students. Commensurate with this service is a responsibility to abide by the guidelines detailed below:

- Do not touch a child for any reason.
- Refer all disciplinary issues immediately to the classroom teacher or school administrator.
- Do not attempt to administer any first aid or medical assistance. Refer these issues to the teacher or school nurse.
- Do not discuss matters related to any child or staff member.
- Do not attempt to access student records or files.
- If your assignment is on a scheduled basis, notify the school office or teacher if you are unable to volunteer on a particular day.
- Do not deviate from your assignment without the permission of the school administrator.
- Consult with the classroom teacher if you are unclear about a specific assignment or academic routine.

As a school volunteer you are placed in a position of trust. Your actions, while dispatching your assigned duties, should be professional. Any information gained during your assignment that might be considered confidential shall be treated accordingly. Volunteers who do not adhere to the guidelines herein stated may be removed from service by the school administrator.