



Florence Unified School District No. 1

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 must review with the prospective volunteer, Board Regulations, IJOC-RA, *School Volunteers*, and IJOB-RB, *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. Volunteer completes the Volunteer Enrollment Form (Application) including Affirmation Statement (IJOC-E), Acceptable Use Policy and Mandatory Reporting Requirements.
3. Site Administrator, or his designee, retains copies of all forms listed in item 2 at their site.
4. Site Administrator will return all three (3) originally signed forms listed in item 2 and a copy of a photo identification card (i.e. driver's license to the District Office Receptionist for a non-parent/parent/guardian volunteering in their child's classroom .
5. All three (3) forms must be delivered to the District Office Receptionist with a copy of a photo identification card (i.e. driver's license) prior to issuance of the fingerprint card (*if applicable*). **District Office issues finger print cards.**
6. Any non-parent/guardian or parent volunteering outside of their child's classroom must take the fingerprint card to a law enforcement agency and have their fingerprints rolled.
7. Volunteer should return the fingerprint card to the District Office. D.O. will maintain comprehensive and accurate records of fingerprint card transactions.
8. Completed fingerprint cards will be sent in for screening weekly (every Tuesday). It takes approximately 6 to 8 weeks to get the results of the fingerprints back.
9. The Florence Unified School District is responsible for the volunteer fingerprint processing charges.
10. No one may serve as a fingerprint-screened volunteer without clearance from the District Office Human Resource Department.

NOTES:

Parents/guardians that volunteer or chaperone only in their child'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 SUMIT YOUR VOLUNTEER ROSTERS TO SHARI SPROULS, DISTRICT OFFICE RECEPTIONIST.



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 (F.U.S.D.). 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 result 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 which you must complete:

- Volunteer Enrollment Form** – Please provide as much information as possible about your interests, preferences and availability. Submit this form to the school with which you will be volunteering for Principal approval and submission to the District Office.
- Acceptable Use Policy** – Acceptable use of electronic information services utilized by F.U.S.D.
- Mandatory Reporting Requirements** – An employee's (including a volunteer's) responsibility to report any arrest/charge or conviction of the employee (volunteer).
- F.U.S.D. School Volunteer Board Policy IJOC, IJOC-RA, IJOC-RB** - School Volunteers, School Volunteers Regulations, School Volunteers (Guidelines for School Volunteers)



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.

The user must:

- ☐ Use the electronic information system for educational purposes or district business purposes only.
- ☐ 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.
- ☐ 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.
- ☐ Agree not to attempt to harm, modify system files or data belonging to other users.
- ☐ Agree not to attempt to gain unauthorized access to district systems or data, destroy software, or interfere with system operation or security.
- ☐ Keep all passwords private.
- ☐ 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.
- ☐ Agree not to use the network in a way that would disrupt the use of the network by others.
- ☐ Understand that e-mail should not be considered absolutely secure or private.
- ☐ Understand that all e-mail in the district e-mail system is the property of the district.
- ☐ Understand that computer activities, including e-mail, can and may be monitored and tracked.
- ☐ Agree not to reveal anyone else’s personal information with the proper permission or authority.
- ☐ Agree not to use the system to make any unauthorized purchases or to conduct any non-approved business.
- ☐ Follow all District Policies and Volunteer Guidelines as written.
- ☐ Understand that the system administrators reserve the right to set quotas for disk usage on FUSD network system. Volunteers who exceed their quote will be advised to delete files to return to compliance.
- ☐ 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, Florence Unified School District 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 Florence Unified School District, 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 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 consequences of the school and district disciplinary code and of state and federal law.

Prospective Volunteer Printed Name

Prospective Volunteer Site

Prospective Volunteer Signature

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 who is arrested for or charged with any nonappealable offense listed in Arizona Revised Statutes (A.R.S.) § 41-1758.03(B) listed below must immediately (within 48 hours) report the arrest or charge to the employee’s supervisor or potential employer.

Nonappealable offenses under A.R.S. § 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 A.R.S. § 13-604.01; 16. Exploitation of minors involving drug offenses; 17. Taking a child for the purposes of prostitution as in A.R.S. § 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 A.R.S. § 13-3502; 22. Furnishing harmful items to minors as in A.R.S. § 13-3506; 23. Furnishing harmful items to minors by internet activity as in A.R.S § 13-3506.01; 24. Obscene or indecent telephone communications to minors for commercial purposes, A.R.S. § 13-03512; 25. Luring a minor for sexual exploitations; 26. Enticement of person 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 earning of a prostitute; 30. Causing one’s spouse to become a prostitute; 31. Detention or 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 adult as a minor and in A.R.S. § 13-3555; and 36. Admitting minors to public displays of sexual conduct as in A.R.S. § 13-3558.

I understand that by signing below, I acknowledge that the Florence Unified School District 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 nonappealable offenses listed in Arizona Revised Statutes § 41-1758.03(B).

Prospective Volunteer Signature

Date

Prospective Volunteer Printed Name

Prospective Volunteer Work Location



Florence Unified School District No. 1

Volunteer Code of Conduct

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

- ☐ Immediately sign in at the main office and produce photo identification
- ☐ Wear volunteer identification as required by the school
- ☐ Use only adult bathroom facilities
- ☐ To 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 and 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.

Printed Name

Volunteer Signature

Date

**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.: A.R.S. 13-3716
 15-512
 23-901.06

CROSS REF.: GCFE - Professional Staff Certification and Credentialing Requirements (fingerprinting requirements)
 GDFA - Support Staff Qualifications and Requirements (fingerprinting requirements)

Arizona School Boards Association
Florence Unified School District No. 1

I-6611

IJOC-RA

REGULATION

REGULATION

SCHOOL VOLUNTEERS

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. Parents, grandparents, or other relatives volunteering to assist in a classroom party are not subject to this regulation.

- ☐ Volunteers must be at least eighteen (18) years old.
- ☐ Volunteers must, at a minimum, possess a high school diploma.
- ☐ Volunteers must have valid fingerprint clearance.
- ☐ 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 telephones.
- ☐ Volunteers shall indicate in writing that they have received and read the District's 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.

**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.