



Maricopa Unified School District's
Volunteer Handbook
2008/2010

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OUR SCHOOLS NEED YOU

Welcome and thank you for being a part of the Maricopa Unified School District Volunteer Team. You and your service are valuable assets to the success of our educational system.

Schools today cannot work alone to meet the increasing needs of children and youth. The community must assume a shared approach to education in which parents, citizens, government, business and community groups pitch in to help our schools educate, nurture and inspire our students.

Teachers recognize the importance of individualized instruction by listening and responding to each student in an attempt to meet their unique and special needs and wish they could give more time to each student.

Volunteers can help make this wish a reality. The presence of another caring and interested person in the classroom can make a real difference.

Volunteers provide additional educational opportunities for students.

Volunteers give children the extra attention and help them to be successful in school and beyond. Just as important is the increase in self-esteem children gain when a volunteer spends time with them on a regular basis.

VOLUNTEER MISSION AND GOALS

The mission of the Maricopa Unified School District Volunteers is to do our part to assist the educational system by providing our time, talents, and resources to help create “schools of excellence” for our community.

WHY?

- To be a catalyst in our children’s educational opportunities.
- To increase our awareness of our children’s educational environment.
- To be a part of the daily academic experience which supports school and district goals.
- To be an active part of the planning and direction of our communities’ public education system.
- To be a positive influence in our learning community.

The services of volunteers are utilized in classes and offices to accomplish the following objectives:

- To support teachers and school personnel.
- To provide teachers with more time to work with students.
- To enrich the curriculum and children’s learning opportunities.
- To provide individual attention to those children who need more one-on-one assistance than the classroom teacher is able to provide.
- To promote a school-home-community partnership for quality education.

VOLUNTEER ASSIGNMENTS IN OUR SCHOOLS

The Maricopa Unified School District offers a wide variety of volunteer opportunities. Some assignments provide the volunteer with a chance to work closely with children, while other opportunities are available for those who prefer a less direct approach (*for* but not *with* children).

Volunteers are able to choose the areas that interest them and decide how many hours and days they choose to contribute. Below are a few examples of volunteer positions:

- **Classroom Instructional Volunteer:** Work directly with individuals or small groups of students. Volunteer listens to students read, reinforces basic math skills, or assists students with written assignments.
- **Classroom Assistance Volunteer:** Assist teacher with tasks such as putting up bulletin boards, preparing teaching aids and specific learning materials, duplicating worksheets, and other jobs which will allow the teacher to have more time to plan for and teach students.
- **Coaches:** Assist in sports programs.
- **Office Clerical Assistant:** Works with the school secretary and office staff to provide support and assistance with duties such as sorting mail, duplication of school newsletters and fliers, getting classroom supply orders ready for distribution, typing, answering phones, and preparing bulletin boards for the office area.
- **Special Education Volunteer:** Assists (with parental permission) students who attend special education classes in schools throughout the district. For example, physically handicapped students who are unable to write need volunteers to write for them.
- **ELL (English Language Learner) Volunteer:** Assists students who are not proficient in English. A volunteer may also be asked to serve as an interpreter for parents and school personnel or help a child learn English.
- **Library Volunteer:** Shelves books and assists children in locating and checking out their selections.
- **Lunchroom Volunteer:** Helps maintain order in the lunchroom during breakfast and lunch. Serves as an adult resource for students, families and staff.
- **Music Resource:** Demonstrates various instruments, accompanies chorus rehearsals and concerts.
- **Reading Tutor:** Works with individual students to help instill the love of reading, improve self esteem and enhance the student's school experience.
- **Recreational Activities Assistant/Chaperon:** Provides supervision during social, recreational and other group activities.

Volunteering ideas for working parents:

- **Parent Public Relations Advocate:** Attend and be a greeter for family nights, music programs, parent/teacher conferences, etc.
- **Tax Credit Specialist:** Learn about the win/win benefits of your tax credit donations. Educate 15+ other parents/community members about this great opportunity and provide them with the necessary forms for submitting their donation.
- **Leas on Committee Member:** Serve on Site Counsel, PTO, Safety Committee, or other established committees as assigned by the principal.
- **Fundraiser:** Initiate and raise funds for a specific purpose under district guidelines and under the direction of a site administrator.
- **School Board Member Attendee:** Attend school board meetings.
- **PTO Member:** Be an active PTO member throughout the year!
- **Others as become available.**

Possible future opportunities as resources become available:

- **OASIS Volunteer:** Serves one-on-one in an intergenerational reading tutor program which meets weekly during the school year. Nationally sponsored by Robinson May Department Store.
- **COSTCO Reading Tutor:** Works one-on-one with students requiring assistance in reading. Uses a phonics curriculum supported by Costco.
- **Bookworm Buddy:** Reads one-on-one with selected students. Nationally and locally sponsored by Make-A-Difference Organization.
- **Experience Corps Volunteer:** Focuses on student literacy in traditional and innovative ways. Sponsored by Retired Senior Volunteer Program.

Other positions may be developed, depending on individual school needs and abilities and interests of volunteers.

QUALITIES OF A SCHOOL DISTRICT VOLUNTEER

Everyone who has a genuine interest in children and education is a potential volunteer. Prior teaching experience is not necessary. Volunteers can be:

- Parents
- Grandparents
- College Students
- High School Students
- Community Members
- Retirees

Maricopa Unified School District volunteers represent many different ages, backgrounds and interests, but they all share important qualities. Our volunteers:

- Are reliable, friendly and flexible people.
- Know the value of cooperation and positive thinking.
- Are willing to share their time, talents and resources.
- Recognize that well-educated children are our greatest resource.
- Possess verbal and non-verbal communication skills.
- Have good health and moral character.
- Are willing to accept responsibility and help when asked.
- Want to be a part of the solution to educational challenges within a growing district

VOLUNTEER GUIDELINES AND CODE OF ETHICS

The Maricopa Unified School District #20 is bound by law and district policy to be responsible for the education, safety and well being of each student. The District is a smoke-free environment. Volunteers serve in various capacities, but the following guidelines must be adhered to at all times.

SUPERVISION

School volunteers always work under the direct supervision of school or district professional staff. For the safety of the students and volunteers, volunteers are never to be alone with a student except where the volunteer is District Certified. Volunteers who are NOT certified are referred to as "Site-monitored" volunteers. If they are ever in a classroom where a teacher has to leave the room, these volunteers must stand in the doorway or hall until the teacher returns.

DISCIPLINE

Students rarely misbehave while working with volunteers. However, our schools have detailed plans to address behavior concerns. The responsibility for discipline rests with the professional staff. Volunteers may not discipline students. Please make the teacher aware of any discipline issues that should arise while you are working with a student.

CONFIDENTIALITY

While working within the schools, information about the progress, abilities and concerns of students may be shared with you. This information is confidential. Like teachers, volunteers are bound by a code of ethics to keep this information confidential. It is inappropriate to discuss any student information with others except on a professional educational level. Volunteers should only be sharing information with the teacher that they are working with. Please do not discuss children's progress or difficulties with parents. This is the teacher's responsibility.

REPORTING OF ABUSE

If a child confides in you information of a personal nature that may be construed as possible abuse, you are obligated to report this information to the employee that you are volunteering for and the school principal. They are prepared to follow up with the appropriate referral or reporting.

REGISTRATION

Volunteer registration/application forms will be completed for each volunteer. These are available online or at each site. Filling out the volunteer application online will allow each desired site to get the volunteer's information simultaneously. Volunteer applicants will be called for an interview and orientation. The volunteer orientation will include basic site goals, verification of understanding of the Volunteer Handbook and signing a Confidentiality Agreement and Statement of Understanding. Once the interview and volunteer orientation is completed, the volunteer applicant is now considered a Site-Monitored Volunteer.

Once a volunteer has completed 15 hours of service they are then eligible for District Certification. District Certification will include a Department of Public Safety, DPS, background check (or Clearance Card), signing of Certification Responsibility Form, additional training* and photo taken for badge.

If a volunteer becomes less active for more than a one year but less than a three year period with just cause (i.e., new baby, surgery, moves, etc.) and wants to return and district clearance is still valid, volunteer would receive a new orientation only.

If a volunteer becomes less active for more than a one year but less than three years with or without just cause and has an official DPS clearance card, volunteer would receive a new orientation only.

If a volunteer becomes less active for more than one year without just cause and does not have an official Clearance card they will be required to start from the beginning.

It is the responsibility of every volunteer to report to the district within 24 hours any misconduct on their part that would jeopardize their volunteer standing.

**(Additional Training may included but not limited to site safety procedures, introduction of the schools disaster plan and/or 'How To's' of being an effective volunteer, etc.—developing in progress)*

SIGN-IN

Please be sure to sign in and pick up a Site-Monitored badge to where during your service at your volunteer site. When you sign out, please return the badge. It is important that we know you are here! The time you donate is recorded so that we can recognize the value of your commitment.

NAME TAGS/BADGES

A volunteer badge is provided. Once you have gone through the registration process you will be required to where a Site-Monitored volunteer badge. When a volunteer has completed their fifteen (15) hours of service, he or she will be referred by your Site Volunteer Contact to the District Volunteer Certification process for your badge. Please wear your badge during your assigned hours of volunteer service.

DEPENDABILITY

Volunteers should always be prompt and reliable. If you cannot make your scheduled shift, please notify the staff as soon as possible. If you are going on vacation, advance notice is always helpful to staff. The work volunteers do is important. Staff and students look forward to and depend on your volunteer assistance.

PERSONAL DOCTRINES

The school respects and values each family's beliefs and religious doctrines. Volunteers may not advocate or endorse any personal or religious beliefs to a student.

CULTURAL DIVERSITY

It is important that we respect the cultural differences and ethnic diversity among students and families as a valuable component of every child's educational experiences.

DRESS AND BEHAVIOR

Take your lead from the professional staff and dress appropriately for the job you are doing. Casual clothing is fine, but we ask that your attire be modest, clean, neat and conservative. Your appearance should attract no undue attention. Keep in mind that you are in a position to set an example for students. Your speech and behavior should serve as a good role model for them to follow.

RESTROOMS

Staff restrooms are available for volunteers. We ask that you not use student restrooms or accompany students into the student restrooms.

DISPLAYS OF ENCOURAGEMENT

It is best to reserve any show of support and encouragement to verbal phrases, handshakes and pats on the back. See *Tips for Working with Students* for ideas on encouraging students.

EMERGENCIES

Check with your supervising teacher or office staff for emergency plan procedures at the school site that you are currently volunteering. Please report any accidents or unusual incidents to the teacher at once.

CONTACTING STUDENTS

During your work as a school volunteer, you will meet many wonderful students. Your work with students will be fun and rewarding. However, volunteers may not telephone students or visit them off campus or at their homes. In addition, students may not be invited to a volunteer's home. Your volunteer assignment whether at school or off campus is under district supervision and should be kept on a professional level.

GIFT GIVING

Please limit gift giving to small rewards for a job well done or special day. A new pencil, a sticker, or other small token works well. It is always best to check with the teacher first.

DISMISSALS

Volunteers may never dismiss a student from school. Children who must leave school early for any reason must receive permission from the school office and sign out before leaving.

MEDICATIONS

Medical treatment for any student is the responsibility of the school nurse or other authorized personnel. Volunteers may not administer medication to a child. If a student

becomes ill, follow the school's procedures in regards to notifying the teacher and taking the child to the nurse.

INFECTION CONTROL

Please remember that hand washing is the most important way to prevent the spread of infection. During the course of your volunteer assignment, do not expose yourself to blood or other human body fluids. If the student has a medical emergency, call the teacher. In the case of a bloody nose, direct the student to hold and cover his own nose with a tissue. Staff has been trained to deal safely with these situations.

PHOTOGRAPHS

Please ask the teacher if you would like a picture of your student. Parental permission must be given for this.

INSURANCE COVERAGE

Volunteers are covered by the District's liability insurance policy while working on or off campus, under the supervision of a staff member in school sponsored activities. For insurance reasons, children who are not enrolled in school may not accompany volunteers to school for their assignment. Neither health insurance nor Worker's Compensation is available for volunteers through the District.

TIPS FOR SCHOOL VOLUNTEERS

SPEAK UP!

If you have any questions or concerns about work as a volunteer or the policies of the school or district, feel free to ask. We want this to be a rewarding experience for you as well as for our staff and students.

WORKING WITH TEACHERS AND STAFF

- Staff will welcome your questions and comments. If you are unhappy about something, please discuss the situation with the specific staff member or principal.
- Report to your assignment when you say you will report. Give staff plenty of notice when you won't be available at your appointed or scheduled time.
- Please remember that the teacher's first responsibility is to the students.
- Personal discussions should place away from students.
- If you have never been a school volunteer before, you will find there are many new and exciting things to learn about the job. Please be aware that some staff members have never had an opportunity to work with volunteers before. This may be a new experience for them.

WORKING WITH STUDENTS

- Call students by name at each and every opportunity. A child's name is very important. Make every effort to pronounce and spell each child's name correctly.
- Each child is unique. Some children may be very different from your own children. Be ready to accept these differences in background, values, vocabulary and aspirations.
- Be positive in comments you make to students so that they feel good about themselves even when they are having difficulty. Avoid saying anything that will make students feel bad about themselves or their ability to learn. Be ready to praise at all times.
- Encourage students to do their own thinking. Try not to give students answers before they have had an opportunity to solve problems on their own. Give students plenty of time to answer your questions. Silence often means that the child is thinking.
- Be aware of the occasional students who may try to get you to do their work for them.
- It's OK if you don't know all the answers! Admit to the children when you don't know the answer or when you are not certain what to do. Work the answers out together with the student or ask the teacher for assistance at the appropriate time.
- Encourage good behavior! If possible, do not pay attention to a child who shows minor misbehavior problems. Do note things that the child is doing well and praise him.

- Children never forget. If you promise something, be prepared to keep the promise. Be careful not to make promises that you cannot keep.
- Supervise children carefully. Do not leave a student or small group of students unsupervised. Be aware of what the students are doing at all times.
- Keep your students on task. You will want the children to learn as much as possible during the short time they spend with you. Do your best to keep the lesson or activity moving. Try to avoid allowing students to get you or the group off track for long periods of time by discussing topics that have nothing to do with the activity.
- Stay positive! Don't get discouraged if you feel that little academic progress is being made. Your very presence and interest is helping the student be successful.

50 WAYS TO SAY: I'M PROUD OF YOU!

Wow!	Excellent work!
Sharp!	What good work!
Groovy	Congratulations!
Super!	Very creative!
Far out!	That looks great!
Good job!	Now you've got it!
Right on!	You got it right!
Terrific!	That's really nice!
Beautiful!	Thank you very much!
Marvelous!	I'm so proud of you!
For sure!	You're working hard!
Nice going!	That's a good point!
Fantastic!	That was easy for you!
Very good!	That really pleases me!
Much better!	That's the right answer!
Keep it up!	You're on the right track!
Good for you!	Now you've figured it out!
Out of sight!	You're really going to town!
That's right!	I like the way you're working!
That's clever	Now you've got the hang of it!
Exactly right!	You're really paying attention!
Superior work!	That's a very good observation!
That's great!	You're really out-doing yourself!
Very interesting!	I appreciate the way you're trying!
Good thinking!	That's an interesting point of view!

REWARDS OF VOLUNTEERING

You will enjoy your volunteer experience. Each year, many volunteers tell us they receive so much more in return than they give to the program. By sharing your time with our students and staff you will:

- Be given the opportunity to use your skills and talents.
- Gain a better understanding of how children learn.
- Have a chance to meet and work with teachers and other volunteers.
- Know that the work you are doing directly affects the quality of education for the children from our community.
- Make a difference in the life of a child.
- Have a great chance to learn valuable new skills that you might use in future endeavors.

CONFIDENTIALLY AGREEMENT AND STATEMENT OF UNDERSTANDING

As a Maricopa Unified School District #20 volunteer, I will:

Make a Commitment

- To be a positive role model for our school community.
- Have a professional commitment to assist when able and be punctual when I have agreed to take an assignment.
- Contact school prior to unavoidable absence.
- Treat others with respect.
- Have a positive attitude.

I understand that I will be a Site-monitored Volunteer until I give fifteen (15) volunteer hours to be eligible for District Certification and Training.*

*(Required for any one on one supervisory role with students including field trips)

Follow School Policy

- Dress appropriately.
- Sign in at office and wear a badge.
- Follow classroom rules and supervisor's instruction.
- Meet with students only during assigned periods in school.

Promote Communication

- Support other volunteers and staff through constructive feedback.
- Develop positive relationships with staff, students and other volunteers.
- Recognize my role as an example in our local community's educational system.
- Report to the district within 24 hours any misconduct on my part that would jeopardize my volunteer standing in the district.

Keep Confidentiality

- Adhere to the district's confidentiality policy.

Follow the Guidelines Stated in the Volunteer Handbook

Volunteer Signature

Date

BEFORE YOU START

When you arrive at your volunteer site, you will want to ask certain questions in order to feel comfortable with your new surroundings. As you meet with your supervisor or teacher, be sure you are clear about what you will do. You are not expected to know exactly how to go about your job, and you should feel comfortable in asking questions as you go along. If you will be in a classroom situation, be sure to ask the teacher the best time and way to communicate with he/her so that you are helpful, not an interruption. As you tour the building, you may wish to ask about such things as:

- Where to park.
- Where to sign in and pick up your volunteer badge.
- Where exits and entrances to the building are located.
- Where bathroom facilities for you are located.
- Use of the teachers' lounge.
- Location of available telephone.
- Location of supplies.
- Where to eat.

Remember, it is better to ask a question when in doubt. You are an important member of our learning team and we want you to feel at home in your new environment.

VOLUNTEER NOTES

For quick reference, please fill out the following information and keep this handbook in a convenience location.

STUDENT

SCHOOL

TEACHER/SUPERVISOR

SCHOOL TELEPHONE

SCHOOL ADDRESS

NOTES:

SCHOOL DISTRICT CALENDAR

2008-2009 DISTRICT CALENDARS

Beginning Dates

10 month EmployeesJuly 28
 New TeachersJuly 29
 Continuing TeachersAugust 1
 9 Month Classified EmployeesAugust 8
 StudentsAugust 11

Full Release Days

4th of JulyJuly 4
 Labor DaySeptember 1
 Fall BreakOctober 6-10
 Veterans' DayNovember 11
 Thanksgiving BreakNovember 26-28
 Winter Break.....December 22 – January 2
 Martin L. King DayJanuary 19
 Presidents' DayFebruary 16
 Spring BreakMarch 9-13
 April BreakApril 10
 Memorial DayMay 25

Ending Dates

Students (early release)May 28
 High School GraduationMay 29
 9 Month EmployeesMay 28
 TeachersMay 29
 10 Month EmployeesJune 5

Professional Development/Early Release Wednesday(s)
 Middle/High School - 9/3, 10/1, 11/5, 12/3, 1/7, 2/4, 3/4, 4/1, 5/6
 Elementary – Every Wednesday

Parent Teacher Conference Days – Early Release
 Elementary 10/1-3, 3/ 4-6
 Middle School and High School 9/18-19, 2/12-13

End of Quarters

October 3 (39), December 19 (46), March 6 (43), May 28 (52)
 AIMS/Terra Nova TestingMarch 30-April 17

Approved by Governing Board 4/10/08

DISTRICT CALENDARS

2009-2010 DISTRICT CALENDARS

Beginning Dates

10 month Employees	July 27
New Teachers	July 28
Continuing Teachers	July 31
9 Month Classified Employees.	August 7
Students	August 10

Full Release Days

4 th of July	July 4
Labor Day	September 7
Fall Break	October 5-9
Veterans' Day	November 11
Thanksgiving Break	November 25-27
Winter Break	December 21 – January 1
Martin L. King Day	January 18
Presidents' Day	February 15
Spring Break	March 8-12
April Break	April 2
Memorial Day	May 31

Ending Dates

Students (early release)	May 27
High School Graduation	May 28
9 Month Employees	May 27
Teachers	May 28
10 Month Employees	June 4

Professional Development/Early Release Wednesday(s)

Middle/High School – 9/2, 10/14, 11/4, 12/2, 1/6, 2/3, 3/3, 4/7, 5/5
Elementary – Every Wednesday

Parent Teacher Conference Days

Elementary 9/30 – 10/2, 3/3-5
Middle School and High School ... 9/17-18, 2/11-12

End of Quarters

October 2 (39), December 18 (46), March 5 (43), May 27 (52)
AIMS/Terra Nova TestingApril 5 -April 16

Approved by Governing Board 4/10/08

SCHOOL DISTRICT DIRECTORY

District Office

Maricopa Unified School - District Office
45012 West Honeycutt Avenue
Maricopa, Arizona 85239

520.568.5100 - main number

520.568.5151 - fax number

520.568.5150 - hotline

Dr. John Flores, Superintendent
520.568.5106

Departments

- Before/After School Program; Inez Ramirez - 520.568.6129 - *Site Currently Under Construction*
- Business Office; Burnie Hibbard , Director - 520.568.5133
- Curriculum; Dr. JoEtta Gonzales , Director - 520.568.5112
- English Language Learner Office; Janel Hildick, Coordinator - 520.568.6128
- Exceptional Student Services; TBA 520.568.8119
- Food Services ; Suzette Moe, Director - 520.568.5125
- Health Services ; Marilyn Wyant, Director - 568.5160 x2118
- Human Resources; Heidi Fawcett, Director - 520.568.5138
- Maintenance; John Sampson , Director - 520.568 5114
- Public Relations; Tom Beckett, Director - 520.568.5142
- Superintendence; Dr. John Flores, Superintendent - 520.568.5105
- Technology; Jack Wallbrecht - Director - 520.568.5111
- Transportation; TBA, Director - 520.568.5120

Programs

- Emergency Response; Heidi Fawcett- 520.568.5138
- Graffiti Busters; 520.568.5140
- Prevention Center; Priscilla Behnke - 520-568-7100 ext 3095
- Volunteer Program – Margaret Jackson Calls being taken by 568-5170 ext 2207

Schools

(Needs numbers)

Butterfield Elementary School

43800 West Honeycutt Road

Kathy Drum, Principal

Maricopa Elementary School

18150 N. Alterra Pkwy.,

Maricopa, AZ 85239

520.568.5160

Bonnie Gibson, Principal

Pima Butte Elementary

42202 W. Rancho El Dorado,

Maricopa, AZ 85238

520.568.7150

Matt Montoya, Principal

Saddleback Elementary School

18600 North Porter Road,

Maricopa, AZ 85238

520.568.6110

Jamye Amick, Principal

Santa Cruz Elementary

19845 North Costa del Sol,

Maricopa, AZ 85238

520.568.5170

Lynnette Michalski, Principal

Santa Rosa Elementary

21400 N. Santa Rosa Drive,

Maricopa, AZ 85238

520.568.6150

Rick Abel, Principal

Desert Wind Middle School

35565 West Honeycutt Road,

Maricopa, AZ 85238

Isaac Perez, Principal

Maricopa Wells Middle School

45725 W Honeycutt Avenue,

Maricopa, AZ 85239

520.568.7100

Stephanie Sharp, Principal

Maricopa High School

45012 W. Honeycutt Avenue,

Maricopa, AZ 85239

520.568.8100

Jeff Kleck , Principal