

HANDBOOK FOR VOLUNTEERS



GOVERNING BOARD

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**Amphitheater Public Schools
thanks you for sharing and caring enough
to contribute your time and expertise to
benefit OUR STUDENTS.**

POLICY NOTIFICATION STATEMENT

It is the policy of Amphitheater Public Schools not to discriminate on the basis of race, color, religion/religious beliefs, gender, age, national origin, sexual orientation, creed, citizenship status, marital status, political beliefs/affiliation, disability, home language, family, social or cultural background in its educational programs, activities or employment policies as required by Federal Law. Inquiries regarding compliance with any of the above may be directed to the Amphitheater Public Schools legal services department at 701 W. Wetmore Rd. Tucson, AZ 85705. Phone 696-5155.

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VISION

“Amphitheater schools and facilities are places where students thrive academically; places parents want their children to go; places where highly skilled people work; and places community members respect because of the high student achievement, caring environment, and focus on individual needs!”

MISSION

To empower all students to become contributing members of society equipped with the skills, knowledge, and values necessary to meet the challenges of a changing world.

WE BELIEVE

- ❖ *all students can learn and achieve.*
- ❖ *everyone has unique strengths, talents, and needs.*
- ❖ *all students and staff should be responsible for and dedicated to educational excellence.*
- ❖ *education requires cooperation, honesty, and respect among the students, parents, staff, school, and community.*
- ❖ *the school community deserves a safe and caring environment.*
- ❖ *our actions reflect our values and our dedication to meeting student needs fairly and equitably.*
- ❖ *ample resources are essential to accomplish the Mission.*

WE VALUE

Achievement, caring, creativity, curiosity, diligence, diversity, fairness, honesty, kindness, respectfulness, responsibility, and service to the community.

TO THE VOLUNTEER

This Handbook will help you to begin your volunteer experience and will provide some of the guidelines for volunteers in our schools.

The teachers, staff and administrators in your school or building can provide assistance related to your volunteer service.

If you have questions or concerns that cannot be addressed at your work site, please feel free to contact:

**Darlene Mansouri
Amphitheater Public Schools
701 W. Wetmore Road
Tucson, AZ 85705
(520) 696-5057
www.amphi.com**

We are so glad to have you as part of our team!

DISTRICT POLICIES

FINGERPRINTING & INSURANCE

Amphitheater Public School District volunteers must obtain fingerprint clearance prior to volunteering. Amphitheater Public School students and parents / legal guardians that volunteer at their children's school are not required to be fingerprinted. All other potential volunteers should contact the Human Resources department at 696-5102, to schedule a fingerprinting appointment; Volunteers are not charged for this service.

Fingerprints must be cleared by the FBI as well as the Department of Public Safety. Volunteer activities necessitating fingerprinting include, but are not limited to field trips, classroom activities, and extracurricular activities.

Volunteers are considered to be "unpaid employees" of the district. As such, volunteers are covered under the District's liability insurance coverage only. This liability insurance is provided by the Arizona School Risk Retention Trust. Volunteers are also covered under Worker Compensation while they are on campus serving in a volunteer capacity.

DISTRICT POLICIES

TOBACCO

A subsection of Arizona State Law concerning tobacco products pertains directly to public, charter and private schools.

This law prohibits both use and possession of any tobacco product on all school property and at all school events. Please read the statute carefully and note that possession of tobacco products on school grounds and at school events is prohibited even if the tobacco products are not being used. Tobacco products include cigars, cigarettes, “e-cigarettes” and other nicotine delivery devices, cigarette papers, and smoking or chewing tobacco.

ARS 36-798. 03 Tobacco products prohibition at schools and school related areas; violation; classification.

Tobacco products are prohibited on school grounds, inside school buildings, in school parking lots or playing fields, in school buses or vehicles or at off-campus school sponsored events. For purposes of this subsection, “school” means any public, charter, or private school where children attend classes in kindergarten programs or grades one through twelve.

A person who violates this section is guilty of a petty offense.

VOLUNTEER GUIDELINES

CONFIDENTIALITY

While working with the staff and students, confidential information may be shared with the volunteer. All district and student related information must remain confidential. The problems, abilities, relationships and confidences of students, their parents and the staff should never be discussed with anyone who does not have a professional need to know them. Like all district personnel, volunteers are bound by a code of ethics to keep private matters confidential. The students and staff need to know that volunteers can be trusted. Suspected cases of child abuse or incidents of sexual harassment must be reported to the building administrator immediately.

Please do not discuss a student's school progress with his/her family. This is the teacher's responsibility.

SUPERVISION

Volunteers always work under the direct supervision of the professional staff at each school and only with those teachers who have requested the services of the volunteer.

It is expected that volunteers will follow the schedule planned by their supervisor. Questions and concerns regarding the assignment and schedule should be addressed with your supervisor at an appropriate time.

The district is responsible for the education, safety and well-being of each student. The teacher, principal or district staff may dismiss any volunteer at any time for any reason.

VOLUNTEER GUIDELINES

PLEASE SIGN IN

In order to ensure the safety and security of all our students and staff, it is essential to sign in at the office when arriving on campus. Building administrators need to know which volunteers are on campus, where they are, and for what purpose.

Each school office has a visitors' log to record the date and time of arrival as well as campus location. Upon leaving, please return to the office and sign out. Include the departure time. This gives the school a history of volunteer activity.

Volunteers are asked to wear a visitor's badge for identification. Without name badges, volunteers are sometimes mistaken for "strangers" as they move about campus.

DRESS & BEHAVIOR

It is important to dress appropriately for your volunteer assignment. Casual clothing is acceptable; remember to be neat, clean and modest. Appearance should not be a distraction to students.

Volunteers serve as an example for students to follow. Appropriate language, as well as respectful and positive behavior are expected at all times.

DISCIPLINE

Students look forward to working with volunteers and rarely have behavior problems while with them. Our schools have detailed discipline plans, and it is the responsibility of the professional staff to enforce them. Volunteers **MAY NOT** discipline students. Please make the teacher aware of any discipline problem that might arise while working with students.

VOLUNTEER GUIDELINES

CHILDREN OF VOLUNTEERS

Children are not allowed to visit classrooms while their parents are volunteering. Additionally, they are not allowed to accompany volunteers on school buses for field trips.

Children of volunteers are welcome to attend functions during the school year, such as Open House, concerts and other events that vary from school to school. Please take advantage of these opportunities to introduce family members to the school community.

RESTROOMS

Staff restrooms are available for volunteers. The student facilities should not be used by volunteers.

TAX DEDUCTIONS

Some out of pocket expenses incurred while volunteering may be allowable income tax deductions. While time cannot be deducted, the cost of a babysitter or your meals, automobile mileage and expenses are usually allowed. Check with the Arizona Department of Revenue and the IRS for a complete list of state and federal tax deductions for volunteer expenses.

VOLUNTEER OPPORTUNITIES

Volunteers may participate in any or several of the following ways:

INSTRUCTIONAL:

- Reading
- Math
- Language Arts
- Science
- Social Studies
- Art
- Music
- Drama
- Physical Education
- Language Acquisition
- Reach—Talented and Gifted Program
- Career Education
- Field Trips
- After School Programs
- Mentor/Tutor
- Breakfast Reading
- Summer Programs

NON-INSTRUCTIONAL:

- Library
- School Office
- Administrative Offices
- Cafeteria
- Health Office
- Playground
- School Stores
- Student Council
- Teacher's Resource Center
- Family Resource Centers
- Clothing Bank

THE MENTOR

A mentor can best be described as a “wise advisor, counselor, teacher or trusted friend.” The importance of the relationship between the mentor and student cannot be underestimated. For the mentor, the desire to encourage and support another person is usually demonstrated by giving countless hours of time. For the student, being accepted, encouraged and respected becomes vital to their future as a successful, well-adjusted adult.

WHAT MAKES A GOOD MENTOR?

A MENTOR:

- Cares about helping others.
- Listens well.
- Respects the dignity of the student.
- Reinforces the success of the student.
- Communicates on a level the student can understand.
- Serves as a good role model by being punctual, reliable, and stable.
- Enjoys children and adolescents.
- Serves a minimum of one year in the program.

THE MENTOR'S ROLE IS NOT TO:

- Replace the role of the authority in the home or school.
- Interfere with policies and procedures established in the classroom or the workplace.
- Impose his/her values and expect others to believe as they do.
- Expect the student to take his/her suggestions as solutions.
- Break the trust and confidentiality of the relationship in non-life threatening situations.

BUILDING EFFECTIVE RELATIONSHIPS WITH STUDENTS

Building relationships with students is the most effective and efficient form of discipline.

- **Respect the human rights of students, and treat all persons with dignity.**
- **Reach out to students. Learn what they like, dislike, and how they spend their free time.**
- **Share information about sports, music, and other activities that individual students enjoy.**
- **Use positive communication. Listen carefully, maintain eye contact, and ask questions. Respond to the ideas and concerns students share.**
- **Treat students in the way you want them to treat others. Be kind and polite. Do not yell or use abusive language. Use humor, but do not use sarcasm or make fun of students.**
- **Encourage the development of independence and individuality by providing opportunities for students to make choices.**
- **Encourage students to assist each other when help is needed.**
- **Reinforce the use of appropriate social skills. Model and teach methods that students can use to strengthen their ability to control their behavior, share their feelings, make and maintain friendships, and cope with peer pressure.**
- **Promote the legal rights of students and pupils. Maintain confidentiality and report signs of abuse to teachers or principals.**

WORKING EFFECTIVELY WITH THE STAFF

- **For the first time volunteer, there are many new and exciting things to learn. Please be aware that some staff members have never had an opportunity to work with a volunteer. So, this will also be a new experience for them as they learn how to involve volunteers.**
- **Let the staff know about any special skills or talents that you may have.**
- **Staff members will welcome questions and comments. If something is not understood, do not hesitate to ask. Volunteering should be enjoyable and rewarding. Discuss any concerns with the teaching staff or administrator.**
- **Staff members appreciate the willingness of volunteers to become a part of the educational team and depend on their assistance.**

SCHOOL ADDRESSES AND PHONE NUMBERS

*Amphitheater Public Schools District Office
701 W. Wetmore Road, Tucson, AZ 85705
(520) 696-5000
www.amphi.com*

Amphitheater High School 125 West Yavapai Road	(520) 696-5340
Canyon del Oro High School 25 West Calle Concordia	(520) 696-5560
Ironwood Ridge High School 2475 West Naranja Drive	(520) 696-3902
Amphitheater Middle School 315 East Prince Road	(520) 696-6230
Cross Middle School 1000 West Chapala Drive	(520) 696-5920
La Cima Middle School 5600 North La Canada Drive	(520) 696-6730
Coronado K-8 School 3401 East Wilds Road	(520) 696-6610
Wilson K-8 School 2330 West Glover Road	(520) 696-5800
Copper Creek Elementary School 11620 North Copper Spring Trail	(520) 696-6800
Donaldson Elementary School 2040 West Omar Drive	(520) 696-6160

SCHOOL ADDRESSES AND PHONE NUMBERS

Harelson Elementary School (520) 696-6020
626 West Chapala Drive

Holaway Elementary School (520) 696-6880
3500 North Cherry Avenue

Innovation Academy (520) 269-4610
825 W Desert Fairways Drive

Keeling Elementary School (520) 696-6940
2837 North Los Altos

Mesa Verde Elementary School (520) 696-6090
1661 West Sage Street

Nash Elementary School (520) 696-6440
515 West Kelso Street

Painted Sky Elementary School (520) 696-3800
12620 North Woodburne Avenue

Prince Elementary School (520) 696-6350
125 East Prince Road

Rio Vista Elementary School (520) 696-5250
1351 East Limberlost Drive

Walker Elementary School (520) 696-6510
1750 West Roller Coaster Road

NOTES

CONTACTS

Name	Phone Number	E-mail Address