

GUIDELINES FOR SCHOOL DISTRICT VOLUNTEERS

Effective January 1, 2008

Volunteers play an increasingly important role in education as they help to individualize instruction, promote school-community interaction, provide multi-generational experiences, and assist in extra curricular activities. Therefore, Chandler Unified School District promotes the utilization of volunteers to the extent possible with appropriate screening, placement, and training.

Chandler Unified School District also recognizes that volunteers do not assume primary responsibility of instruction or other district duties. Volunteers should be selected, trained and monitored based upon their contact with student and the potential risk imposed to the student, volunteer, and school district.

Tier I

Volunteer activity occurs on or off site under the supervision of a Chandler Unified School District employee. Volunteer activity does not involve interaction with students. Volunteer must complete a Volunteer Information Form that includes current employment and criminal history.

Example: clerical work in school office

Tier II

Volunteer activity occurs as a group on or off site with a staff person under the supervision of a certified staff member. Volunteer must complete a Volunteer Information Form that includes current employment and criminal history. Volunteer will receive documentation regarding FERPA, Mandatory Reporting, and Guidelines for Interaction with Students. The district may choose to conduct a background check, which may include a fingerprint clearance, on individuals including volunteers, who provide services to students.

Example: reinforce instructional goals in the classroom in line of sight of certified teacher, reading with students, Art Masterpiece, Junior Achievement, day field trips.

Tier III

Volunteer activity occurs on or off site with Chandler Unified School District staff in supervision but not always immediately present. The activities include small groups or one to one interaction. Volunteer must complete a Volunteer Information Form that includes current employment and criminal history. Volunteer will receive documentation regarding FERPA, Mandatory Reporting, Guidelines for Interaction with Students, and CPR/First Aid (if applicable). The district requires a fingerprint clearance and may choose to conduct a background check. Tier III volunteers may not begin working with students until notification of fingerprint clearance.

Example: coaches, overnight field trips, after school clubs (no teacher sponsor), any school activity without direct teacher oversight. Service Learning practicum and student teachers are fingerprinted through CUSD staff development department.