

Creighton School District No. 14

Volunteer Handbook



Dr. Donna W. Lewis, Superintendent

Director of Community Education, Marisel Schweitzer
602-381-6132

Handbook for Volunteer Program Creighton School District No. 14

Our Beliefs: a guide for our actions

We Believe In:

- ❖ *Loving each child as our own.*
- ❖ *Mindful, curious, and adventurous learning.*
- ❖ *Safe schools that nurture mind, body, and spirit.*
- ❖ *High expectations that promote academic growth.*
- ❖ *The strength that comes from the diversity of our community.*

Our Vision: an ideal to strive towards

Creighton neighborhood schools inspire adventurous thinkers, collaborative learners, and kind-hearted leaders.

Profile of a Creighton Student

Upon promotion, a Creighton Eighth Grader is —

- An adventurous thinker who is:
 - Sharp, ambitious, and intrinsically motivated
 - Thoughtfully reflective about ideas and relationships
 - Adept at problem solving, critical thinking, and making connections
 - Curious, creative, and experiences the world with a sense of wonder
- A collaborative learner who possesses:
 - Physical and social-emotional wellbeing
 - Strong life skills and habits of mind
 - Cultural awareness
 - Effective communication skills
- A kind-hearted leader who shows:
 - Caring and generosity
 - Confident self-advocacy
 - Focus on reaching goals
 - Commitment to community service

Our Mission: how we work to achieve our vision

We work together to provide a caring, personal learning experience that teaches each child to think, create, and lead.

Goals

1. **Adventurous Learning:** Provide innovative, creative, and relevant learning experiences.
2. **Health and Wellness:** Ensure safety and inspire health and wellness in our schools and community.
3. **Community Impact:** Promote the value of the Creighton community and the unique contribution of each neighborhood school.
4. **Communication:** Cultivate a sense of belonging and influence with our communities through the open exchange of ideas and information.
5. **Stewardship:** Maximize and invest resources to achieve the strategic plan.

Dear Community Leader,

Thank you for choosing to serve in our neighborhood schools. Your investment of time and your caring outreach are what make our Creighton neighborhood a rich community.

The most important gift you bring is encouragement. Our students and staff are all working hard. You add tremendous value by simply saying, "Great job! How can I help?"

Each child is looking to connect with someone who cares. Sometimes it's the smallest effort that gives a student hope and motivation when tackling daily challenges.

We appreciate you being a part of the Creighton family, where we inspire adventurous thinkers, collaborative learners, and kind-hearted leaders.

Sincerely,



Dr. Donna W. Lewis
Superintendent



For more information on the Creighton School District Volunteer Program please contact:

**Community Learning Center (Behind Excelencia School)
2181 E. McDowell Rd.
Phoenix, AZ 85006
Phone: (602) 381-6132**

Volunteer Benefits:

Benefits of active volunteer involvement in Creighton School District For the community:

Research has shown a strong correlation between parent involvement in schools and their child's academic success ¹
Children observe parents taking an interest in their education
Teachers are better able to focus on instruction
The cohesiveness of a community is strengthened through involvement of its neighborhood schools
Promotes positive relations between parents and teachers

Benefits of participation in Creighton School District Volunteer Program:

- Valuable experience in an office or educational setting to include on résumé
- Certificates based on hours of service to be awarded annually
- Satisfaction of having a role in improving the education for children in our community or for your child
- Receive training relevant to your volunteer position
- Participate in the end of the school year volunteer recognition reception
- Receive a certificate from Community Education, recognizing hours and efforts
- Show your child that you are interested in his/her education
- Increase your child's engagement in their studies
- Establish a great rapport with the school staff
- Build new friendships and community connections

Creighton School District Volunteer Program Goals:

- To enable parents and other members of the Creighton School District real opportunities to develop both, professionally and personally
- To create connections between our community and the school
- To increase academic achievement of our students
- Provide support to our schools in times of economic challenges

Who can volunteer?

Family and Community Members

Parents, relatives or community members with a genuine interest in sharing their time and talents to benefit the students of Creighton School District may volunteer. Completed volunteer applications will be processed at the site of service.

High School Students

We welcome high school students through their respective high schools' community service programs.

Court Ordered Community Service

We are unable to accept court ordered volunteers within the Creighton School District. You may wish to find other organizations in which to serve as a Court Ordered Community Service Volunteer by contacting Community Information and Referral at 602-263-8856.

Internships

For more information on internships, please contact your institution.

What is the application process?

Application process in four simple steps:

1. Obtain application, volunteer agreement and Volunteer Emergency Information Card from the district website, Community Education office or Parent Liaison at the school site
2. Obtain the Arizona Fingerprint Card from the Creighton School District office
3. Meet with Parent Liaison at the school site to discuss opportunities, bringing completed documents
4. Attend a “Welcome Orientation” to be scheduled by the Parent Liaison

Application and Agreement

We ask all of our volunteers to fill out a brief application and agreement. Applications may be found on the Creighton School District website, in the Community Education Office, and in the Parent Liaison’s office within each school. All completed applications should be turned into the Parent Liaison or to the Community Education Department.

References

All volunteers in serving within Creighton School District must provide 3 references. Creighton School District will verify the references listed on the application.

Arizona Fingerprint Clearance Card

Any volunteers, other than parents, legal guardians, and grandparents of a child attending Creighton School District must possess an Arizona Fingerprint Clearance Card. Please contact the Community Education Department for more information on background checks. You may obtain this card by visiting the Creighton School District Office, located at 2702 E Flower, Phoenix, AZ 85008. Any cost in obtaining the Arizona Fingerprint Clearance Card are the responsibility of the volunteer.

Fall Volunteer Welcome Orientation

New volunteers will be scheduled for a Welcome Orientation and tour of the school site. The Parent Liaison will provide further details about the orientation.

What are the different service opportunities?

❖ **Classroom Support**

Serve as a chaperone during one the field trips; prepare materials for teachers; decorate classroom; In-class assistance*

❖ **Parent Liaison and APTT Support**

Assist your Parent Liaison with APTT meeting preparation of materials; help with the book fair or other events

❖ **School Library Support**

Shelve books in the school library

❖ **School Health Office Support**

Assist with vision and hearing screenings

❖ **School Support**

Cafeteria and playground duty – morning, lunch, and afternoon; Morning drop-off safety

❖ **School Office**

Filing documents; photocopying materials

❖ **School Coach/PE Teacher**

Athletic equipment maintenance

❖ **Guest Speaker**

Share your interests and talents with students through presenting during periodic visits to a classroom

❖ **Language Interpreting**

Assist as an interpreter during our APTT and PTO meetings

What are the specific rules of the program?

Recognition and Awards

Volunteers will be invited to the end-of-the-year ceremony, recognizing volunteers for service milestones and achievements.

Volunteers who have completed 25, 50, 75 and 100+ hours of service during the school year will be recognized and awarded service certificates during the spring volunteer celebration.

Creighton School District honors volunteers for special awards during the annual convocation in the fall.

Responsibilities of Creighton School District

- Provide an orientation to incoming volunteers
- Provide the volunteer a name badge and a copy of the Volunteer Handbook
- Provide the volunteer with the direction and support
- Process the application and any background check requirements
- Maintain an open communication with the volunteers
- Track and recognize the volunteer according to hours and achievements
- Creighton School District will provide a letter of reference to volunteers

Responsibilities of the Volunteer & Helpful Tips

- Notify the a Creighton School District employee of any danger or hazard to any person immediately; damage to school property
- Demonstrate good attendance; if possible, notify Parent Liaison of an absence or time-off
- Maintain **confidentiality for all student information**, which may include but is not limited to student progress, abilities, grades, family information and all other personal information
- Use the restrooms designated for adults while on campus
- If you are feeling ill, please stay home
- Tell the Parent Liaison about your special talents and skills
- Wear Creighton School District Volunteer badge or sticker while on campus
- Call students by their name at each opportunity
- Reinforce good behavior
- Encourage others to become volunteers

Duties in which the Volunteer may NOT partake:

- Classroom instruction, curriculum and teaching plan
- Discipline of students – please contact an employee to carry out any disciplinary measures
- Touching the children in an unprofessional manner
- Dismissing students from school
- Access to students' records
- Photograph students

Sign-in and Sign-out

To ensure the safety of our students, all volunteers must sign-in with the front office. Additionally, volunteers will sign-in with the Parent Liaison to ensure that the time in which you are volunteering is tracked. Signing-in with the Parent Liaison is essential for tracking hours, which enable us to give awards. Identification may be asked at the time of sign-in. Identification issued from one's country of origin is acceptable.

At the end of the shift, Volunteers must sign-out in with the Parent Liaison and then in the office upon their exit. Signing-out is equally important for tracking and acknowledging you for sharing your time. If you received a name badge, please return it to the marked box in the Parent Liaison's office at the end of your shift.

Appearance and Dress

Volunteering is a great opportunity to set an example for students by presenting a neat appearance and dressing in professional attire.

Open Communication

The Parent Liaison at your school will serve as your point of contact for communication during your service. We encourage open communication between our volunteers and the schools.

My direct point of contact at my school is:

Name	Title	Telephone	School	Address
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**Please check with the specific school and teacher for their individual needs*

¹Child Trends (2012). *Parental Involvement in Schools*. Retrieved from www.childtrendsdatabank.org/?q=node/186



Creighton Elementary School District Volunteer Agreement

Please complete and submit this agreement to the school-site Parent Liaison/Volunteer Coordinator, School Principal or Community Education Program Director.

I hereby acknowledge that I have submitted a Creighton District volunteer application with required documentation and received a copy of the Creighton District Volunteer Handbook; and that I have read and will follow these guidelines and all other applicable Creighton District policies and procedures.

I understand that as a volunteer, I am not compensated for any services, including wages and insurance. I also understand that I have the right to stop volunteering at any time, with or without cause and that the Creighton Elementary School District has the same right to discontinue my volunteer service.

I understand that each child is entitled to his or her privacy and I agree to treat information regarding each child and teacher as confidential. I understand the importance of **confidentiality** and will keep all **confidential matters confidential**.

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

1. I will sign in at the front office immediately upon arrival and also sign out when I leave the school.
2. I will wear a volunteer or visitor badge or sticker at all times.
3. I will use only adult bathroom facilities.
4. I will maintain confidentiality and will share any concerns directly with school authorities.
5. I agree never to be alone with individual students.
6. I will not solicit outside contact with students.
7. I agree not to exchange telephone numbers, home address, email addresses or other home directory information with students.
8. I agree not to transport students.
9. I will not take photographs on campus without permission of school authorities.
10. I will not disclose, use or disseminate student photographs or personal information about students, self or others.
11. I agree not to post, transmit, publish or display harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit or that could be construed as any form of harassment.
12. I agree to only do what is in the best personal and educational interest of every child with whom I come into contact.

Print Name: _____ Signature: _____ Date: _____