

APPENDIX V – 239

2015

Student Services

Mentor & Volunteer Handbook

The following contents within this handbook detail the framework, procedures, and practices of mentoring & volunteering within the Tucson Unified School District.

Eugene Butler, Jr.
Tucson Unified School District
9/10/2015



Table of Contents

Assistant Superintendent's Welcome - 2

Purpose - 3

Volunteer Approval Process - 4

Mentor Approval Process - 5

Characteristics of a Volunteer - 6

Guidelines of Volunteers - 7

Checklist - 13

Appendix (Forms and TUSD Policies) - 14

Dear Mentor/Volunteer:

Welcome! Thank you for your interest in volunteering in Tucson Unified School District. I am pleased that you have decided to spend some of your very valuable time with us. Your experience and expertise is desired and much appreciated.

This handbook contains important information that will ensure your experience as a volunteer will be enriching and rewarding. Volunteers who are committed to helping students be successful are important members of the school team. Please take a few moments to become familiar with its contents and to ask any questions that arise.

You have my best wishes for a positive and rewarding experience. Thank you for being part of our team.

Sincerely,

Eugene Butler, Jr.
Assistant Superintendent

Tucson Unified School District

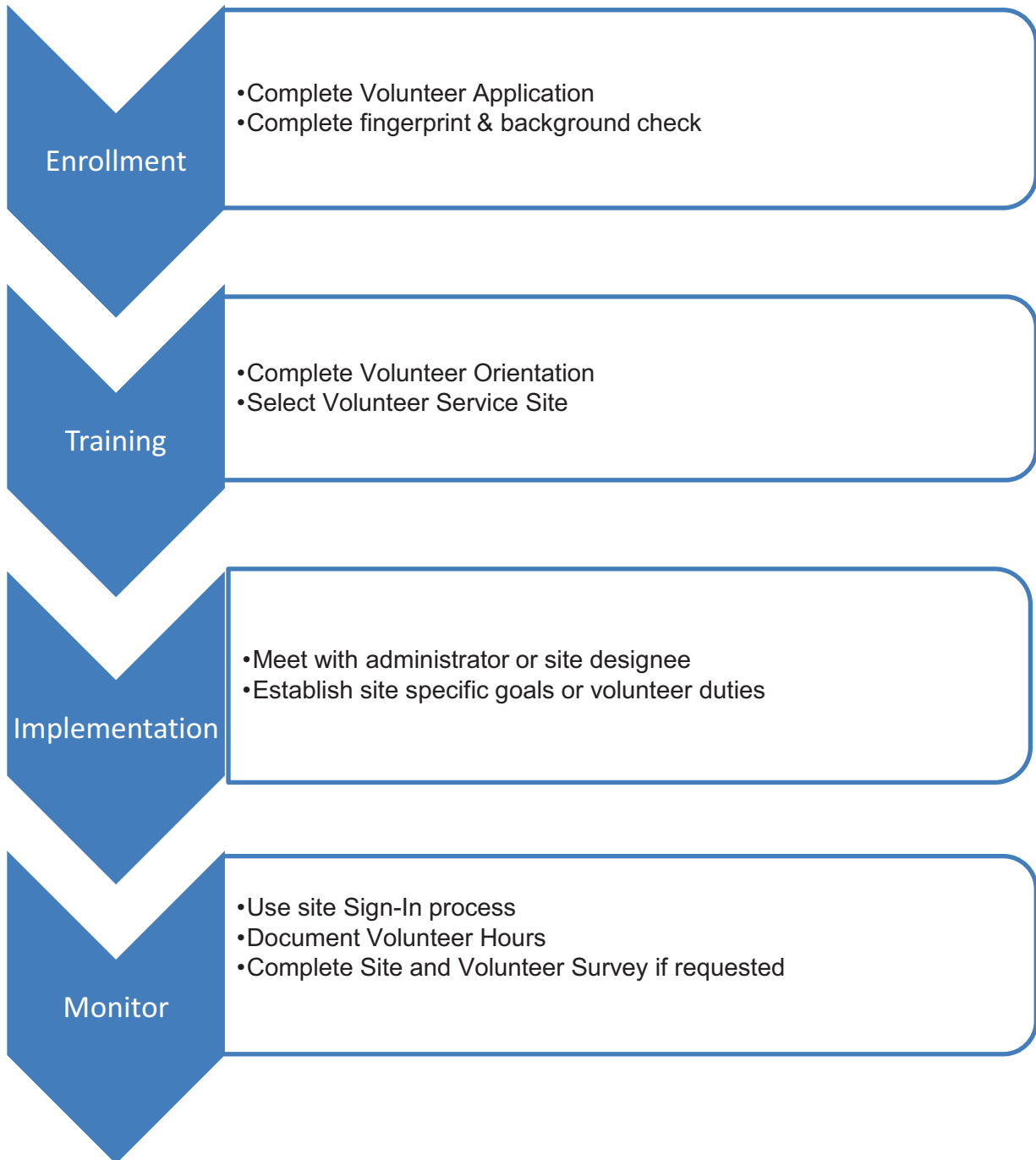


The Tucson Unified School District is pleased that you are choosing to devote time to students, their learning needs, and their learning environment. The school district is fortunate to have you volunteering in our schools.

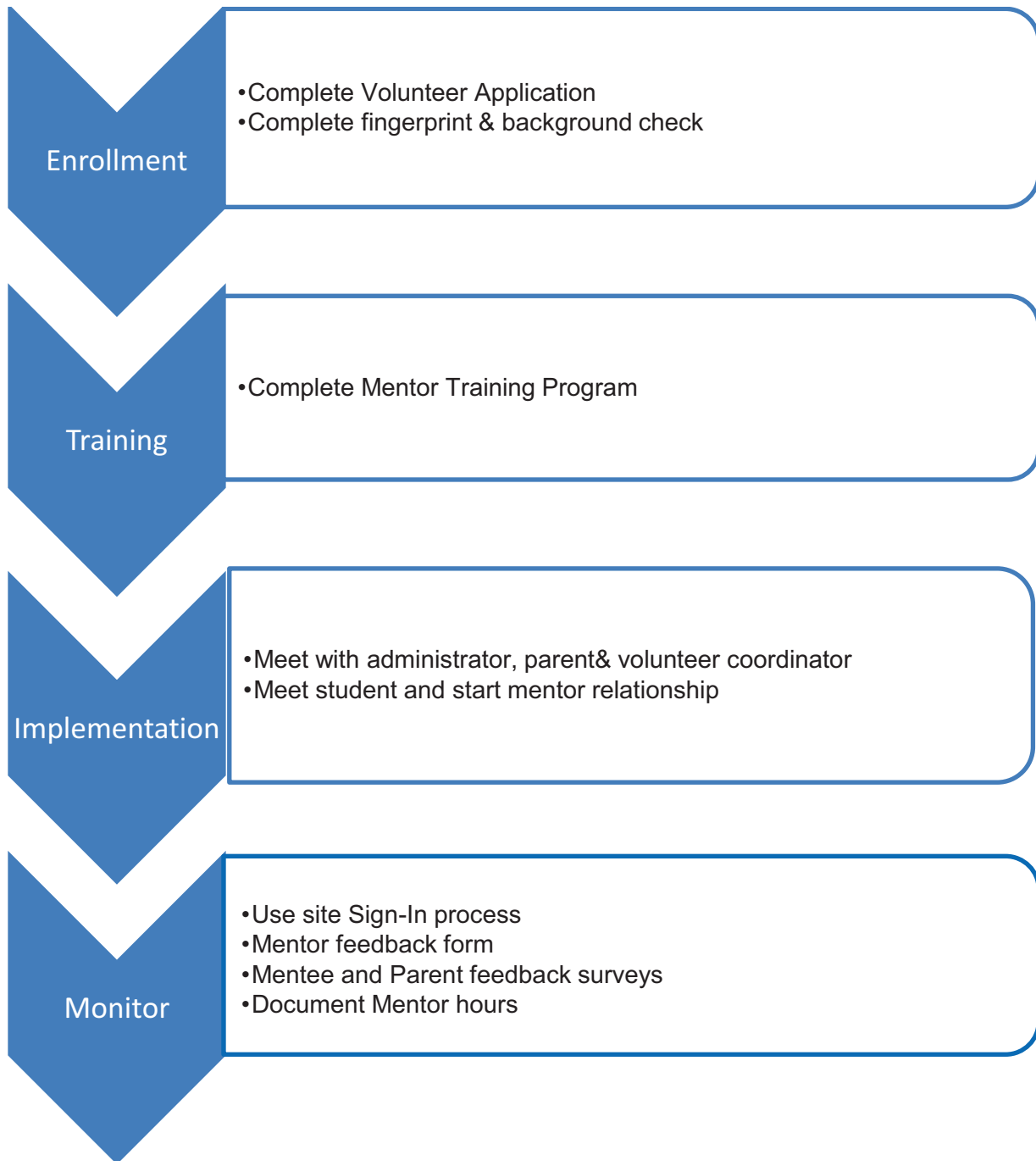
The purpose of Tucson Unified School District's Volunteer Initiative is to collaborate with local and surrounding communities. The basis of this initiative is to improve the academic, social, and behavioral well being of the students we serve. Additionally, we strive to maintain a proactive relationship with our communities by providing a welcoming environment for individuals and organizations to offer their services.

Definition: A volunteer is a person who freely offers to undertake a task or a person who performs a service willingly and without pay. Individuals and organizations are welcome into any Tucson Unified School District Learning site to provide volunteer services upon the completion of the required documents and training.

Volunteer Approval Process



Mentor Approval Process



Characteristics of a Volunteer

Volunteering in a school is a distinctive and stimulating experience; while simultaneously being a privilege for the school and volunteer(s). Volunteering is designed to promote and maintain a supportive relationship for students, teachers, and school staff.

- **A great volunteer:**
- Enjoys children
- Has a professional attitude, interest and enthusiasm for working with young people
- Works cooperatively with school staff
- Feels an obligation to support and help schools educate each child to his/her highest potential
- Already has or is willing to learn the skills that are needed to volunteer in schools
- Has time and willingness to serve
- Understands and appreciates the work of the school staff and volunteer program
- Helps the larger community understand the work occurring in the public schools

Guidelines for Volunteers

Cautious Verbal Communication:

- Talk to students in a respectful manner
- Avoid disrespectful and disparaging comments
- Avoid sexual comments and innuendos

Cautious interaction with students:

- Treat all students with respect
- Maintain appropriate boundaries between adult and student
- Get help if you feel a student is crossing boundaries
- Volunteer work should be implemented under the direct supervision of a staff member.
- Avoid working alone with students—a window or open door is important to be visible to others.

Professional conduct

- Always check in at front office
- Always wear a visitor or volunteer badge when in the school building.
- Do not provide your telephone number to any student and do not ask for the telephone number of any student.

- Do not provide your address to any student and do not ask for the address of any student
- Do not email, text or Facebook with an individual student
- Do not offer or agree to transport any student at any time.
- Do not give or receive gifts of any kind from a student unless approved by the partnership or school.
- If working one to one with a student under the supervision of a staff member, always do so in a public area (i.e. hallway, classroom, and library).

Safe Touching

- Do not touch students

Volunteer Coordinator

1. Provide community volunteer or volunteer coordinator with a Volunteer Handbook.
2. Obtain the completed Volunteer Application from the community volunteer or volunteer coordinator.
3. Obtain the signed Volunteer Agreement from the community volunteer or volunteer coach annually. School is required to keep this agreement on-site for one year after the volunteer concludes his/her volunteer activities.
4. Complete a Personnel Action Form and send to Human Resources along with a copy of the Volunteer Application.
5. Before allowing the individual to volunteer, wait for Human Resources to notify you that the volunteer has been cleared.
6. Input the community volunteer or volunteer coach into Volunteer Database.
7. Provide supervision and direction for the volunteer. Any employee who supervises a volunteer must complete an Agreement to Supervise Volunteer. The form must be completed for each volunteer the employee supervises.
8. Ensure that the community or volunteer coordinator signs in and out at each visit.
9. Ensure that the community volunteer or volunteer coordinator receives and returns a volunteer badge at each visit.

Volunteer Guidelines

Supervision of Volunteers

Volunteers always work under the direct supervision of the professional staff at each site and only with those teachers or staff who has requested the services of the volunteer. The district is responsible for the education, safety and well being of each student. For this reason, you can understand why the teacher, principal or district official must dismiss any volunteer whose actions are not in the best interest of the school or students.

Confidentiality

As you work with the staff and students, information of a confidential matter may be shared with you. 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 right or need to know them. Like teachers, volunteers are bound by a code of ethics to keep confidential matters within the school.

Please do not discuss a child's school progress or difficulties with his/her parents. This is the teacher's responsibility.

Occasionally, a child might confide in you about family matters or personal problems. Keep this confidential. If you feel that it is vital for the school to have this information in order to help the student, discuss the child's conversation in private with the teacher, principal, or volunteer coordinator.

Child Abuse/ Reporting

Arizona State Law (ARS 13-3620) requires school personnel (any district employee or any other person who has responsibility for the care or treatment of a minor) to report any case of suspected child abuse to Arizona Department of Child Safety (DCS) at 1-888-767-2445. Tucson Unified School District) guidelines recommend that both CPS and the local police be contacted. Volunteers should contact the principal and/or nurse for reporting procedures.

Police officers or Arizona Department of Child Safety caseworkers may interview students in the investigation of child abuse. They must present picture identification. The investigator should be provided a room or place that will insure privacy. The administrator need not be present unless the officer requests his/her presence for the comfort of the child. The investigator will be responsible for any notification of parents or victims or witnesses.

Discipline

Students rarely have behavior problems while working with volunteers. However, our schools have detailed discipline plans, and the responsibility for discipline rests with the professional staff. Volunteers may not discipline students. Please make the teacher, or volunteer coordinator, aware of any discipline problem that might arise while you are working with a student.

Restrooms

Staff restrooms are available for volunteers. Please do not use student restrooms under any circumstances.

Dismissal of Students

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. Under no circumstances may a volunteer take a student off campus. Volunteers may not walk or drive students to their homes.

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 attire be neat and conservative. Your appearance should attract no undue attention. Keep in mind you are in a position to set an example for students. Your speech and behavior should serve as good models for them to follow.

Health

If you are not feeling well, don't try to keep up your volunteer duties in spite of an illness. You'll accomplish more in the long run if you allow yourself time to recuperate. Please call to let the school know you won't be coming in at your scheduled time. Schools are particularly concerned about keeping students and staff healthy. This is another reason to stay away from school if you have a contagious illness.

Your Commitment

Before you agree to volunteer, carefully consider the commitment you are making. The work volunteers do is important. It's better to start out with a few hours a week and gradually increase if you can give the additional time. We know there will be times when you will be ill, on vacation or unable to volunteer. Please telephone the school office and leave a message for the teacher or staff member with whom you work as far in advance as possible when you are unable to volunteer.

School Rules

Become familiar with the rules and policies of the school where you volunteer. It's a good idea to read through the school's handbook. Ask your supervising staff to explain the school's policy for use of telephones, cell phones, eating facilities, fire drills and emergency procedures. Use reasonable judgment in making decisions when there appears to be no policy or when the policy is not communicated. As soon as possible, consult with the supervising teacher for future guidance.

Volunteers may NOT

- Provide the classroom curriculum or teaching plan
- Discipline students
- Take charge of the classroom for any length of time
- Access materials in the student's permanent or electronic records files (psychological records, grade cards, health history, etc.)
- Diagnose student needs
- Evaluate achievement
- Provide psychological counseling
- Discuss student progress with parents
- Drive district vehicles
- Ever be considered a substitute for a member of the school staff
- Give any food to students
- Give advertisements or fund solicitation

Working with Staff

The staff appreciates your willingness to be a part of the educational team. Teachers and support personnel will come to depend upon your assistance.

Here are some tips for working effectively with staff.

Getting to know you

Let the staff know what types of mentoring or volunteer support you are interested in providing (i.e. individual, group, male/female) and what your special skills are so they can utilize your talents. Each department has its own mission and goals, and some may serve specific populations.

A new experience for you, and perhaps for the teacher

If you've never been a school volunteer before, you'll find that 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 will be a new experience for them too, as they learn how to utilize the services of a volunteer.

Be a good communicator

The staff will welcome your questions and comments. If you don't understand something, please ask. Volunteering should be an enjoyable and rewarding experience. If you are unhappy or concerned about something, discuss the situation with your supervisor.

We all have different ways of doing things

When you are assigned a task, be sure you know exactly how the teacher or coordinator wants the job done. Ask for clear directions and, if necessary, ask for examples or demonstrate how tasks are to be performed.

Try something new

The opportunity to learn new skills is one of the benefits of being a school volunteer. Be willing to try new tasks assigned by the staff, but accept only as much responsibility with which you feel comfortable.

Working with Students

Call students by name at each opportunity. A child's name is very important. Make every effort to pronounce and spell each child's name correctly. Do not change the students' name.

Observe the techniques used by the teacher. Try to model these instructional methods when working with students.

Accept children as they are. Each child is unique and may be very different from your own child. Be ready to accept the differences in background, values and aspirations.

Encourage and praise students. Your positive words of encouragement will go a long way in helping students feel good about themselves even when they are having difficulty. Be ready to praise children for even the smallest successes! Let each child know that you care about him/her through the use of verbal affirmation. Younger children may also enjoy stars, stickers, stamps, etc. You and the staff should discuss the use of these motivational materials.

Children never forget. If you promise them something, be prepared to keep the promise. Be careful not to make promises that you will be unable to keep.

Encourage students to do their own thinking. Try not to give students the answers before they have had an opportunity to solve problems on their own. Give children plenty of time to answer your questions. Silence often means that a child is thinking. Beware of the occasional student who may try to get you to do their work for them.

Follow the teacher's lead. Be consistent with the teacher's rules for classroom behavior. Remember the teacher is always available and ready to handle discipline problems.

Reinforce good behavior. When children are behaving well, let them know how proud you are and how much you appreciate their effort. This will encourage them to try even harder. If possible, do not pay attention to a child who shows minor misbehavior problems, but do note things the child is doing well and praise him/her for it.

It's OK if you don't know all the answers. Admit to the children that you don't know the answer or aren't sure what to do. Work the answers out together with students or feel free to ask the teacher for assistance.

Keep students on task. You'll want the children to learn as much as possible during the time they spend with you. Keep the lesson or activity moving; avoid letting anyone get the group off the task by discussing topics that have nothing to do with the lesson.

Supervise students carefully. Under no circumstances should you leave students without supervision. Be aware of what students are doing at all times.

Your first few days

Starting as a volunteer is exciting and can sometimes be a bit frightening. The first days are usually the busiest because there are so many new people to meet and things to learn about. As you become familiar with the school and your assignment, you will feel more at home. Here are some suggestions.

Set up a time to meet the supervising teacher or coordinator

When you meet with your supervising teacher, plan to discuss the teacher/volunteer conference checklist. If you have any questions or concerns, add them to the list now so you won't forget to bring them up at the conference. You may want to take a tour of the building with your supervising teacher so you'll learn your way around and will have an opportunity to be introduced to key staff members.

Take time to observe

If you'll be working with students, the first day or two in the classroom will probably be best spent in observing the teacher and children. You'll become familiar with the teaching style your supervising teacher uses. You'll see what acceptable behavior is for students and what is not, how much freedom is allowed, and what the daily routine is like. While you are observing, you can also work on various tasks, such as correcting papers, filing, or preparing learning materials.

Volunteers represent the school and the district

As a volunteer, you not only serve the needs of the children, you also provide a vital link between the school and community. Students, their parents and the community will view you as a representative of the school. They will pay close attention to what you say about the staff and the educational programs.

Sometimes the community hears about the negative aspects of education or stories about the few students who misbehave. Because of your volunteer experience, you'll be able to share the many positive things that students and staff are doing. You'll have an opportunity to let the community know what's going right in their schools. Please remember not to share confidential information.

Medical and workers' compensation insurance coverage

The district does not carry medical insurance for volunteers; however, volunteers must be registered at their school and a record of volunteer hours must be registered at their school and a record of volunteer hours must be maintained for workers' compensation coverage. That's why it's important for you to sign in and out each time you volunteer. If you have questions about this liability coverage, feel free to call the Human Resources Department.

Checklist

Checklist for your first contact with the school as a volunteer:

- Get acquainted with the building office staff
- Make sure you know where to sign in and out and where to locate your volunteer badge
- Be sure you receive specific information for the school that will be helpful to you as a volunteer, e.g. emergency procedures, school rules.
- Understand the evacuation procedures at the school
- Determine dates of any trainings required or recommended by the district
- Make sure you know at least one staff person to go to when you have questions, concerns, or problems

Teacher/Volunteer Conference Checklist

Plan to discuss these topics when you meet with the teacher

- Days and times you will volunteer
- How you will let the teacher know if you are unable to work at your assigned time
- Alternate plan when the teacher is absent and a substitute teacher is in charge of the class
- How the teacher will tell you of your days' assignments (plan book, folder, note, etc.)
- How you will tell the teacher what you have accomplished during the day, performance of students with whom you have worked, need for materials, etc.
- A safe and secure place to leave your personal belongings
- Location of materials and workspace for your use
- Classroom rules and teacher's discipline policy
- Procedure for letting the teacher know when a child is having a discipline problem
- Daily class schedule
- Alternate plans if a student with whom you work is absent
- Student roll and/or seating chart
- Other questions or concern

APPENDIX

- 1) Monthly Record of Volunteer Workers
- 2) School Volunteer Application Form
- 3) Parent Letter Mentor Authorization
- 4) REGULATION TITLE: Treatment of Confidential Information – CCD-R
- 5) POLICY TITLE: School Volunteers – IJOC-R
- 6) POLICY TITLE: Fingerprint Clearance - GDFA
- 7) POLICY TITLE: Reporting Child Abuse/Child Protection - JLF
- 8) REGULATION TITLE: Reporting Child Abuse/Child Protection – JLF-R
- 9) POLICY TITLE: Visitors to School – KI
- 10) POLICY TITLE: Teaching about Controversial/Sensitive Issues – IMB
- 11) POLIBY TITLE : Visitors to School – KI
- 12) POLICY TITLE: Teaching about Controversial/Sensitive Issues - IMB

PLEASE PRINT CLEARLY

TUCSON UNIFIED SCHOOL DISTRICT
MONTHLY RECORD OF VOLUNTEER WORKERS

SIGN ONLY ONCE PER MONTH

SCHOOL NAME _____ MONTH _____
 YEAR _____

(If necessary, please record one accumulative total per school per month on an unused form as a cover page)

TOTAL NUMBER OF VOLUNTEERS THIS MONTH

TOTAL NUMBER OF VOLUNTEER HOURS THIS MONTH

List all those you

Name of Volunteer: _____

volunteered for: _____

Your own personal calendar—write in the total hours you work each day in the box provided by each date of the current month.

1	<input type="text"/>	2	<input type="text"/>	3	<input type="text"/>	4	<input type="text"/>	5	<input type="text"/>	6	<input type="text"/>	7	<input type="text"/>	8	<input type="text"/>	9	<input type="text"/>	10	<input type="text"/>	11	<input type="text"/>	12	<input type="text"/>	13	<input type="text"/>	<input type="text"/> Total Hours
14	<input type="text"/>	15	<input type="text"/>	16	<input type="text"/>	17	<input type="text"/>	18	<input type="text"/>	19	<input type="text"/>	20	<input type="text"/>	21	<input type="text"/>	22	<input type="text"/>	23	<input type="text"/>	24	<input type="text"/>	25	<input type="text"/>	26	<input type="text"/>	
27	<input type="text"/>	28	<input type="text"/>	29	<input type="text"/>	30	<input type="text"/>	31	<input type="text"/>																	

List all those you

Name of Volunteer: _____

volunteered for: _____

Your own personal calendar—write in the total hours you work each day in the box provided by each date of the current month.

1	<input type="text"/>	2	<input type="text"/>	3	<input type="text"/>	4	<input type="text"/>	5	<input type="text"/>	6	<input type="text"/>	7	<input type="text"/>	8	<input type="text"/>	9	<input type="text"/>	10	<input type="text"/>	11	<input type="text"/>	12	<input type="text"/>	13	<input type="text"/>	<input type="text"/> Total Hours
14	<input type="text"/>	15	<input type="text"/>	16	<input type="text"/>	17	<input type="text"/>	18	<input type="text"/>	19	<input type="text"/>	20	<input type="text"/>	21	<input type="text"/>	22	<input type="text"/>	23	<input type="text"/>	24	<input type="text"/>	25	<input type="text"/>	26	<input type="text"/>	
27	<input type="text"/>	28	<input type="text"/>	29	<input type="text"/>	30	<input type="text"/>	31	<input type="text"/>																	

List all those you

Name of Volunteer: _____

volunteered for: _____

Your own personal calendar—write in the total hours you work each day in the box provided by each date of the current month.

1	<input type="text"/>	2	<input type="text"/>	3	<input type="text"/>	4	<input type="text"/>	5	<input type="text"/>	6	<input type="text"/>	7	<input type="text"/>	8	<input type="text"/>	9	<input type="text"/>	10	<input type="text"/>	11	<input type="text"/>	12	<input type="text"/>	13	<input type="text"/>	<input type="text"/> Total Hours
14	<input type="text"/>	15	<input type="text"/>	16	<input type="text"/>	17	<input type="text"/>	18	<input type="text"/>	19	<input type="text"/>	20	<input type="text"/>	21	<input type="text"/>	22	<input type="text"/>	23	<input type="text"/>	24	<input type="text"/>	25	<input type="text"/>	26	<input type="text"/>	
27	<input type="text"/>	28	<input type="text"/>	29	<input type="text"/>	30	<input type="text"/>	31	<input type="text"/>																	

List all those you

Name of Volunteer: _____

volunteered for: _____

Your own personal calendar—write in the total hours you work each day in the box provided by each date of the current month.

1	<input type="text"/>	2	<input type="text"/>	3	<input type="text"/>	4	<input type="text"/>	5	<input type="text"/>	6	<input type="text"/>	7	<input type="text"/>	8	<input type="text"/>	9	<input type="text"/>	10	<input type="text"/>	11	<input type="text"/>	12	<input type="text"/>	13	<input type="text"/>	<input type="text"/> Total Hours
14	<input type="text"/>	15	<input type="text"/>	16	<input type="text"/>	17	<input type="text"/>	18	<input type="text"/>	19	<input type="text"/>	20	<input type="text"/>	21	<input type="text"/>	22	<input type="text"/>	23	<input type="text"/>	24	<input type="text"/>	25	<input type="text"/>	26	<input type="text"/>	
27	<input type="text"/>	28	<input type="text"/>	29	<input type="text"/>	30	<input type="text"/>	31	<input type="text"/>																	



Tucson, Arizona

SCHOOL VOLUNTEER APPLICATION FORM

Thank you for your interest in volunteering at our school. We appreciate your willingness to devote your time and talents to our students. To ensure the safety of students, Arizona statutes may require some formalities such as fingerprinting or your certification regarding criminal offenses. We will let you know if additional steps are required prior to the commencement of your volunteer efforts.

Additionally, for our records, we need to maintain emergency notification information in the event you have an emergency here at school.

Do you have a child enrolled at this school? Yes ___ No ___

Name:		Phone:	
Last	First	MI	
Address:			
Emergency Contact Information:			
Name:		Phone:	
Volunteer Activity: Teacher/Employee with whom you will be volunteering			

I understand the requirement to maintain the confidentiality of all student information and I agree to refrain from disclosing any student information that I hear or observe while volunteering at a TUSD school.

Signature

Date



Exhibit IJOC-E2
School Volunteers

Tucson Unified School District Certification Regarding Criminal Record

<i>CONVICTION REPORT</i>	
<p>___ (Check if this statement is true) I AM NOT awaiting trial on or I have never been convicted of or admitted committing any of the criminal offenses listed in question 5.</p>	
<p>___ (Check if this statement is true) I AM awaiting trial on or I have been convicted of or admitted committing the criminal offenses in this state or similar offenses in another jurisdiction, which are circled below in question 5.</p>	
<p>1. Have you ever been convicted of a minor offense other than traffic violations?</p>	<p>Yes ___ No ___</p>
<p>2. Have you ever been convicted of a felony?</p>	<p>Yes ___ No ___</p>
<p>3. Have you ever been convicted of a drug-related offense?</p>	<p>Yes ___ No ___</p>
<p>4. Have you ever been convicted of a sex-related offense?</p>	<p>Yes ___ No ___</p>
<p>5. Have you ever been convicted of any of the following?</p>	<p>Yes ___ No ___</p>
<p style="margin-left: 20px;"> a. Sexual abuse of a minor. b. Incest. c. First or second-degree murder. d. Kidnapping. e. Arson. f. Sexual assault. g. Sexual exploitation of a minor. h. Felony offenses involving contributing to the delinquency of a minor. i. Commercial sexual exploitation of a minor. j. Felony offenses involving sale, distribution or transportation of, offer to sell, transport, or distribute marijuana or dangerous or narcotic drugs. k. Felony offenses involving the possession or use of marijuana, dangerous drugs or narcotic drugs. l. Misdemeanor offenses involving the possession or use of marijuana or dangerous drugs. m. Burglary in the first degree. n. Burglary in the second or third degree. o. Aggravated or armed robbery. p. Robbery. q. A dangerous crime against children as defined in § 13-604.01. r. Child abuse. s. Sexual conduct with a minor. t. Molestation of a child. u. Manslaughter. v. Aggravated assault. w. Assault. x. Exploitation of minors involving drug offenses. </p>	
<p>If any of the above answers are marked "YES," fill in the information below.</p>	
<p>Conviction Charge(s):</p>	
<p>Date of Conviction:</p>	
<p>City/State:</p>	<p>Amount of Fine:</p>
<p>Length of jail term:</p>	<p>Length and Terms of Probation:</p>
<p>Comments:</p>	

I certify that all information I have supplied on this form is correct to the best of my knowledge. I understand that omissions or deliberate misinformation will serve as grounds to refuse to allow me to volunteer for Tucson Unified School District.

I authorize the Tucson Unified School District to request and obtain records to determine the accuracy of my responses.

Signature: _____

Date: ___/___/_____

Tucson Unified School District



Parent Letter
Mentor Authorization

Dear _____
Parent/Guardian Name

Your child _____ attending _____
Child's Name School

Has been assigned a 1:1 or group mentor. The mentor assigned to your student is _____ and his/her contact number is _____.

Your child's mentor will meet with you to discuss your child's progress in his/her educational program. Mentors will meet with students a minimum of one hour a week or 4 hours per month. A mentor's role is to provide academic and social improvement. This may come via goal setting, career planning, tutoring, social etiquette, and problem solving strategies.


Your child's mentor may also like to work with you and school staff to develop a joint plan to assist your child in meeting his/her greatest potential.

By signing below you consent for _____ to participate in the TUSD Mentor Initiative.

X

Parent Signature

TUSD POLICIES

 Tucson, Arizona POLICY REGULATION	REGULATION TITLE: Treatment of Confidential Information
	CODE: CCD – R
	LEAD DEPARTMENT: Superintendent's Office

Tucson Unified School District acquires information about employees and students in order to perform its mission, and TUSD has been entrusted to maintain confidentiality. Employees have an obligation to TUSD to respect the privacy of individuals and the legal obligations of their positions to uphold confidence and not disclose any information which would be harmful to the owner or to the District.

Guidelines

- Confidential information, materials, and records include but are not limited to:
 - Payroll records including deduction, garnishments and withholdings
 - Benefits information
 - Information gained, shared, or discussed throughout the hiring and interview process
 - Employee personal information (address, home or personal cell phone #, age, social security number, etc.)
 - Medical information including information related to leaves of absence.
 - Personnel records including evaluation reports
 - Computer system passwords and security codes
 - Information relating to the content and analysis of any competitive Request for Proposal prior to award of contract.
 - District planning information not yet presented to the Board
 - Litigation or other formal charges pending or in process
 - Investigation of complaints pending or in process
 - Student records
 - Student identifiable information, e.g. student discipline, IEP, student welfare reports, health issues, free and reduced-price meal benefit eligibility, test scores.
 - Executive Session information and minutes
- Information regarding an employee's salary, length of service, jobs held at TUSD may be public information.
 - Requesting public information on employees – only Public Relations department may respond.
 - Verification of employment and reference checks – only Human Resources may respond.
- Without the expressed written consent of a parent or guardian of a student, TUSD will only make reference to, or release, electronic or published information that concerns directory information or other materials intended for public distribution.
- Without the expressed written consent of an employee TUSD will not share confidential information with bargaining unit representatives.
- Free and reduced-price meal benefit eligibility information is only released by the Director of Food Services or his/her designee.
- Student Health information is only released by the Director of Health Services or his/her designee.
- Administrators, staff supervisors, and other responsible District officials are expected to identify confidential information and materials, and are to instruct their employees in the handling of such information and materials.
- Confidential information should be kept safe and secure.
 - Paper records should be kept in secured cabinets
 - Computerized records should have limited user access. Computer monitors should be positioned so that only authorized users can view the data. Authorized users are responsible for securing their computers when they are left unattended.
- Employees who are hired into positions that require the handling of confidential information are required to keep such information safeguarded and not to disclose it, except as permitted or required in the course of their job duties.
- Employees who are hired into positions that require adherence to government-mandated compliance [e.g., Medicare Compliance, FERPA, grant and contract administration, blood-borne pathogens] and the handling of confidential information will be subject to strict procedures for handling such materials and will attend all mandated training sessions.

Inquires

From	TO
News media (radio, television, newspapers)	Public Relations Department
Attorneys	Legal Department
Vendors	Purchasing Department
Law Enforcement including School Resource Officer (SRO's)	Student – Site Administrators Employee – Administrator of his/her department
Credit bureaus, lending agencies	Human Resources
Arizona Department of Education (ADE)	Human Resources
Subpoenas	Student records – Student Records Office All others – Legal Department
Student Record Information from: <ul style="list-style-type: none"> Arizona Department of Economic Security (DES) Arizona Department of Child Protective Services (CPS) 	Student Records Office
Employee Information from: <ul style="list-style-type: none"> FBI Social Security Administration Arizona Department of Employment Services (DES) Equal Employment Opportunity Commission (EEOC) National Labor Relations Board (NLRB) Department of Health and Human Services (DHHS) Office of Civil Rights (OCR) 	Legal Department

What to avoid

- Don't talk about sensitive information with friends and family, or when you can be overheard in public places, such as elevators or restaurants.
- Disclosing confidential information to anyone outside or inside TUSD who does not have a need to know the information.
- Divulging personal or hear say information about a student or employee.
- Receiving confidential information from an employee and passing the information on to others.
- Using third party confidential information that has been obtained illegally or unethically.
- Sharing confidential information on your email or website. Publishing confidential information on a website or sending email information will cause this confidential information to become public.


Volunteers

Volunteers (adults or students) may never have access to any confidential information and may never be placed in a position to easily access the information.

Reviewed: June 3, 2005 (To Board in Friday Report)

Revision:

Legal Ref:**Cross Ref:****Replaces TUSD Policy #**

 Tucson, Arizona POLICY REGULATION	POLICY TITLE: School Volunteers
	POLICY CODE: IJOC - R
	LEAD DEPARTMENT: Academic Leadership

To ensure the safety of our students, each individual who wishes to volunteer at a school must first complete a volunteer application form. (See Exhibit IJOC-E1) This form is maintained at the school site in a confidential file for the duration of the individual's volunteer efforts at the school.

Additionally, all volunteers must comply with the requirements of Governing Board Policy GDFa and GDFa-R regarding fingerprint clearance and certification relating to criminal offenses.


- Parent volunteers who have a child at the school at which they will be volunteering do not need to be fingerprinted but will need to complete the certification regarding criminal offenses. (See Exhibit IJOC-E2) This certification will be maintained together with the volunteer application form in a secure location at the school site.
- Non-parent volunteers and those parents who are volunteering at a school site where they do not have a child enrolled must be referred to Human Resources for fingerprinting and certification regarding criminal offenses. (See Governing Board Policy GDFa and GDFa-R)

Reviewed: July 29, 2005 [Friday Report]
Revised: August 15, 2012 [Policy Reference Correction Only]
Reviewed

LEGAL REF.: A.R.S. 13-3716 Notice of conviction of dangerous crime against children; or child abuse; violation; classification.
A.R.S. 15-512 General Provisions for School Employees
A.R.S. 23-901.06 Volunteer Workers

CROSS REF.:

Replaces TUSD Policy # 1140 Volunteer Programs

 Tucson, Arizona GOVERNING BOARD POLICY	POLICY TITLE: Fingerprint Clearance
	POLICY CODE: GDFA

Fingerprinting

To ensure the safety of our students, all individuals who provide direct services to our students shall be fingerprinted as a condition of employment/ volunteering.

Exceptions:

1. **Employees** who, as a condition of certification, are required to have a valid fingerprint clearance card may submit a copy of that valid card in lieu of being fingerprinted. The fingerprint clearance card must remain valid at all times for the individual to remain employed by the District. If the certified employee is notified that the fingerprint clearance card has been suspended, the employee will have 10 days to provide proof of a valid fingerprint clearance. If the employee is unable to provide such proof within 10 days, he or she will be given the opportunity to apply for an unpaid leave of up to one (1) year. An employee who is still unable to provide proof of a valid fingerprint clearance within that time, or who does not apply for an unpaid leave at the conclusion of the initial 10-day period, will be subject to discipline up to and including termination.
2. **Parent volunteers** who are volunteering at their children's schools do not require fingerprinting.

Certification regarding criminal offenses

In addition to obtaining the required fingerprint clearance as detailed above, all individuals, including parent volunteers, must certify whether they

- are awaiting trial on,
- have been convicted of, or
- have admitted in open court to committing

any of a variety of criminal offenses in Arizona or similar offenses in another jurisdiction as detailed in Policy Regulation GDFA-R. A person who makes a false statement, representation, or certification in any application for employment with TUSD is guilty of a class 3 misdemeanor.

After reviewing the certification:

- The District may refuse to permit an individual to volunteer at a school if that individual has been convicted of or admitted committing any of the criminal offenses as described in Policy Regulation GDFA-R.
- The District may refuse to hire candidates who have been convicted of or admitted committing any of the criminal offenses described in Policy Regulation GDFA-R.
- The District may review or terminate employees who have been convicted of or admitted committing any of the criminal offenses described in Policy Regulation GDFA-R. When considering termination of an employee pursuant to A.R.S. § 15-512, a hearing shall be held to determine whether a person already employed shall be terminated.

In considering whether to hire or terminate the employment of a person based on their certification regarding criminal offenses, the following factors shall be taken into account:

- The nature of the crime and the potential for crimes against children.

- Offenses committed as a minor for which proceedings were held under the jurisdiction of a juvenile or an adult court.
- Offenses that have been expunged by a court of competent jurisdiction, if the person has been pardoned or if the person's sentence has been commuted.
- The employment record of the person since the commission of the crime if the crime was committed more than ten years before the consideration of whether to hire or terminate the person.
- The reliability of the evidence of an admission of a crime unless made under oath in a court of competent jurisdiction.


Adopted: July 12, 2005

Revised: July 27, 2010 [recoded from GCFA to GDFA along with other revisions]

Reviewed: June 3, 2013

LEGAL REF.: A.R.S. 15-512, 15-534, 41-1750

CROSS REF.: GCFC – Certification and Credentialing Requirements
IJOC – School Volunteers

 Tucson, Arizona POLICY REGULATION	POLICY TITLE: Fingerprint Clearance
	POLICY CODE: GDFA - R

Classified Employees and Non-Parent Volunteers - Fingerprinting

Prior to employment, classified employees must be fingerprinted by the Human Resources department at a cost of \$29. Fingerprinting for non-parent volunteers is completed by Human Resources at no charge to the volunteer.

If the employee provides direct services to students, the District shall provide supervision of the individual until the date the fingerprint check is completed. "Supervision" means under the direction of and, except for brief periods of time during a school day or a school activity, within sight of a certificated employee when providing direct services to students.

Certification regarding criminal offenses

All individuals, including parent volunteers, who will provide direct services to students shall certify whether they are awaiting trial on or have ever been convicted of or admitted in open court or pursuant to a plea agreement committing any of the following criminal offenses in this state or similar offenses in another jurisdiction:

- Sexual abuse of a minor
- Incest
- First or second degree murder
- Kidnapping
- Arson
- Sexual assault
- Sexual exploitation of a minor
- Felony offenses involving contributing to the delinquency of a minor
- Commercial sexual exploitation of a minor
- Felony offenses involving sale, distribution or transportation of, offer to sell, transport or distribute or conspiracy to sell, transport or distribute marijuana or dangerous or narcotic drugs
- Felony offenses involving the possession or use of marijuana, dangerous drugs or narcotic drugs
- Misdemeanor offenses involving the possession or use of marijuana or dangerous drugs
- Burglary in the first degree
- Burglary in the second or third degree
- Aggravated or armed robbery
- Robbery
- A dangerous crime against children as defined in Sec. 13-604.01
- Child abuse
- Sexual conduct with a minor
- Molestation of a child
- Manslaughter
- Aggravated assault
- Assault
- Exploitation of minors involving drug offenses

Employees and non parent volunteers will complete this certification in Human Resources at the time of fingerprinting or new employee orientation. Parent volunteers will complete this certification at the school site.

Inconsistent Results of the Fingerprint Clearance

A person who makes a false statement, representation or certification in any application for employment with the school district is guilty of a Class 3 Misdemeanor. The District may terminate an employee if the information on the certification is inconsistent with the information received from the fingerprint check.

Confidentiality

Any person who permits unauthorized access to criminal history record information, releases criminal history record information, or procures the release or uses criminal history record information other than in accord with A.R.S. 41-1750 is guilty of a Class 6 felony.

Reviewed: July 29, 2005 (Friday Report)
Revision: July 27, 2010 (Recoded from GCFA-R to GDFA-R only)
Review

LEGAL REF.: Arizona Revised Statute §15-534. Fingerprinting, affidavit; violation; classification.
Arizona Revised Statute §41-619.53. Board of fingerprinting; powers and duties; personnel; liability.
Arizona Revised Statute §41-619.55. Good cause exceptions; revocation.
Arizona Revised Statute §41-1758.01. Fingerprinting division; duties.
Arizona Revised Statute 41-1458.04. Denial, suspension or revocation of fingerprint clearance card.

CROSS REF.:

Replaces TUSD Regulation # 4015

TUSD Tucson, Arizona GOVERNING BOARD POLICY	POLICY TITLE: School Volunteers
	POLICY CODE: IJOC


Tucson Unified School District values community and parent volunteers. Volunteers 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 recognition of volunteer services.

Adopted: July 12, 2005
Revised: March 5, 2013 [cross reference correction only]
Reviewed: April 3, 2013

LEGAL REF: A.R.S. 13-3716, 15-512, 23-901.06

CROSS REF: GDFA – Fingerprint Clearance

 Tucson, Arizona GOVERNING BOARD POLICY	POLICY TITLE: Reporting Child Abuse/Child Protection
	POLICY CODE: JLF

It is the policy of the Board/Administration that Tucson Unified School District will comply with the Child Protection Act.

Any school official or employee who reasonably believes that a minor is or has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions which may reasonably result in abuse or neglect, shall immediately upon receiving such information make a report to the appropriate authorities.

Minor, child, youth, or juvenile means an individual who is under the age of eighteen (18) years.

Definition of Child Abuse and Neglect

- Abuse means the infliction or allowing of physical injury, impairment of bodily function, or disfigurement.
- Physical abuse includes non-accidental physical injuries such as bruises, broken bones, burns, cuts or other injuries.
- Abuse shall include inflicting or allowing sexual abuse, sexual conduct with a minor, sexual assault, and molestation of a child, commercial sexual exploitation of a minor, sexual exploitation of a minor, incest, or child prostitution.
- Neglect includes a denial or deprivation of necessary care of illness or injury. Neglect may also include leaving children unsupervised or alone, locked in or out of the house, or without adequate clothing, food, or shelter. Allowing children to live in unsanitary conditions which could be a health hazard may also be considered neglect.
- Emotional abuse of a child is evidenced by severe anxiety, depression, withdrawal or untoward aggressive behavior, as diagnosed by a medical doctor or psychologist, and caused by the acts or omissions of the parent, guardian or caretaker.
- Exploitation includes use of a child by a parent, guardian or caretaker for material gain.
- Abandonment includes the failure of the parent, guardian or caretaker to provide reasonable support and to maintain regular contact with the child, including providing normal supervision, when such failure is intentional and continues for an indefinite period.
- Abuses classified by statute as "reportable offenses" are:
 - Indecent exposure [A.R.S. 13-1402]
 - Public sexual indecency [A.R.S. 13-1403]
 - Sexual abuse [A.R.S. 13-1404]
 - Sexual conduct with a minor [A.R.S. 13-1405]
 - Sexual assault [A.R.S. 13-1406]
 - Molestation of a child [A.R.S. 13-1410]
 - Furnishing items that are harmful to a child via the internet [A.R.S. 13-3506.01]
 - Surreptitious photographing, videotaping, filming, or digitally recording of a minor [A.R.S. 13-3019]
 - Incest [A.R.S. 13-3608]
 - Child prostitution [A.R.S. 13-3212]

Reporting

Any school official or employee shall immediately upon receiving information regarding child abuse or neglect, report or cause a report to be made to a peace officer or to the Department of Child Safety (DCS) (1-888-767-2445).

- Such reports shall be made immediately by telephone or in person.
- Reports shall contain:
 - The names and addresses of the minor, the parents, or the person or persons having custody of such minor, if known.
 - The minor's age and the nature and extent of the minor's abuse, child abuse, or physical injuries or neglect, including any evidence of previous abuse, child abuse, physical injury or neglect.
 - Any other information that such person believes might be helpful in establishing the cause of the abuse, child abuse, physical injury or neglect.

- A person who furnishes a report, information, or records required or authorized under Arizona Revised Statutes or a person who participates in a judicial or administrative proceeding or investigation resulting from a report, information or records required or authorized under Arizona Revised Statutes is immune from any civil or criminal liability by reason of that action unless such person has acted with malice or unless such person has been charged with or is suspected of abusing or neglecting the child or children in question.
- A report is not required for sexual conduct between minors who are fourteen (14), fifteen (15), sixteen (16) or seventeen (17) years of age when there is nothing to indicate that the conduct is other than consensual.
- A person who fails to report abuse as provided in A.R.S. 13-3620 is guilty of a class 1 misdemeanor, except if the failure to report involves a reportable offense, the person is guilty of a class 6 felony.


Any certificated person or Governing Board member who reasonably suspects or receives a reasonable allegation that a person certificated by the Department of Education has engaged in conduct involving minors that would be subject to the reporting requirements of A.R.S. 13-3620 shall report or cause reports to be made to the Department of Education in writing as soon as is reasonably practicable but not later than three (3) business days after the person first suspects or receives an allegation of the conduct.

Any school employee who has orally reported to DCS or a peace officer a reasonable belief of an offense to a minor must provide written notification to the principal of the oral report not later than the next workday following the making of the report

Adopted: December 14, 2004
Reviewed: March 6, 2013
Revision: October 14, 2014

LEGAL REF: A.R.S 8-201, 13-1404 *et seq.*, 13-1405, 13-1410, 13-3019, 13-3212, 13-3506,
13-3506.01, 13-3552, 13-3553, 13-3608, 13-3619, 13-3620, 13-3623, 15-514,
46-451, 46-454

CROSS REF.: GBEB - Staff Conduct
GBEBB - Staff Conduct with Students
JKA - Corporal Punishment

 Tucson, Arizona POLICY REGULATION	REGULATION TITLE: Reporting Child Abuse/Child Protection
	CODE: JLF – R
	LEAD DEPARTMENT: Academic Excellence

The purpose of this regulation is to provide guidelines for all staff and volunteers in Tucson Unified School District regarding their roles and responsibilities to report child abuse.

School personnel generally will receive information about possible abuse in one of three ways:

- the child will self report,
- physical injury or unusual behavior will be observed,
- a third party will disclose the abuse.

Interaction with child prior to report:

- In order to minimize the number of times the child victim is interviewed, minimize disclosure trauma, and insure that the appropriate and most qualified professionals conduct the investigation; school personnel should not pre-interview children.
- If the child has not spontaneously provided the following information about the abuse, only these exact questions may be asked as needed to provide basic information needed by the Department of Child Safety (DCS) and/or law enforcement for triage and prioritization:
 - What happened?
 - Who did it?
 - Where were you when it happened?
- It is not the job of school personnel to establish beyond a doubt that abuse has caused the observed injury or behaviors.
- It is completely inappropriate for school personnel to gather additional details in order to respond to anticipated questions by the DCS Hotline worker. The Hotline worker's questions are for the purpose of gathering information that MAY be known to the person making the call, but is not EXPECTED to be known.
- Effort should be made to remember the child's exact words during the disclosure and write them down afterward.
- In the case of third party reports (someone tells school personnel that a child has been maltreated), the school personnel should make a report based on the information provided and should not call in the child for an interview.
- School personnel shall maintain confidentiality of all information regarding the abuse report, except when such information is requested by DCS, law enforcement, or the County Attorney.
- School personnel should never promise to keep abuse information a secret, or make remarks like "No one is going to go to jail," or use other distracting or dishonest information to reassure a child.
- Never delay a report pending approval of a supervisor, school resource officer, counselor or health staff person who is not immediately available.

Making Phone Reports

- Abuse reports should be telephoned to the DCS Hotline 1-888-SOS-CHILD (or 1-888-767-2445) and to 911.
- If unsure if the information constitutes abuse or is reportable, contact the DCS Hotline and DCS will evaluate the information and determine if a report should be made.
- Do not contact or provide information to the parent(s) and/or the alleged perpetrator. Refer all inquiries to police or DCS. It is the duty of Police and DCS, not school personnel, to notify parents of the investigation.
- Call within 72 hours the Arizona Department of Education, Investigative Unit if the alleged perpetrator is a certified teacher or administrator (602) 542-2972.


After the telephone report has been made

- Contact the appropriate school personnel (i.e. principal, assistant principal) who need to know in order to protect the child.
- School office personnel must maintain utmost confidentiality about investigators reporting to the school. Names and purpose for visit should not be spoken aloud in the presence of other visitors, students, or school staff by investigators or by school personnel.

- Assist police and Department of Child Safety upon their arrival by sharing information and providing a private place on campus for the agencies to meet with the child and/or with the reporting source.
- If a parent or guardian calls or comes to the school in an effort to locate a child being interviewed, sheltered or removed from school grounds, the Principal should refer the parent or guardian to DCS and the law enforcement agency for information. Parent or guardian should not be given information about the allegation or about the alleged abuser.

Reviewed: April 24, 2015 [Friday Report]
Revision:

Legal Ref: A.R.S. §13-3620; §15-514

 Tucson, Arizona GOVERNING BOARD POLICY	POLICY TITLE: Visitors to School
	POLICY CODE: KI

It is the policy of the Governing Board to encourage parents and other interested citizens to visit schools and classrooms as long as such visits do not disrupt school operations or interfere with the educational process. Parents, citizens and members of the governing board shall have reasonable access to observe classes, activities and functions at the schools upon advance notice to, and authorization by, the building principal or designee.

In order to ensure that no unauthorized persons enter buildings and that the educational process or other school operations are not disrupted, all visitors to the schools shall report to the school office when entering, and must receive authorization before visiting other parts of the building. This requirement does not apply when visitors are attending an athletic event or other school program in areas typically used for large group assembly such as gymnasiums and auditoriums, or when parents are attending activities clearly for the purpose of parent involvement such as an open house or parent-teacher conferences.

Visitors whose purpose is to influence or solicit students shall not be permitted on the school grounds unless the principal or designee has determined that the visit furthers the educational program of the District or the career or educational aspirations of the student.

To promote the general health, welfare, and well being of all who enter school property, and pursuant to state law, smoking, chewing, or any use of tobacco products by staff, students, or visitors is prohibited on all school property. No visitor shall carry or possess a weapon, explosive device, knife (with a blade of 2 ½ inches or more) or any other dangerous or illegal instrument on District-owned premises unless he/she is a peace officer or has obtained specific authorization from the Superintendent. Persons violating the criminal law by using, selling, or distributing any controlled substance on school grounds, on school buses transporting students, or within 1,000 feet of the perimeter of the school grounds shall be subject to enhanced criminal penalties.

The District prohibits all registered sex offenders from property owned by the School District, as well as any property that is immediately adjacent to property owned by the District, and from attending any District sponsored activity or event.


TUSD employees, vendors, and contractors visiting a school site must wear their employee badge at all times and register with the office when arriving.

Unauthorized persons shall not loiter on school property at any time. All districts employees are expected to help enforce the loitering rule and state law that prohibits loitering and interfering with normal school activities by informing the administration of suspected loitering. Law enforcement shall be called if persons violating this policy refuse to comply.

Adopted: October 5, 2004
Reviewed: November 13, 2012
Revision:

Legal Ref: A.R.S. 13-1302
13-2905
13-2911
15-341
15-507

Cross Ref: GBEBF – Weapons Prohibition; GBEBD – Reporting of Suspected Crimes; GBEC – Substance Free Workplace, GBED – Smoking by Staff Members; IJOC – School Volunteers; JICFB – Bullying, Intimidation and Harassment; JICG – Tobacco Use by Students; JICH – Drug and Alcohol Use of Students; JICI – Weapons in School; JLF – Reporting Child Abuse/Child- Protection.

 Tucson, Arizona GOVERNING BOARD POLICY	POLICY TITLE: Teaching about Controversial/Sensitive Issues
	POLICY CODE: IMB
	LEAD DEPARTMENT: Academic Leadership

Democratic tradition often involves dealing with controversial issues. Critical thinking skills are essential for our students' development into participatory members of our community.

The teacher holds a position of authority and respect in the classroom and community and by virtue of that position may have great influence in the formation of the values of all students. All teachers must recognize that personal views are not a part of the instructional program and must be tempered by the responsibility to maintain professionalism.

Teaching critical thinking and communication skills utilizing controversial or sensitive subjects such as those involving political or religious points of view must be done in an objective and impartial manner. Students shall be instructed in:

- Issue analysis
- Formulation of opinions
- Communication of opinions
- Respectful disagreement

Such discussions shall always be aligned with the curriculum and age appropriate.

Adopted: July 24, 2007

Revision:

Review:

LEGAL REF.:

CROSS REF: **Policy A** – District Mission, Vision and Values; **Policy AC** – Discrimination; **Policy ADF** – Intercultural Proficiency; **Policy IMC** – Guest Speakers; **Policy KB** – Parental Involvement in Education

Replaces TUSD Policy #

Governing Board

Adelita Grijalva
Michael Hicks
Dr. Mark Stegeman
Cam Juarez
Kristel Ann Foster

Dr. H.T. Sanchez, Superintendent
Dr. Adrian Vega, Deputy Superintendent for Teaching and Learning

Richard Foster – Interim, Curriculum and Instruction, Assistant Superintendent
Ana Gallegos – Elementary and K-8, Assistant Superintendent
Abel Morado, Ed.D – Secondary Leadership, Assistant Superintendent
Eugene E. Butler, Jr. - Assistant Superintendent of Student Services

Credits

Monica Sanchez, Desegregation Office
Rashad Robinson, Mexican American Student Services
Dr. Maria Figueroa
Richard Langford
Teresia Albritton
Jimmy Hart
Chris Golston, past Student Success Specialist
Ann Littleton
Angelica Munoz
Patricia Guevara
Marisela Dominquez
Tsuru Baily-Jones
Roxanne Begay-James