



NAVAJO HEAD START

VOLUNTEER SERVICES

Ya'at'eeh!

Welcome to Navajo Head Start volunteering and giving of your time is easy and fun. We have many areas that might interest you:

- Classroom
- Administrative Office
- Maintenance
- Child Development (Teacher Supervisors)
- Parental Involvement

Volunteering is essential to our head start program. The success of the program depends upon active participation of parents and others in the community. Your knowledge, time and talent can all contribute to this effort.

By Volunteering, you will help us meet our non-federal match requirement, become acquainted with our head start program and help staff make it a fun learning experience for all.

There is no time commitment to volunteer. You can do it at your time of convenience, as a one time event or set a weekly schedule. We appreciate all volunteer hours. To get started simply complete the volunteer application form.

All volunteers must be 18 years or older, please direct any questions to Navajo Head Start at (928) 871-6902.

Thank you for your valuable contribution and making a difference in a child's life.

Sharon H. Singer, M.Ed., Assistant Superintendent
NAVAJO HEAD START



NAVAJO HEAD START

Volunteer Services Application

***You must be at least 18 years of age to volunteer**

Contact Information

Date of Application	____ / ____ / ____	
Full Name (first, last)		
Mailing Address (including City, State, and Zip Code)		
<i>Second Mailing Address (if applicable) City, State, and Zip Code</i>		
Home Phone		
Other Phone	<i>Work</i>	<i>Cell</i>
Email Address		

Demographic Information

Date of Birth	____ / ____ / ____	
Gender	<input type="checkbox"/> Female <input type="checkbox"/> Male	
Ethnicity	<input type="checkbox"/> American Indian <input type="checkbox"/> Asian <input type="checkbox"/> Hispanic <input type="checkbox"/> African-American <input type="checkbox"/> Caucasian <input type="checkbox"/> Hawaiian / Pacific Islander <input type="checkbox"/> Other:	
Are you a person with a Disability?	<i>If so please describe limitations:</i>	
Education	<input type="checkbox"/> Advance Degree <input type="checkbox"/> College Graduate <input type="checkbox"/> High School Graduate <input type="checkbox"/> Non-High School Graduate	
How did you hear about our Volunteer Services Program?	<input type="checkbox"/> Friend <input type="checkbox"/> Newspaper <input type="checkbox"/> Other: <input type="checkbox"/> Radio <input type="checkbox"/> Staff <input type="checkbox"/> Television	

Availability

During which hours are you available for volunteer assignments?
<input type="checkbox"/> Weekday afternoons <input type="checkbox"/> Weekday mornings <input type="checkbox"/> Weekday evenings

Person to Notify In Case of Emergency

Name	
Relation to this Person	
Street Address	
City/State/ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, sexual preference, age, or disability.

Thank you for completing the application form and for your interest in volunteering with us.

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal. I understand that if accepted as a volunteer, I volunteer my services through Navajo Head Start program. I understand that I am not a paid employee of Navajo Head Start.

Name (print)	
Signature	
Date	____ / ____ / ____



NAVAJO HEAD START



Volunteer Responsibilities and Expectations

PURPOSE AND PHILOSOPHY

Head Start volunteers are an important part of the educational team and can make a significant difference in the lives of students. Navajo Head Start volunteers can provide a rich resource of community members who can assist center staff in diverse ways to facilitate and enhance the learning process. The purpose of this policy is to outline responsibilities and expectations for those serving as volunteers within Navajo Head Start.

RESPONSIBILITIES AND EXPECTATIONS

In accordance with Navajo Nation Personnel Policies Manual, volunteers shall have the approval of the Head Start Assistant Superintendent to perform volunteer services under the supervision of an assigned and paid teaching staff.

Volunteers are expected to follow the direction of Navajo Head Start procedures, employee to whom they have been assigned and to conform to all applicable laws, rules, and policies.

In the course of volunteering for Navajo Head Start volunteers may be asked to deal with confidential information. It is the expectation of Navajo Head Start that volunteers shall keep said information in the strictest confidence in accordance with, *Family Educational Rights and Privacy Act 20 U.S.C. § 1232g*.

In the course of volunteering for Navajo Head Start, volunteers asked to chaperone students on school approved events shall meet all criteria established in Navajo Head Start, *Student Transportation and Field Trip policies and procedures*.

Failure to follow the direction of a supervisor or to follow applicable laws, rules and policies may give rise to terminating the volunteer from service as stated in the Navajo Nation Personnel Policies Manual XV. **TERMINATION OF EMPLOYMENT (F) Termination of Volunteers or Temporary Employees.**

All volunteers are required to submit a physical examination with TB (tuberculosis) results in accordance to CFR 1304.52(j).

IMMUNITY FROM LIABILITY AND WORKERS' COMPENSATION

Volunteers performing volunteer services as directed by and under the supervision of an assigned and paid teaching staff shall be immune from liability with respect to such decisions or actions, other than, established that such decisions or actions were grossly negligent, not made in good faith, or were made maliciously.

A volunteer is considered a tribal government employee for purposes of receiving workers' compensation *liability insurance coverage*, which shall be the exclusive remedy for all injuries and occupational diseases as provided by law.

DEFINITIONS "Volunteer" means any person who donates services without pay or other compensation except expenses actually and reasonably incurred as approved by the supervising agency. Volunteer does not include any person participating in human subjects research to the extent that the participation is governed by federal law or regulation, nor does it include compensatory service workers.

REFERENCES

Navajo Nation Personnel Policies Manual- Immunity for persons performing voluntary services.
Navajo Head Start Policies and Procedures – Human Resource
Head Start Performance Standards 1306.22

FORMS

Volunteer Agreement
Physical Examination



NAVAJO HEAD START STANDARDS OF CONDUCT AGREEMENT

As indicated by Head Start Program Performance Standard 1304.52 (i) (1) (i, ii, iii, iv), it is expected that employees, Policy Council, Board members, volunteers and consultants will conduct themselves in accordance with high standards of work performance and professional conduct. Observing standards of conduct allows employees, Policy Council, Board members, consultants, and volunteers to work together harmoniously and enables Navajo Head Start (NHS) to maintain efficient operations.

As an employee, Policy Council, Board member, volunteer of NHS, I agree to abide by the program's standards of conduct as outlined in the Head Start Performance Standards and NHS's policies and procedures including but not limited to:

- No child shall be left alone or unsupervised at any time.
- Use positive methods of child guidance which do not engage in corporal punishment, emotional or physical abuse, humiliation, isolation or the use of food as punishment or reward or the denial of basic needs or engage in any other behavior deemed inappropriate by staff.
- Respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, age or disability.
- Follow the program confidentiality policy concerning information about children, families, and staff members. Family files, personnel records, financial information, and other related information is considered confidential. Protection of this information is expected by safeguarding it when in use, filing it properly when not in use, and discussing it only with those who have a legitimate need to know.
- Not solicit or accept gratuities, favors, or anything of significant monetary value for personal use or enrichment from contractors/vendors or potential contractors/vendors who have been awarded contracts or provide services or materials for NHS.
- Refrain from engaging in any activity, practice or conduct which conflicts with, or appears to conflict with the interests of the program and disclose all real or apparent conflicts of interest (financial, business or personal) if they exist.
- Conform to section 642 (c)(1)(C) of the 2007 Improving Head Start for School Readiness Act, which stipulates that Board members (include Policy Council members at NHS) not be employed by, nor immediate family members be employed by NHS.
- If approached by members of the news media requesting information regarding NHS operations, refer requests to the Assistant Superintendent.

I understand the above list is not all-inclusive and that any act contrary to prudent conduct on NHS's premises is prohibited. I understand the following penalties for violations of any of the above Standards of Conduct.

- Employee – Violating NHS's standards of conduct may result in disciplinary actions up to and including termination with or without prior notice. These standards are not intended to alter the at-will status of employment with NHS.
- Volunteer – A volunteer who violates any of the above Standards of Conduct will be sent home immediately and will not be allowed to volunteer for the program.
- Policy Council or Board Member – Violation of Standards of Conduct are delineated in the governing body by-laws.

Print Name

Signature

Date

I am an (a):

- Employee
- Volunteer
- Policy Council or Board Member



NAVAJO HEAD START

Policy and Procedures Employee and Volunteer Background Checks and Employee Personal Reporting of Arrests

PURPOSE AND PHILOSOPHY

The Navajo Head Start Policy Council and Navajo Nation Board of Education (governing body) enacts this policy in an effort to protect the safety, health, and security of Navajo Head Start children, employees, and property.

FEDERAL AND TRIBAL CRIMINAL RECORDS CHECK

In order to protect the health and safety of all children and protect the property of Navajo Head Start, the program shall require current and potential employees to submit to a federal and tribal criminal records check as a condition for employment or appointment. Volunteers which includes **Parents, Regional Parent Committee, Community Representatives and Policy Council Members**, who will be given significant unsupervised access to a student in connection with the volunteer's assignment shall submit to a federal and tribal criminal **records** check as a condition of participation as a volunteer.

Individuals Subject to Records Checks

- a) Navajo Head Start shall require a criminal **records** check on each potential employee if a check has not been made by program within the previous twelve (12) months.
- b) Navajo Head Start shall require a federal and tribal criminal **records** check on each employee and volunteer if a check has not been made by the program within the previous twelve (12) months.
- c) Employees shall submit to federal and tribal criminal **records** checks a minimum of once every five (5) years.
- d) Where reasonable cause exists, Navajo Head Start may require an existing employee or volunteer to submit to a criminal **records** check.

A **records** check shall include driving record reports on applicants and employees when their positions require driving as an essential job function. Navajo Head Start shall update driving records:

- a) every year twelve (12) months for bus drivers; and
- b) at least one (1) time per year for any other employee for whom driving is an essential job function.

Conducting the **Records** Check

- a) The applicant, volunteer, or employee shall receive written notice that the **records** check has been requested.
- b) The applicants, volunteers, or employees shall be required to sign the release form and submit to the **records** check to enable Navajo Head Start to perform the **records** check.
 - i. An applicant who declines to submit to a **records** check shall be ineligible for further consideration for employment with Navajo Head Start.
 - ii. A current employee who declines to submit to a **records** check will no longer be considered qualified to be employed with Navajo Head Start.
 - iii. A volunteer who will have significant unsupervised access to students shall submit to a **records** check as a condition of participation as a volunteer.

The **records** check will include, but not be limited to, a fingerprint check conducted by Navajo Head Start and Personnel Security Consultant Inc. of Albuquerque, NM

Payment for **Records** Check made by employee or volunteer in the amount of \$45.00 for federal and \$15.00 for tribal. (cost is subject to change)

- a) Applicants for employment, including volunteers, shall be the responsibility of the employee or volunteer to pay the designated costs of **records** checks.
- b) Navajo Head Start shall pay the cost of **records** checks for employees or volunteers when initiated for reasonable cause rather than as a condition of continued employment.

REVIEW OF INFORMATION AND DETERMINATION OF SUITABILITY TO WORK

- a) Upon receipt of **records** check results, Navajo Head Start shall determine what, if any, action is warranted.
- b) A federal or tribal criminal conviction does not necessarily preclude employment with Navajo Head Start. Navajo Head Start has the sole and absolute discretion to determine whether the outcome of a criminal **records** check or driving record check is satisfactory. The safety and security of all children will be the foremost consideration. Central Administration Adjudication Assessment Team consider each circumstance on a case-by-case basis to determine an applicant or current employee's suitability to work for Navajo Head Start. Factors considered include, but are not limited to, the following:
 - i. type of conviction;
 - ii. relevance of any conviction to the individual's position;
 - iii. a history of multiple convictions that suggest a pattern of criminal behavior or bad judgment;
 - iv. amount of time that has passed since a conviction and/or the completion of a sentence;
 - v. age of the individual at the time the crime was committed;
 - vi. evidence of rehabilitation.
- c) If a person is denied employment or is dismissed from employment because of information obtained through the federal and tribal criminal **records** check, the person shall receive written notice of the reasons for denial or dismissal and shall have an opportunity to respond to the reasons.
- d) In no case will the subject of the **records** check be given a copy of the federal and tribal criminal history report nor will copies be provided to entities outside of Navajo Head Start.

CONFIDENTIALITY

Information obtained through records check is confidential and may only be disclosed as provided in Navajo Head Start policies and procedures.

REPORTS OF ARREST AND COURT ACTION

Personal Reporting of Arrest

A Navajo Head Start employee **or volunteer** who is arrested for the following alleged offenses shall report the arrest as soon as possible or within 48 hours to the employee's supervisor:

- b) any matters involving arrests for alleged sex offenses;
- c) any matters involving arrests for alleged drug-related offenses;
- d) any matters involving arrests for alleged alcohol-related offenses; and

A Navajo Head Start employee **or volunteer** shall report, to their supervisor, convictions, including pleas in abeyance and diversion agreements within 48 hours or as soon as possible upon receipt of notice of conviction, plea in abeyance or diversion agreement.

The supervisor shall report offense information received from the employee **or volunteer** as soon as reasonably possible to the Human Resources Department.

The Human Resources Department shall electronically report arrest or offense information received from individual or supervisor and take appropriate actions in accordance to Navajo Head Start policies and procedures within 48 hours.

The employee **or volunteer** shall report for work following the arrest and notice to the supervisor unless directed not to report for work by Navajo Head Start.

Review, Investigation and Suspension

The Human Resources Department, in cooperation with the employee's supervisor, shall review arrest information and:

- a) assess the employment status considering the employee's **or volunteer** assignment and the District's policy regarding ethical conduct;
- b) make employment decisions that protect both the safety of all children and the confidentiality and due process rights of the employee.

An employee shall be immediately suspended from student supervision responsibilities for alleged sex offenses and other alleged offenses which may endanger the children during the period of investigation.

An employee shall be immediately suspended from transporting students or program vehicle operation or maintenance for alleged offenses involving alcohol or drugs during the period of investigation.

DUE PROCESS

An employee dismissed from employment shall receive written notice of the reasons for denial or dismissal and have opportunity to respond to the reasons under procedures set forth in the Navajo Nation Personnel Policies Manual.

RECORDS

Records of arrests and convictions of employees, including the final administrative determination and actions following the investigation shall:

- a) be maintained and protected in accordance with Navajo Nation Personnel Manual; and
- b) be retained for five (5) years provided there are no further arrests or until administrative need ends and then destroy.

DEFINITIONS

"Crimes against a person" Means any matters involving arrests for alleged offenses against the person under Navajo Nation Safety Laws and Regulations, Offenses Against the Person. This includes, but is not limited to, crimes where a person has assaulted, harassed, abused, neglected, exploited, endangered, kidnapped, murdered, trafficked, raped, sexually assaulted, etc. another person(s).

"Reasonable Cause" means reliable information implicating an employee or volunteer in a sexual offense against a minor, an offense involving drugs, or other offense which is relevant to the subject's assignment.

REFERENCES

Navajo Nation Personnel Policies Manual;

Navajo Nation Safety Laws and Regulations – Limited use of records for employment purposes.

Navajo Nation Safety Laws and Regulations– Criminal background checks on school personnel.

Navajo Nation Safety Laws and Regulations– Background checks.

Navajo Nation Safety Laws and Regulations– Disciplinary action against educator.

Navajo Nation Safety Laws and Regulations– Offenses Against the Person



NAVAJO HEAD START

AUTHORIZATION for BACKGROUND CLEARANCE Volunteer Services

All volunteers who provide services to children are under the direct visual supervision of a center Teacher or supervisor, you will be required to submit to a federal and tribal criminal background check and submit to a fingerprint clearance check. Volunteers should understand that the background clearance may include information regarding their name, social security number, their date of birth and address.

AUTHORIZATION

During the application process and at any time during my tenure with Navajo Head Start, I hereby authorize Personnel Security Consultant Inc. of Albuquerque, NM and Navajo Nation Office of Background Investigations, on behalf of Navajo Head Start to procure a background screening report, which I understand may include information regarding my name, social security number, date of birth and address. This report may be compiled with information from courts record repositories, departments of motor vehicles, past or present employers and educational institutions, governmental occupational licensing or registration entities, business or personal references, and any other source required to verify information that I have voluntarily supplied. I understand that I may request a complete and accurate disclosure of the nature and scope of the background verification; to the extent such investigation includes information bearing on my character, general reputation, personal characteristics or mode of living in accordance to the Fair Credit Reporting Act.

Volunteer Name and Signature

Date

_____-_____-_____
Volunteer Social Security Number

Volunteer Date of Birth *

Volunteer Residential Address

City/State/Zip Code



NAVAJO HEAD START



Volunteer Confidentiality Guidelines

- Volunteers are expected to follow the direction of the program employee to whom they have been assigned and to conform to all applicable laws, rules, and policies.
- In the course of volunteering for Navajo Head Start volunteers may be asked to deal with confidential information. It is the expectation of Navajo Head Start that volunteers shall keep said information in the strictest confidence in accordance with Family Educational Rights and Privacy Act.
- In accordance with Navajo Head Start-Employee and Volunteer Background Checks, volunteers who will be given significant unsupervised access to a student in connection with their volunteer assignment shall submit to a federal and tribal criminal background check as a condition of appointment.
- Failure to follow the direction of a supervisor or to follow applicable laws, rules and policies may give rise to terminating the volunteer from service.
- Serving as a volunteer in the educational setting is not an entitlement and schools are not required to utilize volunteer services. The opportunity to volunteer may be denied or terminated by program administration where services are no longer needed or where the presence of the volunteer may be disruptive to the educational environment.

VOLUNTEER AGREEMENT

As a Navajo Head Start volunteer, I understand and agree that:

While performing volunteer services on the premises of Navajo Head Start, I will conform to all applicable laws, rules, and policies which prohibits volunteers from engaging in proselytizing or recruiting activities of any type on school grounds or in conjunction with any school activity.

In the course of volunteering for Navajo Head Start, I may be dealing with confidential information and I agree to keep said information in the strictest confidence in accordance with Family Educational Rights and Privacy Act.

I will follow the supervision and direction of the teacher or supervisor to whom I have been assigned to perform my volunteer services and activities. Failure to do so may result in my being asked to leave the school premises.

Volunteer Signature

Date

Volunteer Time Sheet



NAVAJO HEAD START
Volunteer Services

PO BOX 3479
 Window Rock, AZ 86515

Reporting Month: _____
 Reporting Year: _____

Volunteer Name: _____ Volunteer phone: _____
 Volunteer Address: _____ Center Teacher: _____

Date	Center Name	Volunteer Hours	Comments
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
Total Volunteer Hours			

 Volunteer signature Date

 Teacher signature Date