

Rescue Union School District (RUSD)



Volunteer Handbook

Human Resources Department

2390 Bass Lake Road

Rescue, CA 95672

<http://www.rescueusd.org>



Handbook Contents

1. Welcome Volunteers	Page 3
2. Guidelines for Volunteers	Page 4
3. Volunteer Responsibilities	Page 5-6
4. Quick Reference Guide to Volunteering	Page 7-10
5. Volunteer Clearance Process	Page 11
6. Background Check	Page 11
7. Live Scan (Fingerprinting)	Page 11-12
8. Tuberculosis Testing	Page 12
9. Mandated Reporter Training Certificate	Page 12
10. How can I help without officially becoming a volunteer?	Page 13
11. Volunteer Application Forms	Page 13



Welcome Volunteers!

The Volunteer Program at Rescue Union School District ("RUSD") is designed to encourage parents and community members to volunteer, while ensuring that steps are taken to protect the safety and interests of our students and staff. We thank you for your commitment and interest in public education and in the young people of our community.

A school volunteer is willing to take the time to share wisdom and experience with those on the threshold of the future...our students. A school volunteer helps to expand and enrich students' learning experiences by working under the direction of school staff. Your involvement on our campus shows our students that you are concerned, that you value them as young people, and that you want to help them succeed and be the best they can be.

RUSD is fortunate to have you in our community. You help foster strong school/community relationships by creating a common ownership in the success of our schools, as well as demonstrating the importance of community service to our students.

Volunteering is tangible evidence of strong community support. As a district, we are privileged to have and enjoy your strong support. We hope that your volunteer experience will encourage others to join you. Education is a team effort, and volunteers are a very critical part of the school team.

The RUSD Parent Volunteer Handbook should serve as a reference for our volunteers. The guidelines and regulations contained herein have been established to provide a highly effective Volunteer Program that ensures a safe environment for you, the students and our staff members.

We are extremely appreciative of our community resources and thank you for sharing your precious time, individual talents, and expertise as a school volunteer.



Guidelines for Volunteers

Students observe and learn from the behavior of the adults around them.

Volunteers are expected to exhibit proper decorum, good manners, respect and kindness toward children and adults alike. Volunteers should not try to be a “peer” or “buddy” to students; children are best served when grown-ups behave as responsible adults.

Volunteers need be at least 18 years old and must follow and comply with the rules and direction(s) of RUSD, the site administrator, teacher or other supervisor(s) and should not substitute their own personal judgment for that of the supervisor. For example, volunteers should not introduce new concepts, assign grades to students, call a student’s parents, or offer any services not authorized by a supervisor.

Appropriate boundaries, personal privacy, and student safety are of paramount concern. **Volunteers may not:**

- Leave students unsupervised
- Give any information about any student to anyone other than the volunteer's supervisor; requests for student info should be referred to the volunteer's supervisor or the school office
- Place their hands on a student
- Give any food or candy to a student unless directed to by a site administrator, teacher or other supervisor(s)
- Loan or borrow money from any students
- Hold any student’s property
- Talk to students about the volunteer’s personal life

Whenever you have questions, please ask your supervisor.

All volunteers serve at the pleasure of the site administrator. At all times, the site administrator has the right to direct or terminate a volunteer’s service on campus.



Volunteer Responsibilities

By volunteering with the RUSD, you have a responsibility to RUSD and to your fellow volunteers to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to be certain that the learning environment is not compromised. When a person is aware that he or she can fully depend upon others to follow the rules of conduct, then our organization is a better place to work and learn for everyone. Volunteers should become familiar with the specific rules at the site(s) and classrooms at which they volunteer.

PLEASE CHECK EACH OF THE VOLUNTEER DUTIES AND RESPONSIBILITIES LISTED BELOW TO ACKNOWLEDGE YOUR UNDERSTANDING. As a volunteer for RUSD, I acknowledge and understand that it is my duty and responsibility to:

- ☐ Sign in and sign out at the school office when entering and exiting the school campus.
- ☐ Develop a partnership with an assigned teacher or staff member.
- ☐ Be reliable, friendly, and flexible.
- ☐ Comply with the directions and rules of the assigned teacher or staff member.
- ☐ Report any suspected child abuse to the Principal/Designee immediately.
- ☐ Wear the assigned identification badge when volunteering.
- ☐ Become familiar with the bell schedule at the school.
- ☐ Follow the school's "Chain of Command" and protocol.
- ☐ Use the school map to become familiar with the facilities.
- ☐ Dress according to the school site dress code.
- ☐ Review the school's emergency, disaster, fire and evacuation procedures.
- ☐ Read and understand the RUSD Volunteer Handbook.
- ☐ Abide by all applicable school rules and RUSD policies and regulations.
- ☐ Maintain a drug, alcohol and tobacco-free workplace. Employees and volunteers are prohibited from being intoxicated or under the influence of controlled substances while volunteering; use, possession, or sale of alcohol,



tobacco, or a controlled substance in any quantity while on RUSD premises (except medications prescribed by a physician which do not impair volunteer performance) will result in revocation of volunteer authorization.

- ☐ Do not solicit or sell products, services, etc., on RUSD property without the prior written approval of the Superintendent or his/her designee.
- ☐ Use only adult bathroom facilities.
- ☐ Do not exchange telephone numbers, home addresses, or email addresses, (including social media information) with students for any purpose.
- ☐ Keep information about students confidential. Do not disclose, use, or disseminate student records, photographs or personal information about students to anyone other than the students teacher or principal.
- ☐ Keep information about staff confidential. Do not share, use, or distribute this information to unauthorized individuals. Personal details may only be shared with authorized Rescue USD personnel who require it for legitimate purposes.
- ☐ Do not 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.

I have read and agree with the volunteer responsibilities. I also acknowledge I am at least 18 years old.

Printed First and Last Name

Signature

Date



Quick Reference Guide to Volunteering

As a new school volunteer applicant, you will need to complete a Volunteer Application Form (located at the end of this packet) and wait for clearance **PRIOR** to volunteering in our schools. Depending upon the type of contact with our students, you will be grouped into one of three volunteer levels:

	Volunteer I	Volunteer II	Volunteer III
Definition by Level	A <u>Volunteer I</u> is defined as an individual who, with school district approval, assists students, schools, and teachers under the direct supervision (direct visibility) of certificated personnel and is never left alone with students.	A <u>Volunteer II</u> is defined as an individual who, with school district authorization, voluntarily assists school districts, schools, educational programs, or students on a regular and ongoing basis and who may under the direction of certificated personnel work with students outside the direct supervision of staff.	A <u>Volunteer III (athletic coaches & activity supervisors)</u> is defined as an individual who, with school district authorization, voluntarily assists school districts, schools, educational programs, student activity programs, or students on a regular and ongoing basis and who may at times work with students outside the direct supervision of staff. Note: There is required training for athletic coaches (Refer to Coach Handout and



			Please work with the Site Secretary and /or the Human Resources Department).
Examples and Authorization by Level	Examples of a Volunteer I include, but are not limited to individuals who participate as a guest reader, assist with class parties or projects or school-wide or grade level projects, provide clerical or library help, or individually observe a classroom, one-time classroom presentations, fund raising and special events. A Volunteer I is not authorized to chaperone field trips and may not drive for field trips.	A Volunteer II may perform all the duties of a Volunteer I and in addition: supervise students during lunch, breakfast, or other nutritional periods or may serve as a non-teaching aide under the supervision and direction of certificated personnel to perform non-instructional work which assists certificated personnel in the performance of teaching and administrative responsibilities. A Volunteer II may chaperone field trips and/or drive for field trips/athletic	A Volunteer III may perform all of the duties of a Volunteer II and in addition assist student activity programs which include, but are not limited to, scholastic programs, interscholastic programs, athletic programs and extracurricular activities sponsored by the district or a school booster club, such as cheer team, drill team, dance team, and marching band. A Volunteer III may chaperone field trips and/or drive for field trips/athletic events <i>if</i> authorized as a Driver.



		events <i>if</i> authorized as a Driver.	
Requirements by Level Submit all documents to School Office	<u>Volunteer I Checklist:</u> To become a Level I Volunteer, you must complete the following: ☐ Volunteer I Application Form – annual requirement ☐ Signed Volunteer Responsibilities Form (Page 5-6 of this packet) ☐ Provide proof of identification, such as a California Driver’s License, California ID, etc. ☐ Submit a TB Risk Assessment or negative TB test - must be repeated every four years ☐ Child Abuse Mandated Reporter – annual certificate of training ☐ The School Site will conduct a Megan’s	<u>Volunteer II Checklist:</u> To become a Level II Volunteer, you must complete the following: ☐ Volunteer II Application Form – annual requirement ☐ Signed Volunteer Responsibilities Form (Page 5-6 of this packet) ☐ Provide proof of identification, such as a California Driver’s License, California ID, etc. ☐ Submit a TB Risk Assessment or negative TB test - must be repeated every four years ☐ Child Abuse Mandated Reporter – annual certificate of training	<u>Volunteer III Checklist:</u> To become a Level III Volunteer, you must complete the following: ☐ Volunteer III Application Form – annual requirement ☐ Signed Volunteer Responsibilities Form (Page 5-6 of this packet) ☐ Provide proof of identification, such as a California Driver’s License, California ID, etc. ☐ Submit a TB Risk Assessment or negative TB test - must be repeated every four years ☐ Child Abuse Mandated Reporter – annual certificate of training



	Law National Search Review of your name ☐ Read and understand the RUSD Volunteer Handbook	☐ DOJ and FBI Fingerprint Clearance: Undergo a background check (Department of Justice -DOJ and Federal Bureau of Investigation -FBI) (Form available at school office) ☐ Read and understand the RUSD Volunteer Handbook	☐ DOJ and FBI Fingerprint Clearance: Undergo a background check (Department of Justice -DOJ and Federal Bureau of Investigation -FBI) (Form available at school office) ☐ Provide valid CPR/AED and First Aid Card ☐ Read and understand the RUSD Volunteer Handbook Athletic Coaches must complete the following training: ☐ Concussion Prevention ☐ Sudden Cardiac Arrest Prevention ☐ CPR/AED/First Aid ☐ Heat Illness Prevention ☐ School Nurse Consultation
--	--	---	--



Volunteer Clearance Process

The Principal/Department Head (or designee) at each school site, in cooperation with Rescue Union School District's ("RUSD") Human Resources Department shall be responsible for verifying that the appropriate clearance process (including a clear Tuberculosis ("TB") test and appropriate background check) has been performed *before* an individual begins his/her volunteer service or assignment. RUSD reserves the right to authorize, deny authorization, and revoke authorization for all school and classroom volunteers.

Background Check

For all ***“Level I Volunteers,”*** a search on the *Megan’s Law National* website to ensure absence from the list of registered sex offenders will be conducted.

For all ***“Level II and III Volunteers,”*** Live Scan DOJ and FBI background checks are required to ensure the welfare and safety of our staff and students.

***Registered sex offenders and/or individuals convicted of certain criminal offenses (e.g. drug offenses, violent or serious felonies) may be prohibited from rendering volunteer service. (AR 1240, Educ. Code, §§ 44830.1; 45122.1)

Live Scan (Fingerprinting)

Criminal background checks are conducted utilizing your fingerprints which are submitted through a computerized “Live Scan” process. Your fingers do not need to be inked. The scanned fingerprints are sent to the State of California’s



Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). Live Scan clearance obtained through the RUSD is valid indefinitely provided that (1) the volunteer's criminal history remains in good standing, (2) the volunteer maintains continuous (year to year) volunteer service, and (3) the volunteer submits a new/renewal volunteer application each school year. A break in continuous service may require resubmission of all volunteer documents and completion of a new Live Scan clearance process at the volunteer's expense.

Please note: A Live Scan clearance can sometimes take several weeks. It is vitally important that prospective volunteers submit their fingerprints well in advance of all activities requiring fingerprint clearance.

A list of Live Scan providers can be found on the [CA DOJ](#) website.

Tuberculosis Testing

All volunteers will be required to have either a signed Tuberculosis ("TB") Risk Assessment Questionnaire from a properly licensed medical practitioner (e.g. family physician, physician assistant, nurse practitioner, health clinic), or a negative TB skin test. They are valid for four years. (Administrative Regulation 1240, Educ. Code, § 49406).

A [TB Risk Assessment Questionnaire](#) and related information is provided in all volunteer application packets.

Child Abuse Mandated Reporter Training

All volunteers will be required to complete [Child Abuse Mandated Reporter Training](#) annually, and present the certificate of completion to the school office.



How can I help on my student's campus without officially becoming a volunteer?

There are a variety of ways to still contribute to your child's classroom and school without personally being in the classroom. Some examples are:

- organizing Friday Folders for teachers
- helping with prep work at home for classroom projects
- participate in events that are organized by outside groups such as the sites PTC, PTA or PTO groups
- volunteering at PTO/PTA enrichment activities after school
- joining the PTC, PTA or PTO
- attending your students after-school sporting events and performances
- Attend/participate in school committees such as School Site Council

Volunteer Application Form

Please click on the [Volunteer web page](#) to print your Volunteer Application packet.

