



Educating for the Future Together

Rescue Union School District

Volunteer Handbook

Human Resources Department

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Rescue Union School District

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Welcome Volunteers!



The Volunteer Program at Rescue Union School District ("RUSD") is designed to encourage parent 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 both as a citizen and as a friend. 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.

*"A fundamental concern for others in our individual and community lives would go a long way in making the world the better place we so passionately dreamt of."
Nelson Mandela*

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.

Warm regards,

Rescue Human Resources Department



Getting Started!

As a new school volunteer applicant, you will need to complete a “Volunteer Application” form 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.

LEVEL I VOLUNTEER – Defined as an individual who, with RUSD authorization, voluntarily assists students, schools, and teachers **under the direct supervision (direct visibility) of certificated personnel and is never left alone with students.**

To become a Level I Volunteer, you must complete the following:

- Volunteer I Application Form – annual requirement
- Provide proof of identification, such as a California Driver’s License, California ID, etc.
- Submit a negative Tuberculosis ("TB") assessment – submitted every four years thereafter
- Human Resources will conduct a Megan’s Law National Search Review of your name
- Read and understand the RUSD Volunteer Handbook

LEVEL II VOLUNTEER – Defined as an individual who, with RUSD authorization, voluntarily assists students, schools, and teachers on a regular and ongoing basis and who may **under the direction of certificated personnel work with students outside the direct supervision of certificated personnel.**

To become a Level II Volunteer, you must complete the following:

- Volunteer II Application Form – annual requirement
- Provide proof of identification, such as a California Driver’s License, California ID, etc.
- Submit a negative TB test clearance – submitted every four years thereafter
- 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

LEVEL III VOLUNTEER – Defined as an individual who, with RUSD authorization, voluntarily assists students, schools, and teachers with educational or extracurricular programs such as sports coaches **who will, on a regular and ongoing basis, work with students outside the direct supervision of certificated staff.**

To become a Level III Volunteer, you must complete the following:

- Volunteer III Application Form – annual requirement
- Provide identification such as a CA Driver’s License, CA ID, etc.
- Submit a negative TB test clearance – submitted every four years thereafter
- Undergo a background check (DOJ and FBI)
- Provide valid CPR/AED and First Aid Card – Biannual
- Child Abuse Mandated Reporter Training – Annual
- Concussion in Youth Sports Training (as applicable) – Biannual
- Sudden Cardiac Arrest Prevention Training (as applicable) – Biannual
- Medical Management Training with a School Nurse
- Read and understand the RUSD Volunteer Handbook





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.

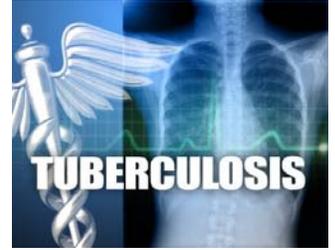
Please note: A Live Scan clearance can sometimes take several weeks. It is vitally important that prospective volunteers submit their fingerprints well in advance of all activities requiring fingerprint clearance.

A list of Live Scan providers is provided in the volunteer II and III application packets on the RUSD website.



Tuberculosis Testing

All volunteers will be required to have a negative Tuberculosis ("TB") clearance from a properly licensed medical practitioner (e.g. family physician, physician assistant, nurse practitioner, health clinic). They are valid for four years. Thereafter, a TB risk assessment is required and, if risk factors are identified, a TB examination will also be required. (Administrative Regulation 1240, Educ. Code, § 49406).



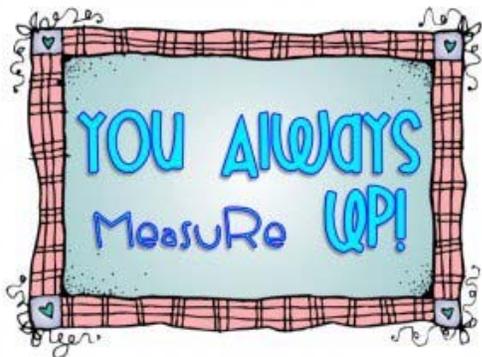
A TB Risk Assessment Questionnaire and related information is provided in all volunteer application packets on the RUSD website.

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 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. **By way of illustration, and not limited, 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
- 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.

Volunteers who believe they have been treated unfairly may speak to the site administrator to resolve any conflict.



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.
- Always report any suspected child abuse to the Principal/Designee immediately.
- Dress according to RUSD dress code.
- 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 location of rest rooms, grounds, parking etc.
- 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 others. This information should only be discussed with the teacher or principal.
- 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.

Rescue Union School District - Quick Reference Guide to Volunteering

	Volunteer I	Volunteer II	Volunteer III
Definition	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
Examples and Authorizations	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 events if authorized as a Driver.	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 if authorized as a Driver.
Requirements (Submit all documents to School Office or Human Resources Department)	<u>Volunteer I Application:</u> Tuberculosis (TB) Clearance Note: Human Resources will conduct a review of your name on the Megan's Law National Search Site	<u>Volunteer II Application:</u> TB Clearance DOJ and FBI Fingerprint Clearance	<u>Volunteer III Application:</u> TB Clearance, DOJ and FBI Fingerprint Clearance Athletic Coaches must complete the following training: Mandated Reporter, Concussion Prevention, Sudden Cardiac Arrest Prevention, CPR/AED/First Aid & School Nurse Consultation