

Rescue Union School District (RUSD)



Volunteer Handbook

Human Resources Department

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<http://www.rescueusd.org>



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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 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 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:

- Comply with the CDPH and CALOSHA COVID-19 requirements. I have read the options listed on page 12-16 of this handbook and I am selecting:
 - Option 1 - Get vaccinated and provide proof of vaccination to the District.
 - Option 2 - Remain unvaccinated and agree to periodic and time-sensitive home testing and self-reporting
- 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.
- Dress according to the school site 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 facilities.



- 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.
- 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.

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	<p>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.</p>	<p>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.</p>	<p>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.</p> <p>Note: There is required training for athletic coaches (Please work</p>



			with our Human Resource Department).
Examples and Authorization by Level	<p>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.</p> <p>A Volunteer I is not authorized to chaperone field trips and may not drive for field trips.</p>	<p>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.</p> <p>A Volunteer II may chaperone field trips and/or drive for field trips/athletic events <i>if</i> authorized as a Driver.</p>	<p>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.</p> <p>A Volunteer III may chaperone field trips and/or drive for field trips/athletic events <i>if</i> authorized as a Driver.</p>



<p>Requirements by Level</p> <p>Submit all documents to School Office or Human Resources Department</p>	<p><u>Volunteer I Checklist:</u> To become a Level I Volunteer, you must complete the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Volunteer I Application Form – annual requirement <input type="checkbox"/> Signed Volunteer Responsibilities Form (Page 5-6 of this packet) <input type="checkbox"/> Provide proof of identification, such as a California Driver’s License, California ID, etc. <input type="checkbox"/> Submit a negative TB test clearance – submitted every four years thereafter <input type="checkbox"/> Human Resources will conduct a Megan’s Law National Search Review of your name <input type="checkbox"/> Read and understand the RUSD Volunteer Handbook 	<p><u>Volunteer II Checklist:</u> To become a Level II Volunteer, you must complete the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Volunteer II Application Form – annual requirement <input type="checkbox"/> Signed Volunteer Responsibilities Form (Page 5-6 of this packet) <input type="checkbox"/> Provide proof of identification, such as a California Driver’s License, California ID, etc. <input type="checkbox"/> Submit a negative TB test clearance – submitted every four years thereafter <input type="checkbox"/> DOJ and FBI Fingerprint Clearance <input type="checkbox"/> Undergo a background check (Department of Justice -DOJ and Federal Bureau of Investigation -FBI) (Form available at school office) 	<p><u>Volunteer III Checklist:</u> To become a Level III Volunteer, you must complete the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Volunteer III Application Form – annual requirement <input type="checkbox"/> Signed Volunteer Responsibilities Form (Page 5-6 of this packet) <input type="checkbox"/> Provide proof of identification, such as a California Driver’s License, California ID, etc. <input type="checkbox"/> Submit a negative TB test clearance – submitted every four years thereafter <input type="checkbox"/> DOJ and FBI Fingerprint Clearance <input type="checkbox"/> Undergo a background check (Department of Justice -DOJ and Federal Bureau of Investigation -FBI) (Form available at school office)
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		<input type="checkbox"/> Read and understand the RUSD Volunteer Handbook	<input type="checkbox"/> Provide valid CPR/AED and First Aid Card – Biannual <input type="checkbox"/> Read and understand the RUSD Volunteer Handbook Athletic Coaches must complete the following training: <input type="checkbox"/> Child Abuse Mandated Reporter <input type="checkbox"/> Concussion Prevention <input type="checkbox"/> Sudden Cardiac Arrest Prevention <input type="checkbox"/> CPR/AED/First Aid <input type="checkbox"/> School Nurse Consultation
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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 in our Application Packets on our [Volunteer web page](#).

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.

Complying with the California Department of Public Health (CDPH) Directives Related to COVID

As you know, on August 11, 2021, the California Department of Public Health (CDPH) issued a [Public Health Order](#) that required all school workers/volunteers to provide either proof of vaccination or undergo required testing at least once weekly for COVID-19. This Public Health Order applied to public and private schools serving students in transitional kindergarten through grade 12 in the state



of California. This Public Health Order dated August 11, 2021 was reaffirmed by the CDPH for the 2022-2023 school year in their June 30, 2022 memo titled: [COVID-19 Public Health Guidance for K-12 Schools to Support Safe In-Person Learning, 2022-2023 School Year](#) and in their June 30, 2022 [Frequently Asked Questions around Preliminary K-12 Testing Framework for 2022/23 School Year](#)

Per the August 11, 2021 [Public Health Order](#) which was reaffirmed by the CDPH on June 30, 2022:

- All school districts identified in this Order must verify vaccine status of all workers/volunteers.
- Workers/volunteers who are not fully vaccinated, or for whom vaccine status is unknown or documentation is not provided, must be considered unvaccinated.
- Any workers/volunteers who are unvaccinated are required to undergo diagnostic testing at least once weekly.
- Schools with workers/volunteers required to undergo workplace diagnostic screening testing should have a plan in place for tracking weekly test results.
- Unvaccinated or incompletely vaccinated workers/volunteers are not exempted from the testing requirement even if they have a medical contraindication to vaccination, since they are still potentially able to spread the illness.
 - Previous history of COVID-19 from which the individual recovered more than 90 days earlier, or a previous positive antibody test for COVID-19, do not waive this requirement for testing.

Definitions:

- A. "Fully Vaccinated" means individuals who are considered fully vaccinated for COVID-19: two weeks or more after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna or vaccine authorized by the World Health Organization), or two weeks or more after they have received a single-dose vaccine (Johnson and Johnson [J&J]/Janssen).



- B. "Incompletely vaccinated" means persons who have received at least one dose of COVID-19 vaccine but do not meet the definition of fully vaccinated.
- C. "Unvaccinated" means persons who have not received any doses of COVID-19 vaccine or whose status is unknown.
- D. "Worker" refers to all paid and unpaid adults serving in the school settings described in Section I. Workers include, but are not limited to, certificated and classified staff, analogous staff working in private school settings, and volunteers who are on-site at a school campus supporting school functions.

If you are fully vaccinated you have already met the CDPG COVID vaccine directive:

- The District is actively collecting the vaccination status of employees/volunteers. Once you provide your vaccination status to the District there is nothing more you need to do to comply with the CDPH COVID vaccine directive.
 - If you provided RUSD with your vaccination status in the 2021-22 school year, there is nothing more you need to do.

If you are unvaccinated, or incompletely vaccinated, you have two options to comply with the CDPH COVID vaccine directive:

- Option 1
 - Get vaccinated and provide proof of vaccination to the District.
 - On the day you intend to volunteer, simply show up to the main office to check-in and get your volunteer badge.
- Option 2
 - Remain unvaccinated and agree to periodic, time-sensitive, self-administered and self-reported home testing:
 - Make an appointment with the school site Health Office Nurse to be registered with Rescue USD's Primary Health Portal.
 - After completing a self-administered test, report your results on the State of California's Primary Health website at



<https://primary.health/> anytime the week before you intend to volunteer, no later than 7:00am the Monday of that week.

- On the day you intend to volunteer, simply show up to the main office to check-in and get your volunteer badge.

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.

