

RIALTO UNIFIED SCHOOL DISTRICT **PARENT VOLUNTEER**



H A N D B O O K

www.rialto.k12.ca.us



CONTACT INFORMATION:

Department Address:

182 E. Walnut Ave.
Rialto, CA 92376

Associate Superintendent

Personnel Services:

Thomas Haldorsen

Personnel Dept. Phone:

(909) 820-7700, ext. 2400

Department Fax:

(909) 873-9376

Office Hours:

Monday-Friday

7:30 A.M. to 4:30 P.M.



"TODAY'S SCHOLARS, TOMORROW'S LEADERS"

Under the Leadership of the Superintendent's Office



Welcome Volunteers!

“Unselfish and noble actions are the most radiant pages in the biography of souls.” ~David Thomas

The volunteer program at Rialto Unified School District is designed to encourage parent volunteers, while ensuring that steps are taken to protect the safety and interests of our students. We thank you and support your efforts in helping our students and school staff.

A school volunteer is a person who is willing to take time to share wisdom and experience with those on the threshold of the future...*our students*. A school volunteer helps to expand and enrich the students’ learning experiences by working under the direction of school staff.

Education is a team effort, and volunteers are a very critical part of the school team. Your involvement on our campus shows our students that you are concerned, that you value them as young adults, and that you want to help them succeed and be the best they can be.

It is our hope that this ***RUSD Parent Volunteer Handbook*** will serve as a reference for our volunteers. These guidelines 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 providing your precious time, individual talents, and expertise as a school volunteer.

Definition of a “Volunteer”

A volunteer is a person who is at least 18 years old (21 years or older for overnight activities), who renders service to the District and its programs without receiving remuneration (monetary compensation etc.) of any kind. A volunteer may be a parent, District employee (outside of course and scope of employment), or community member who submits an annual application and pays the required fee to participate in the District’s Volunteer program. All volunteers must be approved by the District to participate in the program, prior to providing any service.



Getting Started!

As a new school volunteer applicant, you will need to complete a “Volunteer Application” form and wait for clearance PRIOR to volunteering for our schools. Depending upon the type of contact with our students, you will be grouped in one of two volunteer levels.



LEVEL 1 VOLUNTEER – Student Contact, Chaperones and in Charge of Students

- These volunteers have contact with students for events, field trips and excursions, as chaperones
- These volunteers may be guardian, community members, coaches, tutors, or mentors, inside or outside the classroom.

To become a Level 1 Volunteer, you must complete the following:

- Volunteer Application Form (with a proof of identification, such as a California Driver’s License, California ID, etc...required).
- Undergo a background check and fingerprinting through the District’s Personnel Department and “Livescan” system (*see volunteer application for acceptable forms of identification*).
- Have a negative TB (tuberculosis) test clearance taken within 60 days of initial service and each four years thereafter.

OR

LEVEL 2 VOLUNTEER – Non-Student Contact or Supervised Volunteer

- These volunteers have contact with students, only under “*DIRECT*” supervision by classified or certificated staff on campus at the discretion of a site administrator.

To become a Level 2 Volunteer, you must complete the following:

- Volunteer Application Form (with a proof of identification, such as a California Driver’s License, California ID, etc...required).
- Have a negative TB (tuberculosis) test clearance taken within 60 days of initial service and each four years thereafter.



**** Badges will be issued by the Personnel Department.***

Volunteer Clearance Process

The Principal/Department Head (or designee) at each school site, in cooperation with RUSD's Personnel Department shall be responsible for verifying that the appropriate clearance processes (including a Tuberculosis testing cleared, please see page 4) have been performed **before** an individual can begin his/her volunteer service or assignment. The RUSD's Personnel Department shall collect a cashier's check or money order for a one time **fee of \$20.00** to be paid at the time of fingerprinting.



For all "**Level 1 Volunteers**," Livescan and background check clearance are a necessary requirement to ensure the welfare and safety of our students.

Volunteers, who have a criminal record, shall not be cleared to volunteer with students or staff in the Rialto Unified School District (Education Code 35021)

For all "**Level 2 Volunteers**," a search on the *Megan's Law* website to ensure clearance from the list of registered sex offenders in California will be conducted.

Volunteers, who are registered sex offenders shall not be cleared to volunteer with students or staff in the Rialto Unified School District.

Livescan (Fingerprinting)

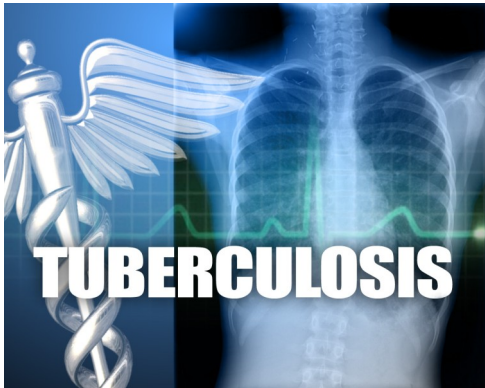


Fingerprints are obtained through a computerized "Livescan" method. The fingers do not need to be inked. The scanned fingerprints are sent to the State of California's Department of Justice and the Federal Bureau of Investigation. *Livescan clearance is good forever; provided the volunteer maintains consecutive (year to year) volunteer service evidenced by initial application followed by updated renewal application annually each school year.* A break in continuous service will require resubmission of the annual application and Livescan clearance process.

Fingerprinting is available by appointments only, at the Rialto Unified School District's Personnel Department, located at the Dr. John R. Kazalunas Education Center, 182 East Walnut Avenue, Rialto, CA. 92376. At the time of fingerprinting, please have a cashier's check or a money order ready, for a one time fee of **\$20.00**. For more information, please call the **Personnel Department** at **(909) 820-7700, ext. 2400**.



Tuberculosis Testing



All volunteers must be required to have negative TB clearance taken within 60 days of initial service and each 4 years thereafter (AR 1240), from their family physician, the District Health Services Department or other health clinics.

Guidelines for Volunteers

Students observe and learn from the behavior of the adults around them. Volunteers are expected to exhibit proper decorum, good manners, and respect and kindness towards 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 serve at the discretion of the 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, or call a student’s parents, or offer any services not authorized by a supervisor.

Personal, privacy and student safety are of paramount concern. **Volunteers may not:**

- Leave students unsupervised
- Give any information about any student; requests for student information should be referred to 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.

At all times, the site administrator has the right to guide or terminate a volunteer’s service on campus. Volunteers who believe they have been treated unfairly may speak to the school principal or site administrator for any conflict resolution. All volunteers serve at the pleasure of the site administrator.

Volunteering Responsibilities

By volunteering with the Rialto Unified School District, you have a responsibility to the District 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 for everyone. Volunteers should become familiar with the specific rules at the site(s) at which they volunteer.



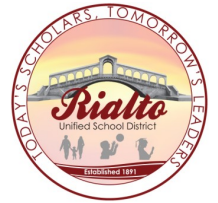
PLEASE CHECK THE FOLLOWING FOR YOUR UNDERSTANDING:

- Develop a partnership with an assigned teacher or staff member
- Always report any suspected child abuse to the Principal/Designee immediately
- Dress according to RUSD dress code
- Wear your assigned identification badge when volunteering
- Become familiar with the bell schedule at your school
- Follow the school's "Chain of Command" and protocol
- Use the school map to become familiar with the location of rest rooms, school grounds, parking areas, etc.
- Review the school's emergency disaster, fire and evacuation procedures.
- Become familiar with the *Parent Information Brochure*, and *Parent Volunteer Handbook*
- Abide by all applicable school rules and District policies and regulations
- Maintain a drug-free workplace. Employees and volunteers are prohibited from being intoxicated or under the influence of controlled substances while volunteering; use, possession, or sale of a controlled substance in any quantity while on District premises (except medications prescribed by a physician which do not impair volunteer performance) will result in immediate dismissal.
- Do not solicit or sell products, services, etc., on District property without the prior written approval of the Superintendent or his/her designee.
- Use only adult bathroom facilities.
- Agree to "Not" exchange telephone numbers, home addresses, or email addresses, (including social network information) with students - for any purpose.
- Do not disclose, use or disseminate student photographs or personal information about students, self, or others.
- Agree "Not" to 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.





**RIALTO UNIFIED SCHOOL DISTRICT
HOLD HARMLESS AND WAIVER OF LIABILITY
AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT
ADULT VOLUNTEER ACTIVITY**



The undersigned individual hereby requests to participate as a volunteer in the following activity:

Description of Activity: _____

Date(s) of Activity: _____

By my signature below, I request to be designated as an official volunteer to the Rialto Unified School District and acknowledge the conditions of my participation in this activity as outlined below:

As a condition of my participation as a District volunteer in this activity, I understand that I will be covered by the District's workers' compensation program in case of illness or injury and that I will receive treatment and be entitled to statutory benefits in accordance with the District's procedures and State statutes pertaining to such coverage. I acknowledge that the workers' compensation program will be my sole recourse for any injuries sustained in the course and scope of my service to the District.

Aside from the coverage provided by the workers' compensation program, I agree to waive all claims against the District and to indemnify and hold the District, its trustees, officers, agents, employees and volunteers, harmless from any and all liability or claims, demands, losses, causes of action, suits or judgments of any kind whatsoever that I, my heirs, executors, administrators or assignees may have against the District or any other person or entity may have against the District because of death, bodily injury, personal injury, or illness, or because of any loss to property that may arise out of or in any way be connected with the above-described activity. However, this waiver shall not apply to any occurrences that may arise solely out of the negligence of the District, its employees, or agents.

By my signature below, I certify that I have no special health needs or medication needs of which the activity supervisor should be aware and that I have consulted with my physician and verify that I am medically fit to participate in this activity. In the event of medical emergency, I do hereby consent for the District to summon medical transportation and I do hereby consent to whatever x-ray examination, anesthetic, medical, surgical or dental diagnosis or treatment and hospital care considered necessary in the best judgment of the attending physician, surgeon, or dentist and performed under the supervision of a member of the medical staff of the hospital or facility furnishing medical or dental services.

Signature

Date

Name (Please Print)

Medical Insurance Carrier (e.g., Blue Shield)

Policy Number

In the event of medical emergency, please contact:

Name

Relationship

Telephone

A photograph of the Rialto Bridge in Venice, Italy, at dusk. The bridge is illuminated from below, and the sky is a mix of purple and blue. The bridge's arches and the buildings on either side are visible.

MISSION

The mission of the Rialto Unified School District is to provide learning opportunities and to inspire people to set goals that maximize their potential

A photograph of a rocky coastline at sunset. The sky is a vibrant orange and pink, and the rocks are silhouetted against the light. The ocean is visible in the distance.

VISION

The Rialto Unified School District will be a leader in providing a quality education that prepares all students for their future.

A photograph of several hands of different skin tones holding a small globe of the Earth. The hands are positioned around the globe, symbolizing global unity and care.

CORE VALUES

EXCELLENCE: We strive towards excellence in our pursuit of student achievement.

ACCOUNTABILITY: We are responsible for unleashing the maximum potential of each student, recognizing that our roles are critical in their success.

DIVERSITY: We embrace and celebrate the diversity, history, and collective cultures in our community.

INTEGRITY: We respect and value our relationships based on honesty and compassion, and we are transparent in our actions.

COMMUNITY: We build positive partnerships for the benefit of our students and community.

SAFETY: We provide a safe educational environment.