

# REDONDO BEACH UNIFIED SCHOOL DISTRICT



## VOLUNTEER HANDBOOK 2018-19

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## Welcome!

Dear Volunteer,

The Redondo Beach Unified School District Board of Education and Superintendent welcome and encourage parents/guardians and community members to share their time, knowledge and skills with our students. Volunteers in our schools support the District's educational program and work to support the success of each child.

We hope you enjoy supporting our students by:

- Accepting each student and encouraging the best from him or her
- Using patience and kindness
- Providing help and assistance to a child without doing the work for the student
- Finding ways to establish a good rapport with students
- Keeping a friendly but formal demeanor

As you work closely with a teacher or other member of the school staff, please:

- Respect the privacy of teachers and students by not discussing school matters away from the school campus
- Be familiar with the safety procedures of the school site
- Arrive on time and on schedule, and notify the school site in advance of any absences
- Dress in a manner that is appropriate to the educational setting where the volunteer activity is taking place
- Remember RBUSD teachers and staff have ultimate responsibility for rules and programs and the welfare of students

This handbook provides guidelines and additional information to support volunteer involvement in our schools. Volunteers are responsible for the contents of the handbook and are expected to follow District policies and regulations. Whether you provide one hour a week, one day a month, or are a more frequent volunteer, your effort and time make a difference for our students. We want to thank you for volunteering and working to make a positive outcome for our students.

If you have questions or concerns regarding volunteering, please contact school administration.

Thank you,  
Educational Services Department

### MISSION STATEMENT

We in the Redondo Beach Unified School District are dedicated to providing every student the knowledge and skills necessary to succeed in a global society, today and in the future.

## Volunteer & Visitor Guidelines

The following guidelines are to be followed by schools with respect to volunteers and visitors on school campuses:

### Definitions

1. **Volunteer:** A volunteer is defined as an individual who, with school and District authorization, assists schools and/or students on an infrequent or a frequent and ongoing basis. A volunteer is at least 18 years of age. A volunteer may be under the direct supervision of a certificated or classified staff member or may be unsupervised when working with students either on a school campus or off-campus school activity. Supervision is defined as a volunteer being in the line of sight of a certificated or classified staff member. State law differentiates volunteer requirements between supervised volunteers and unsupervised volunteers on a school campus as well as volunteers participating on an infrequent or frequent basis. Please see the below references.

- a. **Supervised Volunteer:** A volunteer under the supervision of a certificated/classified staff member while in the company of students.

- i. Frequent and Ongoing Volunteer: necessary clearance(s) to volunteer.

1. TB test- *completed by volunteer.*

2. Megan's Law Check- *completed by school site.*

- ii. Infrequent Volunteer: necessary clearance(s) to volunteer.

1. Megan's Law Check- *completed by school site.*

- b. **Unsupervised Volunteer:** A volunteer NOT under the supervision of a certificated/classified staff member or under limited supervision while in the company of students other than their own children.

- i. Frequent or Infrequent Volunteer: necessary clearance(s) to volunteer.

1. DOJ/FBI background check (Live Scan)- *completed by volunteer.*

2. TB test- *completed by volunteer.*

3. Megan's Law Check- *completed by school site.*

Any unsupervised volunteer must submit fingerprints via Live Scan and receive clearance from the Department of Justice before volunteer service. In all cases, a volunteer must sign-in at the school office before entering the school campus.

2. **Visitor:** A visitor is defined as an individual who, with school authorization, attends a student performance or is observing a classroom. A visitor may be accompanied or unaccompanied by school staff but must be under direct supervision of a school staff member. A visitor must sign-in at the school office. Examples of visitors include a career day speaker, classroom observation by a parent, or a student teacher completing an observation. There are limits to the amount of time a visitor may observe a class. All requests must be approved by the principal at least one week in advance.

### 3. Definition of a “Frequent Volunteer”:

- a. Volunteers who serve regularly during the entire school year before, during, or after the school day. Examples include: weekly classroom and office support volunteers, parent/community coaches, tutors, enrichment providers, performing arts assistants, BCHD docents and volunteers.

### Sign-In Procedures

1. Volunteers and visitors are required to sign-in at the school office each time on campus. Volunteers/visitors will be asked to present picture identification in the form of a current driver’s license or state issued identification card at the time they sign in.
2. The sign-in register at the school site includes a place for first and last name, date, reason for visit, location person is visiting, and the time they reported.
3. For a visitor, an administrative assistant will notify an administrator, teacher, or other staff member the visitor will contact while on campus. For example, if a parent is to observe a classroom, the administrative assistant will verify school authorization with the principal before the visitor observes the class.
4. All volunteers/visitors are required to wear an identification badge issued by the school at all times.
5. Volunteer and visitor badges should be turned into the office before the volunteer or visitor leaves the school. For reasons of school safety, badges must not leave the school site.

### How to Volunteer

If you would like to volunteer at a school site, the following items will need to be completed:

- **Megan’s Law Background Check Form:** All volunteers must have a current Megan’s Law Check Form on file with the school site (<http://www.meganslaw.ca.gov/>). The school site is responsible for completing the Megan’s Law check.

Any volunteer applicant whose name appears on the Megan’s Law list and is required to register as a sex offender is prohibited from serving as a school volunteer in any capacity, including individuals participating in one-time activities (Education Codes 35021, 45349; Penal Code 290.95).

- **TB Test:** A volunteer who is participating on a frequent and ongoing basis as a supervised volunteer or participating as an unsupervised volunteer must have a current TB test on file with the school site office. There must be a negative TB clearance within 60 days of initial service. A completed TB test is at the expense of the volunteer. After the initial negative TB test to begin volunteering, TB clearance needs to be renewed every four years (Education Codes 45106, 45349, 49406).

A TB test is not required for a volunteer “whose functions do not require frequent or prolonged contact with pupils” (CA Health and Safety Code Section 121545 (a)(b)).

- **Fingerprinting (Background Clearance):** Live Scan fingerprinting by the Department of Justice (DOJ) and the FBI is required for the following persons prior to the school’s submission of the volunteer application:
  - Persons volunteering in any school site or school activity on either a frequent or infrequent basis NOT under the supervision of a certificated or classified staff member. Examples include: overnight field trip chaperones, tutors, playground assistants, mentors.
  - Volunteer coaches, regardless of the number of hours served.

Fingerprinting is not conducted by the RBUSD. For a location search where Live Scan fingerprinting services are available, please access the following State Department of Justice website link: <https://oag.ca.gov/fingerprints/locations>

Please note: State law prohibits contact with students by anyone who has been convicted of a serious or violent felony (Education Code 45125).

- **Volunteer Acknowledgment:** It is important for volunteers to read over and understand their responsibility in adhering to certain rules of behavior and conduct when volunteering. Rules are not designed to restrict rights, but rather to maintain a shared responsibility in maintaining a safe and productive learning environment for students as well as a safe and productive working environment for certificated and classified school personnel.
  - RBUSD employees wanting to participate in a school volunteer program. RBUSD employees do not need to provide TB clearance when seeking to volunteer. This is already a completed requirement as a RBUSD employee. However, RBUSD employees must complete a volunteer application and be checked against the Megan’s Law list.
- **Volunteer Handbook Forms:** A volunteer must read over and sign all applicable forms in the Volunteer Handbook. An individual allowed to volunteer has completed all health and safety requirements as well as the school principal/administrator having signed off on the volunteer application.

### Volunteer Matrix

Examples of Volunteer Activities	Requirements
Overnight field trip chaperone	Fingerprint & TB test required Megan’s Law Background Check required
Lunch time monitoring in the school cafeteria, without supervision by school staff	Fingerprint & TB test required Megan’s Law Background Check required
Assisting the principal with a special project for a school year, some contact with students, and limited	Fingerprint & TB test required Megan’s Law Background Check required

supervision by school staff and teachers	
Assisting in a classroom, frequently, during the school year under the direct supervision of a certificated teacher	TB test Megan's Law Background Check required
Docents: Hands on Art, Nutrition, Garden, if frequent. Under the direct supervision of a certificated teacher	TB test Megan's Law Background Check required
PTA parent who frequently volunteers on-campus and in classrooms under the direct supervision of a certificated teacher	TB test Megan' Law Background Check required
Assisting the principal with a special project for three months, direct supervision by school staff and teachers, little to no contact with students.	No fingerprint or TB test required Megan's Law Background Check required
Parent participating in the WATCH D.O.G.S program at a school site.	No fingerprint or TB test required Megan's Law Background Check required

## Volunteer & Visitor Responsibilities

The RBUSD welcomes volunteers to support student learning. Please understand however volunteering is a privilege, not a right. Volunteers serve at the sole discretion of the school principal or teacher. Permission to volunteer in a school may be revoked at any time by the school principal or District administration.

Volunteers are expected to:

- Be an approved volunteer
- Sign in and out at the office. Always wear an ID badge while on school grounds
- Show respect for all staff and students as well as maintain confidentiality
- Model professional dress and communication
- Share concerns regarding students with the school staff only
- Not bring younger children to the school during your volunteer hours
- Please turn off cell phones or place cell phones on silent while volunteering in the classroom
- Use adult or faculty restrooms, not student restrooms
- Follow directions from school staff in case of emergency or emergency drill

### Confidentiality and Privacy

In the course of participating as a school volunteer or visitor, individuals may have access to student information such as communication between teachers and students. Disclosure of student information is prohibited by the Family Education Rights and Privacy Act (FERPA) of 1974. There is a responsibility to maintain confidentiality at all times. Failure to do so may subject the volunteer to civil liability in addition to exclusion from a school campus.

The RBUSD, in all cases regarding student privacy, abides by the California Department of Education mandates on applicable federal and state laws. Personally identifiable information including a student's name and further direct personal identifiers are confidential as well as personal characteristics or other information such as "a new kid in class" that would make a student's identity traceable. In short, respect the privacy of students, teachers, and school staff members by not discussing school matters away from the school campus.

### Child Abuse

If you suspect that a student may be the victim of abuse or neglect, report it immediately to the school principal, counselor, or teacher.

### Classroom Observations

Parents have the right to observe instruction or other school activities. In order to prevent undue interference with instruction and other activities, the following conditions shall apply to parent observations:

- The duration of any observation shall not exceed one hour.
- The frequency of observation of any individual staff member or teacher by the parents of any individual student shall not exceed one visit per month.
- Parents observing in the classroom will maintain confidentiality about the learning environment.

Classroom observation by parents is a right separate from volunteering, according to California Education Code 51101: "Parents/guardians have the right to visit their child's classroom to observe activities. The time and date of visitation must be arranged in advance with the school."

### Harassment

The RBUSD is expected and is required by state and federal law to provide an educational environment for students, teachers, and staff that is free from all types of discrimination and harassment, including sexual harassment, bullying, and intimidation. Volunteers and visitors who engage in harassment, intimidation or bullying on school property or at school activities will be excluded from school property and activities, as appropriate.

### Safety

Safety is the responsibility of each volunteer. Observance of safety rules is important. Safety rules include:

- Reporting to the teacher or Principal:
  - Any work related injuries and illnesses no matter how minor and complete an accident report
  - Unsafe conditions or practices
  - All suspicious persons or potentially violent situations
- Using only tools or equipment which the volunteer is qualified and authorized by the school to use.

Student safety is of primary concern. Please abide by the following rules in volunteering on a school campus. Volunteers may NOT:



- Be left alone with students
- Discipline students
- Place hands on a student
- Give any food or candy to a student
- Hold any student's property
- Photograph, video or otherwise record students or staff

## Volunteer Forms

### ATTACHMENT A: School Volunteer Application

#### SCHOOL VOLUNTEER APPLICATION

Check One:

Parent at Child's School

RBUSD Employee

Intern

Other: \_\_\_\_\_

First Name:		Last Name:	
Address:		City:	
State:		Zip Code:	
Home Tel.:		Cell:	
Work Tel.:		Email:	

In case of emergency, please call:

Contact Name 1:		Contact 1 Phone:	
Contact Name 2:		Contact 2 Phone:	

School Site:		School Year:	
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Have you ever been convicted of a felony or a crime involving children?

Volunteer's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Date of California Megan's Law Database Check: \_\_\_\_\_

**ATTACHMENT B: Volunteer Acknowledgment**

Redondo Beach Unified School District

As a volunteer in the RBUSD, you have a responsibility to students and to the District to adhere to certain rules of conduct and behavior. The Volunteer Guidelines and Volunteer Responsibilities are meant to articulate expected volunteer conduct and behavior. Volunteers should also be familiar with specific rules at the school(s) at which they volunteer.

PLEASE INITIAL EACH STATEMENT:

	1. I understand the California Education Code (EC 35021) permits, and District counsel advises, school districts to conduct a reference check through the Department of Justice of anyone who serves as a volunteer assisting school personnel.
	2. I will maintain confidentiality about the school learning environment, including all records and/or observations regarding students.
	3. I will always report any suspected Child Abuse to the principal immediately.
	4. I understand my volunteer services are at the discretion of the Board or through its designee, the site principal, and that my services may be terminated at any time.
	5. I will not bring younger children to the school during my volunteer hours.
	6. I agree to turn off my cell phone or place my cell phone on silent so as to not disrupt the school learning environment.
	7. I understand it is unlawful for me to photograph, video or otherwise record students and staff.
	8. I have read and agree to comply with the Volunteer Guidelines and Volunteer Responsibilities as well as associated Board policies.

Date Submitted: \_\_\_\_\_

Volunteer's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTACHMENT C: Tuberculosis Physician/Clinic Form**

*Redondo Beach Unified School District*

Dear Volunteer:

All volunteers must be free of active tuberculosis (TB) before they start volunteering. A TB skin test (Mantoux) is mandatory, as stated in California Health and Safety Code Section 121545 TB Test School Volunteers. If the Mantoux test is positive, a chest X-ray will be required. Chest X-rays without a history of a previous positive Mantoux cannot be accepted.

Please take this form to a private physician, clinic, or public health agency.

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School

TO BE COMPLETED BY PHYSICIAN/CLINIC:

Patient's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

THERE IS NO EVIDENCE OF ACTIVE TUBERCULOSIS AS DETERMINED BY:

\_\_\_\_ MANTOUX Skin Test (5 TU PPD)

\_\_\_\_ CHEST X-RAY (Acceptable only if MANTOUX positive)

Date Given: \_\_\_\_\_ Date Read: \_\_\_\_\_ Date of X-Ray: \_\_\_\_\_

Given by: \_\_\_\_\_ Result (mm): \_\_\_\_\_

X-Ray Impression: \_\_\_\_\_

\_\_\_\_ History of positive MANTOUX

\_\_\_\_\_  
Signature of Physician/RN

\_\_\_\_\_  
Date Report Signed

\_\_\_\_\_  
Print Name of Physician/RN

\_\_\_\_\_  
State License Number

Business Address: \_\_\_\_\_  
Street City Zip Code

Telephone: \_\_\_\_\_

## Related Resources

CODE	LANGUAGE
<p><b>RBUSD Board Policy (BP) 1240</b></p>	<p>The Board of Education recognizes that volunteer assistance in schools can enrich the educational program, increase supervision of students, and contribute to school safety while strengthening the schools' relationships with the community. The Board encourages parents/guardians and other members of the community to share their time, knowledge, and abilities with students.</p> <p>The Superintendent or designee shall develop and implement a plan for recruiting, screening, and placing volunteers, including strategies for reaching underrepresented groups of parents/guardians and community members. He/she may also recruit community members to serve as mentors to students and/or make appropriate referrals to community organizations.</p> <p>As appropriate, the Superintendent or designee shall provide volunteers with information about school goals, programs, and practices and an orientation or other training related to their specific responsibilities. Employees who supervise volunteers shall ensure that volunteers are assigned meaningful responsibilities that utilize their skills and expertise and maximize their contribution to the educational program.</p> <p>Volunteer maintenance work shall be limited to those projects that do not replace the normal maintenance duties of classified staff. The Board nevertheless encourages volunteers to work on short-term projects to the extent that they enhance the classroom or school, do not significantly increase maintenance workloads, and comply with employee negotiated agreements.</p> <p>Volunteer aides shall not be used to assist certificated staff in performing teaching or administrative responsibilities in place of regularly authorized classified employees who have been laid off (Education Code 35021).</p> <p>Volunteers shall act in accordance with district policies, regulations, and school rules. The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.</p>
<p><b>CA Education Code (EC) 49024</b></p>	<p>All volunteers who supervise, direct, or coach "pupil activity programs" must obtain an Activity Supervisor Clearance Certificate (ASCC) from the Commission on Teacher Credentialing (CTC). Candidates for the certificate must complete the fingerprint process and meet the character and professional fitness requirements of the CTC by submitting to state and federal criminal record checks. This requirement does not apply to a candidate who is required by the school district to clear a Department of Justice and Federal Bureau of Investigation criminal background check prior to beginning the paid or volunteer activities.</p> <p>A "pupil activity program" sponsored by a school district includes, but is not limited to, scholastic programs, interscholastic programs, and extracurricular activities sponsored by a school district or school booster club, including, but not limited to, cheer team, drill team, dance team, and marching band.</p> <p>Volunteer supervisors for breakfast, lunch, or other nutritional periods pursuant to Sections 44814 and 44815, and nonteaching volunteer aides, as defined in Section</p>

	<p>35021, under the immediate supervision and direction of certificated personnel of the district, shall not be required to obtain an Activity Supervisor Clearance Certificate. For purposes of this section, a nonteaching volunteer aide includes a parent volunteering in a classroom or on a field trip or a community member providing non-instructional services.</p> <p>A volunteer in a school shall also be required to have on file with the school a certificate showing that, upon initial volunteer assignment, the person submitted to a tuberculosis risk assessment and, if tuberculosis risk factors were identified, was examined and found to be free of infectious tuberculosis. If no risk factors are identified, an examination is not required. At the discretion of the governing board of a school district, this section shall not apply to a volunteer whose functions do not require frequent or prolonged contact with pupils.</p>
<p><b>RBUSD Board Policy (BP) 1250; E.C. 35021</b></p>	<p><u>E.C. 35021</u> The California Education Code permits the governing boards of school districts to allow volunteers to perform the services of nonteaching volunteer aides under the immediate supervision and direction of the certificated personnel of the district to perform non-instructional work (Cal. Ed. Code § 35021). A person who is a registered sex offender may not supervise students during breakfast or lunch periods or serve as non-teaching volunteer aides.</p>
<p><b>EC 45125; EC 45125.1</b></p>	<p>Prohibits contact with students by anyone who has been convicted of a serious or violent felony.</p>
<p><b>EC 45106, 45347, 45349, 49406</b></p>	<p>No volunteer shall be assigned to provide supervision or instruction of students unless he/she has submitted evidence of an examination within the past 60 days to determine that he/she is free of active tuberculosis.</p>