



Date: 2021/22 School Year  
To: RSA Volunteers  
From: RSA Administration  
Re: Volunteer Packet

We are happy to hear you will be volunteering!

Before we have you start, there are a couple forms and documents we will need you to complete. We ask that you complete all forms and return them to the HR Office PRIOR to your first day of volunteer work.

- ☐ Signed Volunteer Acknowledgement Form
- ☐ Completed Volunteer Information Form
- ☐ Copy of Live Scan Service Form (upon completion of Accu-Print Live Scan, if applicable)
- ☐ Completed Self Certification of Vaccination Status with ONE of the following:
  - Proof of COVID-19 Vaccination Record Card issued by the Department of Health and Human Services Centers for Disease Control & Prevention or WHO Yellow Card1, which includes the name of the person vaccinated, the type of vaccine provided, and date doses administered;
  - Workers who are not fully vaccinated (even if asymptomatic), including, but not limited to, those who are incompletely vaccinated, must submit to COVID-19 testing at least once per week or show proof of negative COVID test (taken within 1 week) prior to entering school property, attending event, and/or performing job duties in-person.

Please return ALL completed paperwork to the HR Office so we can review all your information. Our office is open between 8:00AM-3:30PM, Monday through Friday.

Thank you for volunteering your time and expertise at Redding School of the Arts!

# Volunteer Handbook & Application



Redding School of the Arts

955 Inspiration Place, Redding Ca. 96002

530-247-6933

*Redding School of the Arts does not discrimination against any student or employee based on actual or perceived characteristics of nationality, race, ethnicity, religion, sex, gender, ethnic group identification, age, national origin, ancestry, genetic characteristics, mental or physical disability, marital status, sexual orientation, gender identity, gender expression or association with a person or group with one or more of these actual or perceived characteristics or other category protected by law.*

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## Welcome Letter

Thank you for volunteering at Redding School of the Arts. It is family and community members like you that make the school successful. Research supports just how important parental involvement is in the lives of young people today. Included in this handout are school rules for the playground, lunchroom, and general school rules, as well as suggested school dress code, listening techniques, and emergency information.

This handbook is directed to all volunteers who wish to devote a portion of their time to our school and students. Volunteering is not a requirement for acceptance to, or continued enrollment at Redding School of the Arts. We want you to get the most out of your volunteer experience and as such, we want to make sure are an informed volunteer.

Volunteers help in many different ways: tutoring, classroom assistants, playground supervision, library assistants, office assistants, field trip chaperones, team sport coaches, and special projects. We appreciate your hard work and dedication. On behalf of the teachers, staff, and students, we say "Thank You!"

If I can ever be of assistance to you, please do not hesitate to contact me.

Sincerely,

*Carol Wahl*

RSA Principal

## **Volunteer Opportunities**

Volunteer opportunities are listed below but are not limited to these alone. If you have an interest(s) in an area not listed below, please contact PTC (Parent Teacher Club), TBC (Theater Booster Club), or RSA office staff.

### **Overall RSA Needs**

Eighth Grade Activities

Raffle Raffle

School Library

Science Theme Day

History Theme Day

Field Trip Chaperones

Publicity

Grant Writing

Computer Graphic Skills

Classroom Assistant

Scholastic Book Fair

Sports Clubs

### **Parent Teacher Club Activities**

Annual Auction

Snack Cart

Teacher Appreciation Week

Veteran's Day Reception Coordinator

Fund Raising Coordinator

Fox Trot Fund Raiser

Hospitality

Classroom Auction Project

Officers

### **Theater Booster Club**

Set Building - Construction

Sewing and Costumes

Gathering Props

Computer Graphics

Security

Organizing Donations

Make-up & Hair

Talent Showcase

Concessions (school events & musical)

Publicity

Officers

## **Volunteer Requirements**

Volunteer workers are individuals who donate their time, without financial compensation. Volunteering is not a requirement for acceptance to, or continued enrollment at Redding School of the Arts. Volunteering may occur in a classroom setting during the school day or outside the school setting as a part of an extracurricular activity. A person who comes to the school for a one-time special event, such as a guest speaker, presenter, or visitor is considered a guest and does not need to complete a volunteer application.

School policy prohibits all unlawful discrimination against any student or employee based on actual or perceived characteristics of nationality, race, ethnicity, immigration status, religion, sex, gender, ethnic group identification, age, national origin, ancestry, genetic characteristics, mental or physical disability, marital status, sexual orientation, gender identity, gender expression or association with a person or group with one or more of these actual or perceived characteristics or other category protected by law. (AB-9)

Acceptance as a volunteer is based on factors including, but not limited to:

- No record of a serious or violent felony conviction (Pursuant to Ed Code 45122.1) or requirement to register as a sex offender under California law (Penal Code 290).
- Live Scan fingerprinting, with clearance from Department of Justice. (applicable to overnight chaperones and assistant coaches, regularly scheduled volunteers, or others as designated by administration), A completed "School Volunteer Application Form" on file.
- A completed Self Certification of Vaccination Status form AND one of the following:
  - ✓ Proof of COVID-19 Vaccination Record Card issued by the Department of Health and Human Services Centers for Disease Control & Prevention or WHO Yellow Card1, which includes the name of the person vaccinated, the type of vaccine provided, and date doses administered;
  - ✓ Workers who are not fully vaccinated (even if asymptomatic), including, but not limited to, those who are incompletely vaccinated, must submit to COVID-19 testing at least once per week or show proof of negative COVID test (taken within 72 hours) prior to entering school property, attending event, and/or performing job duties in-person.
- Positive attitude; interest in and enthusiasm for working with children under the supervision of a designated staff member.
- Ability to work cooperatively with school personnel and participate regularly.
- Good communication skills, health, and personal hygiene; ethical conduct; dependability.

### **Volunteer Safe School Policy**

Redding School of the Arts is a closed campus. In order to maintain a safe learning environment for our students:

1. Parents, volunteers, and visitors must report to the RSA office and obtain an RSA "Visitor" sticker which must be worn and visible at all times when on campus. Visitor stickers are used to help teachers and students recognize visitors and volunteers in the school.
2. Visitors and volunteers must return to the office to sign out when leaving campus. These procedures are designed to protect our children from unauthorized individuals and to identify and/or locate individuals on campus in the event of an emergency.

3. Visitors and volunteers must treat all students and staff members with respect. Any parent, volunteer or visitor compromising a student or staff member's safe learning environment will receive a written warning and be required to leave the campus immediately. In some cases, their child(ren) may be returned to their district of residence.

### **Parent/Volunteer Drivers**

Because RSA relies on volunteer drivers for field trips, our insurance carrier requires drivers to have appropriate insurance and other documentation at least 48 hours in advance of the field trips. Please obtain and fill out a Driver Application Form from the school office. Also, to reduce the liability of the school and volunteers, the drivers must obtain and return the following information to the front office prior to becoming eligible to drive on any student field trip:

1. DMV printout of current driving record;
2. Valid California Driver's License;
3. Proof of vaccination or negative COVID Test (taken within 72 hours of scheduled event);
4. Current automobile registration;
5. Current vehicle Insurance Declaration Page (see Driver Application Form for minimum coverage requirements)

Volunteer vehicles must have working seatbelts for each passenger in their car and tires must meet minimum legal tread requirements. If your vehicle is equipped with airbags, children under the age of 12 must sit in the back seat. Car seat laws will be enforced.

### **Dress Code**

Parents are encouraged to follow the same dress code as students when volunteering at school. Below is a list of acceptable dress code attire. Your clothes do not have to be fancy but they should be neat, clean and, appropriate for school. General guidelines for dress code are:

1. Clothing must "Cover the Core" (see Family Handbook complete Dress Code Guidelines).
2. Undergarments must not be visible;
3. Midriffs must be covered;
4. Shoes must be worn;
5. Gang-related clothing or symbols are not allowed;
6. Clothing or accessories bearing the following messages may not be worn:
  - Obscene or profane statements or pictures;
  - Statements, phrases or graphics advocating immoral, illegal, sexual, violent behavior, or discriminatory;
  - Statements of disrespect directed against the school, law, or other reasonable authority; or negative slogans regarding school, studying, homework etc.

In general, no clothing that distracts or disrupts from the learning environment is allowed.

Administration reserves the right to request parents/volunteers to comply with dress requirements and parents/ volunteers agree to comply with this request. Please address any concerns to administration.

## **Volunteer Log – Track it Forward**

Volunteer time tracking can be difficult, but it doesn't have to be if you have the right tool!

In keeping with our goal to reduce our carbon footprint, RSA is utilizing a software called “Track It Forward” to electronically track all volunteer hours. With Track It Forward, volunteers can log hours instantly through the website or mobile app, review past hours, check progress towards requirements, and sign up for available activities through the calendar.

Please visit: <http://www.trackitforward.com> for more information.

Once you are on the Track It Forward website, log in your volunteer hours, select a date, activity and leave any notes that may apply to that specific volunteer time!

- New users will be required to create an account using the volunteer’s email address as the “username” and “RSA” as the temporary password (*please be sure to change your password!*).
- Please do not alter information under “Edit Profile.” Contact RSA Office for account changes.
- Volunteer hours must be recorded in quarter minute increments! For example, if you volunteer 1 hour and 30 minutes, please enter 1.50 on your timesheet. If you volunteer for 1 hour and 40 minutes, please round up to 1.75. Upon completion, submit your timesheet (at the bottom of the page) and you are done!

RSA office staff will monitor and review all incoming submissions before approving them. When approval is complete the hours entered will appear on each volunteer’s time sheet.

For questions or technical support related to Track it Forward, please contact the RSA Office at 530-247-6933.



## **Suggestions for Making your Volunteer Experience Successful**

The following are suggestions that should prove helpful in developing a successful partnership with Redding School of the Arts students and staff.

1. Get to know the school grounds:
  - Know the location and phone number of the school office (ext. 190);
  - Know the location of important rooms such as the office, restrooms, staff lounge, etc.
  - Find out where to park.
2. If you are volunteering in a classroom, spend some time observing the class:
  - Become familiar with classroom routines;
  - Identify the location of supplies and materials within the classroom.
3. If you are volunteering in the library be well informed of the library expectations and rules. If you are unsure, ask a staff member.
4. Establish positive relationships with students.
  - Be friendly; let them know you are glad to be here;
  - Be encouraging to students using affirming words.
  - Speak in a positive manner to students; point out things they have done right and the things they do well.
  - Learn the names of students.
5. If you're experiencing problems with your placement or responsibilities, try to resolve them first with the teacher or the staff member with whom you are working with. If you need additional assistance with your problem please contact school administration.
6. When the teacher/staff member first orients you, the following should be discussed:
  - Days and time to work in classrooms/on campus;
  - Procedures for you and staff member to be in communication;
  - Alternate plans for the days when the teacher or staff member are absent;
  - How you will be told of the day's assignment (folder, note, etc.);
  - What name the students will call you;
  - Teacher's own classroom management;
  - Where to leave your personal belongings;
  - Where the community room and adult restrooms are located;
7. Be punctual. In the event that you must be absent, please notify the teacher or office staff as soon as possible.
8. Sign in and out upon your arrival and departure in the main office.
9. Remember that you are a role model for students and the school community.
10. Remember that a volunteer is not a teacher or a teacher's aide, a therapist or a counselor, but first and foremost a friend who accepts the students as they are.
11. Feel free to ask questions about programs, policies, materials and supplies. Talk to the teacher about difficulties at appropriate times, not in front of students or parents.
12. Help students tackle their work but do not do their work for them. If they get off-track, help them get back on task in a tactful manner.
13. Work at the student's level; sit or stand with his/her. Show your interest and involvement.
14. Remind students of appropriate behavior if they are disruptive, but remember that corrective discipline is the responsibility of the teachers, counselors, and School Leader.

## Volunteer Confidentiality Agreement

In accordance with federal law, all school volunteers are expected to maintain confidentiality while working at the school. All things that are seen and heard at school about employee's or children and their families should be considered privileged/confidential information. Trust must be established and maintained in order for our volunteer program to be successful. Volunteers can strengthen the bond between themselves and the school by following these guidelines:

- Treat all students and employee information as personal and confidential regardless of the source.
- Communicate relevant information about students only to the respective classroom teacher or principal/school leader.
- Seek clarification of unusual situations that occur in the school from the person(s) involved and avoid discussing such matters with others unless so directed by the assigned teacher or principal/school leader.
- Retain a sense perspective regarding comments heard and actions observed.
- Understand that not all information can and will be shared with volunteers, due to legal considerations including state and federal law.
- Deal impartially with students regardless of background, intelligence, physical or emotional maturity.
- Do not discuss student progress or behavior with the parent or anyone, except appropriate staff members. All relevant information should be referred to the teacher or the principal. Direct all inquiries about students to the professional staff.
- Speak constructively of all staff; however, report difficulties involving the welfare of students or the school to the principal.
- Do not discuss confidential information with anyone. This information includes, but is not limited to:
  - Scholastic and health records
  - Test scores and grades
  - Discipline and classroom behavior
  - Character traits of children
  - Supports and services a student may receive
- All volunteers are required to sign a statement of confidentiality.

**Discipline:** Discipline of students is solely the responsibility of the teacher in charge. Volunteers should not under any circumstances discipline students. Should students misbehave in your presence, you should report this immediately to the teacher in charge. The teacher will then determine the necessary course of action. Also note that we expect students to treat the volunteers with the same level of respect given to other school personnel. If you feel that students are not being respectful towards you, do not hesitate to discuss the matter with the teacher or administration.

While all student information should be treated confidentially, and sharing of student information with others may be a violation of the law, do not make a promise to a student that you will keep confidential information that pertains to the welfare of the student(s). Although the student is free to share confidential information with you, there are certain things you are required by law to tell the principal or school administrator. Any personal information learned from a student, should be held in the strictest confidence **except:**

- If a student confides in you that he or she is a victim of sexual, emotional, chemical or physical abuse (including bullying and cyber bullying).
- If a student confides that he or she is involved in any illegal activity.
- If a student confides that he or she is considering homicide or suicide.

Should one of these exceptions arise, you are required by law to immediately notify the school principal or administrator. Remember, the information is extremely personal and capable of damaging lives, so do not share it with anyone (including other school staff members) except the principal or school administrator. Any needs of students communicated to the volunteer should be referred to the appropriate staff person.

## Volunteer Acknowledgement Form

Procedures for all volunteers are as follows:

- ☐ Read and sign the Volunteer Acknowledgement Form
  - ☐ Complete the Volunteer Information Form
  - ☐ Provide a criminal background check with Live Scan (if applicable)
  - ☐ Complete Self Certification of Vaccination Status with proof of vaccination (if applicable) or proof of negative COVID test (taken within 1 week of scheduled volunteering).
- A. All volunteer work is done under the direction of an assigned teacher, site volunteer coordinator, or principal. Volunteers must comply with the sign in/out procedures at the school site and other terms and conditions as stated in the Volunteer Handbook.
- B. Volunteers do not receive compensation, health benefits, or workers compensation. Additionally, C Ed Code section 35330 contains the following statement of immunity in favor of the school when students or volunteers are participating in field trips: "All persons making the field trip shall be deemed to have waived all claims against the district, charter school, or the State of California for injury, accident, illness or death occurring during or by reason of the field trip excursion."
- C. Adhere to school's confidentiality requirements.

### Volunteer Statement:

I, \_\_\_\_\_, understand that in the course of my association with Redding School of the Arts, I am responsible for maintaining the confidentiality of all employee and student information (both written and verbal) that may become known to me during the course of my volunteer activities.

I further understand that in the performance of my volunteering, I am not to discuss academic or other confidential information regarding students or employees with anyone, including the parents of any student. Any breach of confidentiality will be carefully reviewed and if sustained may result in termination of any and all volunteer involvement with the school and may be reported to the proper authorities.

I certify that I do not have a serious or violent felony conviction. I understand RSA has the right to obtain criminal background information on all volunteers to ensure the safety of its students and staff. I understand the RSA will revoke my volunteer privileges, if I am convicted of a serious or violent felony during the course of my participation with the school.

I further acknowledge that I have read and understand this volunteer handbook and that this agreement must be completed annually.

Volunteer Name (print): \_\_\_\_\_

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# RSA VOLUNTEER INFORMATION FORM

Welcome! Please take a few minutes to provide us with a little information about yourself. We find this is necessary in order to get to know you better and provide a safe environment for our students. For security purposes, all information given will be verified to insure no person with a criminal record will be allowed to interact with students.

## **Volunteer Information:**

Volunteer Name: \_\_\_\_\_

Volunteer Mailing Address: \_\_\_\_\_

Volunteer Phone Number: (\_\_\_\_\_) \_\_\_\_\_ Work number: (\_\_\_\_\_) \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

## **Volunteer Services:**

In what capacity will you be volunteering (check all that applies)?

- |  |   |
|--|---|
| <input type="checkbox"/> Classroom(s) _____<br><i>Teacher name</i>         | <input type="checkbox"/> Driver (approved application must be on file)      |
| <input type="checkbox"/> Field Trip Chaperone _____<br><i>Teacher Name</i> | <input type="checkbox"/> Overnight Trip Chaperone _____<br><i>Club Name</i> |
| <input type="checkbox"/> Event Chaperone _____<br><i>Event Name</i>        | <input type="checkbox"/> Team Coach _____<br><i>RSA Team Advisor</i>        |
| <input type="checkbox"/> Library   | <input type="checkbox"/> Playground   |
| <input type="checkbox"/> Other _____                                       |   |

Do you have children/grandchildren at RSA? ☐ Yes ☐ No

If yes, please list name(s): \_\_\_\_\_

## **In Case of Emergency:**

Contact Name: \_\_\_\_\_

Contact Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Relation to Volunteer: \_\_\_\_\_

***The Redding School of the Arts Governing Board would like to thank you for volunteering at RSA. When we have parents, teachers, and students working together, our goals of improved education can be reached more rapidly.***



REDDING SCHOOL of the ARTS  
WHERE EDUCATION AND THE ARTS CONNECT

## Self-Certification of Vaccination Status

Volunteer Name (please print): \_\_\_\_\_

Please note that you are required to provide accurate information about your vaccination status in response to the questions below, or alternatively, you may decline to provide your vaccination status and agree to weekly Covid testing. If you decline to provide information about your vaccination status, we are required to assume you are unvaccinated for the purposes of State Public Health Officer Order of August 11, 2021. Follow the link for more information.

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Order-of-the-State-Public-Health-Officer-Vaccine-Verification-for-Workers-in-Schools.aspx>

For purposes of this certification, you are considered “fully vaccinated” two weeks after completing the second dose of a two dose COVID-19 vaccine (e.g., Pfizer or Moderna) or two weeks after receiving a single dose of a one-dose vaccine (e.g., Johnson & Johnson/Janssen).

Please check one statement that applies to you:

- ☐ I am fully vaccinated.
- ☐ I received my second dose of the Pfizer or Moderna vaccine or my single dose of Johnson & Johnson vaccine less than two weeks ago.
- ☐ I received my first dose of Moderna or Pfizer, and my second appointment is scheduled for \_\_\_\_\_ (Date)
- ☐ I have not yet been vaccinated, but I have already scheduled an appointment to receive my first dose of vaccine on \_\_\_\_\_ (Date) for ☐ Pfizer ☐ Modera ☐ Johnson&Johnson
- ☐ I have not been vaccinated.
- ☐ I decline to answer whether I have been vaccinated.

I hereby affirm that I have accurately and truthfully answered the question above and agree to provide my vaccination record.

If I am not fully vaccinated I agree to be tested weekly and to provide these test results to Nicole Iskra, Human Resource/ Payroll Technician. I acknowledge that RSA has begun the weekly COVID testing as of Thursday, September 16, 2021.

Signature: \_\_\_\_\_

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