

HANSON ELEMENTARY SCHOOL

# VOLUNTEER PACKET

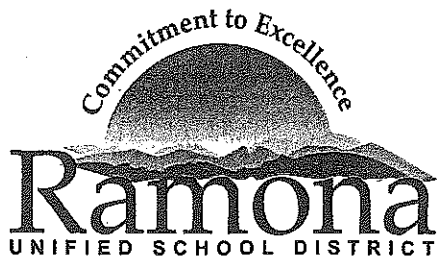
Please complete a new packet each new school year.

We hope you know that we value you as a volunteer, and we thank you for the time you spend here helping the children.

Name identification badges will be provided  
to approved volunteers.

HANSON HAWKS SOAR





**Robert W. Graeff, Ed.D.**  
Superintendent

720 Ninth Street, Ramona, CA 92065  
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July 2011

Dear Parents and Community Visitors to our Schools:

Effective February 1, 2005, the school district started implementing new safety procedures regarding individuals who volunteer at each of our schools. The purpose of the new procedures is to ensure to the best possible extent that regular volunteers on our campuses and in our classrooms will respect the safety of your children our students.

The new procedures will require a Megan's Law background check and tuberculosis clearance for all Level I and Level II volunteers. In addition, Level II volunteers will also need to obtain fingerprint clearance through the California Department of Justice. Each school will determine the appropriate level of volunteer on an individual basis dependent upon the type of involvement and interaction with students by each volunteer.

Thank you for your patience and understanding as we initiate this process to continue to protect the school children of our community. Any questions can be directed to the Principal's office at each school.

Sincerely,

Robert W. Graeff, Ed.D.  
Superintendent

## ATTENTION ALL SCHOOL VOLUNTEERS!!!!

### EFFECTIVE FEBRUARY 1, 2005: New Board Policy/Procedures for Volunteers in Our Schools

RUSD maintains a high priority for student safety at all school sites. Recent changes in Board Policy require that all volunteers be registered with the District. Volunteers are defined at several levels: Guest, Volunteer I, Volunteer II and Volunteer Drivers.

**GUESTS** are those who assist students, schools, and teachers on a non-regular basis or who individually observes a classroom or activity. A **GUEST** may be someone who assists with or comes to watch a special event.

#### GUESTS:

- Must sign a Guest Registry in the office so we know you are on our campus.
- Present Driver's License to verify identification and state where issued.
- Allow staff to make a copy of your Driver's License or other picture identification for files.

**EXAMPLES** of a Guest: Chaperones for field trips or dances; coming to help with a class party or class project; individually observing a classroom.

A **LEVEL I volunteer** is someone who serves the school on a regular basis, and whose work is under the supervision of a teacher or other staff member.

#### LEVEL I volunteers:

- Must complete a Volunteer Application and receive clearance prior to service.
- School will complete a Megan's Law background check (via internet access).
- Volunteer shall have a tuberculosis clearance prior to service.

**EXAMPLES** of Volunteer I: Classroom volunteers under supervision of teacher, library volunteers, regular office volunteers, etc.

A **LEVEL II Volunteer** is someone who has the opportunity for significant unsupervised contact with students.

#### LEVEL II volunteers:

- Must complete a Volunteer Application and receive clearance prior to service.
- Volunteer shall have a tuberculosis clearance prior to service.
- Have a California Department of Justice (DOJ) Background Verification Check conducted. Clearance must be obtained prior to service.

**EXAMPLES** of Volunteer II: Mentors, tutors and others who may do volunteer work away from direct supervision of teacher or other supervisory staff.

**VOLUNTEER DRIVERS** transport students on field trips. The following apply to Volunteer Drivers:

- Must complete a Volunteer Application and receive clearance prior to service.
- School will complete a Megan's Law background check.
- Register driver's license and automobile insurance policy with District.

If you have a current tuberculosis clearance in your medical records, you may bring a copy of that to verify your TB clearance.

Please be prepared to complete the required Volunteer Application beginning February 1. You may obtain one in the school office.

RAMONA UNIFIED SCHOOL DISTRICT  
PERSONNEL DEPARTMENT

FORM FOR INDIVIDUAL VOLUNTEER SERVICE

The purpose of this form is to establish in written form the basic description of services to be performed and the basic insurance condition which exist in connection with such service. This form, when completed, is to be sent to Human Resources via the site administrator.

DATE: \_\_\_\_\_ SCHOOL: \_\_\_\_\_

NAME OF VOLUNTEER WORKER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_ TEACHER: \_\_\_\_\_

EMERGENCY CONTACT INFORMATION:

Name	Address	Phone
<b>DRIVER'S LICENSE (Attach copy)</b>	<b>TB TEST (Attach copy of results)</b>	
Do you have any criminal charges pending against you?	_____ YES _____ NO	
Have you ever been convicted of a felony?	_____ YES _____ NO	
Have you ever been convicted of a sex or drug-related offense or crime of violence?	_____ YES _____ NO	
Are you required to register as a sex offender under Penal Code 290.95?	_____ YES _____ NO	
HOURS/DAYS OF SERVICE: _____		
DESCRIPTION OF DUTIES/PLACE OF SERVICE: _____ _____ _____		
NAME OF TEACHER PROVIDING DIRECT SUPERVISION OF THE VOLUNTEER SERVICE: _____		

PLEASE PROVIDE TWO PERSONAL REFERENCES:

\_\_\_\_\_  
Name Phone Relationship

\_\_\_\_\_  
Name Phone Relationship

As required by law and Education Code 35021, my signature below indicates that I declare, under penalty of perjury, that I have no felony conviction involving moral turpitude, violence, weapons, or drugs.

The district carries liability insurance for its total program and the volunteer service condition described above qualifies for coverage under the district's policy. The district considers volunteers performing authorized duties as "agents" and eligible for defense in situations involving litigation.

I understand that the district may research my personal and professional background. I give my permission to have my personal and professional references researched and hold the district and any individuals providing the district with information harmless. I also understand that I may have a criminal history check run if I serve as a volunteer by law enforcement. "It is possible that as a volunteer you may have more than occasional or infrequent contact with students. Under Penal Code 290.95 you are required to disclose to school officials if you are a registered sex offender. Your failure to disclose this fact could result in your arrest, prosecution, and likely fine and imprisonment. By placing your name below, you declare under penalty of perjury, that you are not required, pursuant to Penal Code 290.95 to disclose to school officials that you are a registered sex offender, and that you have not suffered convictions for sex or drug related offenses or for crimes of violence, and there are no criminal charges pending against you."

I agree to the volunteer service conditions defined above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*\*\*\*\*

\_\_\_ Megan's Law background check completed.

Approval of Designated Administrator for Volunteer Service

\_\_\_\_\_

Exhibit  
version:

**RAMONA UNIFIED SCHOOL DISTRICT**  
Ramona, California

