



RIO RANCHO
PUBLIC SCHOOLS

Igniting Student Potential

VOLUNTEER HANDBOOK

Revised 2/1/2019

*“The purpose of life is not to be happy.
It is to be useful, to be honorable, to be
compassionate, to have it make a
difference that you have lived and lived
well.”*

Ralph Waldo Emerson

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VOLUNTEER RESPONSIBILITIES

VOLUNTEERS WILL:

- Complete the Volunteer Background screening application on the RRPS website.
- Read the Volunteer handbook.
- Wait until approval is received (24-72 hours) before going to or calling a school to volunteer or check status.
- Follow School Board policies.
- Enter schools through the front offices.
- Sign in/out and receive an ID from front office kiosk.
- Keep student information confidential.
- Be punctual and reliable.
- Set a good example in manner, dress, and appearance.
- Report concerns for student safety to the Administration.
- Report suspected abuse to the Principal.

VOLUNTEERS WILL NOT:

- Assume responsibility for the supervision of a class in the absence of a certified teacher.
- Give medication to students.
- Discipline students.
- Transport students.
- Determine the grade or write comments on students' papers.
- Establish instructional objectives.
- Compare and criticize students or teachers.
- Hold parent/teacher conferences during class time.
- Discuss the academic performance and behavior of students.

SCHOOL RESPONSIBILITIES

TEACHERS WILL:

- Determine the need for volunteers.
- Notify volunteers when there is a change in schedule.
- Provide proper supervision of the classroom.
- Report volunteer concerns immediately to the Principal.
- Provide clear directions for volunteers.
- Provide work space/materials for volunteers.

THE FRONT OFFICE WILL:

- Verify that volunteers are approved.

- Sign in/out Volunteers
- Issue Volunteer badges

THE PRINCIPAL WILL:

- Determine volunteer roles within the school.
- Express appreciation to volunteers.
- Decline/dismiss volunteers when necessary.

DISTRICT OFFICE RESPONSIBILITIES:

THE HUMAN RESOURCES DEPARTMENT WILL:

- Process Student Teacher applications.
- Process Volunteer Coach applications.

THE INFORMATION TECHNOLOGY DEPARTMENT WILL:

- Process all non-student teacher/coach volunteer applications.
- Provide the Volunteer application on the RRPS website.
- Verify fee payment and process background check.
- Maintain volunteer records.
- Deny privileges to volunteers when necessary.
- Maintain volunteer information on the District Website.
- Coordinate with community volunteer organizations.

VOLUNTEER OPPORTUNITIES

There are a variety of opportunities for family members, community members, students, and retirees to volunteer in Rio Rancho Public Schools.

CLASSROOM TUTORS

A tutor may work one-on-one with a students or with small groups of students who need additional help in academic subjects to reinforce basic skills. Placements are made with students from kindergarten through high school in both general and special education classes. Time requirements vary.

SCHOOL ADVISORY COUNCIL

Each school is required to have a School Advisory Council (SAC). By state statute the SAC works as a team to develop school improvement plans, review budget, and advise school leadership. Parents, staff and community members are elected to the SAC. The SAC meets at least four times per year.

PARENT ORGANIZATIONS (PTO, PTA, BOOSTERS)

Parent organizations support the schools through various activities that provide funds for school/classroom/student projects and involve parents and community members in our schools. Differing levels of parent involvement may support each activity. Volunteers may sew costumes, repair and clean uniforms, maintain budgets or perform clerical work, or assist with performances or athletic events. Time requirements vary.

CLASSROOM HELPERS

Parents have the opportunity to be present in the classroom and assist the teacher with various tasks; Play learning games with students, help students edit their work, read stories to the class, listen to students read, assistance preparing materials, etc.

FOSTER GRANDPARENT PROGRAM

The Foster Grandparent Program is sponsored by Sandoval County. This program places senior volunteers in schools while also following the district's requirements in the placement of volunteers. The program manager may be reached at 404-5818.

CAREER DAYS/GUEST SPEAKERS

Many schools have Career Days as part of their school to work preparation. People from any different career paths are needed to present on these days. If you are interested, please contact your child's teacher. Teachers frequently look for interesting speakers to enhance units of study. This usually requires a one day commitment.

MEDIA CENTERS/LIBRARIES

There are many opportunities to help within our media centers and libraries. Volunteers may help prepare classroom materials, shelve books, and assist at circulation desks checking out books.

COACHING/STUDENT TEACHING

Student teachers and volunteer coaches must apply and complete the Human Resources background check which includes fingerprinting. They cannot be in the classroom or on the field unless the proper paperwork has been completed.

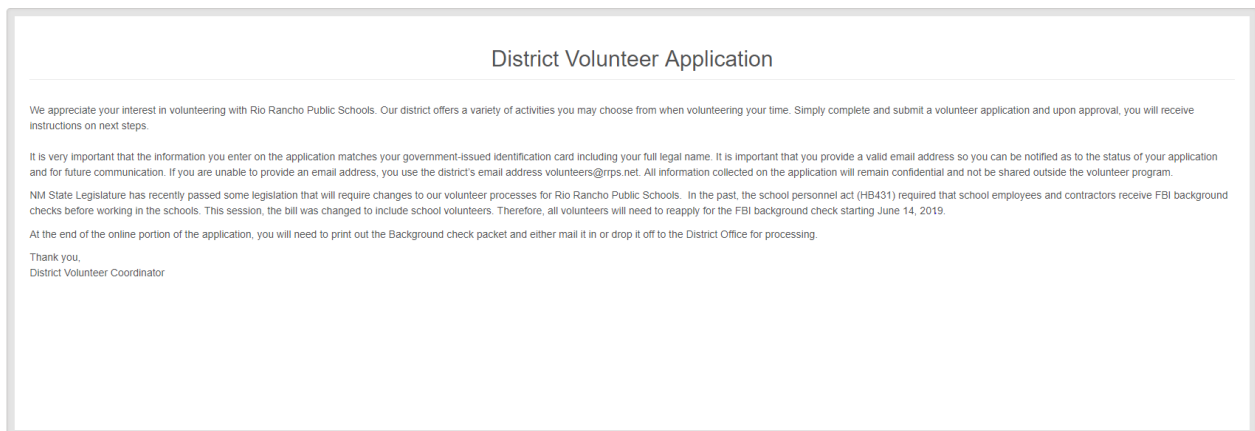
GENERAL INFORMATION

APPLICATION PROCESS

Volunteers will complete an application for a background screening, which can be found under Parent tab on rrpc.net, and will need to:

1. Click Volunteer
 - a. Read the information regarding volunteers, which will help you in filling out your background screening application and answer any questions you may have.
 - b. Read the Volunteer Handbook on the Volunteer page: Under **“HANDBOOK”** Available in English and Spanish.
 - c. Click on English or Spanish on the **“READY TO APPLY”** section.
 - d. Complete all requested fields
 - e. You will receive a submission confirmation and receipt email. If you do not see these in your inbox, you may need to check your Junk/Spam folders.
 - f. Print the volunteer packet that needs to be completed and delivered to RRPS District office once fingerprints have been completed.
2. Wait to volunteer until you have received an email from Raptor that your volunteer application has been approved. If you do not see the email after 72 hours, check your Junk/Spam folders then call the school you will be volunteering.

Below are screenshots of the application process that needs to be completed by ALL potential volunteers.





Personal Information

First Name *	<input type="text"/>	Address Line 1 *	<input type="text"/>
Middle Name	<input type="text"/>	Address Line 2	<input type="text"/>
Last Name *	<input type="text"/>	City *	<input type="text"/>
Maiden Name	<input type="text"/>	State *	<input type="text"/>
Gender *	<input type="text"/>	Zip Code *	<input type="text"/>
Date Of Birth *	<input type="text"/>	Phone Number *	<input type="text"/>
Affiliation *	<input type="text"/>	Email *	<input type="text"/>

Please confirm the accuracy of the following information—which must match your government-issued ID. If your name and date of birth is incorrect, your application will not be processed correctly.

Legal First Name *	<input type="text" value="April"/>	Legal Last Name *	<input type="text" value="Doe"/>
Date Of Birth *	<input type="text" value="3/8/1980"/>	Email *	<input type="text" value="april.edwards@rrps.net"/>

[Go Back](#) [Confirm](#)



Please select the schools at which you wish to volunteer

Elementary Schools

<input type="checkbox"/> Cielo Azul Elementary School	<input type="checkbox"/> Colinas Del Norte Elementary School	<input type="checkbox"/> Enchanted Hills Elementary School	<input type="checkbox"/> Ernest Stapleton Elementary School
<input type="checkbox"/> Maggie Cordova Elementary School	<input type="checkbox"/> Martin Luther King Elementary School	<input type="checkbox"/> Puesta Del Sol Elementary School	<input type="checkbox"/> Rio Rancho Elementary School
<input type="checkbox"/> Sandia Vista Elementary School	<input type="checkbox"/> Shining Stars Pre-School	<input type="checkbox"/> Vista Grande Elementary School	

Middle Schools

<input type="checkbox"/> Eagle Ridge Middle School	<input type="checkbox"/> Lincoln Middle School	<input type="checkbox"/> Mountain View Middle School	<input type="checkbox"/> Rio Rancho Middle School
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High Schools

<input type="checkbox"/> Independence High School	<input type="checkbox"/> Rio Rancho Cyber Academy	<input type="checkbox"/> Rio Rancho High School	<input type="checkbox"/> V.Sue Cleveland High School
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Please select the functions from the list below (select all that apply)

Functions available at all schools (functions are activities for which you can volunteer)

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> Cafeteria Helper | <input type="checkbox"/> Chaperone | <input type="checkbox"/> Classroom Helper | <input type="checkbox"/> Concessions |
| <input type="checkbox"/> Fundraising | <input type="checkbox"/> Library Helper | <input type="checkbox"/> Mentor | <input type="checkbox"/> Office Helper |
| <input type="checkbox"/> Tutor | <input type="checkbox"/> Field Trip | <input type="checkbox"/> Media Room Helper | <input type="checkbox"/> Mentor Program |
| <input type="checkbox"/> Band | <input type="checkbox"/> Choir | <input type="checkbox"/> Associated Students | <input type="checkbox"/> Researcher |
| <input type="checkbox"/> Copy Room Helper | <input type="checkbox"/> Mediator | <input type="checkbox"/> Observer | <input type="checkbox"/> Other |

Functions available at Cielo Azul Elementary School

- PTA



Please select the organization(s) on behalf of which you are volunteering (if not applicable, select "None")

Organizations associated with all schools

- | | | | |
|---|----------------------------------|--------------------------------|--|
| <input type="checkbox"/> Foster Grandparent Program | <input type="checkbox"/> PTA/PTO | <input type="checkbox"/> Intel | <input type="checkbox"/> Business Member |
| <input type="checkbox"/> CarMax | <input type="checkbox"/> None | | |



Please read the disclaimer below and provide your signature

By providing your signature, you are agreeing to abide by the rules and regulations of the Rio Rancho Public Schools Volunteer Program. Our volunteer activities require you to provide your United States social security number so we can perform a criminal background check. Your social security number will only be used for this purpose and we do not retain this information.

Name

Social Security Number *

Your social security number will not be saved or used for any other purpose.

Re-Enter Social Security Number *

Signature *

By signing your name you agree to all the above statements. Use the mouse or touch screen to sign.



Thank You

Your volunteer application has been successfully submitted and will be reviewed per the district's volunteer policy. In the near future, you will be notified as to your volunteer status. If you have any questions, please request to speak with a volunteer representative at the school you wish to volunteer at.

*****If any part of the application does not look like the above screenshots, please DO NOT complete the application and contact RRPS District office immediately. *****

April Edwards
Volunteer Coordinator
April.edwards@rrps.net
505-896-0667 Ext 51203

APPROVAL FOR VOLUNTEERING

Once the online portion is submitted and the volunteer packet is delivered to RRPS District office the volunteer coordinator will process the application on a first come first serve basis. Please allow up to 10 days for processing the background check. Raptor will notify the volunteer by email once the application has been approved. Individual school principals retain the authority to determine how volunteers will be utilized at their sites. Principals may also decline a volunteer's service.

SIGNING IN/OUT

Each time a volunteer enters a school, he/she must sign in and out at the front office kiosk.

SAFETY

Follow all of the safety rules of the school in which you are working. Notify a staff member or the school nurse immediately if an accident occurs to you or a student with whom you are working. **Never** move a child involved in an accident. A nurse is assigned to every school in the district and will be available to initiate proper procedures for accidents.

If you suspect abuse or neglect of a child, report concerns immediately to a staff member or the school principal. NM State Statute also requires you to report your suspicion to the ***Children, Youth and Families Department at 867-2373***. It is a misdemeanor not to report suspected abuse. If a child tells you that someone is harming him/her, or the student is going to harm himself/herself or others, you must immediately inform the teacher or principal.

If a student tells you that there is a weapon on campus or you see a weapon on campus, report it immediately to the school administration. Do not try to take the weapon or search a student for the weapon yourself, but try to get a description or name of students involved.

Report any suspicious persons in the school or on the school grounds immediately. All school and district personnel should have a current identifying badge on their person and visible at all times, and guests should wear sticker badges that say Visitor/Volunteer/Contractor from the front office at all times.

Know the safety drill procedures in the school and follow them in the event of an emergency. The school office should give these procedures to you.

HEALTH

Disabilities will not prevent anyone from serving as a volunteer. Address concerns and needs with school administration. You may think you want to volunteer even though you are not feeling well. Doing so is not healthy for you, the children, or the staff. Please let the school know that you are not able to come in if you are sick.

APPEARANCE

School volunteers and chaperones are asked to dress in clean and appropriate clothing. The principal of each school may inform you of certain requirements for dress. Please ask the principal if you have any questions about the appropriateness of your attire.

FIELD TRIP CHAPERONE

Supervision of our students is a very important responsibility and we appreciate your commitment to supporting the District and contributing to student safety and security as a volunteer chaperone. The purpose of the Guidelines for Chaperones is to provide you with an overview of a chaperone's responsibilities, and to make recommendations for appropriate responses to various situations that may arise during the course of a field trip. Ask the teacher/activity sponsor if you are uncertain what to do in a particular situation.

The teacher/activity sponsor is the person in charge and his/her directions must be followed. After reading these guidelines, if you have questions, need additional information, or have concerns about this responsibility, please feel free to speak with the teacher/activity sponsor in private.

1. Chaperones must be a parent, guardian or volunteer and must be at least 18 years old unless the chaperone is the parent of a student who is a participant in the field trip and is willing and physically able to participate in all activities.
2. Chaperones must be approved RRPS volunteers and wear their ID on the day of the field trip.
3. Chaperones are expected to check in at the school prior to departure for the field trip in sufficient time to join the class and receive their group assignment. Chaperones must check out once all students are accounted for after the field trip. Supervision of students begins and ends at the school campus. Please bring a watch or other accurate time piece with you as the schedule may require a student group's presence at a particular time for entry to an event.
4. Chaperones must remain with their assigned group and the teacher/activity sponsor for the entire field trip activity. Learn the names of the students in your group. Students not enrolled in the class participating in the field trip may not accompany the group.
5. Chaperones should refer to the District's Dress Code for staff as to appropriate attire and wear clothing suitable for the scheduled activity and weather. Due to insurance requirements, Chaperones are not allowed to bring siblings or other children on the field trip. Students need to have the chaperone's undivided attention. Be aware of your surroundings and alert to possible dangers such as stray animals, or the suspicious activities of strangers. If a person's actions appear suspect, move the students to a safer location and report the person's activities to the activity sponsor or teacher.
6. Chaperones cannot be under the influence of, or in possession of, alcohol/drugs, and tobacco products, including e-cigarettes, during the field trip.
7. Field trips are an extension of the classroom; therefore, students are expected to follow the school rules while participating in an off-campus activity. If any student presents a discipline problem during the day, inform the activity sponsor or teacher immediately. Give the sponsor the name of the student and describe the inappropriate behavior. Unless there is a real and immediate threat to the health or safety of him/herself or others, do not physically control or restrain a student. This precaution is for your own safety as well as the safety of the student.
8. Snacks and other food or beverages are subject to the District's Policy 903 Health and Wellness during the school day. Do not purchase food or beverages for students without authorization from the teacher. Do not purchase souvenirs without teacher approval.

9. A chaperone may not search students or their belongings. If the chaperone suspects a student is carrying contraband, she/he should alert an activity sponsor or teacher immediately.
10. Do not administer any medication to a student. If a student reports an injury or illness, contact the teacher or activity sponsor immediately.
11. Never leave a student alone or unescorted. Keep the group together. When necessary, escort students as a group to the restroom.
12. Attendance in field trips is the same as attendance at school. Students must remain with their class throughout the field trip in order to be considered present. Parents or guardians who want to take their children home prior to completion of a field trip must obtain permission from the teacher or activity sponsor. Failure to do so will result in the student receiving an unexcused absence. The transportation of students to a school-sponsored activity trip in privately owned vehicles is prohibited.
13. If the activity involves a bus trip, chaperones may be required to be seated throughout the bus to help maintain safe bus behavior by following bus procedures.
14. Some trips may require chaperones to drive their own vehicles if space is not available on a bus. Please follow the sponsor's or teacher's directions and when driving, follow the school bus to insure that chaperones and students arrive at the destination at the same time. Students must wear seat belts at all times.
15. Chaperones must follow the itinerary as set out by the sponsor.
16. Parent/guardians or volunteers who are not approved chaperones are not permitted to join school groups on field trips.

SUGGESTIONS

- Be yourself.
- Introduce yourself to the student(s) and make sure they can pronounce your name.
- Listen carefully to school staff and students.
- Students will make mistakes. Let them know this is part of learning.
- Don't be afraid of making a few mistakes yourself. Make sure you correct them, and let the student know what you did wrong so they aren't confused.
- Don't be upset or offended if the teacher corrects you; it is important that each child receive the correct information so that learning is enhanced. You will learn also.
- Use encouragement each time you meet with a student.
- Use open-ended questions that lead students to the answer instead of telling them the answer.
- Be accepting of differences in students' background, values, vocabulary, and behaviors.
- Become familiar with the procedures and rules at the schools where you are a volunteer.

SCHOOL BOARD POLICIES

A complete set of policies can be found at rrps.net.

BLOOD BORNE PATHOGENS

In order to reduce the risk of an employee or volunteer becoming infected with blood-borne diseases. RRPS complies with the requirements of OSHA. The plan for prevention and support is available in the school nurse's office at each site.

DISCIPLINE (Policy 1008)

NM statute and RRPS Policy prohibits corporal punishment.

DRUG FREE/TOBACCO FREE WORK PLACE (Policy 711)

No employee or volunteer of the Rio Rancho School District shall unlawfully manufacture, distribute, dispense, possess, be under the influence of an alcoholic beverage or use a controlled substance in the work place.

RELEASE OF STUDENTS (Policy 1021)

No student below the age of majority shall be released into the custody of any organization, institution, individual, or other, without prior written consent from or communication with the verified parents or legal guardians. Any person removing a child from the school, including the parent, shall present a photo ID issued by a governmental entity.

This includes law enforcement officers who, in performing their assigned duties, request permission to remove a student from the campus. In any case where officials investigating suspected child abuse come to school to place a child or children in protective custody, the documentation procedures outlined in policy 805 must be followed, with the exception of notice to parents or guardians if they are suspected of committing or aiding in the abuse.

CONFIDENTIALITY OF STUDENT RECORDS (Policy 1006)

Student records shall include such information as may be reasonably necessary to establish a permanent record of student academic performance and to facilitate the proper placement, instruction and evaluation of students, The District shall make every effort to comply with the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, ("FERPA"), Section 504 of the Rehabilitation Act of 1973, The Individuals with Disabilities Education Act ("IDEA") and other applicable federal and state laws and regulations in keeping student education records, and maintaining the confidentiality of personally identifiable information contained therein. Failure to respect the privacy rights of students has legal consequences. Privacy of information includes, but is not limited to, grades, test scores, attendance record, health data, family background data, teacher ratings, counselor ratings, and behavior records.

VOLUNTEERING (Policy 727)

Individuals who volunteer their services to the district shall be treated as "at will" unpaid independent contractors whose services may be terminated at any time in the sole discretion of the site principal or program director of the program in which the volunteer is providing services. All such individuals shall be subject to reference checks and background checks as provided by law and shall be subject to Rio Rancho Public Schools District policies including but not limited to Policy 724 when providing volunteer services.

An employee may not volunteer to perform services of the same type the employee is employed to perform for the district. Employees who desire to perform volunteer services subject to this restriction shall provide a written memorandum so stating to their site principal.

The district will comply with the recommendations of the State Department of Public Health in regard to the testing of such individuals, and those who are required to be tested will submit a Certificate of Tuberculosis Examination showing negative results, which shall be kept on file with the site principal.

Rio Rancho Public Schools

Adopted: June 11, 2018

Effective Date: July 1, 2018

Previous policy adoption history:

Adopted: June 23, 2003

Revised: October 11, 2010

WORKERS COMPENSATION

Volunteers are not covered under workers compensation.



Rio Rancho Public Schools Volunteer Pledge

1. It is my duty to deal justly and considerately with each student, school employee, or other volunteer.
2. It is my duty to share the responsibility for improving educational opportunities for all.
3. It is my duty to stimulate students to think and to learn, but at the same time protect them from harm.
4. It is my duty to respect the confidentiality of student records and information about students and their personal/family life.
5. It is my duty not to discriminate or to permit discrimination on the basis of race, color, national origin, ethnicity, sex, sexual orientation, disability, religion, or serious medical condition against any person while I am on duty as a volunteer.
6. It is my duty to avoid exploiting or unduly influencing a student into engaging in an illegal or immoral act or any other behavior that would subject the student to discipline for misconduct, whether or not the student actually engages in the behavior.
7. It is my duty to avoid giving gifts to any one student unless all student similarly situated receive or are offered gifts of equal value for the same reason.
8. It is my duty to avoid lending money to students.
9. It is my duty to avoid having inappropriate contact with any student, whether or not on school property, which includes all forms of sexual touching, sexual relations or romantic relations, and any physical contact which is unwelcome by the student or inappropriate given the age, sex, and maturity of the student.
10. It is my duty to avoid giving a ride to a student.
11. It is my duty not to engage in sexual harassment of students, other volunteers, or school employees.
12. It is my duty not to engage in inappropriate displays of affection, even with consenting adults, while on school property or during school events off premises.
13. It is my duty not to possess or use tobacco, alcohol, or illegal drugs while on school property or during school events off premises.
14. It is my duty to use educational facilities and property only for educational purposes or purposes for which they are intended consistent with applicable laws, policies, and rules.
15. It is my duty to avoid violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct when on school property or off campus at school functions.
16. It is my duty to refrain from using school information technology equipment, hardware, software, or internet access for other than a school-related purpose.
17. It is my duty to refrain from striking, assaulting, or restraining a student unless necessary in the defense of self or others.
18. It is my duty to refrain from using inflammatory, derogatory, or profane language while on school property or while attending school events off premises.
19. It is my duty to refrain from bringing or possessing firearms or other weapons on school property except with prior authorization.
20. It is my duty not to be under the influence of alcohol or illegal drugs on school property nor at school events off campus.
21. It is my duty to report, as appropriate under the circumstances, violations of this pledge by other volunteers or school employees.