



2026-27

Student/Parent

Handbook

California Distinguished School ~ National Blue Ribbon School

www.lakeforestlakers.com

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Extended Day 916-941-2770

Rescue Union School District
2390 Bass Lake Road, Rescue, CA 95672
www.rescueusd.org
530-677-4461

Transportation 530-672-4310 Food Services 530-672-4445

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Dear Parents/Guardians,

Welcome to the 2026-27 school year! All of us at Lake Forest are excited for our new school year to begin. We look forward to helping each child learn and master the academic and social skills that are appropriate for each grade level. We believe that a successful education is built on a positive relationship between students, parents and staff members. And, we look forward to working with you towards making this school year the best year yet!

This handbook is designed to assist you in becoming familiar with our school and district. A clear understanding of the rules and procedures will encourage a positive and safe school environment. Please read and review the appropriate sections with your child.

We look forward to partnering with you this year to provide the best educational experience for your child. If you have any questions or concerns, please feel free to reach out.

Sincerely,

Dr. Renee Mallot

Principal, Lake Forest Elementary

rmallot@rescueusd.org

916-933-0652

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QUICK REFERENCE GUIDE

School Office Hours

The Lake Forest School office is open from 7:30 AM to 4:00 PM daily when school is in session.

School Calendar

August 13, 2026 - May 28, 2027

(the school calendar is available on-line at www.rescueusd.org/calendar and in the office)

Regular School Hours

Kindergarten	8:55 AM - 12:55 PM (8/13/26 - 9/25/26)
Kindergarten	8:55 AM - 3:10 PM (9/27/26 - 5/28/27)
TK	8:55 AM - 12:15 PM
Grades 1-5	8:55 AM - 3:10 PM

Minimum Day/Early Release

TK	8:55 AM - 12:15 PM (no change)
Grades K-5	8:55 AM - 12:55 PM (Minimum Day)
Grades K-5	8:55 AM - 2:10 PM (Early Release Wednesdays)

Minimum days are scheduled to provide time for teachers to conference with parents, complete report cards, or collaborate with one another regarding curriculum.

Arrival and Departure Times

Students may not arrive more than **15 minutes** before the start of school, as there is no supervision until 8:40 AM. **There are designated lines for each class to stand on arrival to school.** Students are not to remain at school after their regular departure time. Supervision is not available unless a student is participating in a scheduled after-school activity. Parents of students not enrolled in the Extended Day Program will be called to pick up students arriving early or staying too late. Students are not permitted to leave campus at any time, including lunch or recess, without permission from the school and parents. Parents may check a student in or out of school at the office.

Absences and Tardiness

For safety and attendance purposes, please report absences to the school office by 9:15 AM each day the student is absent (**916-933-0652**), **even if the teacher has been informed.** If no call is received by 9:15 AM, the calling service and/or school office staff must call until a parent/guardian is reached to ensure the student is safe. **Do not email the teacher regarding absences, as the teacher may not have time to check email before school or may have a substitute.**

If your child is absent, California Education Code allows excused absences for the following reasons only:

- Illness (**A doctor's note is required after 14 days of illness per school year.**)
- Medical/dental/optometric/chiropractic appointments
- Quarantine (under the direction of the county)
- Funeral services for immediate family (one day in state, 3 days out of state)

Absences and Tardiness (con't)

- Observance of a religious holiday or ceremony (must submit request to principal in advance for approval)

Tardies that are 30 minutes or longer without a valid excuse are considered truant tardies. Tardy letters are sent at 5, 10, and 15 tardies and truancy letters for 3 truant tardies or a combination of 3 unexcused absences and truant tardies. Excessive unexcused absences and tardies may be referred to the El Dorado County School Attendance Review Board (SARB).

Truancy letters are sent out at three unexcused absences and/or truant tardies, even if the absence is reported to school personnel.

Please do not plan vacations during the school year. Students lose vital classroom instruction that cannot be duplicated, and the district loses funds. If it is absolutely necessary for the student to be out of school for three days or more, an Independent Study Contract may be completed. **Parents must complete contract forms at least one week in advance** to give the teacher enough time to put the work together for the contract. Contract work must be turned in the day the student returns to school. If the contract work is not returned the day the student returns, all absences will remain unexcused and the student will receive no credit.

Activity Participation

Those students participating in an activity (club, sports, special class, competitions, before or after-school programs or classes involving risk, etc.) must have a completed and signed Activity Participation Form. These forms will be distributed by the instructor or coordinator of the activity. In addition, any student participating in a sport must have an up-to-date physical turned into the office before they may begin practices.

Bicycles/Scooters/Skateboards

Any student that chooses to ride their bicycle/scooter/skateboard to school must abide by the following rules:

1. Students shall ride bicycles/scooters/skateboards in a safe and sane manner at all times.
2. Students shall observe all traffic rules and laws.
3. By law, students must wear a helmet.
4. Bicycles/scooters/skateboards are not permitted on campus except for the appropriate storage area.
5. When leaving, bicycles/scooters/skateboards must be walked across crosswalks and off campus.
6. No shoes with wheels may be worn at school.

Students who violate any of the above rules may be subject to a disciplinary consequence or have the bicycle/scooter/skateboard taken away and returned only to parents.

Cell Phones, iWatches, and Mobile Devices

Students may not use cell phones during school or allow other students to use their cell phones. Those with cell phones must store them in their backpacks and they must be turned off. Students need to tell their teachers or the office staff if they feel they need to call their parents. Cell phones will be confiscated if used during school and must be picked up by a parent. *This rule also applies to iWatches or other smart watches, iPads and any other mobile devices.*

Check Out Procedures

Come to the office at the designated time when checking your child out of school, not the classroom. The office will then call your child out of instruction. Please do not call ahead to have your child checked out. Please make every effort to make doctor and dental appointments before or after school.

Child Care – Extended Day Program

The El Dorado County Office of Education offers an Extended Day Child Care Program at Lake Forest School. Care is provided Monday through Friday, 7:00 a.m. to 5:30 p.m. For more information, call the County Office of Education at 530-295-2298. If you need to get in touch with the Extended Day Program on our Lake Forest campus, please call 916-941-2770.

Child Custody

Please provide child custody and/or guardianship documents to the school office. All up-to-date court orders must be kept on file at our school office.

Communication

Weekly News Blasts will be sent out every Sunday through our Catapult Communication System, as well as posted on Class Dojo. Please be sure to mark important dates on your calendar. Teachers communicate by email and/or Class Dojo. If you would like to communicate with your teacher or school administrator, you may either email them or call the office and ask for their voicemail. All phone calls are put into voicemail during the school day. Teachers check their email before and after school, and voice messages as time allows. Class Dojo is also a great way to get messages to teachers during the school day.

Deliveries to Students

Classes may not be interrupted for deliveries of lunches, treats, water, homework, clothing, musical instruments, etc.

Bring lunches to the office, not the class or the gym. The office will call the class and ask to have the student pick up the lunch at a convenient time. Yard supervisors will also assist in delivering lunches to the cafeteria if they are not picked up from the office by the student's lunch time. Delivery of band instruments or forgotten homework is not guaranteed. Band instruments may not be stored in the office on a regular basis. **Deliveries of flowers, balloons, pizza, etc. are not allowed.** Please do not distribute birthday party invitations or any other literature at school or ask the teachers to do so. The office staff is not able to deliver or hold non-school related items.

Dogs on Campus

Rescue Union School District has implemented a "no dogs on campus" rule. Dogs are not allowed on school campuses unless they are Service Dogs or are part of a school event or instructional program. In all cases, prior approval of the school administrator is required to bring any dog on a campus. Please do not tie dogs up and leave them in the school parking lot, as this is considered part of the campus as well.

Dress Code

The school administration recognizes that fashion trends may pose challenges for students in finding appropriate clothing; however, it is important to maintain a proper learning environment. Parents/guardians and students are requested to take the proper steps to ensure their clothing meets the standards of the dress code. Whether clothing meets dress code guidelines will be determined by the way the clothes fit as the student participates in the regular activities of the school day (e.g. walking, sitting, standing, or moving about). The appropriateness of clothing in question as per this dress code will be left to the discretion of the school administration (RUSD board policy 5132).

Dress Code (cont.)

The following dress code guidelines apply to all regular school activities:

1. No make-up may be worn or brought to school.
2. **Shoes must be worn at all times. Sandals and Crocs must be held in place with an ankle strap. No flip flops or shoes with wheels.**
3. *Extreme or inappropriate hair color or hair style resulting in a disruption of instructional activities is not acceptable. Hair that impairs vision or eye contact is not appropriate. Unnatural hair color and aerosol hair color containers are prohibited.*
4. Clothing, jewelry, and personal items shall be free of writing, pictures, or other insignia which are crude, vulgar, profane, or sexually suggestive or which advocate racial, ethnic, or religious prejudice or promote the use of drugs, alcohol, weapons/violence or tobacco.
5. Hats, caps, hoods, and other head coverings shall not be worn indoors. Hats may be worn out-of-doors and must face forward.
6. All clothing shall be within the bounds of decency and good taste as appropriate for school.
 - Shorts and skirt minimum length is 5 inches between the knee and the hem of the garment. A 3X5 index card will be used for measurement. If there is a slit in a skirt, where the slit ends is considered the edge of the garment. Garments shall be sufficient to conceal undergarments at all times.
 - No bare midriffs, low-cut or revealing tops, halter tops, tube tops, "off the shoulder" tops, "see-through" or "fish net" tops or shirts.
 - Pant/shorts must fit at the waist and not necessitate the use of a belt.
 - No garment may be worn that is cut-off, frayed, ragged, or torn.
 - Head scarves and bandanas may not be worn.
 - Swim/beachwear, exercise wear, and spandex-type clothing may not be worn.
 - Chains of any kind and clothing or jewelry with protrusions that could be considered dangerous may not be worn.

Drop Off & Pick Up Procedures

Please drop off and pick up at the yellow curbs only. Please do not park and leave cars unattended in our drop off/pick up lanes. No parking is allowed in the bus lane at any time. The area near the office on Kensington has one drop off lane and two exit lanes to merge in to. Do not arrive at the drop off area near Marina any earlier than 30 minutes before school starts/ends, as this area will be used for buses. No parking is allowed at any time in this loop. Please watch carefully for students and staff with stop signs that are assisting those in the crosswalk areas. If you are dropping off a student for kindergarten or for the extended day program and wish to walk them to their classroom, please park in the designated parking areas. For the safety of all students, staff and parents, and to keep the area clear for emergency vehicles or buses dropping students off, do not leave your car unattended at the yellow or red curbs at any time.

Emergency Information

In the event that your child becomes ill or has an accident at school, you will be notified. Cell and work numbers for parents and other emergency contacts are extremely important. Designated emergency contacts must be **18 years of age or older. You must contact the office ahead of time to let the secretaries know who will be picking up your child if it is not the typical pick-up arrangement.** Please use the **Aeries Parent Portal** (<https://aeries.rescueusd.org/rusdportal/LoginParent.aspx>) to make any necessary changes during the year to any of the emergency numbers on your child's emergency contact list. There is a link to the Portal on the school homepage.

Emergency School Closure

If school closure is necessary during school hours, the Rescue Union School District will:

- Activate the website/radio/television information network
- Activate the Parent Link Emergency Notification System
- Alert the transportation department regarding any necessary transportation modifications
- Assemble students in the multi-purpose room or designated area awaiting pick-up by parents or possible transportation by bus

In the event of an emergency in our school or other schools in the District, our first priority will always be to provide a safe environment for students and staff. Should an emergency situation occur, we are asking for your cooperation. **Do not call** the school or the District Office, and **do not come to the school** unless directed to do so by the administrator in charge. Numerous phone calls to the school will overload our telephone lines and network which could further jeopardize student safety. We will do everything possible to keep parents informed and updated on a regular basis. All information will be sent to parents through our Parent Link Emergency Notification System via phone calls and emails. Most importantly, we will keep you constantly updated on our Emergency Information webpage located at <http://www.rescueusd.org//Resources/District-Resources/Emergency-Information/index.html>. Please visit this webpage and bookmark it now to be prepared.

Field Trips

Field trips enrich the curriculum. A note and permission slip will be sent to parents at least 30 days in advance of any field trip and will include details such as place, departure time and appropriate dress. The permission slip needs to be signed and returned to your child's teacher. No student will be permitted on the field trip unless the permission form is completed, signed and submitted to the teacher or school office **at least 2 weeks prior to the field trip**. Verbal authorizations, or authorizations not on this form, cannot be accepted.

Field Trip/Event Transportation

Students participating in off-campus district sponsored field trips are required to travel on school buses or by other district designated methods of transportation.

Head Lice School Procedure

When the school office is aware of a student with head lice the following actions are taken:

- The student with head lice is sent home until clear of lice and nits (lice eggs). Parents are given a copy of guidelines for control of head lice.
- The siblings of the affected student are examined for head lice by the health aide, school nurse and/or office staff.
- Any student found to have head lice during this check is also sent home until clear.
- The affected students are not allowed to return to school without first being examined and determined clear of head lice and nits by the office staff.
- If 2 or more students are found to have head lice in one classroom, a parent notification letter is sent home with all the students in the affected classroom.

Homework Policy

The Lake Forest staff considers homework to be an important part of the total instructional program. Homework should support and expand the skills, content, and concepts that were presented in the class. It should be supplemental to what has gone on in the classroom that day - something which could not be done at school either for lack of time or materials necessary to do the job well.

Homework Policy (cont.)

The role of the parent is important. Parents will be informed by their child's teacher of homework policies and practices. Parents are encouraged to help their children develop good study habits. Assignments which involve parents can greatly help develop a strong sense of support for the students' learning efforts. The best homework is the time you spend with your child reading, answering and posing questions, and investigating areas and concepts that will generate a sense of purpose and value.

Grade levels will generally assign homework that will take, on the average, the following amounts of time:

Grades 1-3: *Should not exceed one-half hour per day

Grades 4-5: *Should not exceed one hour per day

*These times represent average time. Actual time will depend on the child and the teacher.

Homework Requests

If you would like to pick up homework for a student that has been absent, please call the school before 9:00 am and ask for the teacher's voicemail. You may also email a teacher the request, but please remember that teachers do not always have time to check their email during the school day. Please pick homework up in the office between 3:30 and 4 pm at the earliest to give the teacher time after school to prepare the work. Please do not go to the classroom before, during, or after school and ask the teacher for homework or expect homework directly upon request.

Lost and Found

Our Lost and Found box is located inside the gym. Small items are kept separately in the office. Articles that are not claimed after the display day will be donated to a charity. Please label all your child's clothing for proper and quick identification.

Lunch and Breakfast Program- It is free!☺

Students have the option of having free breakfast either before school (8:30-8:50) or at their first recess.

Medication

Written authorization by the healthcare provider and the parent/guardian is required for students to take medication at school. For your convenience, the Rescue District "Medication at School" form is available on the District website and is also at all the school sites.

Medication includes prescription and over-the-counter remedies, nutritional supplements, cough drops, and herbal remedies.

All medication must be brought to the school in the original container or prescription bottle.

An adult must bring the medication directly to the school office. Medication may not be transported by a student, or be in the student's possession while at school. The only exception is emergency medication that the healthcare provider has authorized the student to carry.

Written authorization by the healthcare provider and the parent/guardian is required each school year or if the medication or dosage changes during the school year.

Messages for Students

Please do not call the office to relay a message to your child unless it is an emergency. Inform your child before leaving for school in the morning of any plans for after school they may need to know. Emergency messages will be called in to the teacher or their voicemail at the discretion of the office.

Parent Requests

Parent requests for grade forms, letters of recommendation, government forms, etc. should be submitted to the school office staff. Please allow 48 hours for your request to be redirected or processed.

Parent Teacher Council (PTC)

The Lake Forest Parent Teacher Council is an organization which seeks ways to strengthen parent/teacher relationships; promote the welfare of our children in the home, school, and community; actively raise funds to benefit our school and children; and organize socials for our school. If you would like to become involved, please contact the office, or visit their page at www.lakeforestptc.org.

Parent-Teacher Conferences

Parent-Teacher Conferences are scheduled at the end of the first trimester. If you have a need for an individual conference with your child's teacher at any time during the year please contact the teacher for an appointment. Building a positive, collaborative culture is essential for your child's success.

Parking

Parking spaces are available for parents and visitors near our office. Please do not park in any staff parking spaces or in the "hug and go" lane. If the parking lot area is full, please park on Kensington or Salisbury Drive in the appropriate areas allowed by law. Do not park in any yellow or red curbed areas, even if you are not leaving your vehicle. In addition, please do not park in the bus loading and unloading zone on Kensington Drive.

Problem Resolution

The following information outlines the process you should use to resolve any problems you or your child may have related to your child's grades or academic concerns, curriculum or instructional materials. If you follow this process, it should assist you in solving concerns more quickly and efficiently.

1. Contact your child's teacher. Set up a time for a conference with him or her as soon as possible to discuss your concerns. Put your concerns in writing before you attend the conference so that all issues may be addressed. Most problems can be resolved at this level.
2. If you feel that your concerns have not been addressed, set up a meeting with the site or department administrator (principal, director, etc.). If the matter is still not resolved, obtain a Complaint Form and Procedures for Filing a Complaint from either the school site or the District Office. Fill out the form and return it to the District Office. This must be filed within 60 days of the act or event.
3. Your complaint will be investigated, and the Superintendent or designee will be contacting you to discuss your complaint.
4. Once the Superintendent or designee has rendered a decision, you still have the right to appeal the decision to the Board of Trustees if you do not agree with the decision.
5. The Board will review your appeal and render a decision. The Board's decision is final.
6. It is important to work through problems together for the benefit of your child. We hope that this information will assist you in resolving problems at Lake Forest School.

Safety

- The kindergarten playground is for the use of kindergarten students in session only and is closed before and after school.
- Skateboards, scooters, any type of skates, and shoes with wheels are not allowed on campus at any time per county ordinance.
- Bicycles are to be walked on campus and locked in the bicycle storage area only.
- Items such as knives, matches, or sharp instruments are not permitted.
- Use plastic containers for food. Glass containers are unsafe.
- Toys and athletic equipment from home are not allowed, including footballs, basketballs, baseballs, rubber balls, etc. Students may not throw footballs or baseballs on the cement or blacktop at any time. Footballs may be thrown on the field at recess only. Baseballs are not to be used at school at any time.
- Dogs are not allowed on campus under any circumstance (county ord. 9-48-03013).
- Please do not park or leave your car unattended in the loading and unloading zones in the parking lots.

School Rules

It is our belief at Lake Forest School that a few basic principles are more meaningful than a long list of do's and don'ts.

Our Laker "I SWIM" Rules

- Be **I**nclusive.
- Be **S**afe.
- **W**ork Hard.
- Show **I**ntegrity.
- Be **M**indful of Others.

Consequences

- Phone call to parents
- Recess detention
- Noon detention
- Campus cleanup
- Other loss of privileges (assemblies, field trips, etc.)

If a student is having difficulty following the rules at school, he/she may be given a Behavior Referral. This referral is filled out by the staff person observing the misbehavior. The referral gives information concerning the incident and about the student. The referral is then sent to the office. As soon as possible after the referral is received at the office, the principal or teacher-in-charge will discuss the situation with the student. After discussing the problem with the student, the principal or designees will determine what course of action, including consequences, will assist the student in making a better choice in the future. The parents will typically be contacted on all referrals except for minor problems.

School Site Council (SSC)

The School Site Council (SSC), a governing body within our school, is composed of parents, school employees (both certificated and classified), and members of the community who are elected for a two-year term of office. The main purpose of the SSC is to monitor the progress of the School Improvement Program (SIP) and to modify it if necessary in order to provide the best possible program for the students. This is accomplished through reports from the chairpersons of different components

(i.e., reading, language, math, etc.). The SSC also has the responsibility of helping to decide how the SIP budget will be spent. The SSC meets 3-4 times a year at the school. Although only elected members of the council may vote, all interested persons are invited to attend.

School Standards/Behavior Standards

- Follow staff directions the first time they are given.
- Keep hands, feet, and objects to yourself.
- Use appropriate language at all times; no swearing.
- Always walk in the hallways by classrooms.
- Litter is to be placed in trash receptacles.
- Fighting is not allowed.
- Play only in assigned areas.
- Use equipment properly; do not bring equipment, balls or toys from home.
- Do not throw rocks or other harmful objects.
- Treat students, staff, and guests respectfully. Refrain from teasing, name-calling and harassment.

Caveat

Some infractions (even 1st and 2nd offenses) may require more severe consequences depending on the specific nature of the infraction.

Addition or Alternative to Detention

1. Campus clean-up
2. Payment for damages
3. Denial of privileges, parties

Addition or Alternative to Suspension

1. Denial of privileges, parties, athletic teams, offices/leadership
2. Parent escorts student to classes
3. In-school suspension
4. Transfer
5. Expulsion

The school's authority to suspend extends to the following circumstances:

1. While on school grounds
2. While going to or coming from school
3. During the lunch period, whether on or off the school campus
4. During, going to, or coming from a school-sponsored activity

Team Participation

A Team Participation Form must be completed and signed for any student participating in a team sport such as basketball, cross country, volleyball etc. Physical examinations are required to begin participating in the sport.

Traffic

Pick up and drop off times can create a backup of cars on Sailsbury Drive and Kensington Drive. Please drive slowly and safely and watch for students crossing the streets onto campus. When dropping off your student, please be prepared to move quickly through the line. Parking in the drop off lane is not allowed.

Merge into the exit lanes with caution and watch for students crossing or staff and students with stop signs.

Use of Personal Information

Each parent/guardian is required to sign an agreement for any classroom directory that the information (home and e-mail addresses, and home and cell phone numbers) provided will not be used for solicitation or personal use. Your sensitivity to this is extremely important so that we may continue to utilize email addresses for class purposes only.

Volunteering/Visiting the School and Classrooms

Parents are always welcome to visit our campus. Arrangements for classroom visitations should be made in advance with the classroom teacher. Drop-in visits, even for a few minutes, can interrupt the flow of instruction and are unfair to the students and the classroom program. Classroom volunteers must also be scheduled with the teacher. For everyone's safety, all visitors, including classroom volunteers, must report directly to the school office to sign in and receive a visitor's sticker. Visitors without proper identification will be politely redirected to the office for proper sign in.

- Parents/guardians/visitors must sign in and be scheduled with the classroom teacher to be in the classroom or on any other part of the campus. Please do not sign in as a visitor/volunteer unless you have been scheduled. For the safety of our students, visitors/volunteers may not be on the campus for the purposes of personal observations, visiting their student, bringing lunch or other items to their student.
- Visitors and volunteers may never approach students on our campus to attempt to resolve a conflict or gain information. Please contact the school administrator if there are issues that need to be dealt with regarding our students.
- Appointments must be made for those needing to speak with a teacher or administrator. Teachers cannot converse with parents/guardians before, after, and especially during class. Also, students may not be discussed in the presence of others due to confidentiality.
- Due to liability issues, siblings under the age of 18 may not accompany parent volunteers in the classroom, workroom, or on field trips. Siblings may not be left unattended by a parent in the office, classrooms, library, or playground. Also, our play structures are not designed for toddlers and preschool age children.
- Though Lake Forest School is a public school, it is on private property owned by the Rescue Union School District. Our campus is not a place for students of any age to play or hang out, especially unsupervised. Students must be in the Extended Day program to be on our campus before school and from 3 to 6 PM. Do not send your students to play at Lake Forest after school, no matter what their age.
- Volunteers driving on field trips or chaperoning overnight trips must have fingerprint clearance. Classroom volunteers **are** required to have level 1 volunteer clearance. Please visit the district website for more information on volunteering: <http://www.rescueusd.org/Resources/Volunteers/index.html>

RUSD-Quick Reference Guide – Volunteers

	Volunteer I	Volunteer II	Volunteer III
Definition	A Volunteer I is defined as an individual who, with school district approval, assists students, schools, and teachers under the direct supervision (direct visibility) of certificated personnel and is never left alone with students.	A Volunteer II is defined as an individual who, with school district authorization, voluntarily assists school districts, schools, educational programs, or students on a regular and ongoing basis and who may under the direction of certificated personnel work with students outside the direct supervision of staff.	A Volunteer III (Volunteer Athletic & Activity Coaches) is defined as an individual who, with school district authorization, voluntarily assists school districts, schools, educational programs, student activity programs, or students on a regular and ongoing basis and who may at times work with students outside the direct supervision of staff.
Examples and Authorizations	Examples of a Volunteer I include, but are not limited to, individuals who participate as a guest reader, assist with class parties or projects or school-wide or grade level projects, provide clerical or library help, or individually observe a classroom, one-time classroom presentations, fund raising and special events. A Volunteer I is not authorized to chaperone fieldtrips and may not drive for field trips.	A Volunteer II may perform all the duties of a Volunteer I and in addition: supervise students during lunch, breakfast, or other nutritional periods or may serve as nonteaching aides under the supervision and direction of certificated personnel to perform non- instructional work which assists certificated personnel in the performance of teaching and administrative responsibilities. A Volunteer II may chaperone field trips and/or drive for field trips/athletic events if authorized as a Driver.	A Volunteer III may perform all of the duties of a Volunteer II and in addition assist student activity programs which include, but are not limited to, scholastic programs, interscholastic programs, athletic programs and extracurricular activities sponsored by the district or a school booster club, such as cheer team, drill team, dance team, and marching band. A Volunteer III may chaperone field trips and/or drive for field trips/athletic events if authorized as a Driver.
Requirements (Submit all documents to Human Resources Department)	Volunteer I Application Tuberculosis (TB) Clearance	Volunteer II Application TB Clearance DOJ and FBI Fingerprint Clearance	Volunteer III Application TB Clearance, DOJ and FBI Fingerprint Clearance Mandated Reporter Training Concussion Training CPR/First Aid Training Nurse Consult (If necessary)