



Inspire. Innovate. Excel.

Volunteer Handbook

Black Hawk – Canyon Lake – Corral Drive – General Beadle – Grandview – Horace Mann –
Knollwood Heights – Meadowbrook – Pinedale – Rapid Valley – Robbinsdale – South Canyon –
South Park – Valley View – Wilson – Jefferson – East – North – South – Southwest – West –
Central – Stevens – Rapid City

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Rapid City Area Schools

Volunteer Program

Phone: 605-394-6986

Email: Ramona.Nolan@k12.sd.us

Website: rcas.org

Dear Valued RCAS Volunteer,

We have identified five key pillars that will guide the work of our school district over the next five years. One of those strategic priorities is developing a sustainable system of effective partnerships between our schools and community.

School and Community Partnerships play an essential role in building successful public schools. These partnerships are a critical component to building capacity, providing support, and resources to meet our students' needs that go above and beyond what we can provide. Effective partnerships are built on mutual interests and share responsibility to advance outcomes. RCAS is committed to working with our powerful alliance of educators, families, and community to build reciprocal, authentic partnerships that impact student success.

One of our most valuable partnerships is our volunteers. Volunteers play an important role in supporting our students, teachers, and staff through giving of their time and talent. Your service will aid us in personalizing learning, enriching our classrooms and programs, and improving student outcomes. Together we can build tomorrow's community, through our shared goal of empowering students with the knowledge, skills, and the supports they need to become productive, caring citizens that thrive, and give back to their communities.

We at Rapid City Area Schools wish to express our gratitude and appreciation for your commitment to our district by enhancing the educational experience of our students through your volunteer service. We look forward to working with you in this capacity.

With appreciation,

A handwritten signature in black ink, appearing to read "J.J. Carrell". The signature is fluid and cursive, with the first name "J.J." and the last name "Carrell" clearly distinguishable.

J.J. Carrell
Director of College & Career Readiness

MISSION:

Challenge, engage, and empower students to thrive in their future in a diverse world.

VISION:

Building Tomorrow's Community Through Inspiration, Innovation, and Excellence.

CORE VALUES:

We value our diversity, and believe our students and community deserve:

- Excellence – in instruction, in learning, in communication
- Commitment– to partnerships, to equity, to service
- Exploration – in opportunities, in inquiry, in creativity
- Readiness – in critical thinking, in problem solving, in collaborating
- Responsibility – for self, for community, for results

VOLUNTEER POLICY:

[District Code: IICC](#)

[Volunteer Procedure IICC- P](#)

School Volunteers

I. Purpose

The purpose of this policy is to guide the district volunteer program, which encourages and supports partner and community participation, as a priority area of the Rapid City Area Schools (RCAS).

II. General Statement of Policy

- A. Business, higher education, and community partnerships play an essential role in building successful schools. Education partnerships are a critical component to building capacity, providing support, and resources to meet the needs of students and families that go beyond what the school district can provide. One of our most valuable partnerships is our volunteers. Volunteers play an important role in supporting our students, teachers, and staff through the giving of their time and talent. The RCAS will provide a comprehensive district-wide Volunteer Program consisting of recruitment, marketing, screening, onboarding, volunteer placement, tracking, evaluations, recognition and appreciation.
- B. The Volunteer Program will be facilitated by the District Volunteer Coordinator working with school administrators and annually designated building point of contacts.
- C. RCAS reserves the right to do a central screening and training to determine placement of all volunteers. The screening and training may vary based on if the volunteer role is supervised or unsupervised. Completing the volunteer screening and training does not guarantee placement, as placement is contingent upon district approval and capacity needs.
- D. All volunteer names will be submitted to the Board of Education to be approved for coverage of the District's workers compensation insurance. This will provide coverage in instances of injury that occur during the time that the volunteer is acting as a volunteer of the district.
- E. Volunteers will adhere to the RCAS Criminal Background Investigation Policy GBLA and Procedure GBLA.
- F. School building administration will mediate any problem between teacher or staff members and volunteers. Any unsatisfactory volunteer will be reassigned or terminated.
- G. It shall be a violation of this policy for volunteers to conflict with or replace any regularly authorized personnel.

III. Definitions

- A. "Volunteer" is a person who works at the recommendation of professional personnel. A volunteer will serve without compensation or employee benefits of any type, except for workers' compensation. (To be covered for workers' compensation, the appointment of the volunteer must be reflected in the official minutes of the Board of Education.)
 - 1. "Supervised Volunteer" is a volunteer performing volunteer work under the immediate supervision and direction of certified staff and/or are in a volunteer position where they will not have direct contact with students.
 - 2. "Unsupervised Volunteer" is a volunteer that has direct and ongoing contact with students, out of line of sight of the supervising approved school employee. The supervision must be reasonable in all circumstances to ensure the protection of RCAS students.

- B. "District Volunteer Coordinator" is a staff member that facilitates the development and growth of the Volunteer Program, ensuring the program meets the Strategic Plan goals and adheres to the RCAS Volunteers Policy and Procedure.

- C. "Building Point of Contact" is a staff member at each RCAS building annually assigned by the building principal. The Building Point of Contact serves as a liaison between the District Volunteer Coordinator and the school.

IV. Reporting Procedures

- A. Annual updates will be provided regarding the Volunteer Program to the Board of Education, district leadership, and school principals.

V. Dissemination of Policy and Training

- A. This policy shall appear in the district Volunteer Handbook and be provided in the volunteer orientation.

- B. Information on the Volunteer Program will be provided on the RCAS website.

- C. Training on the Volunteer Program will be provided to the Building Points of Contact on an annual basis.

Legal References:

SDCL 47-23-29 Immunity of volunteers of nonprofit organizations
SDCL 62-1-5.1 Volunteers serving state or subdivisions without pay
Associated School Boards of South Dakota Policy IICC
Associated School Boards of South Dakota Policy IICD

Cross References:

GBLA – Criminal Background Investigation
IICC-P – School Volunteers Procedure
Adopted: 06/25/91
Revised: 03/08/94
Reviewed: 06/13/00
Revised: 03/11/19

Volunteer Rules and Etiquette:

Keep our schools secure: Sign in on arrival and sign on departure from any volunteering assignment. Wear your name tag for identification when on school grounds.

Give notification of absence: Contact your supervising teacher, school building point of contact or the District Volunteer Coordinator. Please do not enter a school while ill, students' health should be top priority.

Honor your time commitment: Arrive on time and honor your volunteer time commitments. Be sure to only volunteer for time you can fulfill.

Respect district policy: Volunteers should remain within public areas of the school and within sight of a staff member. A volunteer should never be alone with a student unless an agreement is in place with the parent/guardian, teacher and principal.

Respect your supervising teacher: Do not question classroom content or instruction in the presence of students. Any questions or concerns should be privately discussed with the teacher or principal.

Retain student confidentiality: Student information should remain confidential. As a Volunteer of the Rapid City Area Schools, you must exercise discretion when interacting with student/staff information. If you are unsure or concerned about how to proceed with confidential information, please speak with the classroom teacher or the Volunteer Coordinator.

- *This protected information will be kept secure using all means at your disposal and in-compliance with applicable regulation, such as the Family Education Rights and Privacy Act ([FERPA](#)) and the Health Insurance Portability and Accountability Act of 1996 ([HIPAA](#)).*

Follow all school district policies and procedures.

Be engaged and enjoy your time helping Rapid City students learn and grow!

Background Checks:

Volunteer Screening and Background Checks: The Rapid City School District is committed to providing a safe environment for students and staff. As part of that commitment, the district may require background checks on school volunteers pursuant to this policy and in accordance with state law. The district has the sole discretion to determine whether the outcome of a criminal background check is satisfactory. In making a determination, the district: Shall adhere to all applicable state laws that disqualify an individual from employment by a school district; and may consider the conviction of any crime of moral turpitude; and may consider any criminal conviction, including convictions not disclosed by the applicant.

Volunteer Hours Tracking:

Volunteer hours tracking is optional but RCAS appreciates every minute that volunteers give to our district and would like to recognize your contribution. At the end of the school year, RCAS will report hours donated to our district.

You can submit your volunteer hours to be tracked by the school district on the RCAS website.

[Volunteer Hours Tracking](#)

Workers' Compensation:

Volunteer Information on Workers' Compensation: Rapid City Area School's volunteers will be covered under South Dakota's Workers Compensation Act. This act requires employees or volunteers to provide notice of all injuries for which they intend to claim the right to workers compensation benefits no later than **THREE (3) business days** after the injury occurs. The notice must advise RCAS when, where, and how the injury occurred. Failure to provide notice could prohibit claim for compensation. Workers compensation injury reporting packets are available on the RCAS portal in the human resources section.

Volunteer Checklist:

- _____ Complete Volunteer Application at www.rcas.org/volunteer
- _____ Complete New Volunteer Orientation link emailed to you upon completion of application
- _____ Sign the Volunteer Agreement
- _____ Receive Volunteer Handbook
- _____ Complete Background Check (*if required*)
- _____ Receive Volunteer Placement Information
- _____ Meet School Building Point of Contact
- _____ Review School Check-In/Check-Out Policy
- _____ Tour School Facility (*optional*)
- _____ Review Classroom/School Policies with Supervising Teacher or Building Point of Contact
- _____ Enjoy Your Time with Rapid City Area Schools!

Volunteer Agreement:

I am interested in volunteering my services to the Rapid City Area School District. I understand that although I am not an employee of the Rapid City Area School District, I will abide by the district policies and procedures pertaining to volunteers. These policies and procedures include but are not limited to:

_____ **Policy GBEC GBEC-E: Drug and Alcohol Free Workplace.** Volunteers will comply with all applicable, school district policies & procedures and Federal regulations, governing workplace drug and alcohol abuse and misuse.

_____ **Policy GBC: Staff Ethics.** Volunteers of the District will not engage, directly or indirectly, in any activity that conflicts (or raises a reasonable question of conflict) with their duties and responsibilities in the school system.

_____ **Policy AC: Discrimination Harassment.** Volunteers will not display or participate in racism, discrimination, harassment, exploitation or victimization of students, school employees, non-employees or any person who are invitees of the district for any reason, including but not limited to race, color, ethnic background, national origin, pregnancy, student marital status, religion, creed, age, sex, citizenship, political affiliation, mental and/or physical challenge, disability, sexual orientation, or status as a veteran.

_____ **Policy JGA: Corporal Punishment.** Volunteers may never be permitted to use corporal punishment (physical force) upon a student as a form of discipline or punishment. Physical force may only be used to defend yourself or another individual. Any acts of physical force must be reported to the building principal immediately.

_____ **Policy GBCB: Staff Conduct.** In dress, conduct, and interpersonal relationships, volunteers should recognize that they are being continuously observed by students. Their actions and demeanor will be reflected in the conduct of the students. The board expects that the entire staff will observe provisions of all state, federal, and local laws.

_____ **I understand the following statements:**

- Volunteers work without pay on a regular and occasional basis at any district site.
- Volunteers whose name appears on the sex offender registry check will not be permitted to volunteer.
- Volunteers will follow school sign-in and out protocols for the security of the staff and students.
- Completing the volunteer application & orientation does not guarantee a placement. As placement is contingent upon district approval and capacity needs.
- Volunteers may be terminated at any time with or without cause by either the district or volunteer.

For further questions or information regarding volunteer policy, please review the Rapid City Area School Policies at RCAS.org – Policies & Procedures.

Contact Sheet:

For questions on the RCAS Volunteer Program, please contact the District Volunteer Coordinator at 605-394-6986 or Ramona.Nolan@k12.sd.us

Black Hawk Elementary

7108 Seeaire Drive
Black Hawk, SD 57718
605-787-6701

Canyon Lake Elementary

1500 Evergreen Drive
Rapid City, SD 57702
605-394-1817

Corral Drive Elementary

4503 Park Drive
Rapid City, SD 57702
605-394-6789

General Beadle Elementary

10 Van Buren Street
Rapid City, SD 57701
605-394-1841

Grandview Elementary

3301 Grandview Drive
Rapid City, SD 57701
605-394-1829

Horace Mann Elementary

902 Anamosa Street
Rapid City, SD 57701
605-394-1847

Knollwood Heights Elementary

1701 Downing Street
Rapid City, SD 57701
605-394-1851

Meadowbrook Elementary

3125 W. Flormann Street
Rapid City, SD 57702
605-394-1821

Pinedale Elementary

4901 W. Chicago
Rapid City, SD 57702
605-394-1805

Rapid Valley Elementary

2601 Covington Street
Rapid City, SD 57703
605-393-2221

Robbinsdale Elementary

424 E. Indiana Street
Rapid City, SD 57701
605-394-1825

South Canyon Elementary

218 Nordbye Lane
Rapid City, SD 57702
605-394-1801

South Park Elementary

207 Flormann Street
Rapid City, SD 57701
605-394-1833

Valley View Elementary

4840 Homestead Street
Rapid City, SD 57703
605-393-2812

Wilson Elementary

827 Franklin Street
Rapid City, SD 57701
605-394-1837

Jefferson - Special Services

21 St. Joseph Street
Rapid City, SD 57701
605-394-1813

East Middle School

4860 Homestead Street
Rapid City, SD 57703
605-394-4092

North Middle School

1501 North Maple Street
Rapid City, SD 57701
605-394-4042

South Middle School

2 Indiana Street
Rapid City, SD 57701
605-394-4024

Southwest Middle School

4501 Park Drive
Rapid City, SD 57702
605-394-6792

West Middle School

1003 Soo San Drive
Rapid City, SD 57702
605-394-4033

Central High School

433 Mt. Rushmore Road
Rapid City, SD 57701
605-394-4023

Stevens High School

4215 Raider Road
Rapid City, SD 57702
605-394-4051

Rapid City High School

601 Columbus Street
Rapid City, SD 57701
605-394-4048

RCAS Volunteer Handbook



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