



*Inspire. Innovate. Excel.*

# Volunteer Handbook

**Updated October 2023**

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 Alternative Academy

## Table of Contents

Letter from the District Volunteer Coordinator.....	3
School District Mission, Vision, & Core Values .....	4
Volunteer Policy .....	5-8
Volunteer Rules & Etiquette .....	9
Volunteer Levels .....	10-11
Background Checks .....	12
Volunteer Hours Tracking .....	12
Workers Compensation .....	12
Volunteer Checklist.....	13
Volunteer Agreement .....	14
School Contact Sheet .....	15

**Rapid City Area Schools**

**Volunteer Program**

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**Website: [rcas.org](http://rcas.org)**

Dear Valued RCAS Volunteer,

Five key pillars have been identified that guide the work of our school district. 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 support they need to become productive, caring citizens who 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,

Rebecca Hagen  
District Volunteer Coordinator

## **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](#)

[Volunteer Exhibit: IICC-E](#)

District Code: IICC

### School Volunteer

#### 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. These partnerships are a critical component to building capacity, providing support, and resources to meet the needs of students and families. 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, 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 central screening and training to determine placement of all volunteers. The screening and training may vary based on the volunteer role. 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.

## *RCAS Volunteer Handbook*

- E. Volunteers will adhere to the RCAS Criminal Background Investigation Policy GBLA and Procedure GBLA.
- F. It shall be a violation of this policy for volunteers to conflict with or replace any regularly authorized personnel.
- G. School building administration will mediate any problem between teacher or staff members and volunteers. Any unsatisfactory volunteer will be reassigned or terminated. All issues or problems should be reported to the Volunteer Coordinator by the POC or school principal. This information will be recorded in the volunteer's record.
- H. RCAS reserves the right to terminate any volunteer with or without cause.
- I. Every individual entering buildings or schools as defined within this policy must be screened and processed through the volunteer coordinator and volunteer application process.

### **III. Levels of Volunteers**

- A. Level 1: This volunteer is a supervised volunteer and works under the immediate direction of a RCAS staff member. They must remain within sight and hearing of a RCAS staff member at all times while students are present. Volunteers under the age of 18 will always be Level 1. Examples would include Friday Folders, Clerical Assistants, and those doing tasks outside the school campus without student contact.
- B. Level 2: This volunteer has direct or ongoing contact with students. They may be out of the line of sight or hearing of the supervising school employee. Must be 18 years or older. Examples would include Day Trip Chaperones, School Dance Monitors, PTA Leadership, Hallway Work – reading, etc
- C. Level 3: This volunteer has the same contact as a Level 2 but would also include direct one-on-one contact with students or overnight chaperones or volunteering more than 3 times in an academic year. Overnight chaperones must be 21 years of age or older. All other Level 3 volunteers must be 18 years of age or older. Examples would include Overnight Chaperones, Volunteer Coaches, Chaperones driving students, Tutors, Mentors, and Proctors.

### **IV. Background Check Requirements**

- A. Level 1: Volunteer is screened using Megan's Law to verify the applicant is not a registered sex offender. This is renewed annually for all volunteers.

- B. Level 2: Volunteer is screened through Background Screeners of America. This will be renewed every 3 years.
- C. Level 3: Volunteer is screened through the DCI Fingerprinting process also used for all RCAS employees. Level 2 background check repeated every 3 years.

**V. Definitions**

- A. “Visitor” is a person whose actions do not rise to the level of a volunteer. Someone who visits a school for a public or private event. Examples include sporting event attendees, theater production audience, and guest speakers.
- B. “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.)
- C. “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.
- D. “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.
- E. “Background Check” definition and process can be found and will be followed in Policy and Procedure GCDB and GCDB-P.

**VI. Reporting Procedures**

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

**VII. 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:**

GCDB – Criminal Background  
Investigation  
GCDB-P – Criminal Background Investigation Procedure  
IICC-P – School Volunteers Procedure  
IICA – Field Trips

Adopted:

06/25/91 Revised:

03/08/94

Reviewed:

06/13/00 Revised:

03/11/19

Revised:

11/15/22



## Volunteer Rules and Etiquette:

**Keep our schools secure:** When you arrive at the school to volunteer, be sure to sign in and get your volunteer badge/pass from the office. Please ensure you wear your badge/pass for the duration you are in the school. When your volunteer assignment is completed for the day, be sure to return to the office and sign out.

**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!**

## Volunteer Program Participation Levels:

A volunteer is a person who receives no monetary compensation from the school district. A volunteer may be a parent, District employee, family member, or community member, who submits an application to participate. The program is intended to provide students and staff with a safe environment and allow for a variety of opportunities for volunteering.

Volunteer participation for RCAS is classified into three levels: Level 1, 2, and 3. Prior to commencing services, these volunteers may be subject to background checks and fingerprinting clearance as indicated below. NOTE: All field trip chaperones riding in district transportation or include overnight stays must be 21 years or older.

Visitor—A visitor is an individual whose actions do not rise to the level of a volunteer and is someone who visits a school for a public or private event. Examples include: sporting event attendees, theater production audience, and guest speakers

### Level 1

**Level 1 Volunteer** works under the immediate supervision and direction of an RCAS employee, must always remain within sight and hearing of RCAS staff member, may never be left unattended while students are present, and includes volunteers under the age of 18.

Examples - Friday Folders, Clerical Assistants; Tasks outside of the campus w/o student contact

Process – must submit Volunteer Application and complete Volunteer Orientation

Background Check - Volunteer is screened using the Megan’s Law website clearance to verify the applicant is not a registered sex offender.

### Level 2

**Level 2 Volunteer** has direct and/or ongoing contact with students, may be out of the line of sight or hearing of the supervising school employee, includes any individual without a child in the Rapid City Area School District, and must be 18 years or older.

Examples - Day Trip Chaperones, School Dance Monitors, PTA Leadership, Hallway Work

Process – submit Volunteer Application, complete Volunteer Orientation, complete and submit Disclosure Form along with copy of an approved photo ID (i.e. driver’s license), and complete online Background Check.

Background Check - Volunteer is screened through Background Check of America.

Renewal - Volunteer Record updated on an annual basis. Background Check repeated every 3 years.

## Level 3

Level 3 Volunteer has the same contact as Level 2 but also would include direct one-on-one contact with students, or is an overnight chaperone (minimum age 21), or serving more than 3 times in an academic year, and must be 18 years or older.

Examples - Overnight Chaperones, Volunteer Coaches, Chaperones driving students, Tutors, Mentors, Proctors

Process - submit Volunteer Application, complete Volunteer Orientation, complete and submit Disclosure Form to Volunteer Coordinator, complete Background Check with the Rapid City Police Department upon receipt of the voucher from RCAS.

Background Check - Fingerprinting Background Check

Renewal - volunteer record updated on an annual basis and Level 2 Background Check repeated every 3 years.

## **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 <http://www.rcas.org/volunteer> and sign the Volunteer Agreement
  
- \_\_\_\_\_ Complete New Volunteer Orientation link emailed to you upon completion of application
  
- \_\_\_\_\_ View Volunteer Handbook during the orientation or visit link above
  
- \_\_\_\_\_ Complete Background Check (*if required*)
  - Fill out Disclosure Form
  - Sign Disclosure Form
  - Return to School Secretary for Principal's signature
  - School will return to District Volunteer Coordinator (VC)
  - Level 2 Volunteer
    - VC will submit online Background check
    - Volunteer completes form sent via email
  - Level 3 Volunteer
    - VC will send voucher to Volunteer
    - Volunteer sets up appointment for fingerprinting according to directions on voucher
    - Volunteer has fingerprint screening at RCPD
  
- \_\_\_\_\_ Contact School for placement
  
- \_\_\_\_\_ 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](http://RCAS.org) – Policies & Procedures.**

## Contact Sheet:

*For questions on the RCAS Volunteer Program, please contact the District Volunteer Coordinator at 605-394-6986 or [Rebecca.Hagen@k12.sd.us](mailto:Rebecca.Hagen@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 Alternative Academy**

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