

San Luis Coastal Unified School District

1500 Lizzie Street
San Luis Obispo, CA 93401-3062
(805) 549-1230

CHRISTIN L. NEWLON, DIRECTOR OF PERSONNEL
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Dear Volunteer,

Thank you for your willingness to help the students of our district. The District recognizes and values the volunteers who provide a variety of services to our schools. This information packet provides the procedures to follow to ensure that all volunteers have been screened appropriately to provide for maximum safety for all students in the San Luis Coastal Unified School District.

In order to determine the requirements that are appropriate for the level of service you wish provide, the following definitions and requirements are explained below.

Visitors come to the schools for various purposes, including the following; tour the campus, meet with a staff member, or attend a school event or activity. Visitors have limited contact with students. As provided in Education Code 45125.1(c), limited contact will be determined by the District based upon the totality of circumstances, including factors such as the length of time the volunteers will be on the school grounds, whether students will be in proximity with the site where the volunteers will be working, and whether the volunteers will be working by themselves or with others.

Volunteers have contact with students and come to the schools to help in a variety of ways, including the following: assist certificated employees, supervise students during recess and lunch, or assist with extra-curricular activities. Volunteers are grouped into the following categories and must be screened as follows:

Level 1 Volunteer (Supervised, not regularly on campus): Volunteers who have limited contact with students and are **always** directly supervised by a certificated employee. Level One Volunteers must be cleared through the Megan's Law website to demonstrate that the volunteer is not a registered sex offender. Examples of a Level One Volunteer include community members who make a brief presentation to students at the school presentation for career day, school assembly, or a one-time presentation in classroom.

Level 2 Volunteer (Supervised, and regularly on campus): Volunteers who have more than limited contact with students and are **always** directly supervised by a certificated employee. Level Two Volunteers must be cleared by the Megan's Law website to demonstrate that the volunteer is not a registered sex offender and are required to have a current tuberculosis (TB) clearance (i.e. within the past four (4) years). Examples of a Level Two Volunteers include classroom or office volunteers and library/media center helpers.

Level 3 Volunteer (Unsupervised – not driving): Volunteers who are not always supervised by a certificated employee. Level Three Volunteers must be fingerprinted **prior** to working alone with students and are required to have a current tuberculosis (TB) clearance (i.e. within the past four (4) years). An example of a Level Three Volunteer is a chaperone on an overnight student field trip or volunteer coach. Note: volunteer coaches must also meet other screening requirements, such as current CPR and first aid certification.

Level 4 Volunteer (Unsupervised and driving): Volunteers who are not always supervised by a certificated employee **and** will be driving students. Level Four Volunteers are required to have met Level Three Volunteer requirements **plus** the following:

Driver's Requirements:

- Instructions for Transporting SLCUSD Students
- Driver Information Form
- Authorization for Release of Driver Record Information (DMV pull notice program)
- Provide a copy of the first page of drivers Automobile Insurance Policy Declaration
- Provide a copy of the Driver's License
- Obtain and submit a DMV H6 report

You may obtain all paperwork necessary in order to be considered as a volunteer at the school site or district Personnel Department. We appreciate your interest in being a San Luis Coastal district volunteer.

Very Sincerely,



Christin L. Newlon
Director of Personnel

Volunteer Q and A

Q: I am a new volunteer, what do I do?

A: Our volunteers are divided into levels (1-4) based on what you wish to do as a volunteer in our schools. Pick up a volunteer packet and required forms from your school office or the district Personnel Department. Once completed, return the packet and required forms to each school office where you wish to volunteer.

Q: Can I do this online?

A: New volunteers can register online via Infosnap. However, to obtain the volunteer packet and necessary forms, volunteers will need to go to a school office or district Personnel Department.

Q: What do approved volunteers need to do on an annual basis?

A: If a volunteer was registered last year, and all paperwork is still current, nothing more is needed. However, if any of the requirements have expired, you will be asked to update your forms. Should you wish to add other schools/locations since you registered as a volunteer, you will need to complete a new packet for that school/location.

Q: Can a parent or guardian drive on a field trip?

A: Yes, a parent or guardian can drive their own student(s) on a field trip. If the parent is going to be a chaperone or driver for the field trip, they would need to be cleared through the Level Three (3) or Four (4) Volunteer process. A parent may not drive other students on the field trip unless all of these procedures have been in place prior to the field trip.

Q: If a student who is in one of our District High Schools and wants to volunteer, what is the protocol for a high school student?

A: Our own students are welcome to volunteer. No TB screening or fingerprinting is needed. Please have them complete a VIPS form. If they are under 18, a parent/guardian needs to sign the form for them.

Q: What should I expect from the TB screening?

A: The health department has adopted a practice of TB screenings instead of skin testing. A nurse skilled in TB interviewing will determine if you are at risk and in need of testing and treatment. If no identified risk factors are present, you will receive a clearance. If not, you may be referred for further evaluation.

Q: If a parent or guardian has a younger child or is babysitting a younger child, are they allowed to bring the child to the classroom when volunteering?

A: No, a volunteer's duties require full attention. Additionally, this poses increased liability risk to the district. Sometimes parents want to join field trips and bring siblings along. In this situation, parents/guardians are not considered chaperones, rather participants. They are invited to meet the class at the location.



Application To Be A Volunteer In The Public Schools (VIPS)

Parents, seniors, and involved citizens make up our corps of volunteers, assisting in the classroom, on the playground, lending time and talent to student projects, providing extra support, and fulfilling needs which would otherwise go unmet, especially in these budget-conscious times. Volunteers may be called, as needed, to help with one-time events or to serve on a daily or weekly basis. Thank you for your support. Please return this completed form to the school at which you hope to volunteer.

Name: _____
 Last First Middle Initial

Address: _____
 Street City Zip

Birth Date: Month _____ Day _____ Email Address _____

Telephone: Home : _____ Work: _____ Cell: _____ Driver's License # _____

1. If you are currently a volunteer with SLCUSD, at what school(s) do you volunteer?

2. At which school(s) would you like to volunteer? Check as many as you like.

Elementary Schools

- Baywood Elementary
- Bishop's Peak
- Del Mar Elementary
- Hawthorne Elementary
- Los Ranchos Elementary
- Monarch Grove Elementary
- Pacheco Elementary

- Sinsheimer Elementary
- C.L. Smith Elementary
- Teach Elementary

- Pacific Beach High
- San Luis Obispo High

Other

- Adult School
- Intern

Middle Schools/ High Schools

- Laguna Middle
- Los Osos Middle
- Morro Bay High

3. Are you related to a currently enrolled San Luis Coastal student?

Name: _____ Relationship: _____

4. I am interested in being considered for the following level of Volunteer: (Pick the highest level only)

- Level 1: Volunteer who is always supervised and not regularly on campus (Example: career day presenter)
Requirements: Megan's Law Clearance and Principal Approval
- Level 2: Volunteer who is always supervised and on campus weekly (Example: elementary classroom volunteer)
Requirements: Megan's Law Clearance, TB Clearance and Principal Approval
- Level 3: Volunteer who may be alone with students (Example: overnight field trip)
Requirements: TB, Principal Approval, Fingerprinting and Personnel Department Approval
- Level 4: Volunteer who will be driving students (Example: driving students for athletics)
Requirements: TB, Principal Approval, Fingerprinting and Driving Requirement Clearance,

I certify that all the information above is correct.

Applicant's Signature: _____ Date: _____
 (Authorizes Background Check)

SCHOOL SITE OFFICE USE ONLY

This section must be completed PRIOR to the Volunteer working with students

Requirements Met:

_____ Megan's Law _____ TB Clearance _____ Fingerprinting _____ Driving Requirements
 Date Date (within past 4 years) Date Date

Administrator (print): _____ Approval (signature): _____ Date: _____



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VOLUNTEER CODE OF CONDUCT

In my role as a San Luis Coastal Unified School District volunteer, I agree to abide by the following code of volunteer conduct:

1. Immediately upon arrival, I will sign in at the principal's office or the designated sign-in station.
2. I will wear or show a volunteer identification whenever required by the school to do so.
3. I will use only adult bathroom facilities.
4. I agree to never be alone with individual students without the authorization of teachers and/or school authorities.
5. I will not solicit outside contact with students or give money, gifts or cards to students without administrative approval.
6. I will exchange home directory information only with parental and administrative approval and only if it is required as part of my role as a volunteer. I agree not to exchange telephone numbers, home address, e-mail addresses or other home directory information with students for any other purpose.
7. I will maintain confidentiality outside of school and will share any concerns that I may have with teachers and school administrators.
8. I agree to not transport students without the written permission of parents or guardians or without the expressed permission of the school or district.
9. I will not disclose, use or disseminate student photographs or personal information about students or others.
10. I agree not to post, transmit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit or that could be construed as any form of harassment.
11. I will not operate my cellular telephone within the confines of the classroom or any other educational setting while acting in the capacity of a volunteer or while supervising children engaged in a school sponsored activity or event.
12. I understand that my duties as a volunteer require my full attention and I agree not to have children under my care or supervision that are not currently enrolled at the school site.
13. I agree only to do what is in the best personal and educational interest of every child with whom I come into contact.
14. Under Penal Code 290.95 I am required to disclose to school officials if I am a registered sex offender. My failure to disclose this fact could result in my arrest, prosecution, and likely fine and imprisonment. By placing my name below, I declare under penalty of perjury, that I am not required pursuant to Penal Code 290.95 to disclose to school officials that I am a registered sex offender, and that I have not suffered convictions for sex or drug related offenses or for crimes of violence, and there are no criminal charges pending against me.

I hereby release San Luis Coastal Unified School District from liability for damage which may result from checking criminal background and references. I agree to follow the District Volunteer Code of Conduct at all times in my role as a San Luis Coastal Unified School District volunteer or cease volunteering immediately.

Signature

Printed Name

Date



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Volunteer Confidentiality Agreement

All student information should be treated confidentially. Sharing student information could be a violation of the law. Do not make a promise to a student that you will keep any information confidential. Although the student is free to share confidential information with you, you are required by law to report a school administrator any of the following:

1. If a student confides that he or she is the victim of sexual, emotional, chemical or physical abuse.
2. If a student confides that he or she is involved in any illegal activity.
3. If a student confides that he or she is considering homicide or suicide.

Should one of these situations arise, immediately notify the school administrator. Note on your calendar when this information was reported and to whom it was given. Remember, this information is extremely personal and capable of damaging lives, so do not share it with anyone except the appropriate authorities. If you have questions, please ask an administrator. Any student needs communicated to the volunteer should be referred to the appropriate staff person.

I understand that in the course of my volunteer time with the San Luis Obispo Unified School District, I may become aware of confidential information about specific students. This information may include such information as students' academic performance, behavior, disabilities and related manners. I understand and agree that I will not disclose such confidential information except to school employees as required by law.

Name (please print)

Volunteer Signature

Date