

# Santee School District

9625 Cuyamaca St.  
Santee, CA 92071  
(619) 258-2300  
[www.santeessd.net](http://www.santeessd.net)

# Volunteer



# Handbook

**Santee School District, supported by an involved community, an outstanding staff, and a shared vision, assures a quality education that supports students in achieving academic excellence and in developing life skills needed for success in a diverse and changing society.**

## Governing Board of Education

Dan Bartholomew  
Dustin Burns  
Dianne El-Hajj  
Ken Fox  
Barbara Ryan

Dr. Pat Shaw, Superintendent  
Minnie Malin, Assistant Superintendent  
Human Resources / Pupil Services

# **SANTEE SCHOOL DISTRICT**

## **VOLUNTEERS WELCOME**

Dear Volunteer:

Welcome to our school. We are thankful that you have chosen to volunteer your services to our schools. With the support of volunteers such as you, the opportunity to meet the individual achievement needs of each child is greatly increased.

The Santee School District Governing Board and Superintendent encourages parents/guardians and other members of the community to share their time, knowledge and abilities with our students. Community volunteers in our schools enrich the educational program and strengthen our schools' relationships with homes, businesses, public agencies and private institutions.

It takes an entire community to educate our youth. Caring members of our community bring new energies and resources into our schools. Schools draw support from their communities through the work you do in our schools. Your commitment to volunteer and work in our schools is greatly appreciated.

This handbook is designed to provide you with practical information that will assist you in your volunteer placement and the work you do. It is our goal to support your volunteer work so that the time you spend with our students is worthwhile for you as well as our students.

Once again, thank you for helping make a difference in the lives of our students.



## Santee School District VOLUNTEER GUIDELINES

Board Policy 1240 (BP) and Administrative Regulation 1240 (AR) are available on the District's website at [www.santeesd.net](http://www.santeesd.net) under School Board – Board Policies – Series 1000. The following procedures are to be followed by every school with respect to volunteers, visitors, and guests on school campuses (see Visitors/Outsiders BP 1250 and AR 1250).

### DEFINITIONS:

1. **Volunteer** - an individual who, with school district authorization, voluntarily assist schools, educational programs, or students on a regular and ongoing basis. A volunteer is required to complete a Volunteer Application, Code of Conduct, and have a Megan's Law Background Check **prior to volunteering**.
2. **Visitor** - an individual who, with school district authorization, attends student performances, special events, festivals, open house, back-to-school events, etc. Designated school district administrative personnel will determine if a visitor is to be accompanied or unaccompanied by school district staff. A visitor must sign-in at the school office whenever possible (except in large, school-wide events). School site administration determines the conditions.
3. **Guest** - an individual who, with school district approval, assists students, schools, and teachers on a non-regular basis or who individually observe a classroom or activity. A guest may also assist with educational programs or with special events on an occasional or infrequent basis. A guest is required to report his or her presence at the school office and sign in.

***Examples of a guest include:** individuals who participate in the Arts Attack Program, class parties, class projects, individuals observing a classroom, etc.*

### SIGN-IN PROCEDURES:

1. Volunteers, visitors, and guests are required to sign-in at the school office each time they are on campus.
2. The sign-in registry should include a place for first and last name, date, location person is visiting, and the time they reported.
3. All volunteers, visitors, and guests will be required to wear some form of identification badge issued by the school office.

### PROCEDURES FOR BECOMING A SCHOOL VOLUNTEER

1. School volunteers are required to complete a Volunteer Application each year prior to being allowed to participate as a volunteer (See attachment #1).
2. Volunteers must complete a Volunteer Code of Conduct each year prior to being allowed to volunteer (see attachment #2).
3. Volunteers, by law, will need a Megan's Law clearance each year prior to being allowed to volunteer. The site principal or department administrator must use the Megan's Law website to clear each volunteer. The principal or department administrator shall complete a declaration that he/she has done the Megan's Law clearance (see attachment #3).
4. **ALL VOLUNTEERS MUST BE DIRECTLY SUPERVISED BY A CERTIFICATED STAFF MEMBER AT ALL TIMES AND MUST NOT BE LEFT ALONE WITH STUDENTS.**

**Note:** It is the responsibility of each school/department to maintain the following records:

- Volunteer Applications
- Volunteer Code of Conduct
- Completed Megan's Law Declarations
- Volunteer attendance sheets

### Fingerprint Process (Optional):

It is recommended that all volunteers receive fingerprint clearance for the safety of all students. This process is optional and will be at the expense of the volunteer. In order to receive information regarding fingerprint clearance please contact the San Diego County Office of Education at (858) 292-3500, or view the information at [www.sdcoe.net/livescan/loc.asp](http://www.sdcoe.net/livescan/loc.asp).

# SANTEE SCHOOL DISTRICT SCHOOL VOLUNTEER APPLICATION

Information provided on this form is confidential and will only be used for identifying participants for the Volunteer Program.

DATE \_\_\_\_\_ SCHOOL \_\_\_\_\_

FULL NAME \_\_\_\_\_  
(First) (Middle) (Last)

ADDRESS \_\_\_\_\_  
(Street) (City) (State) (Zip)

DATE OF BIRTH \_\_\_\_\_ HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_  
Mo/Day/Yr If Applicable

VALID FORM OF IDENTIFICATION (PLEASE CIRCLE ONE BELOW AND ATTACH A COPY OF CURRENT PHOTO IDENTIFICATION)

VALID DRIVERS LICENSE / STATE ID / SCHOOL ID / OTHER PICTURE ID

DO YOU HAVE CHILDREN OR GRANDCHILDREN IN SCHOOL? [ ] YES [ ] NO

VOLUNTEER EXPERIENCE \_\_\_\_\_

INDIVIDUALS TO CONTACT IN CASE OF AN EMERGENCY:

1. \_\_\_\_\_  
(Name) (Address) (Phone #)

2. \_\_\_\_\_  
(Name) (Address) (Phone #)

Do you have any criminal charges pending against you? [ ] YES [ ] NO

Have you ever been convicted of a felony? [ ] YES [ ] NO

Have you ever been convicted of a sex or drug-related offense or crime of violence? [ ] YES [ ] NO

Are you required to register as a sex offender under Penal Code 290.95? [ ] YES [ ] NO

Are there any custody agreements or court orders that would limit or prevent you from access to any student at this school site? If yes, please write an explanation on the back of this paper. [ ] YES [ ] NO

"I understand that the district may research my personal background. I give my permission to have my personal references researched and hold the district and any individuals providing the district with information harmless. I also understand that I may have a criminal history check run by law enforcement if I serve as a volunteer. It is possible that as a volunteer I may have more than occasional or infrequent contact with students. 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 agree to abide by the district's safety and health rules and regulations."

\_\_\_\_\_  
Signature of School District Volunteer

\_\_\_\_\_  
Date

ATTACHMENT #1

# SANTEE SCHOOL DISTRICT VOLUNTEER CODE OF CONDUCT

**As a volunteer, I agree to abide by the following code of volunteer conduct:**

1. Immediately upon arrival, I will sign in at the 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.
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, self, 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 agree only to do what is in the best personal and educational interest of every child with whom I come into contact.

## **DRESS AND GROOMING**

The Governing Board believes that appropriate dress and grooming by district volunteers contribute to a productive learning environment and model positive behavior. During school hours and at school activities, volunteers shall maintain professional standards of dress and grooming that demonstrate their high regard for education, present an image consistent with their job responsibilities and assignment, and not endanger the health or safety of volunteers or students. All volunteers shall be held to the same standards.

**I agree to follow the Santee School District Volunteer Code of Conduct and Dress and Grooming guidelines at all times or cease student volunteering immediately.**

\_\_\_\_\_  
**Name of School District Volunteer (please print)**

\_\_\_\_\_  
**Signature of School District Volunteer**

\_\_\_\_\_  
**Date**

# SANTEE SCHOOL DISTRICT

## Declaration of Compliance with Megan's Law Requirements for Volunteers

School Name: \_\_\_\_\_ Date: \_\_\_\_\_

Volunteer's Name: \_\_\_\_\_

Volunteer's Address: \_\_\_\_\_

Volunteer's Phone Number: \_\_\_\_\_

### Results of Megan's Law Check

<http://www.meganslaw.ca.gov/>

Megan's Law Website check for this applicant was completed by the principal / designee on:

\_\_\_\_\_  
(Date)

#### Results of the website check:

\_\_\_\_\_ The applicant's name did appear on the Megan's Law Website.

\_\_\_\_\_ The applicant's name did not appear on the Megan's Law Website.

Principal / designee's signature below indicates compliance with Megan's Law requirements.

\_\_\_\_\_  
Administrator's Name (Print)                      Signature                      Date

#### ATTACHMENT #3