

Santee School District

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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
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Barbara Ryan

Dr. Pat Shaw, Superintendent
Minnie Malin, Director of Human Resources

SANTEE SCHOOL DISTRICT

VOLUNTEER 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.

Thank you and congratulations!

Santee School District VOLUNTEER GUIDELINES

The following procedures are to be followed by every school with respect to visitors, guests, and volunteers on school campuses.

DEFINITION GUIDELINES:

1. A visitor is defined as an individual who, with school district authorization, attends a student performance, special event, festival, open hours, back-to-school event, etc. A visitor may either be accompanied or unaccompanied by school district staff. Designated school district administrative personnel are to make this determination. A visitor must sign-in at the school office whenever possible (excepting large, school-wide events). School site administration determines the conditions.
2. A guest is defined as an individual who, with school district approval, assists students, schools and teachers on a non-regular basis or who individually observes 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.
3. A volunteer is defined as an individual who, with school district authorization, voluntarily assists 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.

SIGN-IN PROCEDURES

1. Guests, visitors and volunteers 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 guests, visitors and volunteers 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 prior to being allowed to volunteer (see attachment #2).
3. Volunteers, by law, will need a Megan's Law clearance each year before 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.

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.

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

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.

Name (Print) Signature Date