

Santee School District

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

Dustin Burns
Dianne El-Hajj
Ken Fox
Elana Levens-Craig
Barbara Ryan

Dr. Kristin Baranski, Superintendent
Tim Larson, Assistant Superintendent
Human Resources / Pupil Services

9625 Cuyamaca St. - Santee, CA 92071 - (619) 258-2300 - www.santeesd.net

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.santeeisd.net under School Board – Board Policies – Series 1000. The following procedures are to be followed by every school with respect to volunteers and visitors 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.

SIGN-IN PROCEDURES:

1. Volunteers and visitors 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 and visitors 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.



Santee School District Code of Conduct for Parents and Visitors

*A school must be a safe place for all students and all staff.
Every student and staff member deserves to feel respected and free from
physical harm, intimidation, harassment, and bullying.*

*In order to maintain a safe and respectful educational environment for all
students and staff members of Santee School District, it is essential all parents and
visitors to our schools be aware that they must adhere to the Code of Conduct.*

- Public Conduct on School Property -

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. The school principal or his/her designee is responsible for all persons in the school and on the grounds. The following rules apply to visitors to all Santee School District schools:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school must report to the main office upon arrival at the school. They will be required to sign the visitor's register and will be issued a visitor's badge, which must be worn at all times while at the school or on school grounds. The visitor must sign out before leaving the school.
3. Visitors attending school functions that are open to the public, such as awards assemblies or public gatherings, are required to follow the direction of site administration to sign in at the office or assemble in a specific area of the school campus.
4. Parents or visitors who wish to observe a classroom while school is in session are required to arrange such visits with the principal. Visits will be at the principal's discretion so that class disruption is kept to a minimum.
5. Any unauthorized person on school property will be reported to the principal or his/her designee. Unauthorized persons will be asked to leave. Law enforcement may be called if the situation warrants.

- Conduct Prohibited on School Property and at School Events -

No person shall:

1. Use threatening, intimidating or profane language when speaking to a student or staff member or other adults.
2. Disrupt the orderly conduct of classes, arrival, dismissal, school programs, field trips, or other school activities.
3. Intentionally injure any other person or threaten to do so.
4. Approach someone else's child in order to discuss or chastise him/her because of perceived actions. (Such an approach may have legal consequences.)
5. Take pictures or use an electronic listening or recording device in a classroom or anywhere on school property without the teachers' and principal's permission.
6. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.

- Persons in Violation of the Code of Conduct for Parents and Visitors -

If a visitor is in violation of the Code of Conduct for Parents and Visitors, the authorization of a visitor to remain on school grounds or at any school function shall be withdrawn, and they shall be directed to leave the premises. If they refuse to leave, a call will be made to law enforcement.

The district reserves its right to pursue a civil or criminal legal action against any person violating the Code of Conduct for Parents and Visitors. ¹

¹ Education Code Section 44811: Any parent, guardian, or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts classwork or extracurricular activities or involves substantial disorder is guilty of a misdemeanor.

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

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

ATTACHMENT #2

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

<https://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 / Designee Name (Print) Signature Date

ATTACHMENT #3