



Sylvan Union School District Volunteer Screening Procedures

Level I, Level II, and Level III Volunteers

Level I Volunteers

Level I volunteers are defined as volunteers who are under direct supervision by a SUSD employee and have:

- Permission to observe only; or
- Intermittent (occasional, rare) student contact for classroom presentations, fundraising, and supporting special events.

Procedures for Level I volunteers are as follows:

- Sign in at the school office for classroom events; tuberculosis testing or a background check is not required.
- Sign-in at the school office, tuberculosis testing or background check is not required for attendance at school/community events (assemblies, fundraiser events i.e. jog-a-thon etc, Love Modesto)

Level II Volunteers

Level II volunteers are defined as volunteers who are under direct supervision by a SUSD employee and have:

- Ongoing direct student contact; or
- Ongoing small group contact with students; or
- Regularly assisting in classrooms

Procedures for Level II volunteers are as follows:

- Complete volunteer application process (i.e. current Driver's license on file, Tuberculosis (TB) clearance), clearance by administration.
- Sign in/out at the school office.

Level III Volunteers

Level III volunteers are defined as volunteers who have:

- Unsupervised / potentially unsupervised direct contact with students (i.e. youth ministers, interns-special education, counseling, chaperoning a study trip; or overnight school sponsored events).

Procedures for Level III volunteers are as follows:

- Complete volunteer application process (i.e. current Driver's license on file, Tuberculosis (TB) clearance, Live Scan (fee involved), clearance by administration)
- Complete online Mandated Reporter and other trainings as directed by the Human Resources office; and
- Check in per site procedures.

SUSD site administrators are ultimately responsible for determining and completing the appropriate level of screening for school volunteers at the school sites.

Notes:

- SUSD employees who are volunteering do not need to go through the volunteer application process. The site only needs to verify their employment with the Human Resources office.
- SUSD students who are volunteering do not need to go through the volunteer application process
- CSUS students need to follow the separate procedure which has been established for them.
- Walk-on Coaches need to follow the separate procedure which has been established for them.



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- Check in per site procedures.

SUSD site administrators are ultimately responsible for determining and completing the appropriate level of screening for school volunteers at the school sites.

Notes:

- SUSD employee requirements – Fill out application, read and sign Code of Ethics.
- SUSD students who are volunteering do not need to go through the volunteer application process
- CSUS students need to follow the separate procedure which has been established for them.
- Walk-on Coaches need to follow the separate procedure which has been established for them.

Sylvan Union School District

Please read and initial below.

STATEMENT OF CONFIDENTIALITY FOR SUSD VOLUNTEER

All SUSD volunteers are expected to maintain confidentiality while working in the school. I understand that in the course of volunteering at a school site that I share the responsibility of maintaining the confidentiality of any employee or student information that may be available to me. I further understand that I am not to discuss academic or other confidential information regarding students or employees with anyone. Any breach of confidentiality will be carefully reviewed and may result in termination of volunteer involvement with the school and or District.

Sylvan Union School District Board Policies related to Volunteer Services

1240 (a) Volunteer Assistance

The Superintendent or designee shall develop and implement a plan for recruiting, screening, and placing volunteers, including strategies for reaching underrepresented groups of parents/guardians and community members. He/she may also recruit community members to serve as mentors to students and/or make appropriate referrals to community organizations.

(cf. 1020 – Youth Services)

Cf. 1400 – Relations between Other Governmental Agencies and the Schools)

The Superintendent or designee shall establish procedures for determining whether volunteers possess the qualifications, if any, required by law and administrative regulation for the types of duties they will perform. Volunteers shall act in accordance with district policies, regulations, and school rules. The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

54145.7 Sexual Harassment – Students

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person, who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

3513.3 Tobacco-Free School

The Governing Board recognizes that smoking and other uses of tobacco and nicotine products constitute a serious public health hazard and are inconsistent with district goals to provide a healthy environment for students and staff.

The Board prohibits the use of tobacco products at any time in district-owned or leased buildings, on district property, and in district vehicles.

This prohibition applies to all employees, students, and visitors at any instructional program, activity or athletic event.

Acknowledgement Regarding Child Abuse

Section 11166 of the Penal Code requires any child care custodian, medical practitioner, nonmedical practitioner, or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

COMMUNITY RELATIONS
VOLUNTEER ASSISTANCE

The Governing Board recognizes that volunteer assistance in schools can enrich the educational program, increase supervision of students, and contribute to school safety while strengthening the schools' relationships with the community. The Board encourages parents/guardians and other members of the community to share their time, knowledge, and abilities with students.

(cf. 1000 - Concepts and Roles)

(cf. 1700 - Relations Between Private Industry and the Schools)

(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)

(cf. 4222 - Teacher Aides/Paraprofessionals)

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 6020 - Parent Involvement)

(cf. 6171 - Title I Programs)

The Superintendent or designee shall develop and implement a plan for recruiting, screening, and placing volunteers, including strategies for reaching underrepresented groups of parents/guardians and community members. He/she may also recruit community members to serve as mentors to students and/or make appropriate referrals to community organizations.

(cf. 1020 - Youth Services)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

The Board prohibits harassment of any volunteer on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. (Government Code 12940)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

As appropriate, the Superintendent or designee shall provide volunteers with information about school goals, programs, and practices and an orientation or other training related to their specific responsibilities. Employees who supervise volunteers shall ensure that volunteers are assigned meaningful responsibilities that utilize their skills and expertise and maximize their contribution to the educational program.

Volunteer work shall be limited to those projects that do not replace the normal duties of classified staff. The Board nevertheless encourages volunteers to work on short-term projects to the extent that they enhance the classroom or school and comply with employee negotiated agreements.

(cf. 4141/4241 - Collective Bargaining Agreement)

The Superintendent or designee shall establish procedures for determining whether volunteers possess the qualifications, if any, required by law and administrative regulation for the types of duties they will perform.

Volunteers shall act in accordance with district policies, regulations, and school rules. The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

(cf. 3515.2 - Disruptions)

COMMUNITY RELATIONS
VOLUNTEER ASSISTANCE

The Board encourages principals to develop a means for recognizing the contributions of each school's volunteers.

(cf. 1150 - Commendations and Awards)

The Superintendent or designee shall periodically report to the Board regarding the district's volunteer assistance program.

(cf. 0500 - Accountability)

Legal Reference:

EDUCATION CODE

8482-8484.6 After School Education and Safety program

8484.7-8484.9 21st Century Community Learning Center program

35021 Volunteer aides

35021.1 Automated records check

35021.3 Registry of volunteers for before/after school programs

44010 Sex offense; definition

44814-44815 Supervision of students during lunch and other nutrition periods

45125 Fingerprinting requirements

45125.01 Interagency agreements for criminal record information

45340-45349 Instructional aides

45360-45367 Teacher aides

48981 Parental notifications

49024 Activity Supervisor Clearance Certificate

49406 Examination for tuberculosis

GOVERNMENT CODE

3543.5 Prohibited interference with employees' rights

12940 Prohibited discrimination and harassment

HEALTH AND SAFETY CODE

1596.871 Fingerprints of individuals in contact with child day care facility clients

LABOR CODE

1720.4 Public works; exclusion of volunteers from prevailing wage law

~~3352 Workers' compensation; definitions~~

~~3364.5 Authority to provide workers' compensation insurance for volunteers~~

PENAL CODE

290 Registration of sex offenders

290.4 Information re: sex offenders

290.95 Disclosure by person required to register as sex offender

626.81 Sex offender; permission to volunteer at school

CODE OF REGULATIONS, TITLE 22

101170 Criminal record clearance

101216 Health screening, volunteers in child care centers

UNITED STATES CODE, TITLE 20

6319 Qualifications and duties of paraprofessionals, Title I programs

PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS

Whisman Elementary School District, (1991) PERB Decision No. 868

SYLVAN UNION SCHOOL DISTRICT

BP 1240 (c)

COMMUNITY RELATIONS **VOLUNTEER ASSISTANCE**

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Parents/Family and Community: <http://www.cde.ca.gov/ls/pf>

California Department of Justice, Megan's Law: <http://www.meganslaw.ca.gov>

California Parent Teacher Association: <http://www.capta.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

POLICY ADOPTION:

Date First Presented: 11/14/00

Policy Adopted: 03/13/01

Policy Revised: 10/06/15

(Policy Share/BP 1240)