

Name: _____

School: _____



San Ysidro
School District EST - 1887

Volunteer Handbook

4350 Otay Mesa Road
San Ysidro, CA 92173
(619) 428-4476
www.sysdschools.org

VOLUNTEER GUIDELINES

DEFINITIONS:

1. A **visitor** is defined as an individual who, with school district authorization, attends a student performance, special event, festival, back-to-school event, student conference etc. A visitor must sign a registry unless otherwise specified.
 - Examples of a visitor include: parents, guardians, community members, etc.
2. A **guest** is defined as an individual who, with school district authorization, 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 a registry.
 - Examples of a guest include: vendors, elected officials, individuals observing a classroom, employees from other sites, 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 (one per site), Code of Conduct, submit a negative TB test and have a Megan's Law Background Check ***completed prior to rendering service.***

REGISTRY PROCEDURES

1. All persons other than school site employees and students are required to register in and out each time they are on campus.
2. The registry shall include the first and last name, date, location and the time the volunteer reported and departed.
3. All visitors, guests and volunteers shall be required to wear some form of identification issued by the school office.

PROCEDURES FOR BECOMING A SCHOOL VOLUNTEER

1. Volunteers are required to complete a School Volunteer Application **each year** prior to volunteering (see Attachment #1).
2. Volunteers must sign a Volunteer Code of Conduct prior to volunteering (see Attachment #2).
3. Volunteers must complete a Volunteer Emergency Information Card (see Attachment #3). It is the volunteer's responsibility to update any change in address, phone number, emergency contacts, etc. with the Human Resources Department.
4. Volunteers, by law, will also need a valid tuberculosis clearance (valid for 4 years) prior to volunteering (see Attachment #4). In addition, volunteers in the preschool will need MMR (2 original vaccines or lab work), Tdap (valid for 10 years) and flu vaccine (optional).
5. Volunteers are required to follow all COVID regulations outlined in the District's COVID-19 prevention plan.
6. Volunteers need to present a valid state issued identification. Copy of original identification will be made in Human Resources.
7. Volunteers, by law, will need a Megan's Law clearance **semiannually** before being allowed to volunteer. The Human Resources Department must use the Megan's Law website to clear each volunteer. The Human Resources Administrator shall complete a declaration that he/she has done the Megan's Law clearance.
- 8. ALL VOLUNTEERS MUST BE SUPERVISED BY A STAFF MEMBER AT ALL TIMES.**
- 9. NO VOLUNTEER SHALL BE LEFT ALONE WITH STUDENTS.**

Note:

It is the responsibility of the Human Resources Department to maintain the following records:

- Volunteer Applications
- Volunteer Code of Conduct
- Volunteer Tuberculosis clearances
- Valid state issued identification
- Completed Megan's Law Declarations

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

- Volunteer Emergency Card

VOLUNTEER CODE OF CONDUCT

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

1. Immediately upon arrival, I shall register in at the principal's office or the designated registry location.
2. I shall show volunteer identification at all times on school grounds.
3. I shall only use adult bathroom facilities.
4. I agree to never be alone with students without the authorization of a school administrator.
5. I shall not solicit outside contact with students.
6. I shall maintain confidentiality outside of school and shall share any concerns that I may have with school site administrators.
7. I agree to not transport students without the written permission of parents or guardians and without the expressed permission of the school or district.
8. I will not disclose, use, or disseminate student photographs or personal information about students, self, or others without the expressed written permission of SYSD.
9. I agree not to post, transmit, publish, or display harmful or inappropriate materials that are threatening, obscene, disruptive or sexually explicit or that could be construed as any form of harassment.
10. I agree not to threaten, disrupt or otherwise harass any school district personnel and take all concerns to the school site administrator.
11. I agree to do only what is in the best personal and educational interest of every child with whom I come into contact.

I agree to follow the San Ysidro School District Volunteer Code of Conduct at all times or my volunteer status shall be revoked immediately.

Signature of School District Volunteer

Date

VOLUNTEER EMERGENCY INFORMATION CARD

<input type="checkbox"/> New Volunteer			<input type="checkbox"/> Address/Phone Change			<input type="checkbox"/> Emergency Contact Change		
<input type="checkbox"/> Mr. <input type="checkbox"/> Miss <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr.			School: _____					
Last Name:			First Name:			Initial:		
Residence Address				City		Zip Code		
Mailing Address (If Different from Residence Address)				City		Zip Code		
Home Phone: _____			Cell: _____			Email: _____		
In case of an emergency during my volunteer hours, please notify:								
Name _____			Relationship _____					
Address _____						Phone: _____		
Name _____			Relationship _____					
Address _____						Phone: _____		
Date _____			Signature _____					
It is the volunteer's responsibility to update directory information in the event of a mid-year change in residence.								

VOLUNTEER TUBERCULOSIS SKIN TESTING LOCATIONS

County of San Diego

690 Oxford Street

Chula Vista, CA 91911

(619) 409-3110

CVS – Minute Clinic

645 East Palomar

Chula Vista, CA 91911

San Ysidro Health Center

4004 Beyer Blvd.

San Ysidro, CA 92173

(619) 428-4463

Concentra

542 Broadway Suite G

Chula Vista, CA 91911

(619) 425-8212

*** If currently have health insurance, please go to your health provider.**

****TB clearance is valid for up to four years.**