



# SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT

1500 Lizzie Street  
San Luis Obispo, CA 93401-3062  
(805) 549-1230

**CHRISTIN L. NEWLON, DIRECTOR OF PERSONNEL**  
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Dear Volunteer,

Thank you for your willingness to help the students of our district. The District recognizes and values the volunteers who provide a variety of services to our schools. This information packet contains the procedures to ensure that all volunteers have been screened appropriately to provide for maximum safety for all students in San Luis Coastal Unified School District.

In order to determine the requirements appropriate for the level of service you wish provide, the following definitions and requirements are explained below.

**Visitors** come to the schools for various purposes, including the following: tour the campus, meet with a staff member, or attend a school event or activity. Visitors have limited contact with students. As provided in Education Code 45125.1(c), limited contact will be determined by the District based upon the totality of circumstances, including factors such as the length of time the volunteers will be on the school grounds, whether students will be in proximity to the site where the volunteers will be working, and whether the volunteers will be working by themselves or with others.

**Volunteers** have contact with students and come to the schools to help in a variety of ways, including the following: assist certificated employees, supervise students during recess and lunch, or assist with extracurricular activities. Volunteers are grouped into the following categories and must be screened as follows:

**Level 1 Volunteer (supervised, not regularly on campus):** Level 1 Volunteers have limited contact with students and are always directly supervised by a certificated employee. They must be cleared through the Megan's Law website to ascertain the volunteer is not a registered sex offender. Examples of a Level 1 Volunteer include community members who make a brief presentation to students at the school for career day, school assembly, or a one-time presentation in classroom.

**Level 2 Volunteer (supervised and regularly on campus):** Level 2 Volunteers have more-than-limited contact with students and are always directly supervised by a certificated employee. They must be cleared by the Megan's Law website to ascertain the volunteer is not a registered sex offender. Additionally, they are required to have a current tuberculosis (TB) clearance (i.e., within the past four (4) years). Examples of Level Two Volunteers include classroom or office volunteers and library/media center helpers.

**Level 3 Volunteer (unsupervised; not driving):** Level 3 Volunteers are not always supervised by a certificated employee. They must be fingerprinted prior to working alone with students and are required to have a current tuberculosis (TB) clearance (i.e., within the past four (4) years). An example of a Level 3 Volunteer is a chaperone on an overnight student field trip or volunteer coach. *Note: volunteer coaches must also meet other screening requirements, such as current CPR and first aid certification.*

**Level 4 Volunteer (unsupervised and driving):** Level 4 Volunteers are not always supervised by a certificated employee and will be driving students. Level 4 Volunteers are required to have met Level 3 Volunteer requirements plus the following:

**Driver 's Requirements:**

- Instructions for Transporting SLCUSD Students
- Driver Information Form
- Authorization for Release of Driver Record Information (DMV pull notice program)
- DMV H6 report
- Copy of the first page of driver's Automobile Insurance Policy Declaration
- Copy of the Driver's License

You may obtain all paperwork necessary in order to be considered as a volunteer at the school site. We appreciate your interest in being a San Luis Coastal district volunteer.

Very Sincerely,



CHRISTIN L. NEWLON  
Director of Personnel



## SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT

### VOLUNTEER Q & A

Q: I am a new volunteer. What do I do?

A: Volunteers are divided into four levels based on what you wish to do as a volunteer in our schools. Pick up a volunteer packet and the required forms from your school office or the district Personnel Department. Once completed, return the packet and required forms to each school office where you wish to volunteer.

Q: Can I do this online?

A: You can take the first step on Infosnap. However, additional forms and signatures are required. Get the volunteer packet and necessary forms from your school office or district Personnel Department.

Q: What do approved volunteers need to do on an annual basis?

A: If a volunteer was registered last year, and all paperwork is still current, nothing more is needed. If any of the requirements have expired, however, you will be asked to update them. Should you wish to add other schools/locations since you registered as a volunteer, you will need to submit a new, completed packet for that school/location. (Tip: Copy the application before you sign it; you can make a new set to submit to each school where you wish to volunteer.)

Q: Can a parent or guardian drive on a field trip?

A: A parent or guardian can drive their own student(s) on a field trip. However, if the parent will be a chaperone or driver for the field trip, they need to be cleared through the Level 3 or 4 Volunteer process. A parent may not drive other students on the field trip unless all of these procedures have been in place prior to the field trip.

Q: If a student attends one of our district high schools and wants to volunteer, what is the protocol?

A: Our own students are welcome to volunteer. No TB screening or fingerprinting is needed. Please have them complete a VIPS form. If they are under 18, a parent/guardian needs to sign the form.

Q: What should I expect from the TB screening?

A: The SLO County Health Department has adopted a practice of TB *screenings* instead of *skin testing*. A nurse skilled in TB interviewing will assess your risk and determine if you are in need of testing and possible treatment. If no identified risk factors are present, you will receive a clearance. If not, you may be referred for further evaluation.

Q: May volunteers bring other children to the classroom when volunteering (for example, a younger sibling or other child they are babysitting)?

A: No. A volunteer's duties require full attention. Additionally, this poses increased liability risk to the district. Sometimes parents want to join field trips and bring siblings along. In this situation, parents/guardians are not considered chaperones, but participants. They are invited to meet the class at the destination with the additional child(ren).



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### Application to Volunteer in the Public Schools (VIPS)

Parents, seniors, and involved citizens make up our corps of volunteers, assisting in the classroom, on the playground, lending time and talent to student projects, providing extra support, and fulfilling needs which would otherwise go unmet, especially in these budget-conscious times. Volunteers may be called, as needed, to help with one-time events or to serve on a daily or weekly basis. Thank you for your support. Please return this completed form to the school at which you hope to volunteer.

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street City Zip

Birth Date: Month \_\_\_\_\_ Day \_\_\_\_\_ Email address: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

1. List all groups, clubs, classrooms, and events, including the teacher in charge that you want to assist. Ex: Athletics, Band, Classroom, Field Trips and Guest Speaker.

\_\_\_\_\_

2. At which school(s) would you like to volunteer? Check as many as you like.

- Elementary Schools**
- BA - Baywood
  - BP - Bishop's Peak
  - DM - Del Mar
  - HA - Hawthorne
  - LR - Los Ranchos
  - MG - Monarch Grove
  - PA - Pacheco

- Elementary Schools (cont.)**
- SI - Sinsheimer
  - SM - C.L. Smith
  - TE - Teach
- Other**
- AS - Adult School
  - Intern

- Secondary Schools**
- LAMS - Laguna Middle
  - LOMS - Los Osos Middle
  - MBHS - Morro Bay High
  - PBHS - Pacific Beach High
  - SLHS - San Luis Obispo High

3. Are you related to a currently enrolled San Luis Coastal student?

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

4. I am interested in being considered for the following level of Volunteer: (select only the highest level desired)

- Level 1:** Volunteer who is always supervised and not regularly on campus (example: career day presenter)  
Requirements: Megan's Law Clearance and Principal Approval
- Level 2:** Volunteer who is always supervised and on campus weekly (example: elementary classroom volunteer)  
Requirements: Megan's Law Clearance, TB Clearance and Principal Approval
- Level 3:** Volunteer who may be alone with students (example: overnight field trip)  
Requirements: TB, Principal Approval, Fingerprinting and Personnel Department Approval
- Level 4:** Volunteer who will be driving students (example: driving students for athletics)  
Requirements: TB, Principal Approval, Fingerprinting and Driving Requirement Clearance

I certify that all the information above is correct.

\_\_\_\_\_  
 Applicant's Signature (authorizes background check)      Date

#### SCHOOL SITE OFFICE USE ONLY

**This section must be completed PRIOR to the Volunteer working with students**

Requirements Met:

\_\_\_\_\_  
 Date Megan's Law Checked      TB Clearance Date (w/in 4 yrs)      Fingerprint Clearance Date      Date Driving Clearance Received

Print  
 Administrator's Name \_\_\_\_\_ Approval signature \_\_\_\_\_ Date \_\_\_\_\_

Distribution: Original - School Site; Copy to Personnel Services (Levels 3 & 4 only).

W:\Personnel\Volunteer Information\Individual Docs\Application - VIPS.docx

SLCUSD Personnel - June 2015



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### VOLUNTEER CODE OF CONDUCT

In my role as a San Luis Coastal Unified School District volunteer, I agree to abide by the following code of volunteer conduct:

1. Immediately upon arrival, I will sign in at the principal's 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 nor give money, gifts, or cards to students without administrative approval.
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 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 will not operate my cellular telephone within the confines of the classroom or any other educational setting while acting in the capacity of a volunteer or while supervising children engaged in a school-sponsored activity or event.
12. I understand that my duties as a volunteer require my full attention and I agree not to have children under my care or supervision while volunteering who are not currently enrolled at the school site.
13. I agree only to do what is in the best personal and educational interest of every child with whom I come into contact.
14. 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 subscribing 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 hereby release San Luis Coastal Unified School District from liability for damage which may result from checking criminal background and references. I agree to follow the District Volunteer Code of Conduct at all times in my role as a San Luis Coastal Unified School District volunteer or to cease volunteering immediately.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date



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### VOLUNTEER CONFIDENTIALITY AGREEMENT

All student information should be treated confidentially. Sharing student information could be a violation of the law. Do not make a promise to a student that you will keep any information confidential. Although the student is free to share confidential information with you, you are required by law to report a school administrator any of the following:

1. If a student confides that he or she is the victim of sexual, emotional, chemical or physical abuse;
2. If a student confides that he or she is involved in any illegal activity; or
3. If a student confides that he or she is considering homicide or suicide.

Should one of these situations arise, immediately notify the school administrator. Note on your calendar when this information was reported and to whom it was given. Remember, this information is extremely personal and capable of damaging lives, so do not share it with anyone except the appropriate authorities. If you have questions, please ask an administrator. Any student needs communicated to the volunteer should be referred to the appropriate staff person.

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I understand that in the course of my volunteer time with the San Luis Obispo Unified School District, I may become aware of confidential information about specific students. This information may include such information as students' academic performance, behavior, disabilities, and related matters. I understand and agree that I will not disclose such confidential information except to school employees as required by law.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date