



Seeley Union School District

1812 W. Rio Vista | P.O. Box 868 | Seeley, CA 92273

www.seeley.k12.ca.us | Tel: 760-352-3571

Thank you for your interest in becoming a volunteer at Seeley Union School District.

The following procedures and guidelines shall be followed to protect the safety of students and staff. These procedures shall include laws related to tuberculosis testing and may also include laws related to criminal record checks.

Administration

Cecilia Dial, Superintendent

Toni Dickerson, Principal

Maria D. Larios, Chief Business Official

Teresa Morales, Secretary

Volunteer Assistance

In accordance with BP No. 1240:

"The Governing Board encourages parents/guardians and other members of the community to share their time, knowledge and abilities with students. Volunteer assistance in schools enriches the educational program, enhances supervision of students and contributes to school safety while strengthening the schools' relationships with the community. The Board also encourages community members to serve as mentors providing support and motivation to students."

Volunteers shall act in accordance with district policies, regulations and school rules. At their discretion, employees who supervise volunteers may ask any volunteer who violates school rules to leave the campus."

KEY

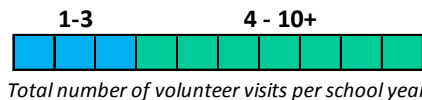
All Volunteers are subject to the Megan's Law database clearance.

- No Clearance required
- TB Clearance required
- TB & DOJ/FBI Fingerprint clearance required

SUPERVISED

An SUSD staff member is present at ALL times.
Example: Supporting Teachers in the classroom.

Parent/Legal Guardian & Community Members



NON - SUPERVISED

An SUSD staff member is NOT present at all times.
Example: Mentor, tutor, chaperone.

Parents / Legal Guardians & Community Members



Please be advised, the cost of fingerprinting is paid by the district and the volunteer is responsible for the Tuberculosis screening. The cost for a TB screen is approximately \$15.00.

ONLY volunteers with a clearance badge may be present in the classroom. The badge indicates the volunteer has completed necessary requirements.

VOLUNTEER CHECKLIST:

To Become a SUPERVISED Volunteer

This clearance level gives you the ability to volunteer as many times as you like, but you must be supervised by an SUSD employee at all times.

1. Obtain a Volunteer Packet from the main office.
2. Complete a Volunteer Application/Commitment Form.
3. Return required documents
 - Megan's Law Clearance ***Always***
 - TB Screening **after 4 visits**
 - Fingerprints **at the Superintendent's discretion**
4. Submit TB Clearance Certificate

After your 4th visit: see Rosanna O. Perez in the Payroll office to request a TB Clearance form to take to the Imperial County Health Department. Additional instructions will be provided.

How to Become a NON-SUPERVISED Volunteer

Submit a written request to the Superintendent, Cecilia Dial.



Seeley School Volunteers

In all cases, we will notify you when we have reviewed your information and assign you a badge with your name on it.

Once everything is on file, we will assign you a clearance badge to wear every time that you volunteer. This badge will indicate to school staff that you are all clear to volunteer at Seeley Union School District.



VOLUNTEER COMMITMENT FORM

Volunteer Information

First Name _____ Last Name _____

Address _____ City/State/Zip _____

Telephone _____

What types of volunteering are you interested in? (Please select all that apply)

- Teacher's Aide Field Trip Chaperone School Activity Aide

I agree to abide by the following:

1. I will sign in upon arrival and sign out when I leave for the day.
2. I will wear my volunteer badge at all times while participating in volunteer activities.
3. I will follow the dress code of the school.
4. I will only use the adult bathroom facilities.
5. I will never be alone with individual students.
6. I will not contact students outside of school hours, or exchange contact information, without the written permission of the school staff and the student's parents.
7. If I have reason to suspect child neglect or abuse, I will report this immediately and confidentially to the principal.
8. I will treat all students, families, and employees with respect regardless of their race, gender, class, religion, sexual orientation, gender identity, disability, or immigration status.
9. I will treat all children equally.
10. I will not share confidential information with anyone inside or outside of the school without the written permission of the principal or other administrator.
11. I will report behavior problems to the teacher or other supervising school personnel.
12. I will respect the authority of all school personnel.
13. I will learn the rules regarding drills and emergencies and follow the direction of faculty or staff.

We thank you for your willingness to help all students succeed. Adherence to these guidelines will help ensure that all students learn in a safe, secure environment.

By signing the form below, I represent that I have not been convicted of a felony, and that I am not a registered sex offender as defined by Megan's law, California Penal Code section 290. I agree to permit the school to keep a copy of my driver's license or photo identification on file and to verify status on the Megan's Law website (<http://www.meganslaw.ca.gov/>). The driver's license or photo identification will not be used for any other purpose.

Volunteer Signature

Date

Principal or Designee Signature

Date

FOR OFFICE USE ONLY: Application Review

<input type="checkbox"/> Volunteer Application/Commitment Form	<input type="checkbox"/> Approved	BADGE ISSUED: _____
<input type="checkbox"/> Megan's Law Clearance	<input type="checkbox"/> Not Approved	CC: TEACHER _____
<input type="checkbox"/> Tuberculosis Test Clearance		
<input type="checkbox"/> Fingerprinting (when applicable)		