

MOUNTAIN EMPIRE UNIFIED SCHOOL DISTRICT

MEUSD Parent Volunteers:

When children enter Mtn. Empire's schools, teachers and parents must become partners in facilitating children's learning. One of the most important things we can do for children is to allow them to see parents and teachers working together. This helps children realize that there is a bond between home, community and school. Parents and other caregivers who work in the school come to understand their child's education better.

School Volunteers serve under the direction of school staff to meet the needs of students. There are many opportunities for you to become involved at our schools.

Some children are not ready to have their parents in the classroom with them. In the classroom, parents have a different role; they are assisting the teacher. However, some children are unable to accept their parents in any role other than parent. In these cases, it is better for the parent to volunteer in another area of the school.

In order to promote a quality education, Mountain Empire Unified School District has a set of procedures that need to be followed in order for parents to volunteer in our classrooms. These procedures are in place to ensure both the safety of our students and to protect the learning and educational climate in our rooms.

1. Parents must complete a Mountain Empire Unified School District Volunteer Application, which is available from any school secretary or the district office.
2. As part of the above application, parents must agree and abide by our Volunteer Code of Conduct.
3. Volunteering in classrooms must be prearranged with your child's teacher.
4. Teachers have specific times and days that they need volunteers, outside of those times and days, there may not be volunteer opportunities.
5. Please remember that parent volunteers may not discipline students, this is a realm that must be handled by teachers and other school employees only. We have a trust factor to keep in mind here, parents expect us to take care of discipline, not someone else's parent.
6. When you are volunteering, you are demonstrating your support for education. Please understand that in academic settings, it is important to be able to give your full attention to the task at hand. For this reason, do not bring any children with you when you are volunteering during school hours.
7. Parents, who are volunteering **outside of school hours**, may at times find it necessary to bring siblings to school. At these times, those children must be under the parent's direct supervision. The parent is responsible for the children's safety and must keep the children with them at all times.
8. We also ask that parents are mindful of our school dress code when volunteering in or visiting classrooms.
9. Upon arriving at the school to volunteer, please sign in at the office and obtain a volunteer/visitor sticker or badge

MOUNTAIN EMPIRE UNIFIED SCHOOL DISTRICT

Parents are allowed, and in fact encouraged, to come and observe in their child's classrooms. To come and observe in your child's classroom, Administrative Regulation (AR) 5020 states: "The rights of parents/guardians of district students include, but are not limited to, the following:

1. To observe, within a reasonable period of time after making the request, the classroom(s) in which their child is enrolled or for the purpose of selecting the school in which their child will be enrolled (Education Code 51101)

Parents/guardians may observe instructional and other school activities that involve their child in accordance with Board policy and administrative regulations adopted to ensure the safety of students and staff, prevent undue interference with instruction or harassment of school staff, and provide reasonable accommodation to parents/guardians. Upon written request by parents/guardians, the Superintendent or designee shall arrange for parental observation of a class or activity in a reasonable time frame and in accordance with Board policy and administrative regulations. (Education Code 49091.10)".

Thank you for your understanding and support,

Mountain Empire Unified School District

I have read and understand the above guidelines

Signature of School Volunteer

Date

Mountain Empire Unified School District

VOLUNTEER APPLICATION

Information provided on this form is confidential and will be used only for school Volunteer Program purposes.

DATE _____ SCHOOL _____

FULL NAME _____
(First) (Middle) (Last)

ADDRESS _____
(Street/P.O. Box) (City) (Zip)

HOME PH# _____ WORK PH# _____ CELL # _____

Photocopy Driver's License or Other Photo ID and Attach DATE OF BIRTH _____
Mo/Day/Yr

DO YOU HAVE CHILDREN OR GRANDCHILDREN IN SCHOOL? YES NO

WHERE DO THEY ATTEND? _____

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

"I understand that the District may research my personal and professional background. I give my permission to have my personal and professional 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 and amended Education Code Section 35021, 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."

Office Use

Volunteer Level: _____ TB Date: _____ ML: _____ Fingerprints: _____

MOUNTAIN EMPIRE UNIFIED SCHOOL DISTRICT

Name: _____ Site: _____

VOLUNTEER CODE OF CONDUCT

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

1. Immediately upon arrival, I will sign in at the school 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.
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, email 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, self, 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 agree only to do what is in the best personal and educational interest of every child with whom I come into contact.
12. I agree to report to the appropriate school site/district personnel when a student is in danger of hurting him/herself or others or being hurt by someone else.
13. I agree to abide by the District's safety and health rules and procedures.

I agree to follow the District Volunteer Code of Conduct at all times or cease volunteer work immediately.

Signature of School District Volunteer

Date

Mountain Empire Unified School District

**WORKERS' COMPENSATION
INFORMATION FOR VOLUNTEERS**

SCHOOL / DEPARTMENT: _____

The service of volunteer workers is a valuable asset to the programs of this school and District. The person in charge of the activity should explain your conditions of service to you. If you have questions, please do not hesitate to inquire for satisfactory instructions.

The District provides insurance coverage in the two areas defined below:

- *The District carries liability insurance for its total program and the authorized volunteer service conditions qualify for coverage under the District's policy.*
- *The District considers volunteers performing authorized duties as "agents" and eligible for defense in situations involving litigation.*
- *The District does provide workers' compensation insurance coverage for volunteers for injury incurred during the performance of the authorized services. If you are injured in the performance of these duties, please contact the designated administrator at your facility for further assistance.*

I agree to the volunteer service conditions defined above.

Volunteer Signature

Date

Mountain Empire Unified School District

WORKERS' COMPENSATION INFORMATION
INDIVIDUAL VOLUNTEER SERVICE

The purpose of this form is to establish in written form the basic description of services to be performed and the basic insurance conditions that exist in connection with such service.

***This form when completed is to be kept by the local site administrator;
it is to be copied and attached in the event of an injury claim.***

School: _____

Volunteer Name: _____

Address: _____

City/Zip: _____ Telephone: _____

Program Area and Position Title:

Days/times of service: _____ Total hours monthly: _____

Specific description of duties authorized to be performed by the volunteer:

Name of certificated employee providing direct supervision of the volunteer worker's service:

Approval of designated administrator for volunteer worker's service:

Administrator's signature _____ Date _____

Date of fingerprinting _____

Date of Tuberculosis test _____

Mountain Health and Community Services, Inc. Locations:

**Alpine Family Medicine
1620 Alpine Blvd.
Alpine, CA 91901
(619) 445-6200**

**Mountain Empire Family Medicine
31115 Highway 94
Campo, CA 91906
(619) 478-5311**

PLEASE PHONE CLINIC FOR APPOINTMENT

SCHOOL VOLUNTEER INFORMATION

At the February 21, 2007 school board meeting, the Board of Trustees adopted new guidelines concerning the use of volunteers in our schools. While there is no question about the value of having volunteer help, circumstances and laws necessitate increased vigilance.

The district is now requiring anyone who works at our schools or with the students on a regular ongoing basis to complete a Volunteer Application packet. Those who work under the direct supervision of a school employee will be subject to a Megan's Law Background Check (via computer) by the school administration. Volunteers who have unsupervised contact with students will be required to submit to a fingerprint check. The District will cover the expense of the livescan electronic screening.

As required by the California Education Code §49406, **all** volunteers need a tuberculosis clearance before being allowed to volunteer. Only tests administered within the last sixty days are acceptable. Volunteers in need of the screening can obtain it from their own health providers or the County public health department if desired, or if a chest X-ray is needed. The district will pay for any skin tests administered by Mountain Health and Community Services clinics located in Mountain Empire (see over.) Those wanting to use the Mountain Health service should complete the form below and have it signed by the school principal or designee.

The district, schools, teachers and students thank you for sharing your time and skills. We appreciate your understanding and cooperation in completing the new paperwork and screenings. If you have any difficulties or questions, staff will be happy to assist you.

AUTHORIZATION FOR TUBERCULOSIS SKIN TEST

The Mountain Empire Unified School District authorizes Mountain Health and Community Services to administer the tuberculin skin test to:

Name: _____

Address: _____

District Designee Signature

Date

Printed Name

School Site

MHCS will bill the Mountain Empire Unified School District for this screening.

Mountain Empire Unified School District

VOLUNTEER GUIDELINES**DEFINITION GUIDELINES:**

1. A **visitor** is defined as an individual who, with school district authorization, attends a student performance, special event, festival, open house, back-to-school event, sports event, etc. A visitor may either be accompanied or unaccompanied by school district staff. Designated school district administrative personnel are to make this determination.
2. A **guest** is defined as an individual who, with school district approval, 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.
3. A **volunteer** is defined as an individual who, with school district authorization, voluntarily assists school districts, schools, educational programs, or students on a regular and ongoing basis.

GUIDELINES FOR SCHOOL GUEST SECURITY:

Before a guest can render services he/she shall sign a Guest Registry that provides his/her first and last name, date, time, and location where services are to be rendered. The guest registry includes the following statement:

It is possible that as a guest you may have more than occasional or infrequent contact with students. Under Penal Code 290.95 you are required to disclose to school officials if you are a registered sex offender. Your failure to disclose this fact could result in your arrest, prosecution, and likely fine and imprisonment. By placing your name below, you declare under penalty of perjury, that you are not required, pursuant to Penal code 290.95, to disclose to school officials that you are a registered sex offender, and that you have not suffered convictions for sex or drug-related offenses or for crimes of violence, and there are no criminal charges pending against you.

Examples of a guest include: Individuals who participate in class parties and projects, Read Across America, Career Day, field trips, etc.

GUIDELINES FOR SCHOOL VOLUNTEER SECURITY:

Each Level I and Level II volunteer shall complete a Volunteer Application prior to beginning service with students. All volunteers will sign and receive a copy of the Code of Conduct.

No volunteer shall be allowed to work or meet with students unless s/he has submitted evidence of an examination within the past 60 days to determine that s/he is free of active tuberculosis. Volunteers who test negative shall thereafter be required to take a tuberculosis test every four years.

Level I Volunteers:

Level I volunteers will not be allowed to work or meet with students unless they are under the direct supervision of a certificated employee. Level I volunteers may never have unsupervised contact with students.

Examples of a Level I volunteer include: Classroom, library or office volunteers serving under the direct supervision of teachers or administrators.

Level II Volunteers:

Individuals who have unsupervised contact with students are considered Level II volunteers and shall have a California Department of Justice Background Verification Check. If the volunteer has resided in California for less than one year, s/he shall also have a check through the Federal Bureau of Investigation.

Examples of Level II Volunteers include: Volunteer walk-on coaches, tutors/mentors, music/band/drama instructors, and others who may do volunteer work in isolation with students.

GUIDELINES FOR GUESTS AND VOLUNTEERS

Any guest or volunteer who has raised suspicions or concerns should have a California Department of Justice Background Verification Check and a National (FBI) Verification Check prior to being allowed to work with students.

A Megan's law check shall be conducted on all Level I volunteers and may be conducted on guests if circumstances so merit.

All guests and volunteers shall sign the guest registry in the office upon arrival at the school.

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.

All District personnel are responsible for reporting to the principal if they observe a guest or volunteer not following required code of conduct, or if they believe a volunteer poses a potential threat to students or staff.

Administrators and teachers are responsible for supervising and directing volunteers whenever they are working with students at school or at a school-sponsored event.