



South Bay Union School District

A community dedicated to achievement for all

Volunteer Handbook

VOLUNTEER



601 Elm Avenue
Imperial Beach, CA 91932
(619) 628-1600
www.sbusd.org

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WELCOME TO SOUTH BAY

Thank you for your willingness to share your time, knowledge, and abilities with South Bay students.

The volunteer assistance you provide in our schools is valuable. We recognize that it can enrich the educational program, increase supervision of students, and contribute to school safety while strengthening our schools' relationships with the community.

If you are interested in serving as a volunteer in South Bay, you must complete the following documents. If you need assistance, please contact Maria Verdugo in the Human Resources Department at (619) 628-1690.

The required documents are accessible on the District website (www.sbusd.org).

1. School Volunteer Application (completed annually).
2. Volunteer Code of Conduct.
3. Copy of a valid Driver's License or picture ID.
4. Copy of a verification of a negative Tuberculosis Test (TB) within the past four years.
5. Live Scan of fingerprints (FBI and DOJ), with results accessible by the District.

We are pleased that you have chosen to be on our team and share our goal of providing a quality education for all. This Handbook was prepared specifically for you. It is our hope that this Handbook is a helpful source of information that will serve to make your volunteer work satisfying and rewarding.

We thank you for your service to our students and school community.

SOUTH BAY OVERVIEW

The award winning South Bay Union School District proudly serves over 7,500 students in Imperial Beach, San Ysidro, and south San Diego. The District is comprised of twelve campuses, including nine K-6 schools, two K-8 charter schools, and one Preschool. South Bay offers several specialized programs including Dual Language, Instrumental Music, Leader in Me, Global Leadership and Empowerment, No Excuses University, Visual and Performing Arts, and a STEAM (Science, Technology, Engineering, Arts and Mathematics) Academy.

The Board of Trustees and the District Superintendent comprise South Bay's governance team. Our current Board Members are:

Cheryl Quinones, Trustee Area 3
President

Jannet Medina, Trustee Area 5
Vice President

Kelly Leiker, Trustee Area 1
Clerk

Melanie Ellsworth, Trustee Area 4
Member

Jose Lopez Eguino, Trustee Area 2
Member

Our current administrative:

José Espinoza, Superintendent
Pamela Reichert-Montiel, Assistant Superintendent, Educational Leadership
Rigo Lara, Assistant Superintendent, Business Services
Melissa Griffith, Executive Director, Human Resources

SUPERINTENDENT'S MESSAGE

Dear Volunteer:

Thank you for volunteering your time and talents with the students and staff of South Bay! We value family and community engagement in schools and believe that volunteer involvement has a positive impact on a child's education.

Each school has varying needs, ranging from advocacy/advisory support, instructional support, or support services. Whether you are assisting a teacher, working a campus event, chaperoning a field trip, or supporting staff, your work is valued and appreciated.

School volunteers are an essential part of student learning, playing an important role in the education of students and providing a valuable partnership link with our community. When schools and families work together to support learning, everyone benefits!

Welcome to our District!

José Espinoza
District Superintendent



VOLUNTEER CODE OF CONDUCT

1. Immediately upon arrival, I will sign in at the office or the designated sign-in station.
2. I will wear or show volunteer identification as required at all times.
3. I will dress in a professional manner.
4. I will use only adult bathroom facilities.
5. I agree to never be alone with individual students without the authorization of teachers or school authorities.
6. I will not solicit outside contact with students.
7. I agree not to exchange telephone numbers, home addresses, email addresses, or any other home directory information with students for any purposes unless it is required as part of my role as a volunteer. I will exchange home directory information only with parental and administrative approval.
8. I will maintain confidentiality outside of school and will share any concerns that I may have with teachers and school administrators.
9. I agree not to transport students without written permission of parents or guardians or without the expressed permission of the school or District.
10. I will not disclose, use, or disseminate student photographs, or personal information about students, self, or others.
11. I agree not to post, transmit, publish, or display any images of students on social media.
12. I agree to report to the appropriate school/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.
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 a 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 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.

Signature

Date

SOUTH BAY VOLUNTEER BOARD POLICY

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 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.

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)

As appropriate, the Superintendent or designee shall provide volunteers with information about school goals, programs and practices and shall receive an orientation and other training related to their specific responsibilities as appropriate. 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.

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.

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

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

TUBERCULOSIS TESTING

All volunteers must be tested for tuberculosis before the volunteer service begins (Health and Safety Code 121545). Staff will maintain annual follow-up reports indicating that the volunteer is free from tuberculosis. (Code of Regulations, Title 5, Section 18168) A Copy of a verification of a negative Tuberculosis Test (TB) within the past four years is required to complete the process.

FINGERPRINTING

All volunteers must be fingerprinted before volunteer service begins. Fingerprinting is done by Live Scan (FBI and DOJ background checking). Staff will receive initial reports and any information on any subsequent arrests.

Please contact the Human Resources Department @ (619) 628-1690 to book a Live Scan appointment

THE TEAM

Volunteers donate time to help students, teachers - and staff. They work under the direction of the principal, staff members and the school's volunteer coordinator.

By inviting parents and community members to volunteer as part of the team, we can:

- Relieve teachers of many non-teaching duties and tasks.
- Assist teachers in providing more individual help and instruction to students.
- Strengthen relationships and understanding between schools and the community.

Coordinator of Community Volunteers & Resources work to support school and student needs with volunteer help. They recruit, interview, place volunteers, and offer or arrange for training.

Parent Groups operate independently from, but within the context of the school. Parent groups work with the Principal, teacher, staff and Coordinator of Community Volunteers & Resources to organize, support and fund raise for extracurricular and enrichment activities for students and their families.

School Principals have the final authority over what happens in their school, including the volunteer program and parent group activities. Principals are responsible for setting guidelines for volunteers working in the school, developing a positive working relationship with volunteers, and encouraging staff members to utilize volunteer help.

VOLUNTEER RESPONSIBILITIES

Sign in and Out

You must sign in and out at the school's office or other designated area each time you volunteer.

Confidentiality:

Volunteers must protect the teachers' and Students' right to privacy. You may not disclose any information or personal matters with anyone. If you have concerns about a situation, speak to the teacher, staff member or Principal.

Professionalism:

Although the job is voluntary, the commitment is professional.

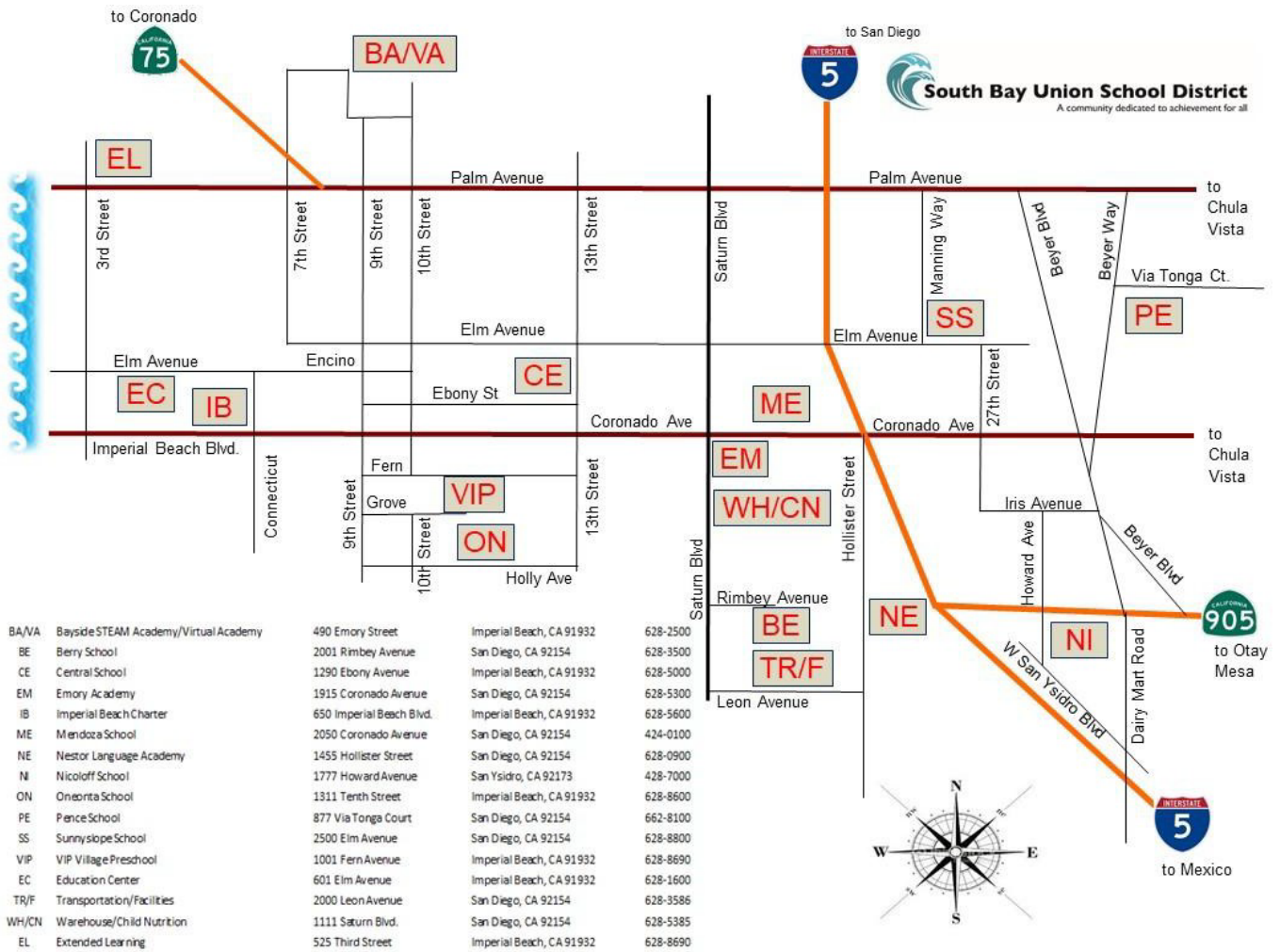
If a teacher or staff member is expecting you to arrive on a certain date and time, please let them know if you will not be able to make it.

Dress in a manner that is professional and appropriate for school settings.

Smile and have fun!

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. Employees also may confer with the Principal or designee regarding any such volunteers. The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

SOUTH BAY DISTRICT MAP



School Volunteer Application

Name Contact
Number

Address

Volunteer Site Other Name of Child/
Children

Date of Last TB Test Date of
Fingerprinting

List all Languages Spoken

Do you have a health condition that may require emergency action while on District property?
If yes, please describe your condition and any related medication that you carry with you
(EPI-Pen, etc.).

Emergency Contact Name Emergency Contact Phone Number

Personal Reference Name Personal Reference Phone Number

I understand that the South Bay Union School will conduct a fingerprint background check that may include my criminal history. I further understand that as a Volunteer, I am required to adhere to all Board Policies and abide by the Volunteer Code of Conduct when on District property.

Signature Date



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