

To: Parent and Community Volunteers
Re: Volunteer Document Requirements

The Solana Beach School District values the thousands of hours of service provided by school volunteers each year. To provide for student safety and well-being, volunteers are required to have the following documents on file in the school office:

- Negative TB Test Results (good for four years)
- Signed Volunteer Clearance (see below)

All volunteers are asked to sign-in at the school office and wear a school volunteer badge during each volunteer session.

Thank you for serving as a volunteer in Solana Beach School District. By giving your time and talents you are making a difference in the lives of our children.

VOLUNTEER DOCUMENT REQUIREMENTS

TB TEST RESULTS DOCUMENTATION

_____ I understand that I must have a current negative TB Test Result Form (completed by
Initial physician or clinic) on file in the school office. Should there be a change in my health,
I will inform the office and cease volunteering.

VOLUNTEER CLEARANCE AMENDED EDUCATION CODE SECTION 35021

I, _____, am a volunteer with the Solana Beach School District.

I am not a person required to register as a sex offender pursuant to Section 290 of the Penal Code. I declare under penalty or perjury that I am aware of the amended Education Code Section 35021 and its application, and that I am not a registered sex offender nor am I required to register as a sex offender.

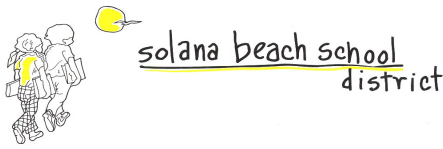
Date

Volunteer Signature

School Site

Address, City, State, Zip

Phone Number



VOLUNTEER CODE OF CONDUCT

In my role as a Solana Beach 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 agree not to bring other children without authorization of administration.
4. I understand that if my volunteering in a classroom is a disruption to the learning of any student, I will be considered for an alternate position.
5. I will use only adult restroom facilities.
6. I will not work alone with individual students without the authorization of teachers and or school authorities.
7. I will not solicit outside contact with students or give gifts or cards to students without administrative approval.
8. 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.
9. I will maintain confidentiality outside of school and will share any concerns that I may have with teachers and school administrators.
10. I agree to not transport students without the written permission of parents or guardians and without the expressed permission of the school or district.
11. I will not disclose, use, or disseminate student photographs or personal information about students or others.
12. I agree not to post, transmit, publish, or display harmful or inappropriate material that is threatening, obscene, disruptive or sexually explicit or that could be construed as any form of harassment.
13. I agree only to do what is in the best personal and educational interest of every student 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. I declare under penalty of perjury, that I am not a 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.

IMPORTANT: Each volunteer working with children **MUST** have the report of a negative tuberculin test (injection) or X-ray on file in the health office. The tuberculin test and X-ray are good for four years.

I agree to follow the District Volunteer Code of Conduct at all times in my role as a Solana Beach School District volunteer or cease volunteering immediately.

Signature of Volunteer

Date