



POWAY UNIFIED SCHOOL DISTRICT

Dear School Volunteer,

Thank you so much for your dedication and diligence in the work you do for our schools. We love our volunteers because they contribute so much time and energy to our students and staff. Our schools would not be what they are without you.

We wanted to notify you of a change in the required tuberculosis testing for school volunteers effective July 1, 2017. Due to new regulations from both the state and county, PUSD nurses will no longer be providing TB clearance. If you are due for your screening (once every four years), we are hoping this advance notification will give you ample time over the summer to comply, before the start of the new school year.

The law requires that TB clearance be completed by a licensed health care provider. The provider will determine if risk factors exist and provide a TB test, if needed.

Here are a few nearby resources where you can obtain TB clearance. There may be a fee or co-pay involved at some locations:

1. Your primary health care provider
2. CVS Minute Clinic
16773 Bernardo Center Dr.
Rancho Bernardo, CA 92128

12358 Poway Rd.
Poway, CA 92064
3. Walgreen Clinic
13390 Poway Rd.
Poway, CA 92064
4. Neighborhood Health Clinic
460 N. Elm St.
Escondido, CA 92025
760-520-8100
Hours: Monday, Tuesday, Thursday, and Friday: 1:00-4:00
Wednesday: 2:30-4:00
5. Public Health Center
649 West Mission Ave, Suite 2
Escondido, CA 92025
619-692-5565

Proof of TB clearance is mandated for volunteers working in public schools. Please submit written TB clearance signed by your health care provider to your school site. Again, thank you for your understanding and cooperation. And with your help, we look forward to another successful school year for 2017-18.



POWAY UNIFIED SCHOOL DISTRICT First Time PUSD Volunteers Only

LEVEL I – VOLUNTEER APPLICATION MEGAN’S LAW BACKGROUND CHECK

PUSD SCHOOL(S): _____

DATE: _____

2. _____

3. _____

VOLUNTEER’S

NAME (print): _____

ADDRESS: _____

PHONE: _____

DATE OF BIRTH: _____

AKA's: _____
(Including Maiden Name)

If PUSD Parent/Guardian, name
of student(s):

Male: Female:

HEIGHT: _____

WEIGHT: _____

HAIR COLOR: _____

EYE COLOR: _____

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 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 Poway Unified School District from liability for damage which may result from checking criminal background and references.

Signature (Authorizes Background Check)

Date

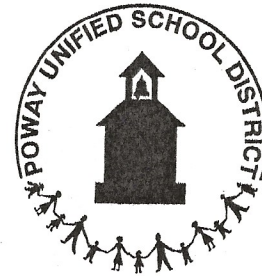
Personnel Office Use Only – Do Not Write Below this line

ID Verified by school site representative: Yes: No:

Megan’s Law Checked: _____
Personnel

Date

VOLUNTEER CODE OF CONFIDENTIALITY



Poway Unified School District is committed to maintaining the security and confidentiality of all student records and information. Selected volunteers with access to student records or information must adhere to the Volunteer Code of Confidentiality as outlined in the guidelines below, which are consistent with the requirements of the Family Educational Rights and Privacy Act (FERPA). Violations of these guidelines may result in a reassignment and/or restriction of the volunteer's responsibilities by the administrator or designee.

All student records should be considered confidential and must be handled appropriately.

Directory information, including student's name, address, telephone number, date and place of birth, student's photograph, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degree and awards received and previous educational agencies or institutions attended, can only be shared with administrative approval.

Records should not be left in a place where they can be viewed by others.

Copies of records can only be shared with administrative approval.

Volunteers should not discuss information obtained while in a classroom, such as a student's grade or behavior, with anyone other than the student's teacher.

Concerns or questions regarding student records or issues of confidentiality should be brought to the attention of the staff member that supervises the volunteer, and/or school administrator.

Any knowledge of a violation of this Code of Confidentiality should be immediately reported to the staff member that supervises the volunteer, and/or school administrator.

By signing, I acknowledge that I have read, understand, and will comply with the Volunteer Code of Confidentiality.

Volunteer Signature

Date

Volunteer Printed Name

Administrator Signature

Date



POWAY UNIFIED SCHOOL DISTRICT VOLUNTEER CODE OF CONDUCT

In my role as a Poway 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 or give 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 will avoid online interactions with students on social networking and messaging apps outside of those websites/pages dedicated for educational use.
9. I agree to not transport students without the 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 or others.
11. I will not use any electronic listening or recording device in any classroom without the prior consent of the teacher and principal, per Education Code 51512.
12. 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.
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 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.

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

Name - Printed

Signature of Volunteer

Date