



# Sylvan Union School District Volunteer Screening Procedures

Level I, Level II, and Level III Volunteers

## **Level I Volunteers**

**Level I volunteers are defined as volunteers who are under direct supervision by a SUSD employee and have:**

- Permission to observe only; or
- Intermittent (occasional, rare) student contact for classroom presentations, fundraising, and supporting special events.

## **Procedures for Level I volunteers are as follows:**

- Sign in at the school office for classroom events; tuberculosis testing or a background check is not required.
- Sign-in at the school office, tuberculosis testing or background check is not required for attendance at school/community events (assemblies, fundraiser events i.e. jog-a-thon etc, Love Modesto)

## **Level II Volunteers**

**Level II volunteers are defined as volunteers who are under direct supervision by a SUSD employee and have:**

- Ongoing direct student contact; or
- Ongoing small group contact with students; or
- Regularly assisting in classrooms

## **Procedures for Level II volunteers are as follows:**

- Complete volunteer application process (i.e. current Driver's license on file, Tuberculosis (TB) clearance), clearance by administration.
- Sign in/out at the school office.

## **Level III Volunteers**

**Level III volunteers are defined as volunteers who have:**

- Unsupervised / potentially unsupervised direct contact with students (i.e. youth ministers, interns-special education, counseling, chaperoning a study trip; or overnight school sponsored events).

## **Procedures for Level III volunteers are as follows:**

- Complete volunteer application process (i.e. current Driver's license on file, Tuberculosis (TB) clearance, Live Scan (fee involved), clearance by administration)
- Complete online Mandated Reporter and other trainings as directed by the Human Resources office; and
- Check in per site procedures.

***SUSD site administrators are ultimately responsible for determining and completing the appropriate level of screening for school volunteers at the school sites.***

## **Notes:**

- SUSD employees who are volunteering do not need to go through the volunteer application process. The site only needs to verify their employment with the Human Resources office.
- SUSD students who are volunteering do not need to go through the volunteer application process
- CSUS students need to follow the separate procedure which has been established for them.
- Walk-on Coaches need to follow the separate procedure which has been established for them.