

## Steps for Finding a School Site

**Note:** It is the student's responsibility to find a school site for observation and participation. For a directory of all public schools in San Bernardino County visit: <http://www.sbcss.k12.ca.us/distSite.php>.

**If you choose a school within San Bernardino City Unified School District (SBCUSD) you must have a Background Check done by the SBCUSD Sheriff's office before entering the classroom. Below is the procedure for obtaining this clearance:**

1. Find a school in SBCUSD (see <http://www.sbcusd.k12.ca.us/> for a list of schools).
2. Contact the school principal to verify that observing at that school site is available.
3. Get a "Volunteer Form" - You can get this from either the SBCUSD school campus or from the SBCUSD campus police.
4. Fill out the form. Make sure to state that you are an undergraduate student in the Bachelor of Arts, Teaching Track program at CSUSB and you are satisfying a requirement for Math 399.
5. Take the filled-out form to the Sheriff's office and ask them to do a "background check" since you will be volunteering in a SBCUSD school. The fee for this is \$10. You should be able to get approval immediately from the Sheriff's office.
6. Take this approval form to the SBCUSD school police to have it verified.
7. Take the verified approval form to the school in which you will be volunteering and give it to the school administrator. Also take the "Letter of Introduction for Field Experience" and the "Student Placement Form for Field Experience". Complete the appropriate sections of these forms.
8. Return to school site to pick up the student placement form and turn in to your Math 399 instructor. You are now ready to get started!

**Addresses:**

Sheriff's Office:

655 E. 3<sup>rd</sup> St.  
San Bernardino, CA 92410  
Phone #: (909) 387-3545

SBCUSD Campus Police:

536 West Baseline St.  
San Bernardino, CA 92410  
Phone #: (909) 388-6130

**If you choose a school not within SBCUSD, you will need to contact the school district directly for the specific requirements to gain clearance to volunteer in a classroom. You may need to complete all steps as outlined on the green "Steps for Enrolling in Math 399" handout in the "Essential Information About the BATT" packet available in the Mathematics Department, JB 370.**

For any questions, please contact Dr. Laura Wallace, JB 313, [wallace@csusb.edu](mailto:wallace@csusb.edu).

Math 399

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