



Current Version 1.0
August 27, 2019

Dear Volunteer,

We are pleased that you have decided to participate in the Sacramento City Unified School District (SCUSD) Volunteer Program! As parents, grandparents, neighbors and community members you have valuable ideas, talents and time to share with our students and our schools. As a volunteer, your deeper engagement directly supports the District's guiding principle:

"Ensuring every student has an equal opportunity to graduate with the greatest number of postsecondary choices from the widest array of options."

It is our belief that our volunteer programs are beneficial to everyone involved. Volunteers help foster stronger school/community relationships by creating a common ownership in the success of our schools, as well as, demonstrating the importance of community service to our students. All SCUSD Volunteer Program requirements are designed with student and adult safety in mind.

The SCUSD Volunteer Program provides support and guidance to schools to help them facilitate their parent and community engagement programs. Currently, volunteers work in a variety of capacities: doing work from home; acting as tutors/mentors; providing assistance in the classroom; participating on business/community partnership advisory boards; assisting in a school's main office or library/media centers and organizing fundraising efforts for school foundations, scholarships, field trips and extra-curricular activities.

This packet includes:

- Definition of the role of a parent/guardian visitor
- Definition of the role of a volunteer
- Volunteer Registration Process
- Volunteer Registration Form (maintained at site with a copy to Volunteer Office)
- Code of Conduct (maintained at site with a copy to Volunteer Office)
- Volunteer Fingerprinting and Criminal Background Check Authorization
- Volunteer Interest Form (maintained at site)
- Volunteer Rules and Regulations –Administrative Regulation (AR 1240) and School Board Policy (BP 1240)

If you have any questions, please direct them to the District Volunteer Office at (916) 643-7924.

Definition of a Parent/Guardian Visitor

Parent/Guardian Visitors*

Sacramento City Unified School District wants to encourage parents/guardians to be active participants in their child's education. While some parents/ guardians may not be able to volunteer on a regular basis, there are still opportunities to be involved at the school site.

Parent Visitors do not have the same definition as a volunteer.

A Parent/Guardian Visitor is a parent /guardian who visits the school on an intermittent basis, **no more than 10 days out of the 180-day school year**, to participate in activities in view of school staff and are never alone with students.

Parent/Guardian Visitors may:

- Attend a classroom/school event, school fair, recognition ceremony or school celebration.
- Visit the classroom or lunchroom on a limited basis.
- Act as a presenter for a classroom/school event such as Career Day.
- Participate in school beautification projects such as a School Garden Day.

Parent/Guardian Visitors on field trips:

- Limited to day field trips only, **no overnights**.
- Parent/Guardian visitors are allowed to take only their own child on field trip with prior approval from Administrator.
- Parent/Guardian visitors must also make arrangements with their child's teacher to be on the field trip list prior to the event.
- Parent/Guardian visitor must wear a **visitor identification badge** at all times.
- Parent/Guardian visitor must remain with their own child throughout the field trip.
- Parent/Guardian visitor must never be alone with other children.
- Teachers must not allow visitors to supervise children other than their own.

Visitor Identification

All visitors must sign-in at the front office and wear an identification badge at all times.

***For more information on school/classroom visitation, please refer to the SCUSD Annual Parent and Student Rights Notification and Standards of Behavior.**

SCUSD Visitor Code of Conduct

As a Visitor, we ask that you follow our SCUSD Visitor Code of Conduct:

- Understand that your role is a supportive one. The teacher and principal are completely in charge. If the teacher leaves the room, the teacher in the next room assumes responsibility. **You must not be left in charge of a classroom. You may not be alone with students.**
- As a courtesy, please notify your child's teacher, if you plan to visit the classroom.
- Remember, visitors in a classroom for observation of their student may not interrupt teaching. If you have questions for the teacher, please ask them outside of class time.
- Maintain student confidentiality at all times. Do not discuss any student other than your own.
- Use good judgment and avoid any compromising situations. Never be left alone with students out of view of other people. Always use adult bathrooms.
- Please do not take pictures or videos of students, other than you own, without permission.
- Please maintain a constructive attitude. Don't make negative comments about the school, its personnel or the students in front of students.
- Sign in each time you visit.
- Please dress and act as a role model.
- Remember, SCUSD has a zero tolerance policy. Never be under the influence of drugs or alcohol when with students on or off school grounds.
- Do not smoke on school grounds or at any time around students.
- Do not use cellphones in the classroom or at any time around students.

Signature _____ Date _____

Definition of a SCUSD Volunteer

Volunteer Definition*

A volunteer is a parent/guardian, community member or other adult who assists at a school site or program on a regular or semi-regular basis. Also, parents/guardians who observe or visit their child at school on a scheduled basis and stay more than 15 minutes each time are considered volunteers.

Authorized parents/guardians are not prohibited from visiting their child's classroom or school campus, if that visit is in compliance with Board Policy, school rules and applicable law. A parent/guardian picking up their child from school or occasionally observing or visiting their child's school is not considered a volunteer.

Volunteer activities include, but are not limited to:

1. Coaching
2. Short term supervision of students
3. One on one tutoring or mentoring outside the classroom or other supervised setting
4. Attending or chaperoning school sponsored trips
5. Transporting students in private vehicle
6. Student observation as part of a formal teacher preparation program
7. Any other volunteer activity, including that done by parents in child care and developmental programs, where there is a possibility of unsupervised contact with children
8. Any other volunteer activity where the funding agency requires such a criminal record clearance

Volunteers who chaperone field trips:

Refer to site administrator for direction and clearance.

Volunteer Drivers (Optional):

If you wish to volunteer to drive students other than you own to a field trip or event, please fill out the Driver's Form included in this packet.

Exclusion of Volunteers:

- Any person who is required to register as a sex offender shall not serve as a volunteer.
- Any person who has been convicted of a serious or violent felony shall not serve as a volunteer.
- Any person arrested for a serious or violent crime shall not serve as a volunteer.
- For any other conviction, the Superintendent or designee has the discretion to deny volunteer service depending on the nature of the conviction.

Volunteer Identification:

- Volunteers are required to sign in at the front office and wear Identification badges.

Tuberculosis Testing:

- No volunteer will be allowed to provide supervision or instruction to students without proof of a TB examination within the past 60 days indicating that she/he is free of active tuberculosis.
- Per Education Code, a volunteer who has volunteered or has been employed in another school district will be approved to volunteer if they can provide written verification from the former district that they were examined within the past four years and found to be free of communicable tuberculosis.
- A volunteer who has a negative skin test is required to re-take a tuberculosis test every four years.
- A prospective volunteer who has a positive skin test must provide proof of a clear chest x ray indicating she/he is free of active tuberculosis prior to being allowed to provide supervision or instruction of students. An annual questionnaire is required to be completed by the volunteer and reviewed by the District's Health Services Department.

Workers' Compensation:

Unsalaries volunteers may be considered employees of the district for worker's compensation insurance purposes. If injured while serving as a volunteer in the district they must call the workers' compensation reporting line at: (916) 643-9299 or (916) 643-9421.

*For additional information about SCUSD Volunteer Policy, please refer to the summary of Administrative Regulation (AR 1240) and School Board Policy (BP 1240) that are relevant to SCUSD volunteers.

SCUSD Volunteer Registration Process

In order to start volunteering, you need to have the following items on file with your school:

1. A current and completed volunteer registration form.
2. Copy of a recent TB Test or chest x-ray form/ card indicating a negative result.
3. A completed and cleared Volunteer Criminal Background Check Authorization Form (BC-1). **ALL VOLUNTEERS MUST BE FINGERPRINTED.**
4. Have participated in a volunteer orientation conducted at your school.

- **SCUSD Volunteer Registration Form**

This must be completed each school year. This form will be maintained at your school site.
Mandatory tracking in Infinite Campus by school site Office Manager.

- **TB Testing**

TB tests can be done through your doctor, or various Medical Clinics. **All TB tests are a two-step process; administered and then read two days later.** If you ever had a “positive” skin reading, please bring in a clear chest x-ray card or form. You will be asked to complete an annual TB questionnaire.

No volunteer will be allowed to provide supervision or instruction to students without proof of a TB examination within the past 60 days indicating that she/he is free of active tuberculosis.

Per Education Code, a volunteer who has volunteered or has been employed in another school district will be approved to volunteer if they can provide written verification from the former district that they were examined within the past four years and found to be free of communicable tuberculosis.

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- **Fingerprinting**

Fingerprinting must be done at the SCUSD Serna Center or at another site using the SCUSD Fingerprint Form which includes: CODE ASSIGNED BY DOJ – “A0283”; and MAIL CODE ASSIGNED BY DOJ – “A3353”. You must have a completed Volunteer Fingerprinting and Criminal Background Check Authorization (BC-1) form, signed by the school site administrator (Principal), with you. **The cost for volunteer fingerprinting at SCUSD is \$47.00. This can be paid by personal check, money order or cash (exact change only), debit or credit card.** Fingerprints are “good” for the duration of “uninterrupted” volunteering in the District. If you have fingerprints on file with SCUSD you do not need to complete this process again.

Call the Fingerprinting Office at 643-7449 for more information. Hours of operation are Monday – Friday 8:00 a.m. – 4:30 p.m. Processing takes 3-4 weeks.

- **Volunteer Orientation**

Vetted volunteers must meet with school staff to review Volunteer Rules and Regulations and site policy and procedures.

Reminder: In order to ensure safety and minimize distractions to the learning environment, please do not bring infants or non- school age children to school with you when you are volunteering in the classroom. Volunteers are asked to make arrangements for off-campus child care.

SCUSD Volunteer Registration Form

Thank you for your time and interest in becoming a Sacramento City School District Volunteer! As part of the pre-volunteer process, you are required to undergo a Fingerprint Background Check (BC-1) and have a TB clearance. **You are not authorized to volunteer on any campus until the mandatory requirements have been fulfilled and you have been notified.** If you will be a volunteer driver for any student activities, you must also complete the "Personal Automobile Use" form and fulfill the requirements of that process.

Personal Information

Last Name	First Name	Middle Initial	Date of Birth
Previous Names (maiden name, alias, etc.)			
Address		City	Zip
Home Phone	Cell Phone	Work/Other	
Email Address			
School Sites Where I Will Be Volunteering:			
In Case of Emergency Notify	Relationship	Phone number	
Place of Employment			
I am currently a Sacramento City Unified School District employee with fingerprints and TB clear on file. <input type="checkbox"/> YES <input type="checkbox"/> NO			
Please bring your completed negative TB test to your site.			
<input type="checkbox"/> TB Clearance Attached – Valid Through: _____ (Issuance date plus 4 years) <input type="checkbox"/> If necessary, X-Ray Clearance on file. <input type="checkbox"/> I have fingerprint clearance on file with the SCUSD HR Department. Year Completed _____			

I hereby certify that the information contained in this Registration Form is true and correct to the best of my knowledge and agree to have any of these statements checked by the District, unless I have indicated to the contrary. Furthermore, I release all parties and persons from any and all liability for any damages that may result from furnishing such information to the District as well as from the use or disclosure of such information by the District, or any of its agents, employees, or representatives. I understand that any misrepresentation, falsification, or material omission of information on this Registration Form may result in my failure to volunteer.

Signature of Volunteer _____
Date

***Signature of Site Administrator REQUIRED** (print & sign) _____
Date

***NOTE: Site Administrator Signature is mandatory to apply as a SCUSD Volunteer**

Education Code §3502 prohibits the District from allowing a person required to register as a sex offender under Penal Code §290 to serve in a volunteer capacity as an aide or supervisor of students. Accordingly, the District will, before authorizing a person to serve as a volunteer conduct an automated records check pursuant to Education Code §35021.1 and/or call the Department of Justice or the Sheriff's Office to inquire whether the individual is a registered sex offender pursuant to the process set forth in Penal Code § 290.4

SCUSD Volunteer Code of Conduct

As a Volunteer, Your Role and Responsibilities in the School Are Unique

- **Understand** that your role is a supportive one. The teacher and principal are completely in charge. If the teacher leaves the room, the teacher in the next room assumes responsibility. You must not be left in charge of a classroom.
- **Remember** volunteers are only permitted to work with students on school grounds and under the supervision of certificated staff. Have no outside contact with an individual student unless authorized by administration or parents.
- **Maintain** student confidentiality at all times. Do not discuss any student with anyone except teachers, counselors, and volunteer coordinators.
- **Don't** make promises you can't keep. Avoid saying things like *"study hard and you'll definitely pass the test."*
- **Use** good judgment and avoid any compromising situations. Work in a room with other people at all times. Never be left alone with one student out of view of other people. Always keep the door open. Always use adult bathrooms.
- **Strictly** follow volunteer guidelines and discipline practices. Physical discipline is absolutely prohibited. Ask the teacher and volunteer coordinating staff for assistance with problematic student behavior.
- **Report** immediately to a staff person any physical abuse or sexual exploitive behavior towards a student.
- **Don't** engage students on any social media site, email, texts or take or show your picture or student's pictures/videos on your phone or other media devices

Volunteers Take Pride in Being Professional

- **Maintain** a constructive attitude. Don't make negative comments about the school, its personnel or the students to other volunteers or individuals outside the school.
- **Be Prompt** and consistent in your attendance. Teachers depend on volunteers and plan their work accordingly. Students depend on volunteers even more, especially on field trips. Notify your school as soon as possible if you are late or absent.
- **Keep** an accurate record of your attendance by signing in each day you volunteer.
- **Dress** and act professionally.
- **Establish** and maintain good and frequent communication with your classroom teacher or volunteer coordinator.
- **Never** be under the influence of drugs or alcohol when with students on or off school grounds.
- **Do not** smoke on school grounds or at any time around students.
- **Do not** lend money, contribute or solicit money for organizations while on school grounds.
- **Do not** use the internet inappropriately by going to websites that are not conducive to a professional or educational environment.
- **Do not** use cellphone in the classroom or at any time around students.

CRIMINAL BACKGROUND CHECK

FOR SITE/PROGRAM: _____

SITE ADMINISTRATOR SIGNATURE

DATE

***Site Administrator's signature is mandatory to apply as a SCUSD Volunteer PRIOR to bringing packet to Serna Center.**

PRINT NAME _____ PHONE: _____

BUDGET CODE _____ --- 0 --- 5800 --- _____ --- _____ --- _____ --- _____ ---

IMPORTANT: This form is for **ALL VOLUNTEERS** or those working in programs where such screening is required. The prospective volunteer is instructed to bring this form, along with a valid California Driver's License or California Identification Card, plus their Social Security number to the Customer Service Specialist in the Serna Center in order to initiate the fingerprint and background check process. There is a fee of \$47 for this process. If the site is paying the cost, please add budget code above. If the volunteer is paying for the cost, we accept cash (only exact change), check or money orders, debit or credit card.

Prior to beginning any assignment, SCUSD Board policy requires that all volunteers be cleared to work by the Department of Justice.

I understand this requirement and **will not volunteer** with the District until clearance is received from the SCUSD Human Resources Office.

I have received a copy of the SCUSD rules and regulations for volunteers [BP1240 and AR 1240].

I hereby fully release and discharge the Sacramento City Unified School District, its officers, employees, agents and volunteers from any and all liability arising out of or in connection with this background check and all liabilities associated with and all claims related to this background check. For the purpose of this release, "liability" means all claims, demands, losses, causes of action, suits or judgements of any and every kind that arise as a result of the above named activity and resulting from any cause other than gross negligence.

Signature _____ Date _____

CRIMINAL BACKGROUND CHECK

PLEASE PRINT

Name: _____

Address: _____

City: _____ ZIP: _____

Other Names You Have Been known by: _____

Maiden Name: _____ DOB: _____

Home phone: _____ Cell Phone: _____

Work Phone: _____

Email: _____

A conviction may not necessarily disqualify you from the volunteer job for which you have applied. Convictions include diversionary offenses, or other offenses that have been plea-bargained, or for which you have pleaded no contest. Failure to reveal convictions is grounds for immediate termination. For security reasons, a screening will be done according to the level of volunteerism (See Volunteer Rules and Regulations).

References may be requested. Volunteer service may be terminated if service is unsatisfactory or no longer needed by the District. District policy is available on the website: www.scusd.edu

Have you ever been convicted of a felony or misdemeanor?

Yes _____ No _____

If Yes, please explain:



RISK & DISABILITY MANAGEMENT
5735 47th Avenue - Sacramento, CA 95824
Risk Management Main: (916) 643-9421
Disability Management Main: (916) 643-7895
Fax: (916) 399-2071
Keyshun Marshall, Coordinator II

This form is required and must be completed and returned to Risk Management. The information below will be submitted to the Department of Motor Vehicle (DMV) in accordance with Title 8, California Code of Regulations.

RELEASE OF DRIVER RECORD INFORMATION

I _____ authorize Sacramento City Unified School District to review driving, motor vehicle related information periodically for the duration of my employment.

I understand that my driving privileges are contingent upon the Sacramento City Unified School District's review of such information.

I understand my signature is confirmation that I have read and understand the above information.

Organization: Sacramento City Unified School District

Signature _____ **Date:** _____

Printed Name (as it appears on driver license): _____

Driver License Number: _____ **State** _____ **Circle Gender: M or F**

Birth Date (Month/Day/Year): _____ **Contact Phone Number:** _____

Department/Site: _____ **Title:** _____

Volunteer: **Substitute/Per Diem:**

VOLUNTEER INTEREST FORM

Name _____ Site/Program _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Child's Teacher: _____

I am interested in volunteering in the following areas (check all that apply):

- Classroom Helper

- Reading to Children

- Share hobby or career information

- Field Trip chaperone At-home work for classroom
- Yard/Cafeteria Assistance Volunteer Coordination
- Library Assistance Photograph events
- Child care during on-site event Athletics
- Mentor Students Tutor Students
- Community Gardens Assist with fundraising
- One-time family events Assistant Coach

Availability:

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					

PHOTO RELEASE

I, _____, authorize the use of my photograph for school/district publicity purposes. I hereby fully release and discharge the Sacramento City Unified School District, its officers, employees, agents, and volunteers from any and all liability arising out of or connection with the use of my photograph and all liabilities associated with any and all claims related to such use of my photograph. For the purposes of this release, 'liability' means all claims, demands, losses, causes of actions, suits or judgments of any and every kind that arise as a result of the above described activity and resulting from any cause other than the District's gross negligence.

Signature _____ Date _____

Regulation: SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

Approved: November 16, 1998 Sacramento, California

Reviewed: June 11, 2002

Revised: May 23, 2006

Revised: March 15, 2011

Revised: September 12, 2011

Revised: December 20, 2012

Revised: September 9, 2014

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Revised August 1, 2018

Revised June 25, 2019