



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.

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.

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, etc.

This packet includes:

- 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 Sex Offender Check Authorization (SOC-1 Rev.3/2010) Level II or (BC-1 Rev.3/2010) Level III
- Volunteer Fingerprinting and Criminal Background Check Authorization
- Volunteer Interest Form (maintained at site)
- Volunteer Rules and Regulations – Excerpted from 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.

Thank you,

Family and Community Engagement (FACE) Office
Sacramento City Unified School District

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 Sex Offender Check Authorization Form (SOC-1) or a completed and cleared Volunteer Fingerprinting and Criminal Background Check Authorization Form (BC-1) or current fingerprints on file with district.
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.

- **TB Testing**

TB tests can be done through your doctor, various Medical Clinics or at the Serna Center. **TB testing at the Serna Center is free. 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.

For a schedule of dates and times for free TB testing, please contact District Volunteer Office at (916) 643-7924.

- 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 Health Services to assure they remain without symptoms.

- **Sex Offender Background Checks (SOC-1)**

This background check must be completed each school year. Turn your completed form into your school office manager. There is no charge for Sex Offender Background Checks.

- **Fingerprinting**

Fingerprinting must be done at the SCUSD Serna Center. You must have a completed Volunteer Fingerprinting and Criminal Background Check Authorization (BC-1) form, **signed by Admin at site**, with you. **The cost for volunteer fingerprinting is \$47.00. This can be paid by personal check, money order or cash (exact change only). We do not accept ATM or credit card as a form of payment.** 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 Mon thru Fri 9 am – 6 pm, closed for lunch from 12 - 1 pm, so please arrive no later than 11:30 am.**

- **Volunteer Orientation**

Vetted volunteers must meet with school staff to review Volunteer Rules and Regulations and site policy and procedures. **The Family and Community Engagement (FACE) Office also offers volunteer training upon site request.**

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! Volunteers are welcomed in our district and are valuable members of our learning community. As part of the pre-volunteer process, you are required to undergo a Sex Offender Check (SOC-1); 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	Other	
Email Address May We Email You Volunteer Updates? <input type="checkbox"/> Yes <input type="checkbox"/> No			
School Site (S) Where I Will Be Volunteering			
In Case Of Emergency Notify	Relationship	Phone Number	
Place of Employment			
<i>Have you ever had a positive TB skin test? If yes, call the District's Volunteer office at 643-7924 for additional information. If no, please bring your completed negative TB test to your site or return to the Volunteer office.</i>			
<input type="checkbox"/> TB Clearance Attached – Valid Through : _____ (Issuance Date Plus 4 Years) _____ X-Ray on File			
<input type="checkbox"/> I Have Fingerprints on File with SCUSD Security Office (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

For office use only Level II (SOC-1) _____ Date Level III (BC-1) _____ Date

SCUSD Code of Conduct

I. 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.

II. 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.

III. Health and Safety Are Always Important

- **Adhere** to district, school, and classroom policies rules and regulations.
- **Refer** any student in need of first aid or any type of medication to the teacher or front office.
- **Learn** and follow fire drill emergency procedures and all school rules.
- **Notify** the principal of any accident you had on school grounds. A written form must be submitted to the principal within 24 hours.

I agree to adhere to the above code of conduct at all times when I am a volunteer at a SCUSD school site or program. I understand that my volunteer status can be revoked at any time.

Signature

Site

Date



Instructions: This form is confidential.
Send original to Human Resources, Box 770. Do not retain copy.

**VOLUNTEER
 SEX OFFENDER CHECK AUTHORIZATION
 (SOC-1)
 Required for VOLUNTEER LEVEL II**

FOR SITE/PROGRAM _____

SIGNATURE OF PRINCIPAL/ SUPERVISOR REQUIRED _____ DATE _____

PRINT NAME _____ E-MAIL: _____ Phone: _____

IMPORTANT: This form is for **VOLUNTEERS UNDER THE DIRECT SUPERVISION** of SCUSD certificated staff. There is no charge to sites to cover the costs of conducting a Sex Offender Check. If the prospective volunteer will be assigned to a project for which fingerprinting is mandatory, do not have them complete this form. You must complete a **Background Check Authorization (form BC-1)** and send them to the SCUSD Human Resources Services at the Serna Center to be fingerprinted. If you have questions about which level of screening is required for a specific volunteer, please call 643-7924.

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 district 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 purposes of this release, 'liability' means all claims, demands, losses, causes of action, suits or judgments of any and every kind that arise as a result of the above named activity and resulting from any cause other than gross negligence.

Prospective Volunteer's Signature _____ **Date** _____

PLEASE PRINT NEATLY

Name (First/MI/Last) _____ Child's Name: _____

Other Names You have Been Known As: _____ Maiden Name _____

DOB: ____/____/____ Email Yes _____
Month Date Year May We Use This Email Account To Send Volunteer Updates?

Address _____ City _____ ZIP _____

Home Phone: _____ Cell phone: _____ Work: _____

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

- Have you ever been convicted of a felony or misdemeanor? Yes _____ No _____
- If the answer is YES, please explain:



**VOLUNTEER FINGERPRINTING and
CRIMINAL BACKGROUND CHECK AUTHORIZATION
(BC-1)
Required for VOLUNTEER LEVEL III**

FOR SITE/PROGRAM _____

SIGNATURE OF PRINCIPAL/ SUPERVISOR REQUIRED _____ 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 **VOLUNTEERS NOT UNDER DIRECT SUPERVISION** of SCUSD certificated staff, 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. We do not accept ATM or credit card payment. If you have questions about which level of screening is required for a specific volunteer, please call 643-7924.

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 district 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 judgments 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** _____

PLEASE PRINT NEATLY

Name (First/MI/Last) _____

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 school district. District policy is available on the website: www.scusd.edu

- Have you ever been convicted of a felony or misdemeanor? Yes _____ No _____
- If the answer is YES, please explain :



VOLUNTEER INTEREST FORM (VI-1)

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):

- | | |
|--|--|
| <input type="checkbox"/> Classroom Helper | <input type="checkbox"/> Serve on School Site Council |
| <input type="checkbox"/> Reading to Children | <input type="checkbox"/> Serve on English Learner Advisory Committee |
| <input type="checkbox"/> Share hobby or career information | <input type="checkbox"/> Assist Parent Teacher organization |
| <input type="checkbox"/> Field Trip chaperone | <input type="checkbox"/> At-home work for classroom |
| <input type="checkbox"/> Yard/Cafeteria Supervision | <input type="checkbox"/> Volunteer Coordination |
| <input type="checkbox"/> Library Assistance | <input type="checkbox"/> Photograph events |
| <input type="checkbox"/> Child care during on-site event | <input type="checkbox"/> Translate/interpret for parents |
| <input type="checkbox"/> Mentor Students | <input type="checkbox"/> Tutor Students |
| <input type="checkbox"/> Community Gardens | <input type="checkbox"/> Assist with fundraising |
| <input type="checkbox"/> One time family events | <input type="checkbox"/> other _____ |

Availability:

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					

Grade Limit Preferred (Please circle all that apply)

<u>Elementary School</u>	<u>Middle School</u>	<u>High School</u>
Pre-K Early K K 1 2 3 4 5 6	7 8	9 10 11 12

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 _____



Volunteer Rules and Regulations

Below is the summary of Administrative Regulation (AR 1240) and School Board Policy (BP 1240) that are relevant to SCUSD volunteers.

Volunteer Definition

A volunteer is a parent, community member or other adult who assists at a school site or program on a regular or semi-regular basis. Also, parents who observe or visit their child at school on a routine 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 picking up their child from school or occasionally observing or visiting their child's school is not considered a volunteer.

Volunteer Categories and Requirements:

➤ **Level I – Off-Campus – No Direct Supervision**

- Have no direct contact with students
- Activities include, but are not limited to:
 1. Telephoning other parents
 2. Sorting papers at home
 3. Cutting out shapes etc.

Level I Requirements:

- *Complete a Volunteer Registration Form only*

➤ **Level II Volunteers under Direct Supervision**

These volunteers may help supervise students:

- Under the immediate supervision and direction of certificated personnel
- These volunteers are not left alone with students nor allowed to supervise students outside the presence (visibility) of certificated personnel
- During breakfast and/or lunch
- By performing non-instructional work that assists certificated personnel in their teaching and administrative responsibilities. Volunteers in this category include but are not limited to:
 1. Volunteer instructional aide
 2. Small group assistant
 3. Special project assistant
 4. Library aide

This category also includes parents, legal guardians, or foster parents of children enrolled child care and other child development programs. These volunteers work under the direct supervision of a certificated employee.

Level II Requirements:

- *Complete a Volunteer Registration Form*
- *Sex Offender clearance through the Department of Justice (Form SOC 1)*
- *Tuberculosis (TB) Testing*

➤ **Level III– Volunteers Not Under Direct Supervision, With Possible Unsupervised Contact with Students**

These volunteers may assist certificated personnel:

- In the performance of their duties
- In the supervision of students
- In instructional tasks which in the judgment of the certificated personnel to whom the instructional aide is assigned, may be performed by a person not licensed as a classroom teacher. These duties shall not include assignment of grades to students.
- Small group activity

Volunteer Activities in this category that require fingerprinting and criminal records clearance include, but are not limited to:

1. Coaching
2. One on one tutoring or mentoring outside the classroom or other supervised setting
3. Attending or chaperoning school sponsored trips
4. Transporting students in private vehicle
5. Student observation as part of a formal teacher preparation program
6. 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
7. Any other volunteer activity where the funding agency requires such a criminal record clearance

Level III Requirements:

- *Complete a Volunteer Registration Form*
- *Fingerprinting and criminal records clearance (Form BC1)*
- *Tuberculosis (TB) Testing*
- *Volunteer Personal Automobile Use Form is for transporting students (RSK-F106E)*

➤ **Facilities Project Volunteers:**

The Volunteers may work on short-term facilities projects pursuant to SCUSD Board policies and Administrative Regulations. **Volunteer maintenance work shall be limited to those projects that do not replace the normal maintenance duties of classified staff.**

Requirements for Facilities Project Volunteers:

- *Complete a Volunteer Registration Form*
- *Screening will be required if the activity occurs where students are present, or entails working with students.*
The level of records check will be determined by the Superintendent or designee.

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.
- Also, any person arrested for a serious or violent crime shall not serve as a volunteer in a child care or child development program.
- For any other conviction, the Superintendent or designee has the discretion to deny volunteer service depending on the nature of the conviction as it relates to the volunteer's duties.

Volunteer Identification:

- Volunteers are required to wear Identification badges, differentiating who DOES and who DOES NOT require direct supervision.
- School sites may use their own system as long as the volunteer level is clearly visible.

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 **Health Services** to assure they remain without symptoms.
- **Tuberculosis Testing Schedule** may be accessed on the district web site, under Health Services.

Basic Skills Proficiency:

- Volunteers that provide instruction or supervision to students must show proof of basic skills proficiency.

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 file workers' compensation insurance forms provided by the district office.

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