

Sacramento City Unified School District

Dear Caleb Families,

## 2022-23 Volunteer Packet

Thank you for your interest in volunteering at our school! Your dedication to our SCUSD students is greatly appreciated! We recognize that your time is valuable and we are grateful that you are willing to invest in our community to make Caleb Greenwood a special place of learning for all of our children.

Currently, in the interest of student and staff safety, school sites are encouraged to keep outside provider numbers to a minimum. Essential Volunteer opportunities may vary site by site, under the determination of the school site administrator. The school district clearance requirements can take up to two months to complete. Please read carefully below, plan ahead, and contact the front office with any questions.

Please attach required forms to this sheet and submit them to the front office. All forms MUST be renewed and submitted every year.

Documents required each school year are shredded prior to the start of school in September so will not be reused or referenced.

Name:			Phone:		
Email:					
Children	Attending Calel	b:			
(First & I	Last Name)	(Grade & Teacher)	(First & Last Name)	(Grade & Teacher)	
(First & I	Last Name)	(Grade & Teacher)	(First & Last Name)	(Grade & Teacher)	
1) 2) 3) 4)	SCUSD Volunte Volunteer Code Criminal Backg Complete TB T expires) Provide proof o Release of Driv	ground Check, Fingerprintin esting or Submit Proof of Cle of COVID Vaccine or provide er Record Information & Vol ng for field trips (if you are no	t every school year) afety forms (submit every scho g Form & LiveScan form ear X-ray (submit initially, ther proof of consent to testing befo lunteer Personal Automobile U	n every four years or as TB test	
**There	e is a one-time \$47 f	ee for fingerprinting at the Serna (	provider or by various medical clinics Center, but once completed it will not ***You can go to any Live Scan location	t need to be repeated. You may call the	
		Off	fice Use Only		
R	eceived	SubmittedEnte	eredCleared	Parent & Teacher Contacted	



## SCUSD Volunteer Process Step-By-Step

- 1. Complete the following:
  - a. Caleb Greenwood Volunteer Packet and return it to your school site along with a TB clearance. **TB** clearances must be updated every 4 years.
  - b. **Please note that ALL Volunteers must Live Scan fingerprint.** Use the Request for Live Scan form in this Volunteer Packet at open Live Scan offices.
  - c. Provide proof of COVID Vaccine or provide proof of Weekly Testing at Serna Center or personal Health Care Provider:
    - i. The California Department of Public Health (CDPH) issued a new <u>public health order</u> effective August 12, 2021 requiring all school staff and volunteers to either show proof of full vaccination or be COVID-19 tested at least once per week. To collectively reduce the impact and spread of COVID-19 in our schools and community and to comply with the public health order. If you are not vaccinated or decline to state, you will be reminded to test and report weekly by email.
- 2. Packets are reviewed by the Office Manager and given to the administrator for approval.
- 3. Once the Criminal Background check is cleared; the SCUSD HR Department will contact the designated school site with permission to begin Volunteer Service.

## 4. Volunteer Service begins.

#### Volunteer activities include, but are not limited to:

- 1. Short term supervision of students
- 2. One on one tutoring or mentoring outside the classroom or other supervised setting
- 3. Student observation as part of a formal teacher preparation program
- 4. 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
- 5. Any other volunteer activity where the funding agency requires such a criminal record clearance

## **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.

## **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:

Unsalaried 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 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.

#### PERSONAL INFORMATION

Last Name	First Name	Middle Initial	Date of Birth
Previous Names (maiden name,	alias, etc.)		
Address	City	State	Zip
Home Phone Cell Phone		Work/Other	
CALEB GREENWOOD			
School Site Where I Will Be Volu	inteering		
School Site Where I Will Be Volu	inteering		
	inteering Relationship	Pho	one Number
In Case of Emergency Notify Place of Employment	Relationship		
School Site Where I Will Be Volu In Case of Emergency Notify Place of Employment I am currently a Sacramento City U YES	Relationship		
In Case of Emergency Notify Place of Employment I am currently a Sacramento City UYES	Relationship Inified School District employe NO		
In Case of Emergency Notify Place of Employment I am currently a Sacramento City UYES Please bring your completed negative	Relationship Inified School District employe NO	ee with fingerprints and	TB clear on file:
In Case of Emergency Notify Place of Employment I am currently a Sacramento City UYES Please bring your completed negatTB Clearance AttacIf necessary, X-ray	Relationship         Jnified School District employe        NO         tive TB test to your site.         hed - Valid Through:	ee with fingerprints and (Issuance da	TB clear on file: ate plus 4 years)

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



## **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 a cellphone in the classroom or at any time around students.



## 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.

Name

Signature

Date

## 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 (BC1) 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.** 

Serna Center Fingerprint Live Scan Services – 916-643-9050, 916-643-7449. Hours of operation are Monday – Friday 8:00 a.m. – 4:30 p.m. Processing takes 3-4 weeks. If you have any questions, please feel free to email the Fingerprint Office at <u>doj@scusd.edu</u>. For faster service you can use Capital Live Scan at 877-888-8802..

You will pay two (2) fees:

- Roll Fee: This is the fee charged by the Live Scan Facility providing the service.
- Other Fees: The other fees are for the Department of Justice, Federal Bureau of Investigation (FBI), Child Abuse Index, and Firearms background checks. These fees are set by each of these agencies. The Live Scan provider does not control these fees.

STATE OF CALIFORNIA BCIA 8016A (orig. 04/2001; rev. 01/2011)

(Public Schools or Joint Powers Agencies)

Applicant Submission			
ORI: <u>A0283</u> Type of Applicant: Classif	ied School Employee 🗌 Credentiale	d School Employ	/ee
The following selections are for Public Schools only:			
License, Certification, Permit Peace Officer Law	Enforcement Officer Volunteer		
Type of License/Certification/Permit <u>OR</u> Working Title:	0 characters - if assigned by DOJ, use exact title assigned)		
Contributing Agency Information:			
Sacramento City Unified School District Agency Authorized to Receive Criminal Record Information	A3353 Mail Code (five-digit code assigned by DOJ)		
5735 47th Ave.	Cancy McArn, Assistant Superintend		ources
Street Address or P.O. Box	Contact Name (mandatory for all school submi	issions)	
SacramentoCA95824CityStateZIP Code	(916) 643-7474 Contact Telephone Number		
Applicant Information:			
Last Name	First Name	Middle Initial	Suffix
Other Name (AKA or Alias) Last	First		Suffix
Date of Birth Sex Male Female	Driver's License Number Billing		
Height Weight Eye Color Hair Color	(Agency Billing Number)		
Place of Birth (State or Country) Social Security Number	Misc. Number (Other Identification Number)		
Home Address			
Street Address or P.O. Box	City	State ZIP C	Code
Your Number: (OCA Number (Agency Identifying Number)	Level of Service: 🔽 DOJ 📈	FBI	
If re-submission, list original ATI number: (Must provide proof of rejection)	Original ATI Number		
Live Scan Transaction Completed By:			
Name of Operator	Date		
Transmitting Agency LSID	ATI Number Amou	unt Collected/Billed	



**Human Resource Services** 

## **Fingerprinting Requirements** (Volunteers and Contractors Only)

Section 44830.1 of the Education Code of the State of California requires that: "In addition to any other prohibition or provision, no person who has been convicted of a violent or serious felony shall be employed by a school district in a position requiring certification qualifications or supervising positions requiring certification qualifications. A school district shall not retain in employment a current certificated employee who has been convicted of a violent or serious felony, and who is a temporary employee, a substitute employee, or a probationary employee...

State law\* and the Sacramento City Unified Board of Education\*\* require all classified employees to be fingerprinted within ten working days of their date of employment and before actually beginning their employment. The cost of fingerprinting is to be paid by the employee. (\*Education Code Section 45125; \*\*Board of Education Policies AR 4212.5[a])

<u>Volunteers Please Note</u>: We accept ATM or credit cards as payment for fingerprinting services. We do accept exact cash, personal checks, or money orders.

I, the undersigned, have read the above information, have received instructions for fingerprinting, and agree to fulfill these obligations and requirements for completion of my application. Failure to comply will preclude any employment/volunteer or result in termination and/or removal from being an active volunteer for the Sacramento City Unified School District

Please check appropriate box:	□ Volunteer	
PRINT NAME		SIGNATURE

SOCIAL SECURITY NUMBER

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 and/ or removal from the site.

Have you ever been convicted of a felony or misdemeanor? Yes\_\_\_\_ No\_\_\_\_

If the answer is YES, please explain (on the other side of paper):

This Portion to be Returned to Human Resource Services Within Two Working Days.

## INSTRUCTIONS FOR FINGERPRINT PROCESSING

Fingerprinting is done at the Livescan Facility located at the Serna Center, Human Resource Services Department, 5735 47<sup>th</sup> Avenue, Sacramento, CA 95824. Hours are 8:00 a.m. - 5:00 p.m., Monday through Friday.

You should have the following documentation with you:

**Request for Livescan Service – Applicant Submission** 



DATE

PHOTO ID IS REQUIRED!

## Volunteer consideration is contingent upon fingerprint clearance.

If you have any questions, please call Human Resource Services at 643-7449.

UPON COMPLETION OF FINGERPRINTING, PLEASE <u>HAND DELIVER</u> THE REQUEST FOR LIVESCAN SERVICE – APPLICANT SUBMISSION FORM TO: HUMAN RESOURCE SERVICES, 5735 47<sup>th</sup> AVENUE, SACRAMENTO, CA 95824 \* Only needed if doing Live Scan at Serna Center

## **CRIMINAL BACKGROUND CHECK**



#### FOR SITE/PROGRAM: CALEB GREENWOOD ELEMENTARY (916) 395-4515

SITE ADMINISTRATOR SIGNATURE

9/16/22 DATE

# \* Site Administrator's signature is mandatory to apply as a SCUSD Volunteer PRIOR to bringing packet to Serna Center. If you are going to a different LiveScan location you do not need this form.

PRINT NAME:

PHONE:

BUDGET CODE \_\_\_\_\_--0 --5800 \_\_\_\_\_--

**IMPORTANT:** This form is for <u>ALL VOLUNTEERS</u> 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 the 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 F	known by:			
Maiden Name:		DOB:		
Home Phone	Cell Phone		Work/Other	
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: <u>www.scusd.edu</u>

Have you ever been convicted of a felony or misdemeanor?

Yes\_\_\_\_No\_\_\_\_

If Yes, please explain:



# 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 PERSONAL AUTOMOBILE USE FORM**

## [One Form Required for Each Driver to be Approved]

Thank you for volunteering your time and your automobile to help transport our students to off-site events or activities. In order to protect the health and safety of our students, our District requires that anyone (employee or volunteer) using their personal automobile to transport students to and from sanctioned activities must receive prior approval. Before we can issue such approval, certain information must be obtained at least 6 weeks before you transport our students. You must also agree to abide by certain rules regarding the operation of the vehicle as set forth below.

#### **REQUIRED INFORMATION**

Name of Driver:	
Calif. Driver's License No. & Exp. Date:	
Vehicle(s) Year/Make/Model:	
Vehicle(s) License Plate No.:	
Insurance Carrier:	
Insurance Policy # and Expiration Date:	
Liability Coverage Limits:	(Minimum Required: \$50,000/100,000 liability and \$25,000 property damage)

We also require a photocopy of (a) your driver's license, and (b) your Insurance Policy Declarations Page. Should your driver's license or insurance policy expire during the school year, updated photocopies showing their renewal are required before you will again be eligible to transport students. By signing below, you are also authorizing the District to (a) obtain a copy of your driver record history and status of your driver's license, (b) conduct a criminal background check, and (c) contact your insurance company to confirm your insurance status. Also, please be advised that pursuant to Insurance Code Section 11580.9(d), in the case of an accident, your insurance will provide the primary coverage for any accident resulting in bodily injury or property damage. The District's automobile liability coverage will apply, if at all, only after your insurance coverage is exhausted through the payment of covered claims. The District does not cover, nor is the District responsible for, comprehensive, uninsured motorists, or collision coverage for your vehicle.

#### VEHICLE SAFETY AND TRANSPORTATION PROCEDURES AND REQUIREMENTS

For the safety of our Students, by signing below, you are also agreeing to the following rules and requirements:

- 1. I will not operate an automobile while impaired, whether due to alcohol, drugs (prescription or nonprescription), lack of sleep, or distraction of any kind. I will at all times comply with California law regarding proper operation of the vehicle, including compliance with all speed limits and posted signs and placards.
- 2. I will not transport students in a vehicle I have reason to believe may be mechanically unsafe or that may become unsafe due to weather or other natural conditions. I will not transport students unless I have a working seatbelt for each student. Seatbelts are to be used at all times by myself and all transported students. The vehicle(s) may be inspected by a District representatives.
- 3. I am over the age of 21 and will be the sole driver of the vehicle for any given activity, event or competition. I will not let anyone other than myself and authorized students ride in the vehicle. However, I may seek written permission from the District to allow another child of mine to ride in the vehicle to a specific activity, event, or competition <u>if</u> the destination involves an activity, event or competition generally available to the public or, at my expense and with District permission, I can purchase admittance for such other child.

Printed Name	Signature	Date
Date Received by District:		Received by:

THIS FORM IS TO BE HELD ON FILE IN THE MAIN OFFICE FOR A PERIOD OF TWO (2) YEARS FROM THE DATE OF THE CURRENT SCHOOL YEAR7/28/17Rev. BRSK-F106EPage 1 of 1