

Student Name(s): \_\_\_\_\_ Teacher(s): \_\_\_\_\_

## 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			
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

Mechelle Horning 8/13/18  
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

Student Name(s): \_\_\_\_\_ Teacher(s): \_\_\_\_\_

## 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

Alice Birney Waldorf

\_\_\_\_\_  
Site

\_\_\_\_\_  
Date