



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. Volunteers can 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 extracurricular activities.

This packet includes:

- Volunteer Protocols and Approvals
- 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 SCUSD Family and Community Empowerment (FACE) Department 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 a field trip with prior approval from the 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 require that you follow our SCUSD Visitor Code of Conduct:

Please make an appointment with your school site, if you plan to visit the classroom.

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.**

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 your 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.

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 in a **non-essential role**. 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 non-essential 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 volunteer activity where the funding agency requires 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 negative TB test 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 retake 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.

Workers' Compensation

Unsalariated 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 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.

2. Copy of a recent TB Test or chest x-ray form/ card indicating a negative result.

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.

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 SCUSD Health Services Department.

3. A completed and cleared Volunteer Criminal Background Check Authorization Form (BC-1).

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 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 643-9050 for more information and to schedule an appointment. Fingerprinting is by appointment only.

4. **Participate in SCUSD Volunteer Training available at:**

<https://mandatedreporter.ca.com/training/school-personnel>

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.