

Volunteer Application Packet



Natomas Unified School District
1901 Arena Blvd.
Sacramento, CA 95834
(916) 567.5400
www.natomasunified.org

Steps to Becoming a Volunteer with NUSD

- Complete the [NUSD Volunteer Packet](#) (attached).
 - Be sure to include the signed Volunteer Code of Conduct Form
 - Include a copy of Driver's License/Id or Passport, if applicable
- Obtain signature approval from the site administrator at the school site selected for Volunteer Service.
- Obtain TB clearance and provide clear results as a part of this application.
- ALL volunteers must complete LiveScan fingerprinting. Once your application has been submitted, with your clear TB test, you will be able to complete Live Scan fingerprinting at the NUSD Ed Center during regular business hours.
- Once the background clearance is completed, the NUSD HR department will review your completed packet and contact the designated school site(s) with permission for you to begin volunteer service.



Thank you for showing interest in volunteering in Natomas Unified School District. Every neighborhood and community has a stake in student success and your help truly does make a difference in the lives of our students.

Our goal is to effectively and safely use parent and community volunteers. Board Policy and the Education Code require screening of all volunteers whether it is short-term, project-specific or ongoing volunteer work.

If you have questions or concerns, please contact Human Resources at (916) 561-5299 or hr@natomasunified.org.

On behalf of the Board of Trustees and District Administration, thank you for sharing your valuable time to support the students and schools of Natomas.

Your efforts are greatly appreciated!

The NUSD Volunteer Packet includes:

- Steps to Becoming an NUSD Volunteer
- NUSD School Sites
- Definition of a Volunteer
- Definition of a Visitor
- Volunteer FAQs
- Volunteer Application Form
- Code of Conduct
- Volunteer Automobile Use Form
- Volunteer Rules and Regulations - Board Policy/Administrative Regulation 1240

If you have any questions, please contact the Human Resources Division of the CAO's Office at 916-561-5299 or 916-567-5470 or by emailing hr@natomasunified.org.

NUSD School Sites

Elementary K-5	K-8
H. Allen Hight Elementary - 916-567-5700 Natomas Park Elementary - 916-928-5234 Two Rivers Elementary - 916-567-5520 Witter Ranch Elementary - 916-567-5620	American Lakes School - 916-567-5500 Bannon Creek School - 916-567-5600 Heredia-Arriaga School - 916-567-5730 Heron School - 916-567-5680 Jefferson School - 916-567 -5580 Paso Verde School - 916-567-5810 Larry G. Meeks (Virtual) Academy - 916-567-5608
Middle & High Schools	Charter Schools
Natomas Middle School -916-567-5540 Inderkum High School - 916-567-5640 Natomas High School - 916-641-4960 Discovery High School - 916-928-5200	Natomas Pacific Pathways Prep (NP3) Elementary School- 916-567-5740 Natomas Pacific Pathways Prep (NP3) Middle & High School- 916-567-5740 Leroy Greene Academy- 916-567-5560

WHAT IS A VOLUNTEER?

Parent Visitors do not have the same definition as a **Volunteer**

- A volunteer is defined as a non-paid individual who, with school District authorization, assists students, schools, or educational programs regularly. The service can be on a short-term, project-specific or ongoing basis. A volunteer is required to complete a Volunteer Application, sign a Code of Conduct, take a tuberculosis (TB) test, and **have a fingerprint/background check completed prior to rendering service.**
 - *Examples of a volunteer include: a parent helping out in their child's classroom, a parent transporting students to a field trip, a parent/individual attending a field trip with students, a college student assisting with a class for credit, etc.*
- A visitor is defined as an individual who, with District authorization, attends a student performance, special event, etc. A visitor does not need to have fingerprint clearance or a tuberculosis test. A visitor is never alone with students.
 - *Examples of a visitor include: a parent attending Open House, Back-to-School Night, a sporting event, an IEP Meeting, acting as a presenter for Career Day, visiting the classroom or lunchroom on a limited basis, etc.*
 - *A parent/guardian who visits their child at school on a regular basis and stays more than 15 minutes would be considered a volunteer*
 - *All visitors must sign in at the front office of the school site and wear a visitor identification badge at all times.*

WHAT IS REQUIRED TO BECOME A VOLUNTEER?

The Natomas Unified School District sincerely appreciates your interest in serving as a volunteer to help our students and our schools. Your knowledge and skills can enrich the educational programs provided at the District. For the benefit and protection of students, volunteers, and others, state laws and District policies require the following:

- Volunteers working with students must be under the direct supervision of a District employee (Education Code Section 35021).
- Unsalaries volunteers are covered by the District's Workers Compensation Insurance (Labor Code Section 3364.5). Claim forms are available in each school office.
- Volunteers may offer services not otherwise available, but may not be used to displace regular school personnel (Education Code Section 35021).
- Volunteers must work in the presence of NUSD staff. Any exception must be approved by the principal.
- Volunteers who will be driving students must also complete a volunteer driver form and provide proof of adequate vehicle insurance coverage.

WHO CAN I CONTACT IF I HAVE QUESTIONS?

If you have any questions about the volunteer application process, please contact Human Resources at (916) 561-5299 or hr@natomasunified.org

HOW DO I BECOME A VOLUNTEER?

The following documents must be on file with the Human Resources department prior to the beginning of your volunteer service:

- Volunteer Application (Enclosed)
- Current Tuberculosis Certificate (Not older than 60 days)
- Fingerprint Clearance from both the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI)
- Volunteer Code of Conduct Form (Enclosed)
- Photocopy of Driver's License or Identification Card
- If applicable, Volunteer Personal Automobile Use Form (Enclosed)

HOW DO I OBTAIN FINGERPRINT CLEARANCE?

Live Scan is completed at the Natomas Unified School District's Ed Center (1901 Arena Blvd, Sacramento) at no cost to you. You can have your Live Scan done at any time during our normal working hours from 8:00am - 4:30pm. Please enter the front entrance and go to the Human Resources window on the left.

If you live out of the area, you can get your Live Scan completed elsewhere. If this is the case, you can request a live scan form that will need to be filled out and taken anywhere that offers live scan services. The cost is about \$70 and ***will not be refunded by the district.***

WHERE CAN I OBTAIN A TUBERCULOSIS (TB) CERTIFICATE?

There are a few options:

- Go to your family physician - cost is covered by you or your medical insurance
- Go to a walk-in clinic of your choice - cost is covered by you or your medical insurance

Please provide your TB certificate along with your volunteer packet. The TB test must be renewed every 4 years. If you have submitted a TB chest x-ray, you must still submit verification every 4 years.

WHERE DO I SUBMIT MY APPLICATION?

Once you have completed your application and TB clearance, please submit your application to the Education Center (1901 Arena Blvd.) to receive a Live Scan fingerprinting form. Live Scan fingerprinting is done at the Education Center.

HOW LONG DOES THIS PROCESS TAKE?

This process can take up to 7-10 business days, provided that all information has been received. Please be aware that at times the Department of Justice has backlogs and there can be a 10 to 30 day delay in receiving fingerprints.

WHAT HAPPENS ONCE I AM CLEARED?

Human Resources maintains a roster of cleared volunteers, and sends each site an updated roster. Once the school receives notification of your clearance, they will contact you to begin your volunteer service.

WHERE DO I REPORT TO VOLUNTEER?

Report to the assigned school office on the day of your volunteer service.

CONFIDENTIALITY AND REPORTING INFORMATION

- When you hear and observe things about students, families and staff while volunteering, it is imperative that you respect the confidentiality of that information. (Repeating a seemingly harmless comment can lead to misunderstandings). For schools to provide the best environment for learning, everyone's privacy must be respected.
- Volunteers are not considered "mandated reporters" under California law, but volunteers should be aware of child abuse reporting requirements for school employees.
 - School personnel must report:
 - Cases of suspected infliction of physical or mental suffering on minor,
 - Cases of suspected physical injuries to minors by other than accidental means, and
 - Cases of suspected sexual molestation.

If you become aware of suspected child maltreatment, report your observations to a supervising teacher or site administrator.

- Volunteers function in a position of trust and the Natomas Unified School District does not extend that volunteer/student trust relationship outside of the supervised school environment. It is the responsibility of the volunteer to notify the site administrator immediately if he/ she becomes involved with a student/ family outside the NUSD environment.

**Natomas Unified School District
VOLUNTEER APPLICATION**

Thank you for your time and interest in being a Natomas Unified 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 criminal background investigation and tuberculosis clearance. You are not authorized to volunteer on any campus until the mandatory requirements have been fulfilled. 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. Thank you again for your support of our students!

PERSONAL INFORMATION

Last Name	First Name	Middle Initial	Birthdate
Address	City	State	Zip
Driver's License or ID No. (please attach a copy)			
Home Phone	Cell Phone	Email Address	
In Case of Emergency, notify:		Phone Number	

Please answer the following questions:

1. Have you ever pled guilty or "no contest" to, or been convicted of a criminal offense other than a minor traffic violation? <i>Please provide explanation below for a 'YES' answer</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2. Have you ever been arrested for a drug or sexual offense or act of violence? <i>Please provide explanation below for a 'YES' answer</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
3. Do you have any criminal charges pending against you? <i>Please provide explanation below for a 'YES' answer</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>

****Please use this space below to explain any YES answers to the above questions (1, 2 or 3). You may use an additional sheet if needed.**

VOLUNTEER AREAS:

<input type="checkbox"/> Student Teacher/Social Worker or Counseling Intern	<input type="checkbox"/> Mentor
<input type="checkbox"/> Tutor (requires proof of basic skills)	<input type="checkbox"/> Other
<input type="checkbox"/> Parent (please list your school information below)	

Please indicate your school(s) of interest & if you have child(ren) attending, their names below:

School/Site	Student Name or N/A	Grade
School/Site	Student Name or N/A	Grade
School/Site	Student Name or N/A	Grade

I hereby certify that the information contained in this application 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 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 application may result in my failure to volunteer.

Signature of Volunteer

Date

Signature of Site Administrator (Print & Sign)

Date

Natomas Unified School District
VOLUNTEER CODE OF CONDUCT

The volunteer shall:

- Immediately upon arrival sign-in noting the time, sign-out noting the time and indicate the location(s) visited during the volunteer assignment(s).
- Be conscientious and concerned for the health and safety of students and staff.
- Be free of the influence of alcohol or illegal drugs when with students on or off school grounds as defined in Board Policy 4020.
- Only use adult restroom facilities.
- Not use tobacco products throughout the District's buildings, grounds, or vehicles as defined in Board Policy 3515.3(a).
- Promptly notify the school administrator if you observe, have knowledge of, or reasonably suspect that a child has been the victim of child abuse.
- Have no contact outside of school grounds with students unless authorized by the administration.
- Maintain confidentiality in and outside of school, and share any concerns with the supervising teacher or school administration.
- Support the District, school, and classroom policies and programs.
- Promptly inform the teacher or school office when unable to attend or discontinuing to serve as a volunteer.
- Follow dress codes and act professionally.
- Not transport students without the written permission of parents/guardians or the express permission of the District.
- Not access the District network, e-mail system, or student records.

Volunteer, Mentor, or Intern Signature

Date

Printed Name

****Volunteers CANNOT be considered unless this Code of Conduct is signed****

<<insert PDF of [Volunteer Personal Automobile Insurance Form](#)>

