

Volunteer Application Packet



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

Dear Prospective Volunteer,

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.

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 Department at 916-561-5299 or 916-567-5470 or by emailing hr@natomasunified.org.

Steps to Becoming a Volunteer with NUSD

Please know that prior to the steps below, a certificated staff member needs to request volunteer assistance

- Complete the [NUSD Volunteer Packet](#) (can be printed or downloaded from the link)
 - 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
- Complete the **mandatory** Child Abuse Prevention and Reporting training and include your completion certificate with your Volunteer Packet
- Obtain TB clearance and provide clear results as part of this application
- ALL volunteers must complete Livescan fingerprinting after the application has been submitted, Child Abuse Prevention and Reporting training has been completed, and TB test has been cleared. Livescan fingerprinting can be done at the NUSD Education Center, located at 1901 Arena Blvd., during business hours.
Please know that felony or controlled substance convictions may disqualify an applicant from volunteer service
- Once the background clearance is completed, the NUSD HR department will review your completed packet and contact the designated school site(s) with authorization for you to begin volunteer service

We are an equal opportunity employer and are committed to broadening the diversity of our workplace. All applications and resumes are welcome. The Natomas Unified School District is determined to provide District employees, interns, volunteers and job applicants a safe, positive environment where they are assured of full and equal employment access and opportunities, protection from harassment or intimidation, and freedom from any fear of reprisal or retribution for asserting their employment rights in accordance with law. No District employee, and, to the extent required by law, interns, volunteers, and job applicants shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military or veteran status, gender, gender identity, gender expression, sex, or sexual orientation or association with a person or group with one or more of these actual or perceived characteristics. For concerns regarding discrimination, harassment, intimidation, or bullying in employment, you should immediately contact Coordinator III - Human Resources, (Compliance Office for Title IX and CC of R Title 5) at 916-561-5253, customerservice@natomasunified.org or 1901 Arena Blvd., Sacramento, CA 95834. A copy of Natomas Unified School District's uniform complaint policy and non-discrimination policy are available upon request.

NUSD School Sites

Elementary	
H. Allen Hight Elementary (PK-6) - 916-567-5700 Natomas Park Elementary (TK-6) - 916-928-5234 Two Rivers Elementary (PK-5) - 916-567-5520 Witter Ranch Elementary (PK-6) - 916-567-5620	American Lakes School (PK-8) - 916-567-5500 Bannon Creek School (TK-8) - 916-567-5600 Heredia Arriaga School (K-4) - 916-567-5730 Heron School (TK-8) - 916-567-5680 Jefferson School (TK-8) - 916-567 -5580 Paso Verde School (TK-8) - 916-567-5810 Larry G. Meeks (Virtual) Academy (1-8) - 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, 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, complete the required mandated report training, take a tuberculosis (TB) test, and **have a fingerprint/background check completed prior to rendering service.**
 - o *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.
 - o *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.*
 - o *A parent/guardian who visits their child at school on a regular basis and stays more than 15 minutes would be considered a volunteer*
 - o *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.

FREQUENTLY ASKED QUESTIONS

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

WHERE CAN I OBTAIN A TUBERCULOSIS (TB) CERTIFICATE?

You have several options to obtain a TB Certificate:

- 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
- Go to the NUSD Welcome Center on Mondays or Wednesdays between 2:00 pm and 4:00 pm (no appointment necessary - cost is covered by the District for the first test (if you fail to have the test read and must have the test redone, it will be at your own expense)
 - This is **not an option** if you need a chest X-ray or blood test; it is only for the risk assessment or skin test

Please provide your TB certificate along with your volunteer packet.

Important Note: The TB skin test must be renewed every 4 years, and the TB chest X-ray every 10 years (although an X-ray must still be read every four years)

MANDATED TRAINING

In alignment with Senate Bill 848, all NUSD volunteers must successfully complete Mandated Reporter training annually, which educates on identifying and reporting child abuse or neglect. This training must be completed prior to completing Livescan fingerprinting with NUSD.

NUSD utilizes a training platform through PublicSchoolWORKS to offer this training at no cost to prospective volunteers. The training will be approximately 30 minutes in length and includes a quiz at the conclusion of the training. The quiz requires a score of 70% or above to be considered successfully completed.

You can access the link to this training by visiting this link: [Mandatory Training for Volunteers](#). You will need to create a username and password for access to the system ([login guide](#)). The training will be loaded in the dashboard, ready for you to complete once you are logged in. At the conclusion of the training, please generate a completion certificate, which you can attach to your volunteer application packet. Please contact Human Resources at hr@natomasunified.org if you have questions or encounter problems accessing the training.

WHERE DO I SUBMIT MY APPLICATION?

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

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 between 8:30 am and 4:00 pm, Monday through Friday. Please enter at 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 from us that will need to be filled out and taken anywhere that offers live scan services. The cost is approximately \$70 and **will not be refunded by the district.**

Important Note: Felony or controlled substance convictions may disqualify an applicant from volunteer service

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 (DOJ) has backlogs, and there can be a 10 to 30 days 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.

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.
- School personnel and volunteers must report:
 - Cases of suspected infliction of physical or mental suffering on a minor
 - Cases of suspected physical injuries to minors by means other than accidental
 - Cases of suspected sexual molestation
- If you become aware of suspected child abuse or neglect, you must report this to Child Protective Services (CPS) immediately and follow up with a written Suspected Child Abuse report within 36 hours of your verbal call
- You must also report this to the site administrator as soon as possible

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 they become 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 welcome 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, mandatory child abuse prevention and reporting training, 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 an explanation below for a 'YES' answer</i>	YES	NO
2. Have you ever been arrested for a drug or sexual offense or act of violence? <i>Please provide an explanation below for a 'YES' answer</i>	YES	NO
3. Do you have any criminal charges pending against you? <i>Please provide an explanation below for a 'YES' answer</i>	YES	NO
**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:

Student Teacher/Social Worker or Counseling Intern	Mentor
Tutor (requires proof of basic skills)	Other
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

Education Code §35021 prohibits the District from allowing persons 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.

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****

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 fifteen (15) days 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:	
Policy Number and Expiration Date:	
Liability Coverage Limits:	

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 also 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 resulting 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, in 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, with seatbelts to be used at all times by myself and all transported Students. The Vehicle(s) may be inspected by 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 if 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:
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