



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
- Code of Conduct
- Volunteer Fingerprinting and Authorized Approval
- Volunteer Interest Form

If you have any questions, please direct them to the SCUSD Family and Community Empowerment (FACE) Department at (916) 643-7924. For fingerprinting, please call Human Resources at (916) 643-9050 or email doj@scusd.edu.

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. Do not 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 (non-paid)
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 the site administrator for direction and clearance.

Volunteer Drivers (Optional):

If you wish to volunteer to drive students other than your own to a field trip or event, please fill out the Driver's Forms available online <https://www.scusd.edu/connect/volunteer> under optional forms.

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:

- Volunteers must provide documentation, dated within the past 60 days, showing they are free of infectious tuberculosis (TB). They may provide **one** of the following:
 - a Certificate of TB Risk Assessment and/or TB Examination
 - a negative TB Test
 - a statement from a medical provider that states that the volunteer is free of infectious 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 infectious tuberculosis.
- Volunteers must provide documentation showing them to be free of infectious tuberculosis every four years.

Workers' Compensation

Unsalaries 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. Documentation showing you to be free of infectious tuberculosis (see above).

3. Fingerprinting Requirements

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 authorization form signed by the school site administrator (principal), or department designee 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 and you are a current active volunteer you do not need to complete this process again.

Fingerprinting is by appointment only. Call the Fingerprinting Office at 916-643-9050 to schedule an appointment or to schedule appointment online, please visit

<https://www.scusd.edu/fingerprinting-service>

For more information, email doj@scusd.edu.

4. Complete SCUSD training for volunteers:

To help ensure a safe and supportive environment for all students, volunteers are required to complete training on the **self-enrolling [Public SchoolWORKS](#)** website on the following topics:

- Child Abuse and Neglect Reporting



The online course satisfies the required California Senate Bill (SB) 848 training topics and can be completed at your convenience.

What You Need to Do:

1. Self-enroll in the Public SchoolWORKS training site using the instructions provided by the district. A separate guide is available online in the SCUSD Volunteer section.
2. Complete all required training modules before beginning volunteer service, or by the deadline established by your school or district.
3. Retain your completion confirmation if requested, and provide proof of completion to your school or district representative, if applicable.

Completing these trainings is a requirement for volunteering in our schools and helps ensure the safety and well-being of our students while maintaining compliance with California law.

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

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 cellphone in the classroom or at any time around students.

Regulation: SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

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