



MORGAN HILL UNIFIED SCHOOL DISTRICT
School Site Volunteer Registration and Code of Conduct
(For New & Returning Volunteers)

_____ **School Year**

Please check the appropriate box below:

Returning volunteer: Returning volunteers must submit this form, complete the required online training, and receive updated clearance from our Human Resources Department at the District Office on an annual basis.

New volunteer: New volunteers must submit this form, complete the required online training, present a current form of identification and a completed TB Risk Assessment form or TB test results to a Human Resource Specialist at the time of fingerprinting.

Please Note:

- All volunteers are cleared through the MHUSD Human Resources Department, 15600 Concord Circle, Morgan Hill, (408) 201-6000.
- Please allow 7-10 business days for fingerprint clearance results. In some cases, clearance may take longer.
- Volunteer Badges must be renewed annually. Once all requirements have been met, the Human Resources Department will notify you when your badge is ready for pickup.

Name of Volunteer: _____

Address: _____ City: _____ Zip: _____

Phone # (_____) _____ Email: _____

Emergency Contact: _____ Phone #: (_____) _____

I would like to volunteer for: _____

Child #1 name (if you are a parent/guardian): _____ Student ID# _____

School: _____ Grade: _____

Child #2 name (if at a different school): _____ Student ID# _____

School: _____ Grade: _____

Child #3 name (if at a different school): _____ Student ID# _____

School: _____ Grade: _____

Site Approvals:

School #1 Staff Approval: _____ **Date:** _____

School #2 Staff Approval: _____ **Date:** _____

School #3 Staff Approval: _____ **Date:** _____

School Principal #1 Approval: _____ **Date:** _____

School Principal #2 Approval: _____ **Date:** _____

School Principal #3 Approval: _____ **Date:** _____

Volunteer Code of Conduct

Note: Please initial each item in the blank next to the item number.

Welcome, Volunteers!

We are so grateful you are here. Whether you are helping in a classroom, chaperoning a field trip, or supporting a school event, your time and energy make a real difference in the lives of our students. This Code of Conduct is simply a shared agreement that helps keep our schools safe, welcoming places for everyone. Please take a few minutes to read through it, and don't hesitate to ask any questions before signing at the end.

Please verify you have read and understand the following with your initials:

____ 1. Who This Applies To

This document applies to anyone who volunteers in our schools — parents, guardians, grandparents, community members, and organizational partners alike. It covers all volunteer activities, including helping in the classroom or library, going on field trips, supporting before- and after-school programs, assisting at sports or arts events, and helping out at fundraisers and school celebrations.

If you are simply attending a one-time event that is directly supervised by school staff the entire time, some of these requirements may not apply to you — but we still ask that you follow the spirit of these guidelines while you are with us.

____ 2. Getting Registered & Cleared

Before you start volunteering in any role where you will have direct contact with students, we need to get a few things in order. This is true for every volunteer, and we appreciate your patience with the process — it exists entirely to protect the kids.

You will begin by filling out this **School Site Volunteer Registration and Code of Conduct** form. Our HR department will then contact you and ask to see a valid photo ID. Most volunteers will also need to complete a criminal background check with fingerprinting required. Before you begin, you will also be required to participate in some online training so you feel prepared and confident. You will need to renew your registration each year.

____ 3. When You Arrive on Campus

We want your time here to go smoothly, so here are a few simple steps to follow every time you visit:

Always stop by the main office first to sign in. Please do not head directly to a classroom — even if you know exactly where you are going. Make sure your volunteer badge is always visible during your entire visit. When you are done for the day, remember to sign out at the office as well.

Please stay in the areas where you are assigned. If you need to go somewhere else on campus, just check with a staff member first. Also, unless you have received prior written approval, please leave other children at home when you volunteer — it can be distracting for students and tricky for staff to manage.

____ 4. Keeping Students Safe

Everything we ask of volunteers comes back to one goal: making sure every child feels safe, respected, and cared for.

Please do not be alone with a single student in a closed or out-of-the-way space. This is sometimes called the "two-adult rule," and it is a firm policy — not because we distrust anyone, but because it protects both students and volunteers. Please avoid physical contact with students.

Do not drive students in your personal vehicle unless you have received written permission from both the school/district and the student's family. If a student has a medical need, please find a staff member right away — do not attempt to handle it yourself, even with the best intentions. Be aware of any allergy or dietary alerts the teacher has shared, especially in TK and early elementary classrooms. And if you ever notice something that feels unsafe — whether it is a hazard, an injury, or a situation that just does not seem right — please tell a staff member immediately.

Any form of physical punishment, intimidation, demeaning language, or inappropriate behavior toward a student is absolutely not acceptable and will result in immediate removal from the volunteer program.

____ 5. Keeping Things Confidential

As a volunteer, you may overhear or come across information about students and families. We ask that you treat everything you learn as private. This means not discussing a student's grades, behavior, home situation, or personal struggles with other parents, friends, or on social media — even casually and even with good intentions.

What happens in a classroom stays in the classroom. Student information is protected by federal privacy law, so please do not access, copy, or share any records you might come across. If you are ever unsure whether something is okay to share, the safest answer is to keep it to yourself and check with a staff member.

____ 6. How We Expect Everyone to Treat Each Other

Our school community is made up of people from all kinds of backgrounds, and every single one of our students deserves to feel respected and valued. Our volunteer opportunities are open to all, regardless of race, gender, disability, or other protected statuses.

We ask that all volunteers treat students and staff with kindness, patience, and fairness — regardless of a student's academic ability, background, race, religion, gender, or any other characteristic.

Please follow the lead of teachers and staff while you are here. If you ever disagree with something, we welcome that conversation — just have it privately with the teacher or principal, not in front of students. Please also keep personal opinions on political, religious, or social topics to yourself while volunteering.

To keep relationships appropriate and professional, please do not give students personal gifts or money without checking with the teacher first, and do not share your personal phone number, email, or social media with students. If you need to communicate with a student or family, please do so through the school.

____ 7. Photos, Social Media & Technology

We know everyone loves to capture memorable moments, but there are important rules around photographing students. Please do not take photos or videos of students without written permission from the school/district and, when required, from parents or guardians. Even if you have good intentions, posting photos or identifying information about students online — including names, locations, or grades — is not allowed.

Do not reach out to students through personal social media, texting apps, or any platform outside of school-approved channels. If something concerning happens while you are volunteering, please bring it to school administration rather than posting about it online. School computers and devices should only be used for your volunteer tasks.

____ 8. A Few Common-Sense Rules

We appreciate you arriving on time, prepared and ready to have a positive volunteer session with us. A reminder that alcohol, cannabis, tobacco, and vaping are not permitted on school grounds at any time. Weapons of any kind are also strictly prohibited on campus, even if you have a legal permit to carry. Any personal medications you bring should be kept safely secured and completely out of reach of students.

____ **9. Reporting Concerns About a Child's Safety**

In many states, anyone who has regular contact with children is considered a mandated reporter — meaning you may be legally required to report suspected abuse or neglect. As a volunteer in our school/district, we ask you to take this seriously.

If you ever see something that worries you — signs of physical harm, emotional distress, or neglect — please tell the teacher, school counselor, or principal right away. You do not need to investigate or confront anyone. You do not need to be 100% certain. If something feels wrong, say something. We will take it from there.

____ **10. If You Have Questions or Concerns**

We want to hear from you! If something comes up during your time volunteering — a concern about a student, a question about a policy, or a situation you are not sure how to handle — please talk to the classroom teacher or stop by the main office. If your concern involves a staff member and you do not feel comfortable going to that person directly, you are always welcome to speak with the principal.

If you have feedback about the volunteer program itself, please reach out to your school principal. We are always looking for ways to make this a better experience for everyone.

____ **11. Your Signature**

Typing your name below indicates your signature, letting us know that you have read and understood this Code of Conduct and agree to follow it. Thank you for making this commitment — it means a lot to our students, our staff, and our whole school community.

Signature: _____ Date: _____

Please verify you have read and understand the following with your initials:

_____ In consideration of my volunteer work as outlined in this document, I understand that I am not entering into an employment relationship with the District and that I am not entitled to receive a salary or any employee benefits, including workers' compensation. I understand that either the District or I may terminate this volunteer relationship at any time without notice, and that I must return my volunteer badge to the school site.

_____ I certify that I have not been required to register as a sex offender pursuant to Penal Code Section 290.

_____ I understand that if I volunteer as a driver, additional verification will be required.

_____ I have reviewed and agree to comply with the Child Abuse Prevention Reporting guidelines and Sexual Harassment policies reviewed in the district's training materials, Student and Parent handbook and/or the District's website.

District Approval:

This applicant has been _____ to volunteer for this school year.

Human Resources Signature: _____ Date: _____

*****Please note that the TB Certificate of Completion is valid for 4 years. You may upload the completed TB Risk Assessment Questionnaire to this application.*****



Certificate of Completion Tuberculosis Risk Assessment and/or Examination

*To satisfy **job-related requirements** in the California Education Code, Sections 49406 and 87408.6 and the California Health and Safety Code, Sections 1597.055, 121525, 121545 and 121555.*

First and Last Name of the person assessed and/or examined:

Date of assessment and/or examination: ____mo./____day/____yr.

Date of Birth: ____mo./____day/____yr.

The above named patient has submitted to a tuberculosis risk assessment. The patient does not have risk factors, or if tuberculosis risk factors were identified, the patient has been examined and determined to be free of infectious tuberculosis.

X _____

Signature of Health Care Provider completing the risk assessment and/or examination

Please print, place label or stamp with Health Care Provider Name and Address (include Number, Street, City, State, and Zip Code):



California School Employee Tuberculosis (TB) Risk Assessment Questionnaire



(for pre-K, K-12 schools and community college employees, volunteers and contractors)

- Use of this questionnaire is required by California Education Code sections 49406 and 87408.6, and Health and Safety Code sections 1597.055 and 121525-121555.[^]
- The purpose of this tool is to identify **adults** with infectious tuberculosis (TB) to prevent them from spreading disease.
- **Do not repeat testing** unless there are **new risk factors** since the last negative test.
- **Do not treat for latent TB infection (LTBI) until active TB disease has been excluded:**
For individuals with signs or symptoms of TB disease or abnormal chest x-ray consistent with TB disease, evaluate for active TB disease with a chest x-ray, symptom screen, and if indicated, sputum AFB smears, cultures and nucleic acid amplification testing. A negative tuberculin skin test (TST) or interferon gamma release assay (IGRA) does not rule out active TB disease.

Name of Person Assessed for TB Risk Factors: _____

Assessment Date: _____

Date of Birth: _____

History of Tuberculosis Disease or Infection (Check appropriate box below)

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Yes

- If there is a **documented** history of positive TB test or TB disease, then a symptom review and chest x-ray (if none performed in the previous 6 months) should be performed at initial hire by a physician, physician assistant, or nurse practitioner. If the x-ray does not have evidence of TB, the person is no longer required to submit to a TB risk assessment or repeat chest x-rays.

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No (Assess for Risk Factors for Tuberculosis using box below)

TB testing is recommended if **any** of the 3 boxes below are checked

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One or more sign(s) or symptom(s) of TB disease

- TB symptoms include prolonged cough, coughing up blood, fever, night sweats, weight loss, or excessive fatigue.

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Birth, travel, or residence in a country with an elevated TB rate for at least 1 month

- Includes countries **other than** the United States, Canada, Australia, New Zealand, or Western and North European countries.
- Interferon gamma release assay (IGRA) is preferred over tuberculin skin test (TST) for non-US-born persons.

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Close contact to someone with infectious TB disease during lifetime

Treat for LTBI if TB test result is positive and active TB disease is ruled out

[^]The law requires that a health care provider administer this questionnaire. A health care provider, as defined for this purpose, is any organization, facility, institution or person licensed, certified or otherwise authorized or permitted by state law to deliver or furnish health services. A Certificate of Completion should be completed after screening is completed (page 3).