



# Volunteer Packet

Dear Volunteer,

We are pleased that you have decided to be a volunteer in the San Leandro Unified School District (SLUSD)! As parents, grandparents, neighbors and community members, you have valuable ideas, talents and time to share with our students and our schools.

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. There are two types of volunteers: Level 1 and Level 2.

What is a Level 1 Volunteer?

Level 1 Volunteers are volunteers who have minimal interaction with students. Minimal interaction is defined as those volunteers who have direct student contact for less than one hour per month and/or no one-on-one student contact (e.g. assisting with day field trips, one-time classroom presentations, fund raising and special events would still constitute minimal interaction). These volunteers will not be subject to Tuberculosis testing; however, an automated records check will be required to complete an application.

What is a Level 2 Volunteer?

Level 2 Volunteers are volunteers who are expected to have more than minimal interaction with students. These volunteers have ongoing direct one-on-one or small group contact with students. Level 2 volunteers can work with students in a district-sponsored student activity programs. Student activity programs include, but are not limited to, overnight field trips, scholastic programs, interscholastic programs, and extracurricular activities sponsored by the district or a school booster club, such as cheer team, drill team, dance team, and marching band. Level 2 volunteers are also subject to: (1) fingerprint clearance, (2) Tuberculosis testing.

This packet includes:

- Volunteer Rules & Regulation
- Code of Conduct
- Volunteer Registration Form
- Volunteer Interest Form
- Megan's Law Volunteer Screening Request
- Transportation of Students in Privately Owned Vehicles - Certificate and Authorization (if using personal vehicle for school-student activity)

**Please turn in your complete packet to the site which you want to volunteer. If you have any questions, please direct them to your school site.**

# Volunteer Rules & Regulations



**SAN LEANDRO**  
UNIFIED SCHOOL DISTRICT

Below is the summary of Administrative Regulation (AR1240) and School Board Policy (BP 1240) that are relevant to SLUSD volunteers.

## **Volunteer Definition**

A volunteer is a parent, community member or other adult who assists at a school site or program on a regular or semi-regular basis. Volunteers shall work with students under the immediate supervision of certificated employees.

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 picking up their child from school or occasionally observing or visiting their child's school is not considered a volunteer.

## **Volunteer Categories and Requirements:**

- ❖ Level 1
  - Have minimal interaction with students
    - Minimal interaction is defined as directed student contact for less than one hour per month and/or no one-on-one student contact
    - Student contact includes, but is not limited to: assisting with day field trips, one-time classroom presentation, fundraising, or special events
  - Level 1 Requirements:
    - Complete Level 1 Volunteer Packet, which includes: Volunteer Registration Form, Code of Conduct, Volunteer Interest Form, and Megan's Law Volunteer Screening Request
    - **Show proof of Covid-19 vaccination**
- ❖ Level 2
  - Have more than minimal interaction with students
    - More than minimal interaction is defined as more than one hour per month, one-on-one student contact, and/or participate in a district-sponsored student activity program
    - Student activity programs includes, but are not limited to: overnight field trips, scholastic programs, interscholastic programs, or extracurricular activities sponsored by the district or a school booster club
  - Level 2 Requirements:
    - Complete Level 2 Volunteer Packet, which includes: Volunteer Registration Form, Code of Conduct, Volunteer Interest Form, Fingerprinting, and TB Test
    - **Show proof of Covid-19 vaccination**

## **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.
- ❖ Also, any person arrested for a serious or violent crime shall not serve as a volunteer in a child care or child development program.
- ❖ For any other conviction, the Superintendent or designee has the discretion to deny volunteer service depending on the nature of the conviction as it relates to the volunteer's duties.

## **Volunteer Identification:**

- ❖ Volunteers are required to sign-in at the school site and follow any site volunteer procedure.

## **Tuberculosis Testing:**

- ❖ Level 2 volunteer will be allowed to provide supervision or instruction to students with proof of a TB examination within the past 60 days indicating that they are 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.

## **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 file workers' compensation insurance forms provided by the district office.

# Volunteer Code of Conduct



**SAN LEANDRO**  
UNIFIED SCHOOL DISTRICT

- I. 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. 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 site administrator.
  - Don't make promises you can't keep. Avoid saying things like "study hard and you'll definitely pass the test."
  - 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 staff for assistance with problematic student behavior.
  - Report immediately to a staff person any physical abuse or sexual exploitive behavior towards a student.
  
- II. 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 site administrator.
  - 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.
  
- III. Health and safety are always important:
  - Adhere to district, school, and classroom policies, rules, and regulations.
  - Refer any student in need of first aid or in need of any type of medication to the teacher or front office.
  - Learn and follow emergency drill procedures and all school rules.
  - Notify the principal of any accident you had on school grounds. A written form must be submitted to the principal within 24 hours.

**I agree to adhere to the above code of conduct at all times when I am a volunteer at a SLUSD school site or program. I understand that my volunteer status can be revoked at any time.**

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Signature

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Site

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Date

# VOLUNTEER REGISTRATION FORM



**San Leandro Unified School District**  
835 E. 14th St. Ste. 200, San Leandro, CA 94577

Thank you for your time and interest in becoming a San Leandro USD Volunteer! Volunteers are welcomed in our district and are valuable members of our learning community. You are not authorized to volunteer on any campus until the mandatory requirements have been fulfilled and you have been notified. If you will be a volunteer driver for any student activities, you must also complete the "Transportation of Students in Privately Owned Vehicles - Certificate and Authorization" form and fulfill the requirements of that process.

## Personal Information

Name:					DOB:					
	Last		First		M.I.		(mm/dd/yyyy)			
Address:										
City:			State:			Zip Code:				
Home Phone:										
Email:						Cell Phone:				
Emergency Contact:				Relationship:				Phone:		

Do you currently have students in our school district?  Yes  No If yes, how many? \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Last First

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Last First

## School Site(s) Where I will be Volunteering at:

- |             |                                    |   |                                    |                                     |
|-------------|------------------------------------|---|------------------------------------|-------------------------------------|
| Elementary: | <input type="checkbox"/> Garfield  | <input type="checkbox"/> Madison                  | <input type="checkbox"/> Monroe    | <input type="checkbox"/> Washington |
|             | <input type="checkbox"/> Jefferson | <input type="checkbox"/> McKinley                 | <input type="checkbox"/> Roosevelt | <input type="checkbox"/> Wilson     |
| Secondary:  | <input type="checkbox"/> Bancroft  | <input type="checkbox"/> San Leandro High         |                                    |                                     |
|             | <input type="checkbox"/> John Muir | <input type="checkbox"/> Lincoln Alternative High |                                    |                                     |

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

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date

## Signature of Site Administrator REQUIRED (Print & Sign)

\_\_\_\_\_  
Date

### Note: Site Administrator Signature is mandatory to apply as a SLUSD Volunteer

Education Code §3502 prohibits the district from allowing a person 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 record check pursuant to Education Code §35021.1 and/or call the law enforcement officials to inquire whether the individual is a registered sex offender pursuant to the process set forth in Penal Code § 290.4

For Office Use Only				
Type of Volunteer	Megan's Law (Level 1 Only)	Fingerprint Clearance	Tuberculosis (TB)	Driver Information
<input type="checkbox"/> Level 1 Volunteer	Clear?	Completed?	Clear?	Valid?
<input type="checkbox"/> Level 2 Volunteer	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Driver Volunteer	Date: _____	Date: _____	Date: _____	License #: _____

# Volunteer Interest Form



**SAN LEANDRO**  
UNIFIED SCHOOL DISTRICT

Name: \_\_\_\_\_ Site/Program: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Child's Teacher: \_\_\_\_\_

I am interested in volunteering in the following areas (check all that apply):

- |  |  |
|--|--|
| <input type="checkbox"/> Classroom Helper                  | <input type="checkbox"/> Serve on School Site Council                |
| <input type="checkbox"/> Reading to Children               | <input type="checkbox"/> Serve on English Learner Advisory Committee |
| <input type="checkbox"/> Share hobby or career information | <input type="checkbox"/> Assist Parent Teacher organization          |
| <input type="checkbox"/> Field Trip chaperone              | <input type="checkbox"/> At-home work for classroom                  |
| <input type="checkbox"/> Yard/Cafeteria Supervision        | <input type="checkbox"/> Volunteer Coordination                      |
| <input type="checkbox"/> Library Assistance                | <input type="checkbox"/> Photograph events                           |
| <input type="checkbox"/> Child care during on-site event   | <input type="checkbox"/> Translate/interpret for parents             |
| <input type="checkbox"/> Mentor students                   | <input type="checkbox"/> Tutor students                              |
| <input type="checkbox"/> Community Gardens                 | <input type="checkbox"/> Assist with fundraising                     |
| <input type="checkbox"/> One time family events            | <input type="checkbox"/> Other: _____                                |

Availability:

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					

Grade Limit Preferred (Please check all that apply):

Elementary:  TK  K  1  2  3  4  5

Middle:  6  7  8

High School:  9  10  11  12

**Photo Release:**

I, \_\_\_\_\_, authorize the use of my photograph for school/district publicity purposes. I hereby fully release and discharge the San Leandro Unified School District, its officers, employees, agents, and volunteers from any and all liability arising out of or connection with the use of my photograph and all liabilities associated with any and all claims related to such use of my photograph. For the purposes of this release, 'liability' means all claims, demands, losses, causes of actions, suites or judgements of any and every kind that arises as a result of the above described activity and resulting from any cause other than the district's gross negligence.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# SAN LEANDRO UNIFIED SCHOOL DISTRICT MEGAN'S LAW VOLUNTEER SCREENING REQUEST FOR LEVEL 1 VOLUNTEER ONLY

*Clearance must be completed annually*

Dear School Volunteer:

Thank you for your interest in volunteering in our district. The important work of the school district is enhanced on a daily basis by valuable contributions of parent and community volunteers. The San Leandro Unified School District has implemented a screening process for all who wish to volunteer their services. The purpose of this screening is to ensure that no one working with our children has a record of sexual misconduct, thus providing a safe and positive environment for our students.

Your request will be screened through the Megan's Law list posted through the Office of the State Attorney General. In order to complete the screening process, we ask that you complete the information below and return it to your school secretary. You will need to complete one form for each site where you will be volunteering. This form is considered confidential and will only be seen by the school secretary, principal, director of student services (or designated support staff), and the Law enforcement officials if necessary. This final list of approved parents may be shared with teachers, staff members, and parents who are responsible for volunteers.

School: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
Last First

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
Last First

Volunteer: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Last First Middle Initial (mm/dd/yyyy)

CA Driver License or I.D. Number: \_\_\_\_\_ Zip Code: \_\_\_\_\_

*I authorize the San Leandro Unified School District to submit this information to the law enforcement officials if necessary to complete the volunteer screening process.*

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Relationship to Student: (please check one)  Parent / Guardian  Grandparent  Aunt  
 Other (please specify): \_\_\_\_\_  Uncle

## FOR OFFICE USE ONLY

CLEARED:  YES  NO Database checked on: \_\_\_\_\_ Initials: \_\_\_\_\_

School Year: \_\_\_\_\_ *Megan's Law clearance must be rechecked each school year for Level 1 Volunteers.*



## Instruction - SCHOOL-SPONSORED TRIPS

# San Leandro Unified School District

## TRANSPORTATION OF STUDENTS IN PRIVATELY OWNED VEHICLES CERTIFICATE AND AUTHORIZATION

I have agreed to use my private automobile for transporting students to school-related activities. I certify that I possess a valid California Driver's License and that I have presently in force automobile liability coverage. I also accept the terms of the Indemnity Provision stated below.

School: \_\_\_\_\_ Driving for: \_\_\_\_\_ Date(s) \_\_\_\_\_  
(Teacher/Program)

Student Name \_\_\_\_\_

Name of Driver: \_\_\_\_\_ Driver's License No. \_\_\_\_\_

Address of Driver: \_\_\_\_\_ Home Phone No. \_\_\_\_\_

Make of automobile: \_\_\_\_\_ Year/Model/Style: \_\_\_\_\_

Automobile License No. \_\_\_\_\_

Name of Insurance Company/Policy No. \_\_\_\_\_  
(Proof of insurance must be presented with this form)

### SEAT BELTS REQUIRED TO BE USED BY ALL OCCUPANTS

I have met the minimum insurance requirements per occurrence as listed below or have umbrella coverage of at least \$500,000:

#### Bodily Injury Liability:

Each Individual \$100,000  
Total Each Accident \$300,000

#### Property Damage Liability:

Total Each Accident \$25,000

#### Medical Payments:

Each Individual \$5,000

#### Uninsured Motorist Coverage:

Each Individual \$100,000  
Total Each Accident \$300,000

### FOR SCHOOL USE ONLY

Authorized by responsible school official.

Approved by: \_\_\_\_\_  
Signature

Date: \_\_\_\_\_

Drivers should be aware that although there is a liability insurance policy in the District, it is the individual driver's own auto liability insurance that must provide the coverage in case of an accident. See Insurance Code 11580.1. In the event of an accident, the driver shall notify a school official and complete a District accident form.

#### INDEMNITY PROVISION\*

\* Student Drivers shall not transport other students on authorized field trips.

\* The Driver agrees and accepts his/her obligation to operate, manage and control his/her vehicle in a safe and lawful manner while transporting students pursuant to this Certificate and Authorization.

\* The Driver further agrees to DEFEND AND INDEMNIFY The San Leandro Unified School District from any claim, action or lawsuit brought by anyone which arises out of, or is in any way connected to the operation of the vehicle pursuant to this Certificate and Authorization.

Signature of Driver

Date

DISTRIBUTION: Original - Driver

Second copy - School

Third copy - Business Office

Exhibit

version: August 19, 2003  
reviewed: December 2, 2008  
reviewed: June 24, 2014

**SAN LEANDRO UNIFIED SCHOOL DISTRICT**  
San Leandro, California



**GENERAL QUESTIONS**

**Q. Where can I apply to be a volunteer?**

A. Prospective volunteers need to apply directly at the site(s) where they wish to volunteer.

**Q. I'm not sure if I am applying to be a Level 1 or Level 2 volunteer. What should I do?**

A. Level 1 volunteers are volunteers who volunteer infrequently and who don't have one-to-one contact with students. Our Volunteer Packet has more information about these types of volunteers. These packets can be picked up at the school site where you would like to volunteer. The staff members at our sites can help you figure out what type of volunteer you will be.

**Q. I want to volunteer at two different sites. Do I need to complete applications at each site?**

A. You will need to complete a Volunteer Packet at each site. However, once you have received fingerprint clearance and Tuberculosis (TB) clearance, this clearance is valid at all sites.

**Q. How long is my volunteer clearance valid?**

A. Volunteers are required to complete a Volunteer Packet each school year. However, Tuberculosis clearance is valid for four years, and fingerprint clearance is valid for as long as you are a volunteer in the SLUSD.

**Q. How long will the volunteer clearance process take?**

A. The amount of time it takes varies. It typically takes less than one week to be cleared as a Level 1 volunteer. Level 2 clearance can take longer depending on how quickly the sites receive fingerprint and TB clearance.

**Q. How will I know when I am cleared to be a volunteer?**

A. School site staff will notify volunteers when they are cleared. If you have questions about the process, you can contact site staff directly.

**Q. I just want to volunteer to drive on a field trip. Do I need to complete the Volunteer Packet and receive fingerprint and TB clearance?**

A. Yes. As a driver on a field trip, it is likely that you will be transporting students without a school employee in the vehicle. For the safety of our students, we require full clearance of all volunteers before any volunteer can be in an unsupervised setting with our students.

**FINGERPRINTING CLEARANCE**

**Q. Why does the SLUSD require volunteers to receive fingerprint clearance?**

A. Nothing is more important than the safety of our students. Accordingly, fingerprint clearance is required for Level 2 volunteers. However, Level 1 volunteers, or volunteers who only have infrequent, supervised contact with our students, are only required to pass a "Megan's Law" background check. (See the SLUSD Volunteer Packet for more information about Level 1 and Level 2 volunteers.) SLUSD Board Policy/Administrative Regulation 1240 was adopted by the SLUSD Board of Education to help ensure that volunteers who have regular contact with our students have passed a criminal background check and are free from Tuberculosis.

**Q. How do I get fingerprint clearance?**

A. Fingerprint clearance is obtained by taking "Request for Live Scan Service" form to a certified vendor. These forms are distributed by our school sites after the site has accepted the Volunteer Packet from the prospective volunteer. School sites also have information about local vendors who provide fingerprinting services.

**Q. How much does it cost to receive fingerprint clearance?**



- A. The costs vary from vendor to vendor but are typically around \$70. The SLUSD works with one vendor who offers discounted services for SLUSD volunteers for \$47. The SLUSD will also waive fingerprint fees for volunteers who are experiencing financial hardship. Please contact the school site where you wish to volunteer for information about fingerprint service vendors and for information about the SLUSD fee waiver application.
- Q. I received fingerprint clearance for another job. Why can't you contact them to obtain this information?**
- A. Fingerprint clearance is organization/business specific and not transferrable.

## **TUBERCULOSIS (TB) CLEARANCE**

- Q. Why does the SLUSD require TB clearance for volunteers?**
- A. This requirement was put in place to help ensure that our students are safe from this potentially deadly and contagious disease. Education code and SLUSD Board Policy/Administrative Regulation 1240 require employees and volunteers who work with our students to verify that they are free from TB.
- Q. What do I need to do to provide TB clearance?**
- A. Documentation from a medical provider verifying that you are free from TB is required. This documentation must have a clearance date within sixty (60) days of the start date of volunteer services.
- Q. How long will is my clearance valid?**
- A. TB clearance is valid for four years.
- Q. I always test positive for TB even though I have never had it. Do I still need to get a TB test?**
- A. If you have tested positive for TB you will need to provide medical verification from a Physician (usually obtained through an x-ray) that you are free from TB.
- Q. How much will TB clearance cost?**
- A. Typically your medical provider will provide this clearance for free. There are other places that will also provide this service free of charge. More information can be obtained directly from the staff at the site where you wish to volunteer.