

VOLUNTEER PACKET

2026–2027 | Welcome & What You Need to Know

Dear Volunteer,

Thank you for your interest in volunteering with the San Leandro Unified School District (SLUSD). Parents, guardians, grandparents, neighbors, and community members bring valuable time, talents, and experiences that support our students and schools.

To support student safety and provide a consistent volunteer experience, all volunteers must complete the requirements that apply to their assignment before beginning volunteer service.

REQUIRED TO VOLUNTEER

- Complete the Volunteer Registration Form.
- Review and sign the Volunteer Code of Conduct.
- Volunteers age 18 and older: complete annual Mandated Reporter Training and provide proof of completion.
- Complete required screening and clearance based on the assignment.
- Receive approval from the school site administrator or designee.

MANDATED REPORTER TRAINING — AGE 18+

Volunteers age 18 and older must complete the annual online Mandated Reporter Training before beginning volunteer service.

- The school site will provide the training link.
- After completing the training, you may provide your certificate of completion to the school site. The site may also verify completion by generating a training report.
- You only need to complete the training once each school year. One completion satisfies the annual training requirement for the SLUSD sites where you volunteer during that school year.

OPTIONAL

Volunteer Interest Form: This form helps a school identify volunteer interests, skills, and availability. It is optional and does not authorize an individual to begin volunteering.

IMPORTANT

Completing forms, training, or screening does not by itself authorize volunteer service. You may begin only after all requirements applicable to your assignment have been completed and the school site has approved you.

VOLUNTEER REQUIREMENTS & LEVELS

The school site determines the appropriate volunteer classification based on the actual duties and level of student interaction. Volunteers and families do not select their own level.

LEVEL 1 — MINIMAL INTERACTION

Generally involves direct student contact for less than one hour per month and/or no one-on-one responsibility for students.

- Volunteer Registration Form
- Volunteer Code of Conduct
- Annual Mandated Reporter Training for volunteers age 18+
- Automated records/Megan's Law screening
- School site approval

Level 1 assignments do not require fingerprint or TB clearance unless the assignment changes or additional requirements apply.

LEVEL 2 — MORE THAN MINIMAL INTERACTION

May include ongoing direct contact, one-on-one or small-group interaction, regular academic support, student supervision, overnight field trips, athletics, clubs, or other assignments designated by the District.

- All Level 1 requirements
- Fingerprint clearance
- Tuberculosis (TB) clearance

DRIVERS

A volunteer transporting students in a privately owned vehicle must meet the District's Driver requirements and full volunteer clearance before transporting students. A Driver may also be a Level 2 volunteer.

- Valid driver's license
- Required automobile liability insurance
- Required District driver/vehicle documentation
- Transportation of Students in Privately Owned Vehicles form

FIELD TRIPS

Field trips may be Level 1 or Level 2 depending on the responsibilities assigned. A day field trip where District staff maintain student supervision may be Level 1; a field trip where a volunteer supervises an assigned student group may be Level 2. Overnight field trips are generally Level 2.

If your duties or level of student interaction changes, notify the school site. The site may need to review your classification or additional clearance requirements.

EXCLUSION OF VOLUNTEERS – Persons required to register as sex offenders may not serve as volunteers. – Persons convicted of a serious or violent felony may not serve as volunteers. – A person arrested for a serious or violent crime may not volunteer in a child care or child development program. – For other convictions, the Superintendent/designee may deny service based on the nature of the conviction and assigned duties.	TUBERCULOSIS (TB) TESTING – Level 2 volunteers must provide proof of TB clearance before beginning volunteer service. – New Level 2 volunteers must provide documentation of a TB examination completed within the past 60 days indicating they are free of active tuberculosis. – Written verification from another school district may be accepted for a qualifying TB examination completed within the past four years. – Negative TB clearance must be renewed as required. – A positive TB test requires documentation of a chest X-ray or other appropriate medical evaluation indicating the volunteer is free of active tuberculosis.
VOLUNTEER IDENTIFICATION – Volunteers must sign in at the school site and follow all site volunteer procedures. – Volunteers must follow site identification requirements, including wearing a volunteer badge when required.	WORKERS' COMPENSATION – Unsalaries volunteers may be considered District employees for workers' compensation purposes. – If injured while volunteering, the volunteer must promptly notify the site and complete District workers' compensation forms.

VOLUNTEER CODE OF CONDUCT

As an SLUSD volunteer, you serve in a supportive role under the direction and supervision of District employees. You agree to follow District policies, school procedures, and these expectations.

PROFESSIONAL ROLE & BOUNDARIES

- Follow directions from District employees and work only within your approved assignment.
- Do not take the place of certificated or classified employees.
- Maintain appropriate professional boundaries and do not develop personal relationships with students outside the volunteer role.
- Do not communicate privately with individual students outside the assignment unless specifically authorized.
- Protect student confidentiality.

PROFESSIONAL EXPECTATIONS

- Treat students, families, staff, and community members respectfully.
- Maintain a positive and constructive attitude and notify the site if you cannot attend.
- Sign in and out and follow site identification procedures.
- Dress appropriately for a professional school environment.
- Do not volunteer while impaired by alcohol, illegal substances, or any substance that affects judgment.
- Do not smoke, vape, or use tobacco products on District property or while participating in District activities.
- Do not solicit money, promote personal businesses, or distribute unauthorized materials while volunteering.

TECHNOLOGY, MEDIA & CONFIDENTIALITY

- Use technology and electronic devices appropriately.
- Do not photograph, record, or share student images or information unless authorized and appropriate permissions have been obtained.
- Do not post confidential student information or unauthorized school-related information on social media.

STUDENT SAFETY

- Follow District, school, classroom, safety, emergency, and drill procedures.
- Refer first aid, medication, health needs, and serious behavior concerns to District staff.
- Immediately report accidents, injuries, hazards, suspected abuse or neglect, harassment, or other student safety concerns to appropriate District personnel and follow applicable reporting requirements.
- Never use physical discipline.

ACKNOWLEDGEMENT

By signing below, I acknowledge that I have reviewed and understand the SLUSD Volunteer Code of Conduct. I understand that failure to follow District requirements may result in suspension or revocation of volunteer privileges.

Volunteer Name: _____

Signature: _____

School Site: _____

VOLUNTEER REGISTRATION FORM

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: _____ Home Phone: _____

City / State / Zip Code: _____ Cell Phone: _____

Email: _____

Emergency Contact / Relationship / Phone: _____

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

Student Name: _____ Grade: _____

Student Name: _____ Grade: _____

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

Elementary: ☐ Garfield ☐ Madison ☐ Monroe ☐ Washington ☐ Jefferson ☐ McKinley ☐ Roosevelt ☐ Halkin

Secondary: ☐ Bancroft ☐ San Leandro High ☐ SLVA ☐ John Muir ☐ 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 _____

Signature of Site Administrator REQUIRED (Print & Sign) _____

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	Fingerprint Clearance	Tuberculosis (TB)	Mandated Reporter / Driver
☐ Level 1 Volunteer ☐ Level 2 Volunteer ☐ Driver Volunteer	Clear? ☐ Yes ☐ No Date: _____	Completed? ☐ Yes ☐ No ☐ N/A Date: _____	Clear? ☐ Yes ☐ No ☐ N/A Date: _____	Mandated: ☐ Yes ☐ No ☐ N/A Date: _____ License #: _____ Date: _____

VOLUNTEER INTEREST FORM

Optional — Used to Help Identify Volunteer Opportunities

This optional form helps the school site learn about your interests, skills, and availability so it can identify possible volunteer opportunities. Completing this form does not authorize you to begin volunteering. Required registration, screening, training, clearance, and school site approval still apply.

VOLUNTEER INFORMATION

Name: _____ Phone: _____
Email: _____ Preferred School Site: _____
Student Name(s)/Grade(s), if applicable: _____

AREAS OF INTEREST

- ☐ Classroom Support ☐ Reading or Academic Support
☐ Tutoring or Small Group Support ☐ Library Support
☐ School Events and Activities ☐ Classroom Celebrations
☐ Field Trips ☐ Athletics, Clubs, or Student Activities
☐ Career, College, or Community Presentations ☐ Campus Beautification or Special Projects
☐ Family Engagement Activities ☐ Other: _____

SKILLS, INTERESTS, OR EXPERIENCE

AVAILABILITY

- ☐ Before School ☐ During School Hours ☐ After School ☐ Evenings ☐ Weekends
Preferred days: ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday
Have you volunteered in a school or community organization before? ☐ Yes ☐ No
If yes, please describe: _____

FIELD TRIP INTEREST

Interested in supporting school field trips? ☐ Yes ☐ No If yes: ☐ Day ☐ Overnight ☐ Either

Note: Field trip assignments may be classified as Level 1 or Level 2 depending on the responsibilities assigned. Volunteers transporting students in privately owned vehicles must meet the District's Driver requirements and full clearance requirements.

MEGAN'S LAW VOLUNTEER SCREENING REQUEST

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: _____

Student Name: _____ Grade: _____

Volunteer: _____ Date of Birth (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 ☐ Uncle

☐ Other (please specify): _____

FOR OFFICE USE ONLY

CLEARED: ☐ YES ☐ NO Database checked on: _____ Initials: _____

School Year: _____ Megan's Law clearance must be rechecked each school year

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) _____

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:

Bodily Injury Liability:

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

FOR SCHOOL USE ONLY

Authorized by responsible school official.

Property Damage Liability:

Each Accident \$25,000

Approved by: _____

Signature

Uninsured Motorist Coverage:

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

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

SAN LEANDRO UNIFIED SCHOOL DISTRICT
San Leandro, California

VOLUNTEER PROGRAM - FREQUENTLY ASKED QUESTIONS

Where do I apply to volunteer?

Contact the school site where you would like to volunteer. Site staff can explain available opportunities and the requirements that apply to the assignment.

What do I need to complete before I can volunteer?

Complete the Volunteer Registration Form, review/sign the Code of Conduct, complete required screening and clearance, complete annual Mandated Reporter Training if age 18 or older, complete Driver requirements if applicable, and receive school site approval.

How will I know when I am approved to volunteer?

Submitting forms or completing individual requirements does not mean you are cleared. You may begin only after all requirements for your assignment are complete and the school site has notified you that you are approved.

Do I complete Mandated Reporter Training for every school?

No. Volunteers age 18 and older complete the online training once each school year. That annual completion applies to SLUSD sites where you volunteer during that school year. Your site will provide the link; you may provide your certificate or the site may verify completion through the training report.

What is a Level 1 volunteer?

A volunteer with minimal student interaction, generally direct student contact for less than one hour per month and/or no one-on-one responsibility. Level 1 volunteers complete registration, Code of Conduct, annual training if age 18+, required screening, and site approval.

What is a Level 2 volunteer?

A volunteer with more than minimal interaction, such as ongoing, one-on-one, small-group, or increased student supervision. Level 2 includes all Level 1 requirements plus SLUSD fingerprint clearance and TB clearance.

I was fingerprinted for my job or another district. Do I need to be fingerprinted again?

Yes. If fingerprint clearance is required for your SLUSD volunteer assignment, you must complete the SLUSD fingerprinting process even if you were previously fingerprinted for an employer, another school district, or another organization. Previous fingerprint clearance does not replace SLUSD clearance.

What if I have had a positive TB test?

A positive TB test does not automatically prevent you from volunteering. You must provide documentation of a chest X-ray or other appropriate medical evaluation indicating that you are free of active tuberculosis and meet District clearance requirements.

VOLUNTEER PROGRAM - FREQUENTLY ASKED QUESTIONS (CONTINUED)

Can I volunteer while a required clearance is pending?

No. If fingerprinting, TB clearance, training, screening, or another requirement applies to your assignment, it must be completed before you begin volunteering.

What is a Driver?

A volunteer who transports students in a privately owned vehicle. Being an approved volunteer does not automatically approve you to drive. Drivers must meet full volunteer clearance and the District's additional driver/vehicle requirements before transporting students.

Are all field trips Level 2?

No. Classification depends on the volunteer's responsibilities. A day trip where District staff maintain supervision may be Level 1; supervising an assigned student group may be Level 2. Overnight field trips are generally Level 2.

Do I complete the volunteer process at each SLUSD school?

Contact each school where you intend to volunteer. Annual Mandated Reporter Training is completed once per school year, but site-specific registration or approval may still be required based on the assignment.

What if my volunteer assignment changes?

Tell the school site. Changes in duties, frequency, student interaction, supervision, or driving may require review of your classification or additional clearance.

Who determines my volunteer level?

The school site administrator or designee determines the appropriate classification based on the actual duties and responsibilities. Volunteers do not select their own level.

Do all volunteers complete Megan's Law/automated records screening?

Yes. All volunteers complete the District's required screening process before approval. Level 2 volunteers also complete fingerprint and TB clearance.

What if I am only visiting my child's classroom?

A parent or guardian following District visitor procedures is not considered a volunteer unless the individual is providing volunteer services.

What if I have questions?

Contact the school site where you are interested in volunteering. School staff can explain the requirements that apply to your assignment.