

MEMORANDUM

TO: All District Staff
FROM: Family Engagement Department School Volunteer
RE: Program Updates
DATE: Tuesday, August 28, 2023

The following information is provided to assist you in the planning and preparation launching the year with a successful school volunteer program on your campus.

The San Diego Unified School District has approximately 27,000 volunteers working in the district. It is because of the sincere commitment of our site volunteer coordinators that we can facilitate a program of such quality and magnitude. Your leadership allows community volunteers to share their talents and expertise by participating in a myriad of school activities designed to enhance the educational experience of all students. We appreciate your efforts that nurture the rich relationships between our schools and communities.

1. Administrative Procedure:

Administrative Procedure 4595 - School Volunteer Programs has been reviewed, updated, and is expected to be sent to the school board for approval. This administrative procedure can still be referenced for questions related to purpose, responsibilities, and implementation of your school volunteer program.

2. TB Screening Protocol Changes:

On September 15, 2014, the governor of California signed into law new TB testing rules for schools. Assembly Bill 1667 regulates staff and volunteer testing at schools for tuberculosis. Council PTA has been working with SDUSD to update the current district rules to comply with the "new" state law.

Starting now, the first step in becoming a school volunteer is to process an Adult Tuberculosis Questionnaire. The SDUSD Nursing Department has put into place plans how nursing staff will facilitate this questionnaire for volunteers. If you can answer "yes" to all the questions, then you will not need a trip to the doctor's office to get a TB test.

3. School Volunteer Program Forms:

The Family Engagement Department is currently working to update all volunteer forms to coincide with the newly updated AP 4595 for the 2018-2019 school year. These forms are attached to this memo and will be available for download on the Family Engagement Department Website at SDUSDFamilies.org. The volunteer application forms are available in both English and Spanish. School sites are encouraged to use the volunteer sign-in sheet provided as it includes a criminal disclosure statement.

For more information or with questions, contact the Family Engagement Department at (619) 293-4431.

Pamela King

Program Manager
Family Engagement Department San
Diego Unified School District

Harold J Ballard Center
2375 Congress Street
San Diego, CA 92110
Ph: (619) 293-4431

Adult Tuberculosis (TB) Risk Assessment Questionnaire

Must be administered by a licensed health care provider (physician, physician assistant, nurse, nurse practitioner)

Employee Name: _____ Employee ID Number: _____

Date of Birth: _____ Date of Risk Assessment: _____

History of positive TB test or TB disease Yes No

If yes, a symptom review and chest x-ray (if none performed in previous 6 months) should be performed at initial hire,

If there is a "Yes" response to any of the questions #1-5 below, then a tuberculin skin test (TST) or Interferon Gamma Release Assay (IGRA) should be performed, A positive test should be followed by a chest x-ray, and if normal, treatment for TB infection considered,

Risk Factors	
1. One or more signs and symptoms of TB (prolonged cough, coughing up blood, fever, night sweats, weight loss, excessive fatigue) Note: A chest x-ray and/or sputum examination may be necessary to rule out infectious TB	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Close contact with someone with infectious TB disease	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Foreign-born person <small>(Any country other than the United States, Canada, Australia, New Zealand, or a country in Western or Northern Europe.)</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Traveler to high TB-prevalence country for more than 1 month <small>(Any country other than the United States, Canada, Australia, New Zealand, or a country in Western or Northern Europe.)</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Current or former resident or employee of correctional facility, long-term care facility, hospital, or homeless shelter	<input type="checkbox"/> Yes <input type="checkbox"/> No

Signature: _____ Date: _____

Adult Tuberculosis (TB) Risk Assessment Questionnaire Certificate of Completion

(Must be signed by the health care provider completing the risk assessment and/or examination)

The above named patient has submitted to a tuberculosis risk assessment, and if tuberculosis risk factors were identified has been examined and determined to be free of infectious tuberculosis.

Health Care Provider Signature Date

Health Care Provider Name Physician License Number

Office Address: Street City State Zip Code

Telephone Fax

Family Engagement Department

Volunteer Screening Requirements 2023-2024

San Diego Unified School District welcomes and encourages involvement from parents, community members, businesses, community organization, higher education institutions and the military. **All Volunteer programs must follow District Administrative Procedure No. 4595 regarding school volunteers.** In order to provide students with a safe environment and allow for a variety of opportunities for volunteering volunteer participation is classified in **4 categories.** Depending upon the category, certain processes must be completed by district staff prior to volunteering. **All volunteers will be processed annually.** (Note: District K-12 students who volunteer at schools other than their assigned school are only required to complete and submit the district School Volunteer Application.)

CATEGORY A

Visitors or guests who enter a school for a one-time event. This person has no unsupervised exposure or contact with children. Typical examples include Read Across America guest reader, Principal for a Day participant, guest/resource speaker, senior exhibition panel member, one time volunteer for school or classroom event, or other day or guest-type activity. Parents who attend school to eat lunch or to participate in a parent involvement activity such as "Family Friday" with their child(ren) are also considered visitors or guests.

Screening requirements:

- Be sponsored or approved by a school site or district employee
- Be able to present some form of current government-issued photo identification (driver's license, passport, military ID, US or other government identification)
- Sign in on the district approved "Volunteer Sign-in Sheet" in the main office, which includes a criminal disclosure
- Upon approval, be required to display a volunteer identification badge to be surrendered at the conclusion of the day's volunteer activity

CATEGORY B

Volunteers with group exposure, who have little or no direct unsupervised exposure or contact with children; Volunteers participating in school activities in open and public settings; and Volunteers with classroom exposure who work with children are supervised by district staff. Volunteer conditions are typically public settings and classrooms where staff or other adults can observe at all times, no solitary(alone) time with children, and always within unobstructed view. Typical examples include classroom tutoring, classroom reading, classroom assistance and after-school programs where supervised by district personnel, as well as non-classroom volunteers such as office helpers, non-classroom assistance, organized functions associated with school organizations such as PTA, school foundation, Site Council.

Screening requirements:

- Be sponsored or approved by a school site or district employee
- Be able to present some form of current government-issued photo identification (driver's license, passport, military ID, US or other government identification)
- Complete and submit for approval the district School Volunteer Application
- Be checked **by designated site personnel** against the California Department of Justice, Sexual Offender (Megan's Law) website (<http://www.meganslaw.ca.gov>)
- Present a Tuberculosis clearance card or obtain a TB risk assessment form from school nurse (Administrative Procedure 7065).
- Sign in on the district approved "Volunteer Sign-in Sheet" in the main office, which includes a criminal disclosure
- Upon approval, be required to display a volunteer identification badge to be surrendered at the conclusion of the day's volunteer activity

CATEGORY C

Volunteers with classroom exposure, who work directly with students, and may have unsupervised time with students, but only while on district property with district personnel onsite. Conditions typically are areas outside of the classroom where staff or other adults can observe at most times, but may occasionally include short solitary(alone) time with children and short duration of obstructed view, such as on-site tutoring outside of the classroom.

Screening requirements:

- Be sponsored or approved by a school site or district employee
- Be able to present some form of current government-issued photo identification (driver's license, passport, military ID, US or other government identification). By recommendation from the Department of Justice, Mexico identification and voter registration cards are not recognized. U.S. social security cards and birth certificates without an accompanying U.S. driver's license are also not recognized.
- Complete and submit for approval the district School Volunteer Application and Volunteer Code of Conduct.
- Submit to a criminal background check conducted by SDUSD School Police Services to determine whether the applicant is precluded from volunteering as specified in California Education Code section 35021 et seq. In rare cases, depending upon information returned volunteer applicants may require fingerprinting.
- Present a Tuberculosis clearance card or obtain a TB risk assessment form from school nurse (Administrative Procedure 7065).
- Sign in on the district approved "Volunteer Sign-in Sheet" in the main office, which includes a criminal disclosure
- Upon approval, be required to display a volunteer identification badge to be surrendered at the conclusion of the day's volunteer activity.

CATEGORY D

Volunteers with unrestricted exposure, who work with children and may be unsupervised by district staff. This volunteer likely will have direct and unsupervised interaction with children. Typical examples include volunteer walk-on coaches, senior high support personnel for athletics, off-site tutoring, mentoring, and overnight chaperones. Conditions typically include an off-campus setting and unsupervised solitary time. Returning Category D volunteers who have a current fingerprint clearance on file with SDUSD School Police Services do NOT need to be fingerprinted annually. A Request for Criminal Background Check (Category C process) must be submitted each year to keep the clearance current.

Screening requirements:

- Be sponsored or approved by a school site or district employee
- Be able to present some form of current government-issued photo identification (driver's license, passport, military ID, US or other government identification).
- Complete and submit for approval the district School Volunteer Application and Volunteer Code of Conduct
- New volunteers submit their fingerprints to both State and National databases – Fingerprinting volunteers will be paying the Live Scan fees directly. HR is not conducting on-site fingerprinting services for employees or volunteers. Returning volunteers whose fingerprints have previously cleared under Category D submit a Category C Request to Conduct Volunteer Screening to SDUSD School Police Services to keep the fingerprint clearance current.
- Present a Tuberculosis clearance card or obtain a TB risk assessment form from school nurse (Administrative Procedure 7065).
- Sign in on the district approved "Volunteer Sign-in Sheet" in the main office, which includes a criminal disclosure
- Upon approval, be required to display a volunteer identification badge to be surrendered at the conclusion of the day's volunteer activity.



2023-2024 VOLUNTEER SCREENING QUICK FACTS

CATEGORY A

- Visitor or guest for one-time event
- No unsupervised exposure or contact with students

Examples:

- Read Across America guest reader
- Principal for a Day participant
- Guest/resource speaker or classroom presentation
- Senior exhibition panel member
- One-time volunteer for school/classroom event
- Parents eating lunch with their child
- Parents participating in parent involvement activity such as "Family Friday"

Screening Requirements:

- Sponsored or approved by site or district employee
- Show ID to site
- Sign in at site
- Wear name badge on site

Submit to School Site

CATEGORY B

- Group exposure with direct staff supervision
- Classroom exposure supervised by district staff
- Open/public settings/classrooms where staff/adults can observe at all times
- Always within unobstructed view
- No solitary time with students

Examples:

- Classroom assistance, tutoring or reading
- School police parent patrol volunteers
- Non-classroom volunteers (office, PTA, SSC, Foundation)

Screening Requirements:

- Sponsored or approved by site or district employee
- Show ID to site
- Sign in at site
- Wear name badge on site
- Submit district school volunteer application
- Megan's Law Database check (done by site staff)
- Obtain TB clearance

Submit to School Site

CATEGORY C

- Unsupervised time with students only while on district property **with** district personnel on site
- Time with student(s) in areas outside of classroom where staff/adults can observe most times
- Occasional short periods of solitary time with students and short duration of obstructed view

Examples:

- On-site tutoring outside of the classroom (i.e., OASIS tutoring program, Cal-SOAP)

Screening Requirements:

- Sponsored or approved by site or district employee
- Show ID to site
- Sign in at site
- Wear name badge on site
- Submit district school volunteer application
- Category C Background Check (done by SDUSD Police Services)
- Obtain TB clearance

Submit to Human Resource Services

CATEGORY D

- Unrestricted exposure/unsupervised interaction with students
- Off-campus setting and unsupervised solitary time

Examples:

- Volunteer walk-on coaches
- Senior high support personnel for athletics
- Offsite tutoring/mentoring
- Overnight chaperones

Screening Requirements:

- Sponsored or approved by site or district employee
- Show ID when on site
- Sign in when on site
- Wear name badge when on site
- Submit district school volunteer application
- Category D Background Check - DOJ & FBI Fingerprint clearance; returning Category D volunteers submit Category C Background Request to keep clearance current - do not need to reprint)
- Obtain TB clearance

Submit to Human Resource Services



San Diego Unified School District

REQUEST TO CONDUCT VOLUNTEER SCREENING

(Please check the appropriate request)

This form **MUST** be signed
by School Principal.

- CATEGORY C – CRIMINAL BACKGROUND CHECK**
- RETURNING CATEGORY D VOLUNTEER - CRIMINAL BACKGROUND CHECK**
- CATEGORY D VOLUNTEER - FINGERPRINT**

Date: _____ Requesting School: _____ Loc Number: _____

Volunteer Name: _____

First Name
Full Middle Name
Last Name

List any other names used in the past: _____

Address: _____ City: _____ Zip: _____

Date of Birth: _____ Phone: _____

Month
Day
Year

Driver's license #: _____ State issued: _____

Other Gov. Issued ID type (if no driver's license): _____ ID # _____

(Please note: By recommendation from the Department of Justice, Mexico identification and voter registration cards may not be used to conduct background checks or fingerprinting. U.S. social security cards and birth certificates without an accompanying U.S. driver's license are also not recognized.)

Please indicate whether you are a **new** or **returning** volunteer: New Returning

Are you a volunteer at another SDUSD school? YES NO

If yes, please list the school(s): _____

Parents: please list the name(s) of your student(s): _____

Please check volunteer activity: On-site tutor outside of classroom (Cat C) Overnight field trip chaperone (CatD)
 Walk-on coach/Athletic Support (Cat D) Other _____

Are you being **compensated** for your services? YES NO

Principal acknowledges hiring of individual above at their site.

Principal's Signature: _____ Date: _____

For SDUSD School Police Services office use only:

Ok to volunteer **Deny as volunteer**

By: _____ Date: _____

SDUSD School Police Services

School volunteer coordinators: Please check that form is complete. Incomplete forms will be returned to the school.

CATEGORY C VOLUNTEER BACKGROUND REQUEST:

Send completed form to: verifications@sandi.net

CATEGORY D VOLUNTEER FINGERPRINT REQUEST:

Email verifications@sandi.net for information related to category D volunteers. Livescan/ Fingerprinting services are not available at this time.

Results will **normally** be returned to the school site volunteer coordinator within **2 weeks** of the date of fingerprinting. Please Note: poor quality fingerprints or the need to research information on an applicant's background may result in a delay of results from the Department of Justice.

SCHOOL YEAR: _____

**SAN DIEGO UNIFIED SCHOOL DISTRICT
SCHOOL VOLUNTEER APPLICATION**

DATE _____ DISTRICT SPONSOR _____ SCHOOL _____

FULL NAME _____
(FIRST) (MIDDLE) (LAST)

ADDRESS _____ DATE OF BIRTH _____
(STREET) (CITY) (ZIP) MO/DAY/YR

Gov Issued ID Type _____

HOME PHONE _____ E-MAIL _____ ID# _____

NOTIFY IN CASE OF EMERGENCY _____
(NAME) (PHONE)

CURRENT EMPLOYMENT _____
(EMPLOYER'S NAME) (ADDRESS) (PHONE)

VOLUNTEER EXPERIENCE _____

PERSONAL REFERENCE _____
(NAME) (ADDRESS) (PHONE)

Please check whether you are a new or returning SDUSD volunteer, ___New ___Returning

Are you also a volunteer at another SDUSD school? ___YES ___NO

If yes, please indicate the school(s): _____

Do you have any criminal charges pending against you? ___YES ___NO

Have you ever been convicted* of a felony or misdemeanor? ___YES ___NO

Have you ever been convicted* of a sex, drug or weapon related offense? ___YES ___NO

Are you required to register as a sex offender under Penal Code 290.95? ___YES ___NO

*Conviction includes a finding of guilty by a court in a trial with or without a jury or a plea or verdict of guilty.

If "YES," please explain: _____

Parent Volunteers: Please check whether you plan to drive ___YES ___NO
for a field trip during the school year,

Please list the name(s) of your child(ren): _____

For security reasons, a background check will be conducted by school site staff and/or SDUSD School Police Services. Volunteer assignments may be terminated if service is unsatisfactory or no longer needed by the school district. You may not volunteer if you are required to register as a sex offender under California law.

I give my permission to have my personal and professional references researched and hold the district and any individuals providing the district with information harmless. By signing my name below, I declare under penalty of perjury, that all the information on this application is true and correct. I also declare that I have read and agree to follow the "Volunteer Code of Conduct."

Volunteer Signature: _____ Date: _____

TO BE COMPLETED BY VOLUNTEER COORDINATOR:

TB test completed (Date): _____

Volunteer category (check appropriate box and indicate date cleared):

Category B ◆ Megan's Law database check - cleared _____

Category C ◆ SDUSD School Police background check - cleared _____

Category D ◆ Fingerprinting - cleared _____

Type of volunteer (check if appropriate):

___ Parent ___ OASIS Volunteer
___ Community ___ Rolling Reader/EAR ___ CalWORKS
___ Partner ___ College Student ___ Other _____

Volunteer service ended (date): _____

Reason for leaving:

___ Child no longer at school
___ Moved ___ Illness
___ Employment ___ Requested to Leave
___ Other: _____

VOLUNTEER APPLICATIONS SHOULD BE FILED AT THE SCHOOL SITE WITH TB AND BACKGROUND CLEARANCE DOCUMENTATION AND SAVED FOR 3 YEARS



VOLUNTEER CODE OF CONDUCT

(This document defines the district's expectations for all school volunteers.)

As a volunteer, I agree to abide by the following code of volunteer conduct:

1. Immediately upon arrival, I will sign in at the main office or the designated sign-in station.
2. I will wear or show volunteer identification whenever required by the school to do so.
3. I will use only adult bathroom facilities.
4. I agree to never be alone with individual students who are not under the supervision of teachers or school authorities.
5. I will not contact students outside of school hours without permission from the students' parents.
6. I agree not to exchange telephone numbers, home addresses, e-mail addresses or any other home directory information with students for any purpose unless it is required as part of my role as a volunteer. I will exchange home directory information only with parental and administrative approval.
7. I will maintain confidentiality outside of school and will share with teachers and/or school administrators **any** concerns that I may have related to student welfare and/or safety.
8. I agree to not transport students without the written permission of parents or guardians or without the expressed permission of the school or district and will abide by District Administrative Procedure# 4586 when transporting students.
9. I will not disclose, use, or disseminate student photographs or personal information about students, self, or others.
10. I agree to follow all COVID 19 health and safety protocol as established by the school sites.
11. I agree to notify the school principal if I am arrested for a misdemeanor or felony sex, drug or weapon related offense.
12. I agree only to do what is in the best personal and educational interest of every child with whom I come into contact.

I agree to follow the Volunteer Code of Conduct at all times or cease volunteering immediately.

Print Name

Signature

Date

Phone Number

Revised: August 2023

SCHOOL YEAR: _____

DISTRITO ESCOLAR UNIFICADO DE SAN DIEGO
SOLICITUD PARA PRESTAR SERVICIOS COMO VOLUNTARIO

FECHA: _____ PROPONENTE DEL DISTRITO _____ ESCUELA: _____

NOMBRE COMPLETO _____
(Primer Nombre) (Segundo Nombre) (Apellido)

DOMICILIO _____ PECHA DE NAC. _____
(Numero y Calle) (Ciudad) (C. Postal) Mes/Día/Año

TELEFONO _____ Tipo de identificación Expedida por el Gobierno _____
DE CASA _____ EMAIL _____ Numero de identificación _____

EN CASO DE EMERGENCIA NOTIFICAR A: _____
(Nombre) (Teléfono)

EMPLEO ACTUAL _____
(Nombre del empleador) (Domicilio) (Teléfono)

EXPERIENCIA COMO VOLUNTARIO _____

REFERENCIA PERSONAL _____
(Nombre) (Domicilio) (Teléfono)

Favor de indicar si usted es un voluntario nuevo o que continua en SDUSD. _____ Nuevo _____ Continúo

¿Es usted también voluntario en otra escuela de SDUSD? _____ SI _____ NO

De ser así, favor de indicar la(s) escuela(s):

¿Tiene usted algún delito penal pendiente? _____ SI _____ NO

¿Alguna vez ha sido consignado* por un delito o delito menor? _____ SI _____ NO

¿Alguna vez ha sido consignado* por delitos sexuales, drogas o portación de armas? _____ SI _____ NO

¿Le exige el Código Penal 290.95 que se registre como delincuente sexual? _____ SI _____ NO

*La consignación incluye el fallo de culpabilidad de un tribunal con o sin jurado o petición de amparo o culpabilidad

Si contesta "SI" favor de explicar: _____

Padres Voluntarios: Favor de indicar si piensa conducir un auto para un paseo educativo durante el ciclo escolar. _____ SI _____ NO

Por favor apunte los nombres de sus hijos:

Por razones de seguridad, se verificaran los antecedentes por conducto del personal del plantel y/o por el Departamento de Policía Escolar de SDUSD. El trabajo de un voluntario puede terminarse si el servicio es insatisfactorio o si el distrito escolar ya no lo necesita. Usted no puede trabajar como voluntario si debe registrarse como delincuente sexual de acuerdo a la ley de California.

Doy permiso de que se investiguen mis referencias personales y profesionales y no culpare al distrito ni a ningún individuo que de al distrito información sobre mi persona, Al firmar a continuación, declaro bajo pena de perjurio, que toda la información de esta solicitud es verdadera y correcta. También declaro que he leído y estoy de acuerdo con seguir el "Código de Conducta de los Voluntarios".

Firma del Voluntario _____ Fecha _____

TO BE COMPLETED BY VOLUNTEER COORDINATOR:

TB test completed (Date): _____

Volunteer category (check appropriate box and indicate date cleared):

- Category B ◆ Megan's Law database check - cleared _____
- Category C ◆ SDUSD School Police background check - cleared _____
- Category D ◆ Fingerprinting - cleared _____

Type of volunteer (check if appropriate):

- ____ Parent
- ____ Community
- ____ Partner
- ____ OASIS Volunteer
- ____ Rolling Reader/EAR
- ____ College Student
- ____ CalWORKS
- ____ Other _____

Volunteer service ended (date): _____

Reason for leaving:

- ____ Child no longer at school
- ____ Moved _____ Illness
- ____ Employment _____ Requested to Leave
- ____ Other: _____

VOLUNTEER APPLICATIONS SHOULD BE FILED AT THE SCHOOL SITE WITH TB AND BACKGROUND CLEARANCE DOCUMENTATION AND SAVED FOR 3 YEARS.

CODIGO DE CONDUCTA PARA VOLUNTARIOS

(Este documento define las expectativas de! Distrito para los voluntarios en las escuelas)

Como voluntario/a, estoy de acuerdo que debo acatar el código de conducta para voluntarios siguiente:

- I. Inmediatamente después de llegar, firmare en la oficina principal de la escuela o en el lugar designado para firmar, el ingreso a la escuela.
2. Portare o mostrare mi identificación como voluntario/a cuando la escuela lo requiera.
3. Solo utilizare los baños para adultos.
4. Estoy enterado/a que nunca debo estar solo con algt.in alumna/a individual, que no este bajo la supervisión de los maestros o funcionarios de la escuela.
5. No estableceré contacto con alumnos fuera del horario de clase sin el permiso de los padres.
6. Estoy de acuerdo en no intercambiar números de teléfono, domicilios, e-mail u otra información del domicilio con los alumnos para cualquier propósito a menos que se requiera como parte de la función de voluntario/a. Intercambiare la información de! domicilio solo con la aprobación de los padres y de la administración escolar.
7. Mantendré la confidencialidad fuera de la escuela y compartiré con los maestros y/o administradores de la escuela, **cualesquier** inquietud o preocupación que tenga, relacionada con el bienestar y/o seguridad estudiantil.
8. Estoy de acuerdo en no transportar alumnos sin el permiso escrito de los padres o tutores o sin el permiso expreso de la escuela o del distrito y acatare el Procedimiento Administrativo del Distrito # 4586, cuando transporte a alumnos.
9. No divulgare, usare o distribuiré fotografías o información personal de los alumnos, de mi mismo/a o de otros.
10. Acepto seguir todos los protocolos de salud y seguridad de COVID 19 establecidos por los sitios escolares
11. Estoy de acuerdo en notificar al Director de la escuela si me detienen por algt.in delito menor, o delitos sexuales, de drogas o portación de armas.
12. Estoy de acuerdo en hacer lo que sea en el mejor interés personal y educativo de cada niño/a con el que tenga contacto.

Estoy de acuerdo en observar y acatar el Código de Conducta para Voluntarios en todo momento o finiquitar el trabajo como voluntario/a inmediatamente.

Nombre

Firma

Fecha Número de teléfono

