Natomas Unified School District

Connecting students to their future

Natomas Unified School District
1901 Arena Blvd
Sacramento, CA 95834
(916) 567-5400
www.natomasunified.org

Board of Trustees
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NATOMAS UNIFIED SCHOOL DISTRICT

Volunteer Information and Application

TABLE OF CONTENTS

Welcome Letter	3
What is a Volunteer?	3
What is Required to Become a Volunteer?	3
Who Do I Contact If I Have Questions?	4
How Do I Become a Volunteer?	4
How Do I Obtain Fingerprint Clearance?	4
How Do I Obtain TB Clearance?	4
How Long Does This Process Take?	4
What Happens Once I Am Cleared?	4
Where Do I Report to Volunteer	4
Important Information	4
Volunteer Application *(Information and Signature Required)*	5
Volunteer Code of Conduct *(Signature Required)*	6
Volunteer Automobile Use Form *(If Applicable)*	7

Dear Volunteer,

Thank you for taking the time to volunteer in the Natomas Unified School District. Every neighborhood and community has a stake in student success and your help truly does make a difference in the lives of our students.

Our goal is to effectively and safely use parent and community volunteers. Whether it is short-term, project-specific or on-going volunteer work, Board Policy and the Education Code require screening of all volunteers.

If you have questions or concerns, please contact the Office of the Chief Academic Officer (CAO) at (916) 561-5299.

On behalf of the Board of Trustees and District Administration, I'd like to thank you for sharing your valuable time to support the students and schools of Natomas.

Your efforts are greatly appreciated!

Elementary K-6	K-8
H. Allen Hight – 916-567-5700 Natomas Park – 916-928-5234 Two Rivers – 916-567-5520 Witter Ranch – 916-567-5620	American Lakes School – 916-567-5500 Bannon Creek School – 916-567-5580 Heron School – 916-567-5680 Jefferson School – 916-567-5580 Paso Verde School – 916-567-5810
High Schools	**Charter Schools**
Inderkum High School – 916-567-5640 Natomas High School – 916-641-4960 Discovery High School – 916-928-5200	Natomas Pacific Pathways Prep (NP3) Middle & High School 916-567-5740 Natomas Pacific Pathways Prep (NP3) Elementary School 916-567-7557 Leroy Greene Academy 916-567-5560

WHAT IS A VOLUNTEER?

1. A visitor is defined as an individual who, with District authorization attends a student performance, special event, etc. A visitor does not need to have fingerprint clearance or a tuberculosis test.
   - *Examples of a visitor include: a parent attending Open House, Back-to-School Night, etc.*
2. A guest is defined as an individual who, with District authorization and under direct supervision, assists students, school and teachers on a non-regular basis (less than one day a week). A guest does not need to have fingerprint clearance or a tuberculosis test.
   - *Examples of a guest include: a parent helping with a class project.*
3. A volunteer is defined as a non-paid individual who, with school District authorization, assists students, schools, or educational programs. This individual may not always be under the direct supervision of District staff. The service can be on a short-term, project-specific or on-going basis. A volunteer is required to complete a Volunteer Application, Code of Conduct, take a tuberculosis (TB) test, and have a fingerprint/background check **completed prior to rendering service.**
   - *Examples of a volunteer include: a parent helping out in his/her child's classroom, a parent/individual volunteering on field trips, a college student assisting with a class for credit, etc.*

WHAT IS REQUIRED TO BECOME A VOLUNTEER?

The Natomas Unified School District sincerely appreciates your interest in serving as a volunteer to help our students and our schools. Your knowledge and skills can enrich the educational program. For the benefit and protection of students, volunteers, and others, state laws and District policies require the following:

- Volunteers working with students must be under the direct supervision of a District employee (Education Code Section 35021).

- Unsalaried volunteers are covered by the District's Workers Compensation Insurance (Labor Code Section 3364.5). Claim forms are available in each school office.
- Volunteers may offer services not otherwise available, but may not be used to displace regular school personnel (Education Code Section 35021).
- Volunteers must work in the presence of another adult. Any exception must be approved by the principal.
- Volunteers who will be driving students must also complete a volunteer driver form.

WHO CAN I CONTACT IF I HAVE QUESTIONS?

Please contact the Office of the Chief Academic Officer (CAO), if you have any questions about the volunteer application process at (916)561-5299, or by e-mail hr@natomasunified.org

HOW DO I BECOME A VOLUNTEER?

The following documents must be on file with the Office of the Chief Academic Officer prior to the beginning of your service:

- Volunteer Application *(Enclosed)*
- Current tuberculosis certificate *(no older than 60 days)*
- Fingerprint clearance from both the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI)
- Volunteer Code of Conduct Form *(Enclosed)*
- Volunteer Personal Automobile Use Form *(Enclosed)*
- Photocopy of Driver's License or Identification Card

HOW DO I OBTAIN FINGERPRINT CLEARANCE?

Once you have completed your application, fingerprinting and TB clearance, please come to the Education Center location at 1901 Arena Blvd to submit your application.

WHERE CAN I OBTAIN A TB CERTIFICATE?

There are a few options. You can go to your family physician, or to a walk-in clinic of your choice. Unfortunately, the District does not reimburse the cost of the TB certificate. Please provide your TB certificate along with your volunteer packet. The TB skin test must be renewed every 4 years, the TB chest x-ray, every 10 years.

HOW LONG DOES THIS PROCESS TAKE?

This process can take up to 7-10 business days, provided that all information has been received. Please be aware that at times the Department of Justice has backlogs and there can be 10 to 30 day delay in receiving fingerprints.

WHAT HAPPENS ONCE I AM CLEARED?

The Office of the Chief Academic Officer maintains a roster of cleared volunteers, and sends each site an updated report of cleared

Once the school receives notification of your clearance, you will be notified and you may begin your volunteer service!

WHERE DO I REPORT TO VOLUNTEER?

- As a volunteer, you are required to sign-in at the school office each time you are on campus.
- The sign-in registry should include a place for first and last name, date, location you are visiting, and the time reported in.
- As a volunteer, you will be required to wear some form of identification badge issued by the school office.

***IMPORTANT INFORMATION

- When you hear and observe things about students, families and staff while volunteering, it is imperative that you respect the confidentiality of that information. *(Repeating a seemingly harmless comment can lead to misunderstandings and hurt feelings.)* For schools to provide the best environment for learning, everyone's privacy must be respected.
- Volunteers are not considered "mandated reporters" under California law, but volunteers should be aware of child abuse reports requirements for school employees.
    - ***School personnel must report:***
        - Cases of suspected infliction of physical or mental suffering on minor,
        - Cases of suspected physical injuries to minors by other than accidental means, and
        - Cases of suspected sexual molestation.

If you become aware of suspected child maltreatment, report your observations to your supervising teacher or site administrator.

- Volunteers function in a position of trust and the Natomas Unified School District does not extend that volunteer/student trust relationship outside of the supervised school environment. It is the responsibility of the volunteer to notify the site administrator immediately if he/she becomes involved with a student/family outside the NUSD environment.

Natomas Unified School District
VOLUNTEER APPLICATION

Thank you for your time and interest in being a Natomas Unified School District volunteer. Volunteers are welcomed in our District and are a valuable member of our learning community. As part of the pre-volunteer process, you are required to undergo a criminal background investigation and Tuberculosis clearance. You are not authorized to volunteer on any campus until the mandatory requirements have been fulfilled. If you will be a volunteer driver for any student activities, you must also complete the "Personal Automobile Use" form and fulfill the requirements of that process. Thank you again for your support of our students!

Personal Information

Last Name	*First Name*	*Middle Initial*	*Birthdate*
Address	*City*	*State*	*Zip*
*Driver's License or ID # **(please attach a photocopy)***			
Home Phone	*Cell Phone*	*E-mail Address*	
In Case of Emergency, Notify:		*Phone Number*	

Have you ever pled guilty or "no contest" to, or been convicted of a criminal offense other than a minor traffic violation?	*Yes* ☐	*No* ☐
Have you ever been arrested for a drug or sexual offense or act of violence?	*Yes* ☐	*No* ☐
Do you have any criminal charges pending against you?	*Yes* ☐	*No* ☐

If you answered YES, please fully explain in the space below. You may use an additional sheet if needed.

Volunteer Areas

☐	Student Teacher/Social Work or Counseling Intern
☐	Tutor *(Requires proof of Basic Skills)*
☐	Parent *(Please list your school information below)*
☐	Mentor
☐	Other: _____

Please indicate your school(s) of interest & if you have a child(ren) attending the name(s) below:		
School/Site:	*Student Name or N/A*	*Grade*
School/Site:	*Student Name or N/A*	*Grade*
School/Site:	*Student Name or N/A*	*Grade*

I hereby certify that the information contained in this application 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 application may result in my failure to be approved as a volunteer.

_____ _____

Signature of Volunteer ***Date***

_____ _____

Signature of Site Administrator (print & sign) ***Date***

Education Code §35021 prohibits the District from allowing persons 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 records check pursuant to Education Code §35021.1 and/or call the Department of Justice or the Sheriff's Office to inquire whether the individual is a registered sex offender pursuant to the process set forth in Penal Code §290.4.

Natomas Unified School District

VOLUNTEER CODE OF CONDUCT

The volunteer shall:

- Immediately upon arrival, sign-in at the front office or the designated sign-in station.
- Be conscientious and concerned for the health and safety of students and staff.
- Be free of the influence of alcohol or illegal drugs when with students on or off school grounds as defined in Board Policy 4020.
- Only use adult restroom facilities.
- Not use tobacco products throughout the District's buildings, grounds, or vehicles as defined in Board Policy 3515.3(a).
- Promptly notify the school administrator if you observe, have knowledge of, or reasonably suspect that a child has been the victim of child abuse.
- Have no outside contact with students unless authorized by the administration.
- Maintain confidentiality outside of school, and will share any concerns with the supervising teacher or school administration.
- Support the District, school and classroom policies and programs.
- Promptly inform the teacher or school office when unable to attend or when discontinuing to serve as a volunteer.
- Follow dress codes and act professionally.
- Not transport students without the written permission of parents/guardians or without the expressed permission of the District.
- Not access District network, e-mail system or student records.



_____

Volunteer, Mentor or Intern Signature *Date*

Unfortunately, volunteers cannot be considered unless this Code of Conduct is signed

Natomas Unified School District

VOLUNTEER AUTOMOBILE USE FORM

(One Form Required for Each Driver to be Approved)

Thank you for volunteering your time and your automobile to help transport our students to off-site events or activities. In order to protect the health and safety of our students, our District requires that anyone (employee or volunteer) using their personal automobile to transport students to and from sanctioned activities must receive prior approval. Before we can issue such approval, certain information must be obtained at least fifteen (15) days before you transport our students. You must also agree to abide by certain rules regarding the operation of the vehicle as set forth below.

REQUIRED INFORMATION

Driver Information					
Name of Driver:				Birth date:	
Address:		Home Phone:		Cell Phone:	
Driver's License No:		Exp. Date:			
Vehicle Information					
Owner's Name:					
Address:					
License Plate No.:		Registration Expiration:			
Year/Make/Model:		Seating Capacity:			
Insurance Information					
Insurance Carrier:				Phone:	
Policy Number:		Expiration Date:		Liability Coverage Limits:	

We also require a photocopy of (a) your Driver's license, and (b) your Insurance Policy Declarations Page. Should your Driver's License or Insurance Policy expire during the school year, updated photocopies showing their renewal are required before you will again be eligible to transport students. By signing below, you are also authorizing the District to (a) obtain a copy of your Driver Record History and status of your Driver's License, (b) conduct a criminal background check, and (c) contact your insurance company to confirm your insurance status. Also, please also be advised, that pursuant to Insurance Code Section 11580.9(d), in the case of an accident, your insurance will provide the primary coverage for any resulting bodily injury or property damage. The District's automobile liability coverage will apply, if at all, only after your insurance coverage is exhausted through the payment of covered claims. The District does not cover, nor is the District responsible for, comprehensive, uninsured motorists, or collision coverage for your vehicle.

VEHICLE SAFETY AND TRANSPORTATION PROCEDURES AND REQUIREMENTS

For the safety of our students, in signing below, you are also agreeing to the following rules and requirements:

1. I will not operate an automobile while impaired, whether due to alcohol, drugs (prescription or nonprescription), lack of sleep, or distraction of any kind. I will at all times comply with California law regarding proper operation of the vehicle, including compliance with all speed limits and posted signs and placards.

2. I will not transport students in a vehicle I have reason to believe may be mechanically unsafe or that may become unsafe due to weather or other natural conditions. I will not transport students unless I have a working seatbelt for each student, with seatbelts to be used at all times by myself and all transported students. The vehicle(s) may be inspected by District representatives.

3. I am over the age of 21 and will be the sole driver of the vehicle for any given activity, event, or competition. I will not let anyone other than myself and authorized students ride in the vehicle. However, I may seek written permission from the District to allow another child of mine to ride in the vehicle to a specific activity, event, or competition *if* the destination involves an activity, event or competition generally available to the public or, at my expense and with District permission; I can purchase admittance for such other child.

_____ _____ _____

Printed Name Signature Date

THIS FORM TO BE HELD ON FILE IN THE MAIN OFFICE FOR A PERIOD OF ONE (1) YEAR FROM THE DATE OF THE CURRENT SCHOOL YEAR

Natomas Unified School District

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BOARD OF TRUSTEES

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Tuberculosis Testing Requirements

No person shall be employed by the school district unless they have placed on file with the district a certificate from a licensed physician indicating that a tuberculosis examination has been administered, and that they are free from active tuberculosis.

STATE OF CALIFORNIA
BCII 8016
(orig. 4/01; rev. 6/09)

DEPARTMENT OF JUSTICE

REQUEST FOR LIVE SCAN SERVICE

Print Form | Reset Form

Applicant Submission

A8430
ORI (Code assigned by DOJ)

Classified
Authorized Applicant Type

Volunteer
Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

Contributing Agency Information:

NUSD, Office of the Chief Academic Officer
Agency Authorized to Receive Criminal Record Information

10343
Mail Code (five-digit code assigned by DOJ)

1901 Arena Blvd.,
Street Address or P.O. Box

Linda Benuto
Contact Name (mandatory for all school submissions)

Sacramento
City

CA
State

95834
ZIP Code

9165615299
Contact Telephone Number

Applicant Information:

Last Name

First Name

Middle Initial

Suffix

Other Name (AKA or Alias) Last

First

Suffix

Date of Birth

Sex ☐ Male ☐ Female

Driver's License Number

Height

Weight

Eye Color

Hair Color

Billing Number
(Agency Billing Number)

Place of Birth (State or Country)

Social Security Number

Misc. Number
(Other Identification Number)

Home Address Street Address or P.O. Box

City

State

ZIP Code

Your Number:
OCA Number (Agency Identifying Number)

Level of Service: ☒ DOJ ☒ FBI

If re-submission, list original ATI number:
(Must provide proof of rejection)

Original ATI Number

Employer (Additional response for agencies specified by statute):

Employer Name

Mail Code (five digit code assigned by DOJ

Street Address or P.O. Box

City

State

ZIP Code

Telephone Number (optional)

Live Scan Transaction Completed By:

Name of Operator

Date

Transmitting Agency

LSID

ATI Number

Amount Collected/Billed

ORIGINAL - Live Scan Operator

SECOND COPY - Applicant

THIRD COPY (if needed) - Requesting Agency

LIVE SCAN LOCATIONS

Capital Live Scan
Fingerprinting service
5706 Broadway, Sacramento, CA 95820
(916) 456-5260

Sacramento Live Scan
Fingerprinting service
901 H St Suite 120, Sacramento, CA 95814
(916) 260-2442

Live Scan Sacramento
Fingerprinting service
4811 Chippendale Drive #501, Sacramento, CA 95841
(916) 503-7490

UPS Store
Fingerprinting service
2701 Del Paso Rd Suite 130, Sacramento, CA 95835
(916) 285-7193

For additional locations, please visit

https://oag.ca.gov/fingerprints/locations