



Dear Volunteer,

We are pleased that you have decided to participate in the S.A.C. Prep Volunteer Program. As parents, grandparents, neighbors and community members you have valuable ideas, talents and time to share with our students and our school.

It is our belief that our volunteer program is beneficial to everyone involved. Volunteers help foster stronger school and community relationships by creating a common ownership in the success of our school, as well as, demonstrating the importance of community service to our students.

The S.A.C. Prep Volunteer Program provides support and guidance to our school to help facilitate our parent and community engagement programs. Currently, volunteers work in a variety of capacities: doing work from home; helping in the classroom, organizing fundraising efforts for school foundations, field trips, etc.

This packet includes:

- Volunteer Registration Process
- Volunteer Registration Form
- Code of Conduct
- Volunteer Interest Form
- Volunteer Rules and Regulations
- Request for Live Scan Service

If you have any questions, please contact the school office at 916-421-0600.

Thank you,
S.A.C. Prep

Sol Aureus College Preparatory

Volunteer Registration Process

To start volunteering, you need to have the following items on file with S.A.C. Prep:

1. A completed volunteer registration form
2. A completed code of conduct form
3. A completed volunteer interest form
4. Copy of a recent TB Test or chest x-ray form/card indicating a negative result
5. Copy of completed Live Scan Form.

- **S.A.C. Prep Volunteer Registration Forms**

This form will be maintained at our school site and the volunteer is responsible for updating any address or phone number changes with the school office.

- **TB Testing**

TB tests can be done through your doctor, or various Medical Clinics. **All TB tests are a two-step process; administered and then read two days later.** If you ever had a “positive” skin reading, please bring in a clear chest x-ray card or form.

- Volunteers **will not be allowed** to provide supervision or instruction to students without proof of a TB examination **within the past 60 days** indicating that she/he is 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 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. An annual questionnaire is required to be completed by the volunteer and reviewed by Health Services to assure they remain without symptoms.
- TB Test must be renewed every four years.

- **Fingerprinting**

You must have a completed Request for Live Scan Service Form. Fingerprints are “good” for the duration of “uninterrupted” volunteering at S.A.C. Prep.

- **Volunteer Orientation**

Vetted volunteers must meet with school staff to review Volunteer Rules and Regulations and site policy and procedures.

Reminder: *In order to ensure safety and minimize distractions to the learning environment, please do not bring infants or non-school age children to school with you when you are volunteering in the classroom. Volunteers are asked to make proper arrangements for off-campus child care.*

Sol Aureus College Preparatory

Volunteer Registration Form

Thank you for your time and interest in becoming a S.A.C. Prep Volunteer! Volunteers are welcomed in our school and are valuable members of our learning community. As part of the pre-volunteering process, you are required to undergo a Sex Offender Check (SOC-1); Fingerprint Background Check (BC-1) and have a TB clearance. You are not authorized to volunteer 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 "Personal Automobile Use" form and fulfill the requirements of that process.

Student Information

| | |
|---------------------|-------|
| Student's Full Name | Grade |
|---------------------|-------|

Volunteer Information

| | | | |
|--|--------------|----------------|---------------|
| Last Name | First Name | Middle Initial | Date of Birth |
| Previous Names (Maiden Name, Alias, etc.) | | | |
| Address | | City | Zip Code |
| Cell Phone | Home Phone | Work Phone | |
| Email Address | | | |
| Emergency contact | Relationship | Phone Number | |
| Place of Employment | | | |
| <i>Have you ever had a positive TB skin test? If yes, call the office at 916-421-0600 for additional information. If no, please bring your completed negative TB test to our office.</i> | | | |
| TB Clearance Attached – Valid Through: _____ (Issuance Date Plus 4 Years) _____ X-Ray on File | | | |

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 S.A.C. Prep, 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 school as well as from the use or disclosure of such information by S.A.C. Prep, 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 School Administrator REQUIRED (Print and Sign) **Date**

NOTE: School Administrator Signature is mandatory to apply as a S.A.C. Prep Volunteer

Sol Aureus College Preparatory

Code of Conduct

I. As a Volunteer, your role and responsibilities in the School are unique

- Understand that your role is a supportive one. The teacher and principals are completely in charge. If the teacher leaves the room, the teacher in the next room assumes responsibility. You must not be left in charge of the 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 volunteer coordinators.
- Do not make promises you cannot keep. Avoid saying things like “study hard and you’ll definitely pass the test.”
- Use good judgement 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 volunteer coordinating staff for assistance with problematic student behavior.
- Report immediately to a staff person any physical abuse or sexual exploitative 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 volunteer coordinator.
- 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 any type of medication to the teacher or front office.
- Learn and follow fire drill emergency 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 S.A.C. Prep. I understand that my volunteer status can be revoked at any time.

Signature

Date

Sol Aureus College Preparatory

Volunteer Interest Form

Name _____ Classroom _____

Cell Phone _____ Home Phone _____ Work Phone _____

Student's Teacher _____

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

- | | |
|---|--|
| <input type="checkbox"/> Classroom Helper <input type="checkbox"/> Reading to Children <input type="checkbox"/> Share Hobby or Career Information <input type="checkbox"/> Field Trip Chaperone <input type="checkbox"/> Yard/Cafeteria Supervision <input type="checkbox"/> Library Assistance <input type="checkbox"/> Child Care During On-Site Event <input type="checkbox"/> Mentor Students <input type="checkbox"/> Student Club Assistant | <input type="checkbox"/> School Clean Up <input type="checkbox"/> Assist Parent Teacher Organization <input type="checkbox"/> At-Home Work for Classroom <input type="checkbox"/> Volunteer Coordination <input type="checkbox"/> Photograph Events <input type="checkbox"/> Translate / Interpret for Parents <input type="checkbox"/> Tutor Students <input type="checkbox"/> Assist with Fundraising <input type="checkbox"/> Other _____ |
|---|--|

Availability:

| Time | Monday | Tuesday | Wednesday | Thursday | Friday |
|-----------|--------|---------|-----------|----------|--------|
| Morning | | | | | |
| Afternoon | | | | | |

Grade Limit Preferred (Please circle all that apply)

Elementary School

K 1 2 3 4

Middle School

5 6 7 8

Photo Release

I, _____, authorize the use of my photograph for school publicity purposes. I hereby fully release and discharge Sol Aureus College Preparatory, its officers, employees, agents and volunteers from any and all liability arising out of or in connection with the use of my photograph and all liabilities associated with and all claims related to such use of my photograph. For the purposes of this release, 'liability' means all claims, demands, losses, causes of action, suits or judgements of any and every kind that arise as a result of the above described activity and resulting from any cause other than the School's gross negligence

Signature

Date

Sol Aureus College Preparatory

Volunteer Rules and Regulations

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. **Also, parents who observe or visit their child at school on a routine basis and stay more than 15 minutes each time are considered volunteers and therefore must complete a S.A.C. Prep's volunteer packet.**

Authorized parents/guardians are not prohibited from visiting their child's classroom or school campus, if that visit is in compliance with school 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 I: Off-Campus – No Direct Supervision

These volunteers do not have direct contact with students:

- Activities include, but are not limited to:
 1. Telephoning other parents
 2. Sorting papers at home
 3. Cutting out shapes etc.

Level I Requirements:

- Complete a Volunteer Registration Form only.

➤ LEVEL II: Volunteers Under Direct Supervision

These volunteers may help supervise students:

- Under the immediate supervision and direction of certificated personnel.
- These volunteers are not left alone with students nor allowed to supervise students outside the presence (visibility) of certificated personnel.
- During breakfast and/or lunch.
- By performing non-instructional work that assists certificated personnel in their teaching and administrative responsibilities. Volunteers in this category include but are not limited to:
 1. Volunteer instructional aide
 2. Small group assistance
 3. Special project assistant
 4. Library aide

This category also includes parents, legal guardians, or foster parents of children enrolled in child care and other child development programs. These volunteers work under direct supervision of a certificated employee.

Level II Requirements:

- Complete a Volunteer Registration Form
- Sex Offender clearance through the Department of Justice (Form SOC-1)
- Tuberculosis (TB) Testing

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Volunteer Rules and Regulations

➤ LEVEL III: Volunteers Not Under Direct Supervision, With Possible Unsupervised Contact with Students

These volunteers may assist certificated personnel:

- In the performance of their duties
- In the supervision of students
- In instructional tasks which in the judgement of the certificated personnel to whom the instructional aide is assigned, may be performed by a person not licensed as a classroom teacher. These duties shall not include assignments of grades to students.
- Small group activity
- Volunteer Activities in this category that require fingerprinting and criminal records clearance include, but are not limited to:
 1. Coaching
 2. One on one tutoring or mentoring outside the classroom or other supervised setting
 3. Attending or chaperoning school sponsored trips
 4. Transporting students in private vehicle
 5. Student observations as part of a formal teacher preparation program
 6. Any other volunteer activity, including that done by parents in child care and developmental programs, where there is a possibility of unsupervised contact with children.
 7. Any other volunteer activity where the funding agency requires such a criminal record clearance.

Level III Requirements:

- Complete a Volunteer Registration Form
- Fingerprinting and criminal records clearance (Form BC-1)
- Tuberculosis (TB) Testing
- Volunteer Personal Automobile Use Form is for transporting students.

➤ **Facility Project Volunteers**

The volunteers may work on short-term facility projects. Volunteer maintenance work shall be limited to those projects that do not replace the normal maintenance duties of classified staff.

- **Requirements:**
 - Complete a Volunteer Registration Form
 - Screening will be required if the activity occurs where students are present, or entails working with students. The level of records will be determined by the Principal of Operations or designee.

➤ **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.
- Any person arrested for a serious or violent crime shall not serve as a volunteer.
- For any other conviction, the Principal of Operations or designee has the discretion to deny volunteer service depending on the nature of the conviction as it relates to the volunteer's duties.

Sol Aureus College Preparatory

Volunteer Rules and Regulations

➤ **Volunteer Identification:**

- Volunteers are required to wear an identification badge and it must be clearly visible.
- Badges may be picked up at the office.

➤ **Tuberculosis Testing:**

- No volunteer will be allowed to provide supervision or instruction to students without proof of a TB examination within the past 60 days indicating that she/he is 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.

➤ **Basic Skills Proficiency:**

- Volunteers that provide instruction or supervision to students must show proof of basic skills proficiency.



REQUEST FOR LIVE SCAN SERVICE (Public Schools or Joint Powers Agencies)

Applicant Submission

ORI: A8296 Type of Applicant: Classified School Employee Credentialed School Employee
Code assigned by DOJ

The following selections are for Public Schools only:

License, Certification, Permit Peace Officer Law Enforcement Officer Volunteer

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

Contributing Agency Information:

Sol Aureus College Preparatory
Agency Authorized to Receive Criminal Record Information
6620 Gloria Dr.
Street Address or P.O. Box
Sacramento CA 95831
City State ZIP Code

10186
Mail Code (five-digit code assigned by DOJ)
Norman G. Hernandez
Contact Name (mandatory for all school submissions)
9164210600
Contact Telephone Number

Applicant Information:

Last Name _____
Other Name (AKA or Alias) Last
Date of Birth _____ Sex Male Female
Height _____ Weight _____ Eye Color _____ Hair Color _____
Place of Birth (State or Country) _____ Social Security Number _____
Home Address _____
Street Address or P.O. Box

First Name _____ Middle Initial _____ Suffix _____
First _____ Suffix _____
Driver's License Number _____
Billing Number _____
(Agency Billing Number)
Misc. Number _____
(Other Identification Number)
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

Live Scan Transaction Completed By:

Name of Operator _____ Date _____

Transmitting Agency _____ LSID _____ ATI Number _____ Amount Collected/Billed _____