



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 the district procedure for screening of volunteers.
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.

School year: _____

SAN DIEGO UNIFIED SCHOOL DISTRICT SCHOOL VOLUNTEER APPLICATION

DATE _____ DISTRICT SPONSOR _____ SCHOOL CORREIA MIDDLE SCHOOL

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

ADDRESS _____ DATE OF BIRTH _____
(STREET) (CITY) (ZIP) 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 for a field trip during the school year. _____ YES _____ NO

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 require 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 any 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 ♦ Finger Printing-cleared _____
- Volunteer Walk-on Coach ♦ Processed by HR _____

Type of volunteer (check if appropriate):

- Parent OASIS Volunteer Volunteer Walk-on Coach
- Community Rolling Reader/EAR Other _____
- Partner College Student

Volunteer service ended (date): _____

Reason for leaving:

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



San Diego Unified School District
School Police Services

REQUEST TO CONDUCT VOLUNTEER SCREENING

(Please check the appropriate request)

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

Date: Requesting School: CORREIA MIDDLE SCHOOL Vol. Coord. J. WITTHAUS

Volunteer Name: First Name Full Middle Name Last Name

List any other names used in the past:

Address: City: Zip:

Date of Birth: Month Day Year Phone:

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 (Cat D)
Walk-on coach/Athletic Support (Cat D) Other

Are you being compensated for your services? YES NO

For SDUSD School Police Services office use only:

Ok to volunteer Deny as volunteer
By: SDUSD School Police Services Date:

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:
SDUSD School Police Services, Safe Schools Analyst
Eugene Brucker Education Center, EOC; or fax to 619-725-7169

Results will be returned to the school site volunteer coordinator within 2 weeks.

CATEGORY D VOLUNTEER FINGERPRINT REQUEST:

Instructions for Category D Volunteer:

Please call SDUSD School Police Services Livescan Unit at (619) 725-7015 for more information on hours and appointment scheduling. There is no charge to the volunteer for the fingerprinting.

Please bring this completed form and a current government-issued picture ID (driver's license, passport, military ID) to:
SDUSD School Police Services Livescan Unit
4100 Normal Street, EOC
San Diego, CA 92103

Results will normally be returned to the school site volunteer coordinator within 2 weeks of the date of fingerprinting. However, 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.