

UCHS VOLUNTEER CHECKLIST

- Complete and return a School Volunteer Application.
- Read and acknowledge the Volunteer Code of Conduct.
- Provide results of a Tuberculin (TB) skin test.**
- Drivers/chaperones using private vehicles to transport students** on field trips, or to and from sports and other school events must adhere to and sign the *Transportation to Field Trips and School Events* guidelines.
- Submit paperwork to the main office. The volunteer coordinator at the school site will process your application and conduct the appropriate screening and/or background check.

For questions about volunteering, please contact:

Marie Byrd, UCHS Parent Support Liaison
858-457-3040 x206 • mbyrd@sandi.net

PLEASE NOTE: District policy requires that all new and returning volunteers have a current volunteer application and proof of a negative TB test on file with the school. Volunteer applications must be completed each year. TB tests are valid for four (4) years. For the safety of our students it is important that the proper paperwork is on file for any volunteer who works with or has contact with our students. Thank you for understanding the importance of this requirement.

****Tuberculosis Testing:** The San Diego Unified School District requires that all persons who work with children be tested and found to be free of tuberculosis. TB tests may be obtained from a private physician or the County Health Department. Clearance cards will be valid for four years from date of test.

TUBERCULOSIS (TB) TESTING FOR VOLUNTEERS

Quick Facts

- All adult volunteers must obtain TB clearance before they may start a volunteer assignment with students
- Volunteers may obtain TB tests from their private physician or from the County Health Department. College students may obtain their TB test from their school's health clinic. Active-duty military volunteers receive annual TB testing from their command and do not need additional testing.
- TB clearance cards are valid for 4 years from the date of the test.
- Once a volunteer has had a positive TB skin test and had a follow-up negative chest x-ray, the volunteer does not need to have any additional testing, but must provide written verification of the negative chest x-ray. There is no time limit for the validity of the negative chest x-ray report.
- Volunteers needing chest x-rays should contact their primary care physician first. If the x-ray cannot be done through their insurance, they may contact the San Diego County Health Department (TB Program) for information on obtaining a chest x-ray.
- TB test information and records are maintained at the school site with the volunteer applications.

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 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 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 + 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 _____

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 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.



6949 Genesee Avenue, San Diego, CA 92122

**INSTRUCTIONS TO DRIVERS OF PRIVATE VEHICLES
TRANSPORTATION FOR FIELD TRIPS AND TO SCHOOL EVENTS**

Instructions for parents and students who use their cars or other vehicles to transport other students on field trips, or to and from school events:

1. Name _____ DL# _____ Exp. Date _____
2. *Check safety of the vehicle:* tires, brakes, lights, horn, suspension, etc. A safety check of the type conducted by the California Highway Patrol is recommended. The School Safety Division of the San Diego Police Department can also be of assistance.
3. *Check the adequacy of your liability insurance.* You are liable in the event of illness, accident, injury, or death resulting from such use of your vehicle. State law says that "all persons making any field trip or excursion shall have been deemed to have waived all claims against the district (its employees) or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion" (Ed. Code 35330).
4. *Carry only the number of passengers for which your vehicle was designed. The number of occupants in a sedan, passenger vehicle, station wagon, or van, including the driver, may not exceed ten* (Ed. Code 39830). Each passenger is required to use a safety belt (Vehicle Code 27315).
5. *The number of occupants in a pickup or motortruck may not exceed more persons than can safely sit belted in the passenger compartment.* Motorhomes may not be used to transport students. Students are expressly forbidden to ride in the cargo area of pickups or motor-trucks whether or not these areas are enclosed by camper shells or other protective covering. (Ed. Code 39830).
6. *Travel caravan style if more than one vehicle is used for the trip.*

I certify that the above information is correct. I have adequate insurance and my vehicle is properly maintained.

Signature

Cell#

UNIVERSITY CITY HIGH SCHOOL 6949 Genesee Ave, 92122 www.universitycityhigh.org

The mission of University City High School is to educate students to become productive and responsible citizens, who realize their full potential through life long learning.