



# National School District – School Volunteer

2017-  
2018

Dear Volunteer:

Thank you for your interest in sharing your valuable time with National School District. We recognize that volunteer assistance in schools can enrich the educational program, increase supervision of students, and contribute to school safety while strengthening the school's relationship with the community. (BP1240)

Volunteer applications must be filled out each school year. Please turn in the completed packet to your school of preference. Incomplete packets will not be processed.

Documents needed:

1. Volunteer Application
2. Volunteer Code of Conduct
3. Valid Driver's License or Picture ID
4. Copy of a verification of a negative Tuberculosis Test (TB) within the past four years (AR 1240; EC 49406)
  - a. TB Skin Test: Every four years
  - b. Chest X-Ray: Every four years (with a positive TB skin test)

Please Note: Volunteers are screened through the Department of Justice's Megan's Law web site. (AR 1240; cf. 3515.5)

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Estimado Voluntario(a):

Gracias por su interés en compartir su valioso tiempo con el Distrito Escolar National. Reconocemos que la asistencia de voluntarios en las escuelas puede enriquecer el programa educativo, aumentar la supervisión de los estudiantes, y contribuir a la seguridad de la escuela, mientras que fortalece la relación de la escuela con la comunidad. (BP1240)

La Solicitud de voluntario(a) se debe llenar cada año escolar. Por favor entregue el paquete completo a su escuela de preferencia. Los paquetes incompletos no será procesados.

Documentos necesarios:

1. Solicitud de Voluntario(a)
2. Código de Conducta del Voluntario(a) (firmado)
3. Licencia de conducir válida o identificación con foto
4. Copia de una verificación de una prueba negativa de tuberculosis (TB) en los últimos cuatro años (AR 1240; EC 49406)
  - a. Prueba de la tuberculina: Cada cuatro años
  - b. Radiografía de tórax: Cada cuatro años (con una prueba de la tuberculina positiva)

Nota: Los voluntarios son examinados a través del sitio del Departamento de Justicia - la Ley de Megan. (AR 1240; cf. 3515.5)



# National School District - School Volunteer Application

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**\*Must attach copy of valid driver's license or picture ID.**

Information provided on this form is confidential and will be used only for school Volunteer Program purposes.

School \_\_\_\_\_ Teacher \_\_\_\_\_ Student \_\_\_\_\_

Full Legal Name \_\_\_\_\_  
(First) (Middle) (Last)

Address \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Date of Birth \_\_\_\_\_ Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
(Mo/Day/Yr)

Cell Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Do you have children or grandchildren in school?  Yes  No

Child's Name \_\_\_\_\_ School \_\_\_\_\_ Grade \_\_\_\_\_

Child's Name \_\_\_\_\_ School \_\_\_\_\_ Grade \_\_\_\_\_

Child's Name \_\_\_\_\_ School \_\_\_\_\_ Grade \_\_\_\_\_

Do you have volunteer experience?  Yes  No Where? \_\_\_\_\_

Individuals to contact in case of an emergency:

Name \_\_\_\_\_ Phone Number \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Phone Number \_\_\_\_\_ Relationship \_\_\_\_\_

Do you have any criminal charges pending against you?  Yes  No

Have you ever been convicted of a felony?  Yes  No

Have you ever been convicted of a sex or drug related offense or crime of violence?  Yes  No

Are you required to register as a sex offender under Penal Code 290.95?  Yes  No

"I understand that the district may research my personal and professional background. 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. I also understand that I may have a criminal history check run by law enforcement if I serve as a volunteer. It is possible that as a volunteer I may have more than occasional or infrequent contact with students. Under Penal Code 290.95 I am required to disclose to school officials if I am a registered sex offender. My failure to disclose this fact could result in my arrest, prosecution, and likely fine and imprisonment. By placing my name below, I declare under penalty of perjury, that I am not required, pursuant to Penal Code 290.95, to disclose to school officials that I am a registered sex offender, and that I have not suffered convictions for sex or drug related offenses or for crimes of violence, and there are no criminal charges pending against me. I agree to abide by the district's safety and health rules and regulations."

Signature \_\_\_\_\_

Date \_\_\_\_\_

**For Office Use Only:**  
Background check cleared by \_\_\_\_\_ Date \_\_\_\_\_ ML \_\_\_\_\_ SDSD \_\_\_\_\_ TB Clearance \_\_\_\_\_  
Driver's License or Valid Picture ID# \_\_\_\_\_ State \_\_\_\_\_ Expiration Date \_\_\_\_\_  
Application Denied/Date \_\_\_\_\_ Reason Denied \_\_\_\_\_



# School Volunteer – Code of Conduct

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

1. Immediately upon arrival, I will sign in at the principal's office or the designated sign-in station.
2. I will wear or show a volunteer identification whenever required by the school to do so.
3. I will only use adult bathroom facilities.
4. I agree to never be alone with individual students without the authorization of teachers and/or school authorities.
5. I will not solicit outside contact with students.
6. I will exchange home directory information only with parental and administrative approval and only if it is required as part of my role as a volunteer. I agree not to exchange telephone numbers, home address, e-mail addresses or other home directory information with students for any other purpose.
7. I will maintain confidentiality outside of school and will share any concerns that I may have with teachers and school administrators.
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.
9. I will not disclose, use, or disseminate student photographs or personal information about students, self, or others.
10. I agree not to post, transmit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit or that could be construed as any form of harassment.
11. 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 National School District Volunteer Code of Conduct at all times or cease student volunteering immediately.**

\_\_\_\_\_  
Print Name of Volunteer

\_\_\_\_\_  
School Site Volunteering

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date