



108 Whispering Pines Drive, Suite 115

Scotts Valley, CA 95066

(831) 438-1820 • FAX: (831) 438-2314 • www.scottsvalleysd.org

SUPERINTENDENT
Tanya Krause x105

EDUCATIONAL SERVICES
Alexandra Friel x114

SPECIAL EDUCATION
Amy Churchill x123

BUSINESS SERVICES
Mary Navas x107

STUDENT SERVICES
Nadia Oskolkoff x103

PERSONNEL SERVICES
Michael Hanson x108

NEW VOLUNTEER PACKET

Thank you for your time and interest in becoming a Scotts Valley Unified School District volunteer! You are valuable members of our learning community and are greatly appreciated.

As part of the volunteer process, you are required to undergo a Fingerprint Background Check, have TB clearance, and complete safety training courses.

You are not authorized to volunteer on any campus until the mandatory requirements are fulfilled.

*If you will be a volunteer **driver** for any student activities, please contact the school office to fulfill additional necessary requirements such as providing proof of license, registration, and insurance.*

Packet Contents/Checklist

Most of these documents will print if you print this packet.

You must click the Live Scan Fingerprint link in order to print that form.

- ☐ [Registration Agreement](#)
- ☐ [Volunteer Role, Responsibilities, and Code of Conduct](#)
- ☐ [Live Scan Fingerprinting Form](#) (Print from this link)
- ☐ [TB Clearance](#)
- ☐ [Annual Online Training Instructions for Volunteers](#)

NEW VOLUNTEER: SVUSD Registration Agreement

Complete this page and turn in to the school office

Personal Information

Volunteer Position: Site: (circle all that apply) Brook Knoll Vine Hill SVMS SVHS	Anticipated Start Date
Last Name First Name Middle Initial	Date of Birth
Address City Zip	
Phone Number: Home / Cell / Work	Email
Relationship to any students/staff at schools (Include your students name and teacher/coaches names if applicable)	
In case of emergency, notify Name: Relationship: Ph No: Name of Doctor: Ph No:	

Have you EVER been convicted of any sex offense for which you must register with any law enforcement agency pursuant to Penal Code Section 290? ☐YES ☐NO

I certify under penalty of perjury that the foregoing information and statements are true and complete, and I authorize the Scotts Valley Unified School District to complete a background check as a condition of school volunteer service, as provided by California Education Code 45125.

Volunteer Signature _____ Date _____

Review and sign this page and turn in to the school office

Volunteer Role, Responsibilities, and Code of Conduct

As a Volunteer, Your Role and Responsibilities in the School Are Unique

- **Understand** that your role is a supportive one. The teacher/coach and administration are in charge.
- **Remember** volunteers are only permitted to work with students on school grounds and under the supervision of certificated staff (excluding driving to school activities).
- **Maintain** student confidentiality at all times. Do not discuss students with anyone except teachers/coaches and administration.
- **Use** good judgment and avoid any compromising situations. Work in a room with other people/students present. Always use adult/staff bathrooms.
- **Ask** the teacher/coach or administrator for assistance with problematic student behavior.
- **Report** to staff immediately any suspected physical abuse, sexually exploitive behavior, or dangerous intentions of or towards a student.

As a Volunteer, 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. Please share any concerns with school administration.
- **Be Prompt** and consistent in your attendance. Teachers/coaches 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 will be late or absent.
- **Never** be under the influence of drugs or alcohol when with students.
- **Do not** smoke on school grounds or around students.
- **Do not** use the internet inappropriately by going to websites that are not conducive to a professional or educational environment while at school.
- **Keep** cell phones on silent/vibrate, and limit use in front of students.

As a Volunteer, please help with Health and Safety

- **Adhere** to district, school, and classroom policies and rules.
- **Refer** any student in need of first aid or any type of medication to the teacher/coach or front office.
- **Learn** and follow fire drills and emergency procedures.
- **Notify** the principal of any accident you have on school grounds. A written form must be submitted to the principal within 24 hours. Please see the site secretary for the form.

I agree to adhere to the above Agreements at all times when I am a volunteer at an SVUSD school site or activity. I understand that my volunteer status can be revoked at any time.

Volunteer Signature _____ Date _____

VOLUNTEER COPY

This is a copy of the previous page that you signed. This copy is for you to keep.

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LIVE SCAN FINGERPRINTING INFORMATION

[Linked here is the Applicant Submission Form \(Request for Live Scan Service\)](#)

This form must be completed legibly.

The applicant is required to present the attached form to one of the following Live Scan locations:

The UPS Store 0833 216 Mt. Hermon Rd., Suite E Scotts Valley , CA 95066 831-438-7038 Store0833@the upsstore.com M-F, 8:30am – 6:30pm; Sat. 10:00am – 6:00pm Sun. 10:00am – 3:00pm Walk-ins and Appt.	Santa Cruz County Office of Education 400 Encinal Street Santa Cruz, CA 95060 831-466-5600 kstoudt@santacruzcoe.org M-F, 1:30pm – 4:00pm, Walk-ins
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Applicant will also need to provide one of the following acceptable forms of identification:

- Valid Driver's License
- Valid photo ID card issued by federal, state, or local government
- Valid school photo ID card
- Valid U.S. Military Photo ID card
- Valid U.S. Passport with photograph
- Valid Alien Registration Receipt Card with photograph

Applicants will be required to pay any applicable fees (specific fees are charged based on the type of background check requested). Cash, Money Order, Cashier's or personal check are accepted.

Fingerprinting Volunteers - FAQ's

- **Why is the Scotts Valley Unified School District requiring fingerprint clearance?** The practice of requiring fingerprint clearance is to provide a greater level of protection for students and volunteers.
- **Who is required to be fingerprinted?** School district employees, and any adult volunteers who are alone with students (e.g., driving students on a field trip), or are working in the classroom on a regular basis.
- **How do I sign up for a fingerprinting appointment?** Please refer to the Live Scan Information Sheet in your volunteer packet. Some places are walk-in only, and some you can either walk-in or make an appointment ahead of time.
- **What is the cost of fingerprinting?** The cost varies, depending on where you go to be fingerprinted. The Live Scan Information Sheet, in the volunteer packet, provides two different locations, but you may choose where you would like to complete your Live Scan.
- **Do I have to be fingerprinted every year?** No. This is a one-time requirement and the fingerprinting is good through your child's 12th grade year. The Department of Justice will notify the district of any subsequent arrests.
- **If I have children at more than one school, do I need to be fingerprinted for each school?** No. You only need to be fingerprinted once for all children attending the Scotts Valley Unified School District.
- **What if a parent used to work for the district, do they need to be fingerprinted?** If the district has a record of the clearance date, a parent who previously worked for the district will not need to be fingerprinted.
- **What if a parent has already been fingerprinted by another agency, do they still need to be fingerprinted?** Yes. Agencies are not allowed to share fingerprinting information, per the Department of Justice. Information is confidential.

Thank you for supporting our efforts to keep your children safe. Please contact your school principal if you have questions.

TB Clearance

California law requires that school staff working with children be free of infectious Tuberculosis (TB), You may obtain/provide certification of a negative TB in one of two ways:

- 1) Go to the SVUSD HR Department website (<https://www.scottsvalleyusd.org/page/hr>).
 - Select '[Volunteers](#)' link
 - Select '[TB Risk Assessment](#)' - This will direct you to a Google Survey for you to complete.
 - Once submitted, our district nurse will contact you directly.
 - If appropriate, she can certify you for 4 years.
 - Certifications will be sent directly to HR.

OR

- 2) A copy of a valid negative TB test result from your physician. TB test results are valid up to four (4) years after the date of the negative result reading.

Annual Online Training Instructions for Volunteers

AB1432 requires school districts to train all employees, and highly recommends training volunteers on the Mandated Reporter training each school year. Mandated reporter training includes information on how to recognize and report suspected child abuse and neglect.

In addition to the Mandated Reporter training, there are two Board Policies posted on the online training site which you are required to review.

To proceed with the trainings and review the Board Policies:

1. Please go to: <https://svusd-keenan.safeschools.com/login>
2. New or Returning Volunteer (Please follow the instructions below)

NEW VOLUNTEERS

- Click on **“Register”**. Type in registration key, **1a7850c3**, and click **“CONTINUE”**.
- Enter your first and last names. You will be asked to create a user name. For ease of use, it is suggested you use your first and last name without a space, ex: johndeere. Providing an email address is optional. Click **“REGISTER”**.
- The next page congratulates you on completing the registration. Click on **the training page**.

RETURNING VOLUNTEERS

- Follow steps 1 - 3 above.
- Enter your user name (usually your first and last name without a space) and click **“LOG IN”**. If you don't remember your user name, contact Scenario Learning at 800-434-0154.
- You will receive a log in confirmation. Click, **“Log Me In!”**

Three trainings will appear:

- ☐ **Mandated Reporter Training**
- ☐ **Sexual Harassment SVUSD Board Policy**
- ☐ **Non-Discrimination SVUSD Board Policy**

- a. Click on the Mandated Reporter training and complete the course. There is audio so be sure to turn up the volume. You must complete each section of this course and pass the quiz to receive full credit. If you try to jump ahead and only take the quiz, the system will show the status as “in progress” and will not indicate a completion. It is not necessary to print out a copy of the Certificate of Completion. We are able to obtain the results electronically.
- b. After completing the Mandated Reporter training, click on the **“HOME”** button on the upper left hand corner of your screen. This will take you back so you can review the Board Policies. Again, you only need to read these policies and check the box to complete.

We appreciate you taking the time to complete these training sessions to help ensure the safety of our students. If you have any questions, please do not hesitate to contact Neelu Sangha at nsangha@scottsvallleyusd.org or 831-438-1820, Ext. 101.

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