

# Language Academy

## Volunteer Application

### 2024 – 2025

*Please Note: All completed applications will be given priority and processed on Thursday's. Please allow 2-5 **School Days** for processing.*

***Applications will not be process until all items are attached.***

- Volunteer Application
- Code of Conduct
- State ID / Driver's License
- Signed Risk Assessment / Valid TB test

Applicant Name: \_\_\_\_\_

Applicant E-mail: \_\_\_\_\_

Dear Future Volunteers,

Our Volunteers are very important to our school. As listed in the previous page, these items are required to volunteer **every year**:

- All Volunteers must fill out the application fully and sign the Code of Conduct.
- Must be able to present an original form of current government issued photo ID. That includes license, passport, State ID and / or any other form of government identification as we do run background checks for security reasons.
- A valid TB test (skin and blood tests are valid for up to 4 years and chest x-rays are good for up to 7) or have the Risk Assessment page of the packet signed by our current School Nurse or a Health Care Provider.

If you have applied to volunteer a previous school year and would like to use your documentation from then, a request will be put in to retrieve it. This will take up to 3-5 school days.

Any and all questions regarding Volunteering can be sent to [jdiazjimenez@sandi.net](mailto:jdiazjimenez@sandi.net)

**As stated: Depending on volume of applications, It can take from 2-5 School Days for an application to be processed and complete packets will be given priority.**

Estimados futuros voluntarios,

Los Voluntarios son muy importantes para nosotros y la escuela. Como en la pagina anterior, aquí esta una lista de los documentos necesarios para aplicar **cada año escolar**:

- Todos los deben llenar la paquetilla entera y firmar el Código de Conducta
- Se requiere una forma de identificación original repartida por el gobierno que tenga foto. Esto incluye una licencia de manejo, pasaporte, identificación estatal, etc. Son necesarias ya que hacemos verificación de antecedente para cada aplicante por razones de seguridad.
- Prueba de tuberculosis valida (Pruebas de piel / sangre son validas por 4 años y los rayos x de pecho son validas por 7 años) o Tener la sección de Evaluación de Riesgos firmada por la enfermera escolar o su medico profesional.

Si ya aplico el año escolar pasado y le gustaría usar sus documentos de esa aplicación, se puede hacer un pedido para conseguirlos. Esto puedo tomar de 3 a 5 Días Escolares.

Todas las preguntas y dudas sobre Voluntarios pueden ser mandadas a [jdiazjimenez@sandi.net](mailto:jdiazjimenez@sandi.net)

**Dependiendo del volumen de aplicaciones, puede tomar de 2 a 5 Días Escolares para que sea procesada una aplicación, y los paquetes completos tendrán prioridad.**

**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

HOME PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_ ID # \_\_\_\_\_  
Gov Issued ID Type \_\_\_\_\_

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 + Fingerprinting - cleared \_\_\_\_\_

Type of volunteer (check if appropriate):

Parent  OASIS Volunteer  CalWORKS

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.**



**San Diego Unified**  
SCHOOL DISTRICT

**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.**

signature: \_\_\_\_\_

DATE \_\_\_\_\_



## California School Employee Tuberculosis (TB) Risk Assessment Questionnaire



(for pre-K, K-12 schools and community college employees, volunteers and contractors)

- Use of this questionnaire is required by California Education Code sections 49406 and 87408.6, and Health and Safety Code sections 1597.055 and 121525-121555.<sup>A</sup>
- The purpose of this tool is to identify adults with infectious tuberculosis (TB) to prevent them from spreading disease.
- Do not repeat testing unless there are new risk factors since the last negative test.
- Do not treat for latent TB infection (LTBI) until active TB disease has been excluded:  
*For individuals with signs or symptoms of TB disease or abnormal chest x-ray consistent with TB disease, evaluate for active TB disease with a chest x-ray, symptom screen, and if indicated, sputum AFB smears, cultures and nucleic acid amplification testing. A negative tuberculin skin test (TST) or interferon gamma release assay (IGRA) does not rule out active TB disease.*

Employee Name: \_\_\_\_\_ Employee ID: Volunteer

Assessment Date: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

### History of Tuberculosis Disease or Infection (Check appropriate box below)

- Yes**
- If there is a documented history of positive TB test or TB disease, then a symptom review and chest x-ray (if none performed in the previous 6 months) should be performed at initial hire by a physician, physician assistant, or nurse practitioner. If the x-ray does not have evidence of TB, the person is no longer required to submit to a TB risk assessment or repeat chest x-rays.
- No (Assess for Risk Factors for Tuberculosis using box below)

### TB testing is recommended if any of the 3 boxes below are checked

- One or more sign(s) or symptom(s) of TB disease  
• TB symptoms include prolonged cough, coughing up blood, fever, night sweats, weight loss, or excessive fatigue.
- Birth, travel, or residence in a country with an elevated TB rate for at least 1 month  
• Includes countries other than the United States, Canada, Australia, New Zealand, or Western and North European countries.  
• Interferon gamma release assay (IGRA) is preferred over tuberculin skin test (TST) for non-US-born persons.
- Close contact to someone with infectious TB disease during lifetime

### Treat for LTBI if TB test result is positive and active TB disease is ruled out

<sup>A</sup>The law requires that a health care provider administer this questionnaire. A health care provider, as defined for this purpose, is any organization, facility, institution or person licensed, certified or otherwise authorized or permitted by state law to deliver or furnish health services. The Certificate of Completion (below) should be completed after screening is completed.

#### Certificate of Completion

To satisfy job-related requirements in the California Education Code, Sections 49406 and 87408.6 and the California Health and Safety Code, Sections 1597.055, 121525, 121545 and 121555.

***The above named patient has submitted to a tuberculosis risk assessment. The patient does not have risk factors, or if tuberculosis risk factors were identified, the patient has been examined and determined to be free of infectious tuberculosis.***

Health Care Provider completing assessment or examination signature: \_\_\_\_\_

Please print, place label or stamp with Health Care Provider name and address (include number, street, city, state and zip code):

Joy Buttron, RSCN / Language Academy / 4961 64th Street / San Diego, CA 92115

Please return to the Human Resources Division: 4100 Normal St., Room 1241 San Diego, CA 92103; [tb@sandi.net](mailto:tb@sandi.net); Questions: 619-725-8089