

***How to guest with the SCCOE***

We strongly believe in protecting the children we serve and as such the SCCOE screens all persons working with our students.

Our goal is to make your time spent at an SCCOE site rewarding for everyone involved. Please review the following checklist for items that will need to be completed.

***Read, complete and submit the following:***

1.  Attached
  - *Information Sheet, Emergency Information, Living Our Values and Technology Agreement (if applicable)*
2.  Submit a tuberculosis (TB) clearance
  - TB test results or a TB risk assessment and certificate of completion from the past 60 days
  - TB clearances must be updated every four years
3.  Schedule a Live Scan fingerprint appointment with SCCOE’s Talent Management department at [talent\\_management@sccoe.org](mailto:talent_management@sccoe.org) or 408-453-4362 (see map attached)
  - ♦ Bring the following to your fingerprint appointment:
    - ✓ State issued drivers license or state issued ID or see list below for “other” \*acceptable forms of ID
    - ✓ Know your Social Security Number (for faster background checks)
    - ✓ A copy of your TB clearance
    - ✓ Completed paperwork

\*Acceptable forms of secondary personal ID. If you do not have a state issued driver’s license or ID, bring **one** of the following from list A and **two** from list B to your appointment.

***List A***

- State issued certificate of birth
- U.S. duty/retiree/reservist military ID
- US passport
- Federal ID card
- Department of Defense common access card
- U.S. tribal of Bureau of Indian Affairs ID
- Social Security Card
- Court order for change - name/gender/adoption/divorce
- Marriage certificate
- U.S. government issued consular report of birth abroad
- Foreign passport w/ appropriate immigration documents
- Certificate of citizenship
- Certificate of naturalization
- INS resident alien card issued since 1997
- INS temporary resident ID
- INS employment authorization card

***List B***

- Utility bill with address
- Jurisdictional voter registration card
- Vehicle registration card/title
- Paycheck stub with name/address
- Spouse/parent affidavit
- Cancelled check or bank statement
- Mortgage documents

**INFORMATION SHEET**

This information is CONFIDENTIAL and will not be shared outside of your assigned SCCOE location. Please print clearly.

Date: \_\_\_\_\_ Guest's Association (club, company, non-profit, etc.): \_\_\_\_\_

Mr.  Mrs.  Ms. Name: \_\_\_\_\_

Home Telephone Number: (\_\_\_\_\_) \_\_\_\_\_ Mobile Telephone Number: (\_\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ SCCOE Site Assignment: \_\_\_\_\_

**PLEASE READ, SIGN, AND DATE THE FOLLOWING:**

As a guest, you are required to complete this information packet, provide a Tuberculosis clearance (within the prior 60 days), and attend any site-specific training for your guest activity. You may also be required to submit a Department of Justice Live Scan fingerprint clearance. Once your information is on file, you may make a fingerprinting appointment at the SCCOE by contacting Talent Management at [talent\\_management@sccoe.org](mailto:talent_management@sccoe.org) or 408-453-4362. You will need a valid federal, state or local government picture ID (driver's license, passport, or visa), INS residency card (if you are not a US Citizen) for your fingerprint appointment.

I, \_\_\_\_\_ (*please print your name*) certify under penalty of perjury and in conformance with Education Code 35021 that I am not required to register as a sex offender pursuant to Penal Code 290 and to the best of my knowledge, all information given by me in this information packet and in any other forms I complete for the SCCOE is true and correct. I understand that false or misleading statements made by me or consequential omissions of any kind are sufficient cause for my not being accepted as a guest or for my being dismissed if I am already a guest no matter when discovered. I authorize the SCCOE to investigate all of the information contained in this application. I agree that the SCCOE may at any time, at its sole discretion, terminate my services.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

  
**COUNTY SUPERINTENDENT OF SCHOOLS**  
Jon R. Gundry

1290 Ridder Park Drive, MC 264 San Jose, California 95131-2304  
Phone: (408) 453-4362 \* Fax: (408) 453-6723 \* email address: [talent\\_management@sccoe.org](mailto:talent_management@sccoe.org) \* website address: [www.sccoe.org](http://www.sccoe.org)

## Emergency Information

<b>EMERGENCY INFORMATION</b>	Date: _____
(PLEASE PRINT)	Name: _____
Person(s) to contact in case of emergency, if under 18, parents please sign at the bottom:	
Name: _____	Relationship: _____
Address: _____	Day Phone: _____
_____	Alternate Phone: _____
Name: _____	Relationship: _____
Address: _____	Day Phone: _____
_____	Alternate Phone: _____
Name of Physician: _____	Insurance Carrier: _____
Phone: _____	Medical #: _____
Name of Dentist: _____	Insurance Carrier: _____
Phone: _____	Medical #: _____
Do you have any physical limitations or special medical conditions that require reasonable accommodations? If yes, please list. _____	
_____	
_____	



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## SCCOE GUEST CODE OF CONDUCT

The Santa Clara County Office of Education (SCCOE) aims to develop and maintain a safe and secure learning environment for all students. The SCCOE expects all persons to act in the best personal and educational interests of every student and to treat all equally. The safety, welfare, and well-being of our students are our primary concern. To help us achieve this goal, this code of conduct has been developed to promote the basic principles of awareness and protect our students, families and staff.

*Please read this code thoroughly and observe all SCCOE policies and directives when fulfilling your guest role.*

### **Guests MUST:**

1. Not be left alone with students
2. Portray a positive role model by maintaining an attitude of respect, patience, courtesy and maturity
3. Not pray with students, encourage them to pray, or discuss their faith
4. Not have visitors during their time on an SCCOE site
5. Not use, possess, or be under the influence of alcohol or illegal drugs and follow our office's tobacco-free policy and refrain from smoking or using tobacco products while on SCCOE property
6. Respect the confidential information of students
7. Fully co-operate with the SCCOE practices and policies including those regarding sexual harassment, relationships with staff and students and that of electronic and information systems
8. Not release students to anyone but contact SCCOE staff if someone asks for a student
9. Not give out nor accept money or personal information from students (telephone numbers, e-mail or home address)
10. Appear clean, neat, and appropriately attired and use only appropriate language
11. Not abuse children. This includes physical abuse (strike, spank, shake, slap), verbal or mental abuse (humiliate, degrade, threaten), sexual abuse (inappropriate sexual touching or exposure), and neglect (withhold food, water, basic care, etc.)
12. Not give any medication or first aid to a student but notify a staff member immediately if a student is ill or injured
13. Not transport a student without proper and prior approval from parent and SCCOE staff
14. Not drive SCCOE vehicles, operate any power tools or equipment or use any hazardous chemicals other than common office equipment and general supplies such as cleanser and copier toner.
15. Not to be in possession of SCCOE site keys, computer passwords, or utilize office equipment for personal use
16. Not share food with students (due to special meal requirements or allergies)
17. Not photograph or videotape students
18. Not use cell phones (excluding emergencies) or the Internet for personal use while in the classroom
19. Maintain scheduled days/hours and notify the site if you will not be present
20. Not to contact students outside of the school site hours without parent permission.
21. (Alternative Education School sites only)
  - Wear no clothing in colors related to gangs: Blue, Red or Purple (though blue jeans are acceptable)
  - No clothing with gang or sport teams' insignias
  - No beanies, rags, bandanas, skullcaps, hairnets and/or visors
22. Not engage in unethical, illegal, immoral or unprofessional behaviors with students or staff
23. Only engage in age-appropriate physical contact with students such as handshakes, fist bumps and side hugs (no tickling, wrestling or children sitting in laps) and not to use the student restrooms areas unless specifically directed to do so by the SCCOE site staff
24. Complete required mandated reporter training for child abuse or neglect and report any suspected or known child abuse or neglect (for mandated reporters)

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## USE OF TECHNOLOGY AGREEMENT

***Every employee, volunteer, contractor, or other individual accessing the SCCOE network and/or Internet access must read and sign below:***

I have read, understand, and agree by the terms of the foregoing Administrative Regulation, AR 2620 – Employee Use of Technology. I accept responsibility for the appropriate use of the SCCOE computer resources, which include all computer systems, network systems, Internet and intranet web sites or other data processing equipment owned or leased by the SCCOE, as well as remote computers, or computer systems when used to access SCCOE computer resources, the phone system including voice mail, cell phones and office equipment. Should I commit any violation or in any way misuse my access to the SCCOE’s computer network and the Internet, I understand and agree that my access privilege may be revoked and disciplinary action may be taken against me.

***(Please print)*** Date: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

Last Four Digits of Social Security Number XXX - XX -

Address: \_\_\_\_\_

\_\_\_\_\_

*This agreement will be kept on file in Human Resources,  
please keep the booklet copy for your files*

# Signature Page

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## Code of Conduct – *Living Our Values*

I have read, understand, and agree to abide by the SCCOE Code of Conduct, Living Our Values.

*(Please print)* Date: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

Last Four Digits of Social Security Number XXX - XX -

Address: \_\_\_\_\_

\_\_\_\_\_

Status:

Employee  Substitute  Volunteer  Contractor  Other \_\_\_\_\_

**Note:** *This agreement will be kept in the guest's file.*

## Photo Opportunity Agreement

**Consent.** I consent to the use of my name, voice, statements, photographs, videotape, and related representations involving use of my voice or pictures of me, or both, by any and all entities that comprise the SCCOE, for the purposes of press-related items, training, and testimonials, including but not limited to brochures, posters, press releases, fliers, newsletters, the SCCOE website, and any and all other promotional or training items. I further acknowledge and agree that the SCCOE is not restricted in the form of usage of my name, voice, statements, photographs, videotape, etc. of me and that I will receive no compensation. The SCCOE is the absolute owner of any and all photographs, recordings, and other items (and all rights therein, including the copyright) to which this agreement applies.

I voluntarily agree to and accept the terms and condition as outlined in this photo agreement.

**AGREED AND ACCEPTED ON THIS DATE:** \_\_\_\_\_

**Name** (*please print*): \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Telephone number:** (day) \_\_\_\_\_ (evening) \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

### COUNTY SUPERINTENDENT OF SCHOOLS

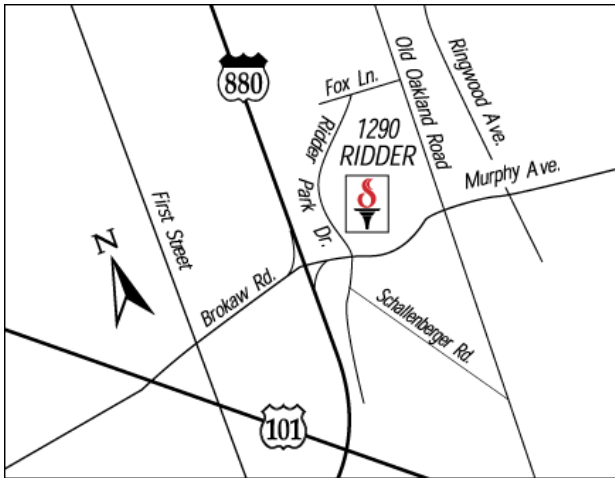
Jon R. Gundry

A Champion for Children, Schools and Community

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## Map and directions for your fingerprint appointment (Human Resources 2<sup>nd</sup> Floor):



**The Santa Clara County Office of Education is located in San Jose just off I-880 at the northeast corner of Brokaw Road and Ridder Park Drive at 1290 Ridder Park.**

**From San Francisco** or the S. F. International Airport: Take Highway 101 S (to San Jose). Take the I-880 N exit (to Oakland). Travel 1.2 miles to the Brokaw Road exit. Turn right onto Brokaw. Move into the left lane. Turn left at the first cross-street onto Ridder Park Drive. Take the first right into the SCCOE parking lot.

**From the Oakland/East Bay area** or the Oakland Airport: Take I-880 S (to San Jose) to the Brokaw Road exit. Stay in the left lane and turn left onto Brokaw. At the second stoplight, turn left onto Ridder Park Drive. Take the first right into the SCCOE parking lot.

**From San Jose or points South:** Take Highway 101 N (to San Francisco); exit at I-880 N (to Oakland). Travel 1.1 miles to the Brokaw Road exit. Turn right onto Brokaw. Move into the left lane. Turn left at the first cross-street onto Ridder Park Drive. Take the first right into the SCCOE parking lot.

- or -

Take I-880 N (to Oakland) to the Brokaw Road exit. Turn right onto Brokaw. Move into the left lane. Turn left at the first cross-street onto Ridder Park Drive. Take the first right into the SCCOE parking lot.

**From the Santa Cruz/Monterey area:** Take Highway 17 N, which becomes I-880. Take the Brokaw Road exit and turn right onto Brokaw. Move into the left lane. Turn left at the first cross-street onto Ridder Park Drive. Take the first right into the SCCOE parking lot.

**From the Peninsula area:** Take I-280 South to I-880 North toward Oakland. Take I-880 North past Hwy. 101 to the Brokaw Road exit and turn right onto Brokaw. Move into the left lane. Turn left at first cross-street onto Ridder Park Drive. Take the first right into the SCCOE parking lot.

**From the San Jose International Airport:** Follow the signs for Skyport Drive/Downtown. Go straight under the overpass (exit to Highway 87 will be on the left, exit to 280 on the right) and take the first left onto Technology Dr. Go 0.4 miles and then turn right onto Airport Parkway, which becomes Brokaw Road. Drive 1.4 miles and turn left onto Ridder Park Drive. Take the first right into the SCCOE parking lot.