

# Colton Joint Unified School District

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## District Volunteer Handbook 2023-2024



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# **Volunteers Quick Reference**

## **Requirements:**

- Complete and return a CJUSD volunteer application to school site
- Provide a copy of a valid Government issued photo identification
- LiveScan fingerprint clearance from the Department of Justice (DOJ).
  - Volunteers cannot participate in school activities until their clearance date.
  - Classroom Observation/Interns cannot participate until Board approved.
  - LiveScan fingerprint fees:
    - Volunteers – no fee
    - Classroom Observation & Interns - \$52.00
- Tuberculosis (TB) clearance
  - Within 60 days of application date

*Human Resources will contact you to schedule a LIVESCAN fingerprint appointment for the State of California's Department of Justice (DOJ). There is no fee for volunteers.*

## **Volunteers can be:**

- Parents/Guardians, Grandparents, etc.
- College Students
- Community Members
- Retirees

## **Areas to Volunteer:**

- Classroom
- Field Trip
- Excursions and/or through athletic
- Extracurricular activities

# Welcome Volunteers!

The volunteer program at the Colton Joint Unified School District (CJUSD) is designed to encourage volunteer participation, while ensuring that steps are taken to protect the safety and interests of our students. We thank you and support your efforts in helping our students and school staff.

A school volunteer is a person who is willing to take time to share wisdom and experience with those on the threshold of the future...our students. A school volunteer helps to expand and enrich the students' learning experiences by working under the direction of school staff and administrators.

Education is a team effort, and volunteers are a very critical part of the school team. Your involvement on our campus shows our students that you are concerned, that you value them as young adults, and that you want to help them succeed and be the best they can be.

It is our hope that the *District Volunteer Handbook* will serve as a reference for our volunteers. These guidelines have been established to provide a highly effective program that ensures a safe environment for the volunteer, the students, and our staff members.

We are extremely appreciative of our community resources and thank you for providing your precious time, individual talents, and expertise as a school volunteer.

## Definition of a Volunteer/Chaperone

A volunteer is a person who is at least 18 years old (21 years or older for chaperones), who renders service to the District and its programs without receiving remuneration (monetary compensation, etc.) of any kind. A volunteer may be a parent, District employee (outside of course and scope of employment), or community member who submits an application and completes the necessary requirements to participate in the District's Volunteer Program. Volunteers have student contact in classrooms, on field trips and excursions, and/or through athletic and extracurricular activities. Chaperones shall be assigned a prescribed group of students and shall be responsible for the continuous monitoring of these students' activities.

*\*Parents participating in "one-time" activities such as: Guest Speakers, Dr. Seuss Day, Superhero Day, etc. do not need to be fingerprinted. Parents participating in groups such as: SSC, ELAC, PTA, PTO, or Boosters, do not need to be fingerprinted unless they are participating in classroom observations, field trips, or as a volunteer at a school site.*

# Getting Started

New school volunteers need to complete all requirements PRIOR to volunteering at our schools. The complete list of requirements is explained below.

Prospective volunteers must complete the following:

- Completed Volunteer Application Form at the school site with proof of valid Government issued photo identification, such as California Driver License or California Identification Card.
- Copy of a negative Tuberculosis (TB) clearance taken within sixty (60) days of initial service.
- Fingerprint clearance through the State of California's Department of Justice (DOJ).

**All requirements are necessary to ensure the welfare and safety of our students.**

## Fingerprint Clearance

Volunteer applicants recommended by school administration will be contacted by the Human Resources Division for a LIVE SCAN appointment with our District. Volunteer applicants need a valid form of identification at the time of their appointment. This is necessary for the submission of their scanned fingerprints to the State of California's Department of Justice (DOJ).

Volunteers are welcome to have their LIVE SCAN completed elsewhere; however, they will be required to pay the rolling fee of the agency. Human Resources has a list of approved locations. Please contact Human Resources for more information.

Volunteer applicants who have certain types of criminal records, such as felony convictions and misdemeanors related to sex and drug offenses, shall not be cleared to volunteer with students or staff in the Colton Joint Unified School District.

The District will continue to receive Subsequent Activity Reports from the DOJ for as long as the volunteer remains in an active status. A gap of one year or more will require the volunteer to complete a new volunteer clearance process.

# Tuberculosis Clearance

All volunteers must have a negative Tuberculosis (TB) clearance administered within the past sixty (60) days of submitting their volunteer application from their family physician, or approved health care agency/provider. A negative TB test is accepted if you are a recurring volunteer within the last 4 years of a negative reading. The cost of the TB clearance shall be borne by the prospective volunteer.

**NOTE:** If the volunteer has a lapse within the 4 years they will not be considered recurring. Therefore, the volunteer will need to provide a negative Tuberculosis (TB) clearance within sixty (60) days upon return for volunteering.

## **Tuberculosis cost and locations for Volunteers:**

**Keystone Industrial Medicine** 909-521-8818 Cost \$20.00 and picture identification required.

**San Bernardino Health Department** 1-800-722-4777 Cost \$20.00 appointment only.

# Guideline for Volunteers

Students observe and learn from the behavior of the adults around them. Volunteers are expected to exhibit proper decorum, good manners, and respect and kindness towards students and adults alike. Volunteers should not try to be a peer or buddy to students; our students are best served when adults behave responsibly.

Volunteers serve at the discretion of the administrator, teacher, or other district personnel and should not substitute their own personal judgment for that of the supervisor. For example: volunteers should not introduce new concepts, assign grades to students, call a student's parents, or offer any services not authorized by a District Supervisor. Personal privacy and student safety are of paramount concern.

Volunteers may not:

- Leave students unsupervised.
- Give any information about any student. Requests for student information should be referred to the school office.
- Place their hands on a student.
- Give any food or candy to a student.
- Loan or borrow money from any student.
- Hold any student's property.
- Talk to students about the volunteer's personal life.
- Do not disclose, use or disseminate student photographs or personal information about students, self, or others.

Any questions from the volunteer should be addressed by the site Administrator. District and site Administration have the right to guide or terminate a volunteer's service on campus. Volunteers who believe they have been treated unfairly may speak to the school Principal or site Administrator for any applicable conflict resolution. All volunteers serve at will and their service may be ended without prior written notice.

# Volunteering Responsibilities

By volunteering with the Colton Joint Unified School District, you have a responsibility to the District and your fellow volunteers to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to be certain that the learning environment is not compromised. When a person is aware that he or she can fully depend upon others to follow the rules of conduct, then our organization is a better place to work for everyone. Volunteers should become familiar with the specific rules at the site(s) at which they volunteer.

The following guidelines must be followed by all volunteers:

- Develop a partnership with an assigned teacher or staff member.
- Dress professionally at all times.
- Become familiar with the bell schedule at your school.
- Become familiar with the location of restrooms, school grounds, parking areas, etc.
- Review the school's emergency, disaster, fire, and evacuation procedures.
- Become familiar with the ***District Volunteer Handbook***.
- Abide by all applicable school rules and District policies and regulations.
- Maintain a drug-free workplace. Employees and volunteers are prohibited from being intoxicated or under the influence of controlled substances while volunteering; use, possession, or sale of a controlled substance in any quantity while on District premises (except medications prescribed by a physician, which do not impair volunteer performance) is prohibited. Any incident will result in immediate dismissal.
- Do not solicit or sell products, services, etc. on District property.
- Use only adult restroom facilities.
- Do not exchange telephone numbers, home addresses, or email addresses, (including social network information) with students for any purpose.
- Do not disclose, use, or disseminate student photographs or personal information about students, self, or others.
- Do not 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.



# FOR SCHOOL USE ONLY

KEEP COPY OF ALL DOCUMENTS ON FILE

- NEW                       RETURNING                       CURRENT EMPLOYEE
- ID (COPY)                       TB CLEARANCE

Principal Signature: \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Date

School: \_\_\_\_\_

# FOR DISTRICT OFFICE USE ONLY

LIVESCAN APPOINTMENT \_\_\_\_\_

TB Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

TB Expires: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

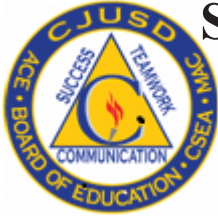
DOJ Clearance Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Board Approval Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Notification to Site: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Reviewed/Approved by (District Office): \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Date

- New                       Returning                       Current Employee                       DNQ



# SCHOOL VOLUNTEER APPLICATION

## COLTON JOINED UNIFIED SCHOOL DISTRICT

1212 Valencia Drive  
Colton, CA 92324  
(909) 580-5000 ext. 6689

### CONTACT INFORMATION (Please Print Legal Name)

Volunteer's Name: \_\_\_\_\_ /\_\_\_\_\_/\_\_\_\_\_  
(First Name) (Middle Initial) (Last Name) Date of Birth

Address: \_\_\_\_\_  
(Number and Street) (City) (zip Code) Home Phone Number

E-Mail: \_\_\_\_\_ Cell Phone Number

### Please complete the following:

School: \_\_\_\_\_ Teacher: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

School: \_\_\_\_\_ Teacher: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

School: \_\_\_\_\_ Teacher: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

School: \_\_\_\_\_ Teacher: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

### AFFIDAVIT OF VOLUNTEER:

(Read Carefully)

*I understand the information contained on this document is subject to verification and a background investigation will be done in order to ensure that I am suitable to be a volunteer for the Colton Joint Unified School District (CJUSD). **Should any false or derogatory information be found, I could be disqualified from participation as a volunteer for CJUSD.***

Printed Legal Name: \_\_\_\_\_ /\_\_\_\_\_/\_\_\_\_\_  
Date

Applicant Legal Signature: \_\_\_\_\_ /\_\_\_\_\_/\_\_\_\_\_  
Date

**VOLUNTEER PERSONAL INFORMATION:**

Do you have a Government issued unexpired photo ID:  Yes  No

If "yes" please attach a copy to application.

*(e.g. California Driver License, California DMV Identification Card, Out of State, valid Driver's License, United States Passport, an Alien Registration Card/Immigration/Green Card, or Military I.D)*

Are you an employee of the Colton Joint Unified School District?  Yes  No

If "yes", please indicate job title and location - \_\_\_\_\_

Are you a returning Volunteer?  Yes  No

Do you have a current (*within the last 60 days*) tuberculosis test result?  Yes  No

If yes, please attach a copy of Tuberculosis test results to application.

Have you, as a juvenile or adult, ever been convicted, fined, imprisoned, placed on probation or sentenced to any civil, criminal, or military court?  Yes  No

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

Are you currently on probation?  Yes  No

If "yes," when will it end? \_\_\_\_/\_\_\_\_/\_\_\_\_.

If you answered YES, list all offenses on the back. Please indicate if an arrest is pending. You must include minor traffic violations (if they resulted in the issuance of a warrant), drunk driving convictions and convictions dismissed following probation.

***Please complete next page***

**EXPLANATION OF CONVICTION(S):**

**Fingerprinting is required of all new volunteer applicants. The volunteer status will be contingent based on the results from the Department of Justice fingerprint clearance.**

**CONVICTION RECORD:** Before answering the following questions, please note that if you are selected to volunteer you will be fingerprinted and your fingerprints will be sent to the Department of Justice for verification of the information you give us. A criminal record does not automatically disqualify for you to volunteer, except certain drug and sex convictions as set forth in the Education Code. However, failure to list all convictions as described below will subject you to immediate disqualification.

**Please list below any and all convictions, including misdemeanors and/or felonies, you received at any time during your lifetime. The term “conviction” includes a plea or verdict of guilty or finding of guilt by a court in a trial without a jury, or a conviction following a plea of nolo contendere (no contest).** You must include all convictions including, but not limited to convictions for “driving under the influence”, and convictions for sex and/or drug offenses listed in California Education Code Sections 44010 and 44011, except for convictions related to marijuana if it is more than two years after the date of the conviction. Include any serious or violent felony convictions in any state or jurisdiction as enumerated in California Penal Code sections 667.6(c) and 1192.7(c).

**You must disclose convictions even if such convictions were later dismissed pursuant to Penal Code section 1203.4.** Do not disclose convictions that were expunged or sealed by the Court under Penal Code section 1203.45.

*Have you ever been convicted of a felony and/or misdemeanor or do you currently have a felony or misdemeanor charge pending? Yes  No*

If "Yes," for each conviction please state below the specific charge for which you were convicted, the date and place of conviction, as well as the jail/prison sentence or fine you received. You may attach a separate sheet of paper if necessary.


**Colton Joint Unified School District**  
Human Resources Division

**CONFIDENTIALITY AGREEMENT**

I, \_\_\_\_\_, understand that I am a confidential volunteer with the Colton  
Joint Unified School District and that any and all information shared and or presented is strictly  
confidential.

I also understand that any of the information shared or presented, cannot be shared with anyone not  
affiliated with Colton Joint Unified School District.

Under penalty of law, I declare that I understand and will abide by the above.

Signed: \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Volunteer's Signature Date

Please print name: \_\_\_\_\_  
Volunteer's Full Name