

CALAVERAS UNIFIED SCHOOL DISTRICT

VOLUNTEER INFORMATION FORM

___ Volunteer in classroom

___ Chaperone

Check One:

___ **Supervised, Unlikely to be Alone with Students:** Completion of the district volunteer information form and a Valid TB Clearance

___ **Unsupervised, or Likely to Be Alone with Students or overnight field trip:** Complete of the district volunteer information form a valid TB clearance; fingerprint clearance from the Department of Justice .

Current board policy does not obligate DOJ fingerprint clearance for volunteer parents and legal guardians participating in school related activities at their child's school site. If you are an overnight volunteer chaperone DOJ fingerprint clearance must be processed and cleared.

**No volunteer may provide services unless and until
the appropriate forms are approved by the district office**

NAME: _____ SITE: _____

HOME ADDRESS (PHYSICAL): _____

MAILING: _____

CITY, STATE, & ZIP: _____

HOME PHONE: _____ CELL PHONE: _____

Provide a brief description of services to be performed: _____

Staff Supervisor: _____

TB Test Valid Through: _____ (4 years from date tested) **ATTACH COPY**

Principal's Approval/Signature _____

_____ Date

.....
FOR DISTRICT OFFICE USE ONLY

FOR OVERNIGHT CHAPERONE, UNSUPERVISED OR LIKELY TO BE ALONE WITH STUDENTS

Department of Justice Clearance: _____

_____ Personnel Office Approval

_____ Date

**CALAVERAS UNIFIED SCHOOL DISTRICT
ADULT VOLUNTEER PARTICIPATION IN VOLUNTARY ACTIVITY
HOLD HARMLESS AND MEDICAL TREATMENT AUTHORIZATION**

Date: _____ School Site: _____

Name: _____ hereby requests participation in the following activity:

(Description of activity, please be specific)

I understand that this activity could cause illness and/or injury. In the event of illness or injury, I do hereby consent to whatever x-ray examination, anesthetic, medical, surgical or dental diagnosis or treatment and hospital care and emergency transportation considered necessary in the best judgment of the attending physician, surgeon, or dentist and performed under the supervision of a member of the medical staff of the hospital or facility furnishing medical or dental services.

As a condition of my participation as a Calaveras Unified School District (District) volunteer in this activity, I acknowledge that the District does not provide any type of insurance including liability, property, or medical coverage for volunteers for any death, bodily injury, personal injury, or illness, or any loss to property sustained during my course as a District volunteer. I agree to waive all claims against Calaveras Unified School District and to indemnify and hold District, its officers, agents, and employees, harmless from any and all liability or claims, demands, losses, causes of action, suits or judgments of any kind whatsoever that I, my heirs, executors, administrators or assignees may have against the District or that any other person or entity may have against the District because of any death, bodily injury, personal injury, or illness, or because of any loss to property that may arise out of or in any way be connected with the above-described activity. This waiver shall not apply to any occurrences that may arise solely out of the negligence of the District, its employees or agents.

<input type="checkbox"/> <input type="checkbox"/>	I have no special health needs the staff should be aware of, and no medication is required during this activity. I have consulted with my physician and verify that I am medically fit to participate in this activity.
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(Signature)

(Name – Please Print)

Family Medical
Insurance Carrier: _____
(e.g., Blue Cross)

Policy Number: _____

In the event of an emergency, please contact:

Name

Relationship

Home () _____

Work () _____

Calaveras Unified School District
Confidentiality Agreement
For
School Site Volunteers

Thank you very much for volunteering in your child's classroom. You are a valued part of our school community. Your time in the classroom will be very rewarding for you, as well as a tremendous service for our schools.

Please keep a few things in mind when you are working on campus and working with students:

- Please check in at the office to receive a visitor's badge when you arrive on campus.
- Be positive with the students and the work they do.
- Feel free to help students. However, we do encourage students to do all of their own work. Try asking first, "What do you think you should do?"
- Remember to keep what happens in the classroom in the room. Please do not discuss the lives or the learning of the students with other students or with others in the community or on social media. If you have a concern, please feel free to bring it to the teacher's attention immediately.
- If you are on a regular volunteer schedule, please try to be on time. If you are unable to come at your scheduled time, please call the office or send a note. Teachers do depend on your help, and would appreciate knowing of any changes in advance, whenever possible.
- Remain professional at all times. Remember, we are always role models for the students.

I have read and agree to abide by the volunteer guidelines stated above.

Print Name

School Site

Signature

Date

Volunteer Assistance

Community Relations

The Governing Board recognizes that volunteer assistance in schools can enrich the educational program, increase supervision of students, and contribute to school safety while strengthening the schools' relationships with the community. The Board encourages parents/guardians and other members of the community to share their time, knowledge, and abilities with students. The Board also encourages community members to serve as mentors providing support and motivation to students.

(cf. 1000 - Concepts and Roles)
 (cf. 1700 - Relations Between Private Industry and the Schools)
 (cf. 4127/4227/4327 - Temporary Athletic Team Coaches)
 (cf. 4222 - Teacher Aides/Paraprofessionals)
 (cf. 5020 - Parent Rights and Responsibilities)
 (cf. 5148 - Child Care and Development)
 (cf. 5148.2 - Before/After School Programs)
 (cf. 6020 - Parent Involvement)
 (cf. 6171 - Title I Programs)

The Superintendent or designee shall develop and implement a plan for recruiting, screening, and placing volunteers, including strategies for reaching underrepresented groups of parents/guardians and community members. He/she may also recruit community members to serve as mentors and/or make appropriate referrals to community organizations.

(cf. 1020 - Youth Services)
 (cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

The Superintendent or designee shall establish procedures for determining whether volunteers possess the qualifications, if any, required by law and administrative regulation for the types of duties they will perform.

As appropriate, the Superintendent or designee shall provide volunteers with information about school goals, programs, and practices and an orientation or other training related to their specific responsibilities. Employees who supervise volunteers shall ensure that volunteers are assigned meaningful responsibilities that utilize their skills and expertise and maximize their contribution to the educational program.

Volunteer maintenance work shall be limited to those projects that do not replace the normal maintenance duties of classified staff. The Board nevertheless encourages volunteers to work on short-term projects to the extent that they enhance the classroom or school, do not significantly increase maintenance workloads, and comply with employee negotiated agreements.

Volunteer aides shall not be used to assist certificated staff in performing teaching or administrative responsibilities in place of regularly authorized classified employees who have been laid off. (Education Code 35021)

Volunteers shall act in accordance with district policies, regulations, and school rules. The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 3515.2 - Disruptions)

The Board encourages principals to develop a means for recognizing the contributions of each school's volunteers.

(cf. 1150 - Commendations and Awards)

The Superintendent or designee shall periodically report to the Board regarding the district's volunteer assistance program.

Legal Reference:

EDUCATION CODE

8482-8484.6 After School Education and Safety program

8484.7-8484.9 21st Century Community Learning Center program

35021 Volunteer aides

35021.1 Automated records check

35021.3 Registry of volunteers for before/after school programs

44010 Sex offense; definition

44227.5 Classroom participation by college methodology faculty

44814-44815 Supervision of students during lunch and other nutrition periods

45125 Fingerprinting requirements

45340-45349 Instructional aides

45360-45367 Teacher aides

49024 Activity Supervisor Clearance Certificate

49406 Examination for tuberculosis

GOVERNMENT CODE

3543.5 Prohibited interference with employees' rights

HEALTH AND SAFETY CODE

1596.871 Fingerprints of individuals in contact with child day care facility clients

LABOR CODE

1720.4 Public works; exclusion of volunteers from prevailing wage law

3364.5 Persons performing voluntary services for school districts

PENAL CODE

290 Registration of sex offenders

290.4 Information re: sex offenders
290.95 Disclosure by person required to register as sex offender
CODE OF REGULATIONS, TITLE 22
101170 Criminal record clearance
101216 Health screening, volunteers in child care centers
UNITED STATES CODE, TITLE 20
6319 Qualifications and duties of paraprofessionals, Title I programs
ATTORNEY GENERAL OPINIONS
62 Ops. Cal. Atty. Gen. 325 (1979)
COURT DECISIONS
Whisman Elementary School District, (1991) PERB Decision No. 868

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Parents/Family and Community:

<http://www.cde.ca.gov/ls/pf>

California Department of Justice, Megan's Law: <http://www.meganslaw.ca.gov>

California Parent Teacher Association: <http://www.capta.org>

National Coalition for Parent Involvement in Education: <http://www.ncpie.org>

National Parent Teacher Association: <http://www.pta.org>

Second Reading/

Adoption: June 29, 2010

CALAVERAS UNIFIED SCHOOL DISTRICT

San Andreas, California