

**CALAVERAS UNIFIED SCHOOL DISTRICT  
VOLUNTEER INFORMATION FORM**

☐ Volunteer in classroom      ☐ Volunteer District Wide      ☐ Chaperone      ☐ Driver

**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 and FBI.

*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**

Current State ID Attached ☐

\_\_\_\_\_  
Principal's Approval/Signature

\_\_\_\_\_  
Date

.....  
**FOR DISTRICT OFFICE USE ONLY**

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

DOJ/FBI 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 (    ) \_\_\_\_\_

## **Board Policy**

### **Volunteer Assistance**

BP 1240

### **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.

(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. 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 to students and/or make appropriate referrals to community organizations.

At this time, the Calaveras County Public Health has authorized the Board to allow fully vaccinated individuals to provide volunteer assistance at school sites under the requirements from the California Department of Public Health Order dated August 11, 2021-Vaccine Verification for Workers in Schools. The Order defines "worker" as referring to all paid and unpaid adults serving in the following facilities: public and private schools serving students in transitional kindergarten through grade 12, except that it does not apply to home schools. Further, it does not apply to childcare or to higher education.

Covered workers include, but are not limited to, certificated and classified staff, analogous staff working in private school settings, and volunteers who are on-site at a school campus supporting school functions.

To comply with California Department of Public Health Order, the Calaveras Unified School District is adopting an additional component of its volunteer screening process that requires all individuals, prior to providing volunteer assistance at school sites, to present a COVID-19 vaccination card documenting the individual has received a full dosage of one of the currently available COVID-19 vaccines or have the option to test weekly as required under the California Department of Public Health Order

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

The Board prohibits harassment of any volunteer on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. (Government Code 12940)

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

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 work shall be limited to those projects that do not replace the normal 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 and comply with employee negotiated agreements.

(cf. 4141/4241 - Collective Bargaining Agreement)

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.

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. 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.

(cf. 0500 - Accountability)

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  
44814-44815 Supervision of students during lunch and other nutrition periods  
45125 Fingerprinting requirements  
45125.01 Interagency agreements for criminal record information  
45340-45349 Instructional aides  
45360-45367 Teacher aides  
48981 Parental notifications  
49024 Activity Supervisor Clearance Certificate  
49406 Examination for tuberculosis  
GOVERNMENT CODE  
3543.5 Prohibited interference with employees' rights  
12940 Prohibited discrimination and harassment  
HEALTH AND SAFETY CODE  
1596.7995 Immunization requirements for volunteers in child care center or preschool  
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  
3352 Workers' compensation; definitions  
3364.5 Authority to provide workers' compensation insurance for volunteers  
PENAL CODE  
290 Registration of sex offenders  
290.4 Information re: sex offenders  
290.95 Disclosure by person required to register as sex offender  
626.81 Sex offender; permission to volunteer at school  
CODE OF REGULATIONS, TITLE 22  
101170 Criminal record clearance  
101216 Health screening, volunteers in child care centers  
PUBLIC EMPLOYMENT RELATIONS BOARD 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/lsp/pf>

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

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

Commission on Teacher Credentialing: <http://www.etc.ca.gov>

Adoption: April 19, 2022

CALAVERAS UNIFIED SCHOOL DISTRICT  
San Andreas, CA 95249

**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.

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Print Name

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School Site

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Signature

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Date