Chaperone - Volunteer Packet

Please follow the instructions below to ensure that all paperwork is complete. Any questions regarding the volunteer packet should be directed to Lupe Valdez in the Human Resources Department.

◉ *Volunteers less than 20 hours and, chaperone one-day field trip or classroom observer:*

- Complete pages 2-6 in volunteer packet.
- Submit completed packet to school site.
- The school site will notify you once background check is complete (approximately 1 week)

Human Resources
1327 East El Monte Way
Dinuba CA 93618
(559) 595-7200

Chaperone - Volunteer Packet

VOLUNTEER/CHAPERONE CHECKLIST

Name of Volunteer:	School Site:	Teacher/Sport:	Level:
	Field Trip Date:	Departure Date:	

Select Volunteer Type:

□ *Chaperone* ☐ Classroom Observer

INSTRUCTIONS:

This packet must be completed by all volunteers, including volunteer coaches and chaperones. Volunteers must complete all contents of this packet including applicable items as listed below. Incomplete packets will not be processed. Completed packets must be authorized and signed by the site principal. Packets for volunteer coaches must also be signed by the site athletic director. Authorized packets must be submitted to the Human Resources Department for processing. Volunteers and/or chaperones that require fingerprint clearance must pick up the approved fingerprint authorization form through the DUSD Human Resources Department. Fingerprint clearance from outside agencies cannot be accepted. **Volunteers who are fingerprinted shall not work with students until clearance has been received from Human Resources.**

- □ COMPLETE – Volunteer/Chaperone Information Form
- □ COMPLETE – Volunteer/Chaperone Agreement
- □ COMPLETE – Volunteer/Visitor Procedures and School Site Responsibilities
- □ SIGN – Confidentiality Agreement
- □ ORIGINAL - Valid California Driver's License or CA I.D./ TB test

Starting Monday, September 19, 2022, volunteers as well will no longer need to provide proof of vaccination or provide a negative test to volunteer.

•***Human Resources will verify clearance with site/department administrator and site secretary.***

****PLEASE ALLOW 4-6 WEEKS FOR PROCESSING****

Site Athletic Director *(FOR VOLUNTEER COACHES ONLY)* **School Site Name** **Date**

Site Principal Signature **School Site Name** **Date**

Chaperone - Volunteer Packet

VOLUNTEER / CHAPERONE INFORMATION FORM

Name_____
Last First Middle

Address:_____
Street City Zip Code

Home Phone:_____ **Cell:**_____ **Work:**_____

Email:_____ **Have you already been fingerprinted with DUSD?** Yes No

Driver's License/CA Identification #_____(Please provide a copy*)* Male Female

Student Name:_____ **Grade**: _____

Volunteer Location:_____ **Classroom/Sport** Band

DESCRIPTION OF VOLUNTEER SERVICES:

■ Field Trip Chaperone
□

Have you ever been convicted or pled guilty to a criminal felony or misdemeanor? Yes
No

If yes, provide ***date(s), explanation and outcome:*** _____

The DUSD Board of Trustees encourages parents/guardians and other members of the community to share their time, knowledge and abilities with our students. Community volunteers in our schools enrich the educational program and strengthen our schools' relationships with homes, businesses, public agencies and private institutions. The presence of volunteers in the classroom and on school grounds shall enhance supervision of students and contribute to school safety.

Volunteers shall act in accordance with all district policies, school rules, and applicable education/government codes. Any volunteer who fails to do so may be dismissed from an activity at the discretion of the supervising staff member. Volunteers shall also maintain acceptable standards of dress and grooming. Staff members may confer with the principal or designee regarding any such volunteers. The superintendent or designee shall be responsible for investigating and resolving incidents and/or complaints regarding volunteers.

***Note: Districts may verify a volunteer's status as a registered sex offender by checking the Department of Justice's Megan's Law internet website, asking law enforcement to conduct a check pursuant to Education Code 35021.1, or requiring volunteers to certify as to their status. See BP/AR 3515.5 - Sex Offender Notification. *** "The superintendent or designee shall verify by reasonable means that persons serving as volunteer instructional aides and nonteaching volunteer aides are not required to register as a sex offender pursuant to Penal Code 290."

To ensure the safety of students and staff and avoid potential disruptions, all visitors shall register (in the school office) immediately upon entering any school building or grounds when school is in session. For additional purposes of school safety and security, the principal or designee may design a visible means of identification for visitors while on school premises (penal code 627.1).

A request to volunteer does not guarantee authorization, DUSD may refuse to accept any volunteer request and/or terminate a volunteer assignment at the discretion of the superintendent or designee.

Chaperone - Volunteer Packet

VOLUNTEER/CHAPERONE AGREEMENT

I hereby agree to act in accordance with all district policies, rules, regulations, and/or education/government codes. I understand that any volunteer who violates district policies and/or school rules may be dismissed from participating in an activity at any time. Furthermore, I understand that the district may deny a request to volunteer and/or terminate a volunteer assignment at the discretion of the superintendent or designee.

I agree to volunteer my services, without compensation or reimbursement for the District. I agree to hold harmless, indemnify and, if requested, defend the District, its officers, agents, employees and Board members, from and against any and all demands, claims, damages, costs and expenses for injury to my person or property, including death, causes of action, liability, judgment and expenses, including attorney's fees and costs, arising out of or related to my volunteer performance for the District and activities associated with the volunteer program.

I agree to maintain strict confidentiality with the information to which I have access while performing my duties. I also understand that all personally identifiable information regarding students is confidential and that I may not disclose or discuss any such information except to or with the teacher.

I hereby authorize the Dinuba Unified School District to perform a background check as permitted by law. I understand that I may also be required to provide my fingerprints for the purpose of obtaining a criminal record summary from the California State Department of Justice and Federal Bureau of Investigation, pursuant to Education Code Section 58721.

I declare under penalty of perjury under the laws of the State of California that I have completed the above information truthfully. I understand that if the information I provided is not accurate, my volunteer services will be terminated.

Volunteer Signature:_____ Date_____

For Office Use Only: _____

*Verified by Site Employee: Yes No Site Employee Name:*_____

Forwarded to School Resource Officer: Yes No

Fingerprint Clearance Received: Yes No Megan's Law Clearance Received: Yes No

DINUBA UNIFIED SCHOOL DISTRICT

CONFIDENTIALITY AGREEMENT

I, _____, have been given a copy of BP 4119.23, BP 1340 and AR 1340 regarding Unauthorized Release of confidential Privileged Information and Community Records – Access to District Records.

I understand that even if I am not a confidential employee, I am required to keep confidential any and all information within the scope of the above board policies that I come in contact with, during the course and scope of my volunteering/chaperoning with Dinuba Unified School District.

Name [Please Print] _____

Signature:_____ Date_____

Dinuba USD

Board Policy

Unauthorized Release Of Confidential/Privileged Information

BP 4119.23 4219.23,4319.23
Personnel

Note: Government Code 1098 makes it a misdemeanor for any public officer or employee to willfully and knowingly use or disclose for monetary gain any confidential information acquired in the course of his/her official duties. Disclosures excepted from this prohibition are those made to law enforcement officials or to the joint legislative audit committee when reporting on improper governmental activities.

The Board of Education, administration and staff shall maintain the confidentiality of all confidential records until such time as laws, state regulations and/or bylaws of this district permit disclosure. Information and records pertaining to closed sessions, negotiations and student records are not subject to public disclosure. (Government Code 6252-6260)

Any employee who willfully releases confidential/privileged information about students, staff, or any topic properly confined to a closed session shall be subject to disciplinary action up to and including dismissal from district service. Confidential information includes any information relating to the Board's employer-employee strategies on matters in negotiation or matters to be placed in negotiation.

Any employee who willingly and for monetary gain uses or discloses confidential/privileged information as defined in Government Code 1098 is guilty of a misdemeanor. (Government Code 1098)

Any action by an employee which inadvertently or carelessly results in release of confidential/privileged information shall be recorded, and the record shall be placed in the employee's personnel file. Depending on the circumstances, the Superintendent or designee may deny the employee access to such information and shall take any steps necessary to prevent any further unauthorized release of such information.

(cf. 5125 - Student Records)
(cf. 5125.1 - Release of Directory Information)
(cf. 9321 - Closed Session Purposes and Agendas)

Legal References:
EDUCATION CODE
35010 Control of district; prescription and enforcement of rules
35146 Closed sessions (re student suspension)
44031 Personnel file contents and inspection

44932 Grounds for dismissal of permanent employees
44933 Other grounds for dismissal
45113 Rules and regulations for classified service
49060-49078 Pupil records
GOVERNMENT CODE
1098 Public officials and employees: confidential information
3540 et seq. Meeting and negotiating in public employment
6252 et seq. Inspection of public records
54957 Closed session; purposes for holding; definition of "employee" exclusion of witnesses
54957.2 Taking of minutes at closed sessions; clerk; minute book
54957.6 Closed session, representatives to employee organization(s); state conciliator
LABOR CODE
1102.5 Employees: disclosure of information
UNITED STATES CODE, TITLE 20
1232 Family Education Rights and Privacy Act

Policy DINUBA UNIFIED SCHOOL DISTRICT
adopted: July 16, 1998 Dinuba, California

Board Policy
Access To District Records

BP 1340
Community Relations

Any person shall have reasonable access, during normal business hours, to the public records of the schools and district. Such records shall be examined in the presence of the staff member regularly responsible for their maintenance.

Note: The following optional paragraph authorizes the district to charge a fee covering direct costs of duplication, as allowed by Government Code 6257. Since no case law allows a district to also charge for indirect costs such as the cost of staff time, we advise districts to consult with legal counsel before doing so.

The district may charge for copies of public records or other materials requested by individuals or groups. The charge, based on actual costs of duplication, shall be determined by the Superintendent or designee.

Public access shall not be given to records listed as exempt from public disclosure in the California Public Records Act or other statutes.

(cf. 4112.6/4212.6/4312.6 - Personnel Records)
(cf.Â 4119.23/4219.23/4319.23Â -Â UnauthorizedÂ ReleaseÂ ofÂ Confidential/Privileged Information)
(cf. 5125 - Student Records)
(cf. 5125.1 - Release of Directory Information)
(cf. 9011 - Disclosure of Confidential/Privileged Information)
(cf. 9321 - Closed Session Purposes and Agendas)

Legal Reference:
EDUCATION CODE
35145 Public meetings
35170 Authority to secure copyrights
35250 Duty to keep certain records and reports
42103 Publication of proposed budget; hearing
44031 Personnel file contents and inspections
44839 Medical certificates; periodic medical examination (re access to medical certificate in personnel file)
49060-49079 Pupil records
52850 Applicability of article (School-based coordinated program plan availability)
GOVERNMENT CODE
3547 Proposals relating to representation

6250-6268 California Public Records Act
6275-6276.48 Other exemptions from disclosure
53262 Employment contracts
54957.2 Minute book record of closed sessions
54957.5 Agendas and other writings distributed for discussion or consideration
81008 Public records; inspection and reproduction
CALIFORNIA CONSTITUTION
Article 1, Section 3 Right of access to governmental information
CODE OF REGULATIONS, TITLE 5
430-438 Individual pupil records
4061 Availability of evaluation information
71 Ops. Cal. Atty. Gen. 235 (1988)

Policy DINUBA UNIFIED SCHOOL DISTRICT
adopted: April 29, 1998 Dinuba, California

Administrative Regulation

Access To District Records

AR 1340
Community Relations

Requests for access to district records shall be placed with the Superintendent or designee. Requests should be as specific as possible in identifying the records desired.

Public records include any writing containing information relating to the conduct of the district's business prepared, owned, used or retained by the district regardless of physical form or characteristics. Records to which the public shall have access during normal business hours include but are not limited to:

1. The proposed and approved budgets (Government Code 6252, Education Code 42103)

2. Statistical compilations (Government Code 6252)

3. Reports and memoranda (Government Code 6252)

4. Notices and bulletins (Government Code 6252)

5. Minutes of public meetings (Government Code 6252)

6. Meeting agendas (Government Code 6252, Education Code 54957.5)

7. Official communications between governmental branches (Government Code 6252)

8. School-based program plans (Education Code 52850)

9. Information and data relevant to the evaluation and modification of school improvement plans

10. Initial proposals of exclusive employee representatives and of the district (Government Code 3547)

11. Tort claims filed against the district (71 Ops.Cal.Atty.Gen. 235, 1988)

12. Records pertaining to pending litigation which predate the filing of the litigation, unless otherwise protected by the attorney/client privilege (Government Code 6254.25, 71 Ops.Cal.Atty.Gen. 235, 1988)

13. Statements of economic interests required by the Conflict of Interest Code (Government Code 81008)

Records to which the general public shall not have access include but are not limited to:

1. Personnel records, medical records, student records, personal correspondence or similar materials the disclosure of which would constitute an unwarranted invasion of personal privacy (Government Code 6254)

2. Test questions, scoring keys and other examination data except as provided by law (Government Code 6254)

3. Records pertaining to pending litigation, except those which predate the filing of the litigation, unless otherwise protected by the attorney/client privilege (Government Code 6254, 6254.25, 71 Ops.Cal.Atty.Gen. 235, 1988)

4. Recall petitions or petitions for the reorganization of school districts (Government Code 54957.2)

5. The minutes of Board meetings held in closed session (Government Code 54957.2)

6. Preliminary drafts, notes or interdistrict memoranda which are not retained by the district in the ordinary course of business, provided that the public interest in withholding these records clearly outweighs the public interest in disclosure (Government Code 6254)

7. Computer software developed by the district (Government Code 6254.9)

8. Any other records listed as exempt from public disclosure in the California Public Records Act

Copies

Any person may receive a copy of any identifiable public record. Upon request, an exact copy shall be provided unless it is impracticable to do so. (Government Code 6256) Copies shall be furnished at the direct cost to the district which shall include: (Government Code 6257)

1. Manual Search: The charge for manual search is calculated by determining the search time to the nearest quarter hour and multiplying that figure by the sum of the basic rate of the employee conducting the search plus 24% of that rate.

2. Computer Search: The charge for computer search is calculated the same as manual search (#1 above) plus $200 per hour for computer and printer operations calculated to the nearest quarter hour.

3. Review of Records: The charge for review of records is calculated the same as manual search (#1 above).

4. Photo Copy Machine Charge is 10Â¢ per copy if the information is readily available

without need for search or extensive time for preparation.

5. Audio or Video Costs: The charge for copies of audio or video copies shall include material costs plus cost calculated to the nearest quarter hour by determining the time to retrieve the audio or video to be copied. Plus the time to copy the material and multiplying that figure by the sum of the basic rate per hour of the employee retrieving and/or copying the material plus 24% of that rate will be added.

6. Certification of Records: The charge for certifying records is $5 per record certified.

7. Other: If no specific fee has been established for a service, or a request for a service does not fall under the categories in #1-6 above, the Superintendent or designee is authorized to establish an appropriate fee based on direct costs on a case-by-case basis as provided by Government Code 6257.

8. If the district is requested to deliver or mail the documents, direct costs will be charged.

9. If the Superintendent or designee reasonably believes a requestor or group of requestors acting in concert is breaking a request into multiple requests for the purpose of avoiding a fee assessment, those requests and fees are aggregated and will be charged accordingly.

10. All fees shall be paid prior to receipt or delivery of the records.

Computer data shall be provided in a form determined by the Superintendent or designee.

Within 10 days of receiving any request for a copy of records, the Superintendent or designee shall determine whether to comply with the request and shall immediately inform the person making the request of his/her determination and the reasons for it along with a fee schedule. (Government Code 6256, 6257)

Regulation DINUBA UNIFIED SCHOOL DISTRICT
approved: April 29, 1998 Dinuba, California

Drug-Free Workplace Notice to Employees

YOU ARE HEREBY NOTIFIED that it is a violation of board policy for any employee at the workplace to unlawfully manufacture, distribute, dispense, possess or use any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or other controlled substance, as defined in the Drug-Free Workplace Act of 1988.

"Workplace" is defined as any place where district work is performed, including a school building or other school premises; any district owned or district-approved vehicle used to transport students to and from school or school activities; and any off campus sites when accommodating a district sponsored or district-approved activity or function, such as a field trip or athletic event; where students are under district jurisdiction.

As a condition of your continued employment with the District, you must comply with the District's policy on Drug-Free Workplace and will, any time you are convicted or any criminal drug statue violation occurring in the workplace, notify your supervisor of this conviction no later than five (5) days after such conviction.

Pursuant to California Education Code 45123, the District may not employ or retain in employment persons convicted of a controlled substance offense as defined in Education Code section 44011. If any such conviction is reversed and the person acquitted in a new trial or the charges dismissed, his/her employment is no longer prohibited.

The District may employ a person convicted of a controlled substance only if it determines, from evidence presented, that the person has been rehabilitated for at least five years. Pursuant to Education Code 45123, the board shall determine the type and manner of presentation of the evidence, and the board's determination is final as to whether or not the person has been rehabilitated.

Pursuant to Education Code 44425, whenever the holder of any credential issued by the State Board of Education or the Commission on Teacher Preparation and Licensing has been convicted of a controlled substance offense as defined in Education Code 44011, the commission shall forthwith suspend the credential. When the conviction becomes final or when imposition of sentence is suspended, the commission shall revoke the credential. Pursuant to Education Code 440654, the District may not employ non-certificated persons in a position requiring a certificate

Drug counseling, rehabilitation, and/or employee assistance programs are available by calling the Occupational Health Services Corporation at 1-800-227-1060.

I have read the above Drug-Free Workplace Notice and I agree to comply therewith.

_____ _____

Name (Please Print) Signature

Date: _____