Colton Joint Unified School District

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District Volunteer Handbook
2025-2026

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****This handbook is in compliance with Administrative Regulation AR 1240 Volunteer Assistance****

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

Volunteers Quick Reference

☐ **Requirements:**

- Complete and return a CJUSD volunteer application to school site
- Provide a copy of a valid Government issued photo identification
- Tuberculosis (TB) clearance
  - Within 60 days of application date
- 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

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

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 responsible for the continuous monitoring of 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 involved 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*****

Clearances

Fingerprint Clearance

Volunteer applicants will be contacted by the Human Resources Division for a LIVE SCAN appointment with our District. 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. 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.

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.

Volunteer Guidelines/Responsibilities

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. Personal privacy and student safety are of paramount concern. By volunteering with the Colton Joint Unified School District, you have a responsibility 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/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.

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.
- Solicit or sell products, services, etc. on District property.
- Disclose, use or disseminate student photographs or personal information about students, self, or others.
- Exchange telephone numbers, home addresses, or email addresses, (including social network information) with students for any purpose.
- 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.

The following guidelines must be followed by all volunteers:

- Develop a partnership with an assigned teacher or staff member.
- Dress appropriately at all times.
- Become familiar with the bell schedule, location of restrooms, school grounds, 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.
- Use only adult restroom facilities.

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.

Frequently Asked Questions

Volunteers

When does an applicant need to complete the volunteer process?
At the beginning of **every** school year is best so that you're cleared for the entire school year. This also allows ample time to process as it may take up to 30 days to finalize. Regardless, applications are accepted at any time.

What is the difference between new and returning volunteers?
A new volunteer needs to obtain clearance from the Department of Justice (DOJ) and submit all the required documentation. A returning volunteer needs to maintain TB current and not exceed a one-year gap between school years.

If the volunteer is returning but missed the previous year, what documentation is required?
The applicant must have a negative TB clearance taken within sixty (60) days of initial service from their family physician, or approved health care provider.

How is HR communicating with school sites when a volunteer has cleared?
HR is currently using a shared google sheet to maintain volunteer's information. The Google sheet is updated as clearance is received and approved for sites to see. Please contact your school for clearance updates.

Who is responsible to notify applicants when cleared to volunteer?
It is the school site's responsibility to call their volunteers once they are cleared.

What is the time frame for a TB on file?
TB is good for four years from the time it was done. If expired, applicants will need to get a TB clearance before volunteering again.

Is a lab result acceptable to clear TB?
We do not accept lab results. We need either a copy of the immunization records, a letter from a provider with TB clearance, or a Risk Assessment signed by a provider.

What is a Primary form of identification?

(All photo IDs must be valid and unexpired)

- State-issued driver's license*
- US Passport or US Passport Card
- Federal Government Personal Identity Verification Card (PIV)
- Uniformed Services Identification Card
- Department of Defense Common Access Card
- Foreign Passport with Appropriate Immigration Document(s)
- USCIS – Permanent Resident Card (I-551)
- USCIS – Employment Authorization Card (I-766)
- Federal, state, or local government agency ID card with photograph

-U.S. Coast Guard Merchant Mariner Card

-Canadian driver's license

Note: Should you be unable to provide primary form of ID, please contact our HR office for secondary form of identification options.

Phone: 909.580.6696

*For those applicants without a license, a state identification card may be presented if the state identification card standards are the same as for the driver's license.

SCHOOL VOLUNTEER APPLICATION

COLTON JOINT UNIFIED SCHOOL DISTRICT

1212 Valencia Drive
Colton, CA 92324
(909) 580-5000 ext. 6696

2025-2026
School Year

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

FOR SCHOOL USE ONLY

KEEP COPY OF ALL DOCUMENTS ON FILE

☐ **NEW** ☐ **RETURNING** ☐ **CURRENT EMPLOYEE**

Principal Signature: _____ _____/_____/_____
Date

School: _____

FOR DISTRICT OFFICE USE ONLY

☐ **LIVE SCAN APPOINTMENT** _____

TB Date: _____/_____/_____ TB Expires: _____/_____/_____

DOJ Clearance Date: _____/_____/_____ Board Approval Date: _____/_____/_____

Reviewed/Approved by (District Office): _____ _____/_____/_____
Date

☐ New ☐ Returning ☐ Current Employee ☐ **DNQ**

Please complete the following:

School: _____ Teacher: _____

Child's Name: _____ Grade: _____

School: _____ Teacher: _____

Child's Name: _____ Grade: _____

School: _____ Teacher: _____

Child's Name: _____ Grade: _____

VOLUNTEER PERSONAL INFORMATION:

Do you have a Government issued unexpired photo ID: ☐ Yes ☐ No
If "yes" please attach a copy to the 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 the application.

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 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.***

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? ____/____/____

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 change pending? Yes ☐ No ☐

If you answered "Yes," list all offenses below. 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. For each conviction please state 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.

PENAL CODE #	TYPE OF OFFENSE	DATE OCCURRED	OUTCOME

COLTON JOINT UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES DIVISION

VOLUNTEER AFFIDAVIT AND CONFIDENTIALITY AGREEMENT
(Read Carefully)

I, _____, understand the information contained in 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****. I also understand that I am a confidential volunteer with CJUSD and that any and all information shared and/or presented is strictly confidential and cannot be shared with anyone* ***not*** *affiliated with Colton Joint Unified School District.*

Printed Legal Name: _____

Applicant Legal Signature: _____ _____/_____/_____
Date

Colton Joint Unified School District – Brandon Dade, Assistant Superintendent, Human Resources
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