



Turlock Unified School District

LEVEL III VOLUNTEER DISTRICT APPLICATION

Section 1 – Volunteer Information

FULL LEGAL NAME: Last First Middle Name Maiden Name/Alias

DATE OF BIRTH: / / DRIVERS LICENSE NUMBER: STATE:

HOME ADDRESS: Street Number City State Zip Code

MAILING ADDRESS (if different): Street Number City State Zip Code

PHONE NUMBER: E-MAIL ADDRESS (Optional):

CURRENT TUSD EMPLOYEE: Yes No If Yes, Position/Site:

IN THE EVENT OF AN EMERGENCY, CONTACT: Name Relationship Phone Number

Section 2 – Purpose and Availability

I want to volunteer as (check all that apply): Driver Mentor Other:

ORGANIZATION NAME AND PHONE (if applicable):

- Sites I wish to volunteer at: Brown Crowell Cunningham Dutcher eCadamy Earl Julien Mederios Osborn Pitman Roselawn Turlock High Turlock Junior Wakefield Walnut

Section 3 – Legal Disclosure

Have you ever been convicted of a felony or misdemeanor, or do you currently have a felony or misdemeanor charge pending? (Note: Do not include convictions for marijuana-related offenses if more than two years old). YES NO

If "Yes," please explain and list all convictions:

By submitting my application and in accordance with California Education Code Section 35021.1, I hereby authorize the school to conduct a background investigation and authorize release of information in connection with my application for volunteer status. In signing below, I affirm that the information provided in this application is true and correct to the best of my knowledge. I understand that any falsification on this application may result in denial or revocation of my volunteer relationship I further understand that site administrators have the right to make final approval for all volunteers

Signature

Date

THIS SECTION TO BE COMPLETED BY DISTRICT OFFICE

Table with 4 columns: Acknowledgement, Photo ID Copied, Megan's Law, *TB Test Exp, Fingerprints, Confidentiality, Child Abuse, Mandated Reporter. Each cell contains a date field.

APPROVED FOR: School Year

APPROVED BY: District Administrator's Signature Date

*District Office Must Maintain a Copy of Completed Packets (hard or electronic) for a Minimum of Three (3) Years

Turlock Unified School District

Volunteer Acknowledgement Form

Thank you for your willingness to serve as a volunteer in Turlock Unified School District (TUSD). Volunteers are valued partners in supporting student learning and school programs. To ensure a safe and positive environment for all students, employees, and community members, we ask that all volunteers to complete applications packets for every school site they want to volunteer at. In order to volunteer, you must read and sign the following acknowledgments:

District Policy

I acknowledge that I have been provided and read all of all of Board Policy 1240 – Volunteer Assistance. This outlines that the District has established procedures for recruiting, screening, and placing volunteers in order to protect the safety of students and adults.

Confidentiality

I understand that, in the course of volunteering, I may learn personal or sensitive information about students, families, or staff. I agree to maintain strict confidentiality at all times and not share student or employee information with anyone outside of school staff who have a legitimate educational interest. I understand that any breach of confidentiality may result in termination of my volunteer privileges.

Professional Conduct

I agree to conduct myself in a professional and respectful manner while volunteering. I will follow all school rules and the directions of TUSD staff. I understand that I am expected to model appropriate behavior for students at all times.

I acknowledge that TUSD prohibits harassment, discrimination, and retaliation of any kind. I understand that I am expected to contribute to a safe environment free of harassment.

Finally, as noted in Board Policy 3513.3, I understand that tobacco use, in any form including an electronic device, is prohibited at all times on District property, in District vehicles, and at District-sponsored activities.

Acknowledgment Regarding Child Abuse

I understand that California law requires employees and certain other individuals to report suspected child abuse. While I may not be a mandated reporter as a volunteer, I acknowledge my responsibility to immediately share any concerns of suspected abuse with a TUSD employee or school administration.

Safety and Supervision

I agree to follow all safety rules and site procedures while volunteering. I understand that volunteers must always be under the supervision of a TUSD employee unless they are cleared as a Level III volunteer.

Acknowledgment and Signature

I have read and understand the above expectations and policies. By signing below, I agree to comply with TUSD volunteer requirements and procedures.

Name (print): _____ Date: _____

Signature of Volunteer: _____



TUBERCULOSIS (TB) CLEARANCE FOR VOLUNTEER APPLICANTS

To serve as a Level II or Level III Volunteer in Turlock Unified School District (TUSD), you must provide proof of current tuberculosis (TB) clearance.

TB Clearance Requirements

- Before volunteering may begin, you must either:
 - Take a tuberculosis (TB) risk assessment questionnaire (issued by the CA Department of Public Health) OR
 - Get a TB exam via a skin test or blood test; note if you do not pass the risk assessment questionnaire a TB exam will be required.
- If you already have a valid clearance, you may attach a copy to your Volunteer Application.
 - You may also request the school office or District Office to provide a copy of a previously submitted clearance.
- To get a TB clearance you can go to your physician or use the local walk-in clinic below:

Work Wellness

1801 Colorado Ave, Suite 130

Turlock, CA 95382

Phone: (209) 216-3333

Walk-in service available before 4:30 p.m. (closed Thursdays)

Note: There is a \$25 fee and testing is at the volunteer's expense

Positive or False-Positive Test Results

- If your TB test result is positive or false-positive, you will be required to provide clearance through a chest x-ray to confirm you are free of infectious TB.
- Your medical provider will explain this process and provide documentation for school submission.

When do TB Clearances Expire

- Once cleared by a risk assessment questionnaire or a skin/blood test you must repeat the TB risk assessment at least every 4 years.
- Once cleared via an X-ray to confirm you do not have infectious TB you will not need to retest again unless directed by the physician.

Where to Submit TB Clearance

- Level II Volunteers: Submit documentation to your school site office.
- Level III Volunteers: Submit documentation to the TUSD Human Resources Department along with your Level III Volunteer Packets.

TURLOCK UNIFIED SCHOOL DISTRICT CONFIDENTIALITY

AGREEMENT

For users of the following, included by not limited to:

Aeries Digital Schools Edjoin SEIS CalPERS AESOP QSS/QCC

As an employee of the Turlock Unified School District (TUSD), you may have access to systems, files, data, or documents with confidential information. These materials may include, but are not limited to:

Employee-related data: Any information related to future, current, or previously-administered job data and reports; classifications and salary documents, data, and reports; personnel files and any personally identifiable information regarding employees or applicants.

Student-related data: Any information related to a student's academic performance, attendance, or discipline record; personally-identifiable information related to a student's family, health needs, special services, financial circumstances, or other records protected by state or federal privacy regulations.

This agreement also applies to both e-mail and other electronic systems and media and hard copy paper files.

You are personally responsible for maintaining the integrity and confidentiality of data and materials accessed, utilized, or entrusted to you by carefully observing the security measures listed below:

- 1. No employee shall disclose information relating to any data or information file accessed, viewed, or otherwise entrusted to his/her keeping to any other persons unless they are:
a. members of the TUSD staff who need the information to perform their work;
b. directly involved in the application, development, conduct, or study of personnel-related matters and need the information to perform job responsibilities; or
c. authorized by a supervisor or an administrator from the Office of Human Resources.
2. Lock up or secure all confidential materials when you are not directly working with them.
3. Do not retain any copies or make personal file copies of confidential materials unless necessary. Any extra copies of confidential materials must be destroyed by shredding when they are no longer necessary.
4. If you have any questions about the confidentiality of any of the information to which you have access, you should assume the information is confidential and handle it as such until you are informed otherwise by your supervisor.
5. Any employee who suspects that the integrity or confidentiality of any information or technology system has been compromised is responsible for immediately notifying the department supervisor.

These security standards apply to any and all confidential materials to which you have access. It is essential that these standards are maintained at every stage of a confidential process in which you assist, participate, or review.

Because of the importance of security, you should notify your supervisor or the office of Human Resources if any circumstances cause you to believe that the confidential nature of any material or process has not been maintained.

Failure to do so may result in disciplinary action.

I have read the above Confidentiality Agreement and understand the policy regarding security and misuse of confidential information. I accept the responsibility of maintaining the strict confidentiality of all materials and information to which I have access. Failure to adhere to abide by these guidelines may result in disciplinary actions including suspension and/ or dismissal.

(Employee Name)

(Signature)

(Date)

(Position / Site)

TURLOCK UNIFIED SCHOOL DISTRICT NETWORK
**Employee Use Agreement Terms
and Conditions**

- A. Acceptable Use.** As an employee of Turlock Unified School District, the use of my assigned network account must be in accordance with the policies and guidelines set forth in Board Policy 4040 and Administrative Regulations for “Use of Technology, Network, and Electronic Information.”
- Transmission of any material in violation of federal or state regulations is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.
 - Assigned personal passwords for each employee are not to be shared or given to other employees or students for security reasons. The passwords should not be written or posted in a public accessible place for others to have access to for security purposes.
 - The computer network is the property of TUSD and is to be used for legitimate business and educational purposes. Employees are provided access to the computer network to assist them in the performance of their jobs.
- B. Email Usage.** Electronic media and services are primarily for District business use. Employees should not have an expectation of privacy in email communications and therefore should use caution when using the email system for personal use.
- The District reserves the right, at its sole discretion, to review any employee’s electronic files and messages and usages to the extent necessary to ensure that electronic media and services are being used in compliance with the law and with this and other District policies.
 - Employees must therefore not assume electronic communications are totally private and confidential and should transmit highly sensitive or confidential information through other methods. Care should be taken in using email to ensure messages are not inadvertently sent to the wrong individual.
- C. Internet Usage.** The Turlock Unified School District must abide by the Children’s Online Privacy Protection Act , the Children’s Internet Protect Act, and any other applicable federal, state or local laws, in regards to internet usage by its employees and students.
- Employees have a responsibility to use the District’s computer resources and the Internet in a professional, lawful and ethical manner.
 - To ensure security and avoid the spread of viruses, employees accessing the Internet through a computer attached to the District’s network must do so though an approved Internet firewall or other security device. Bypassing the District’s computer network security by accessing the Internet directly by modem or other means is strictly prohibited unless the computer is not connected to the District’s network. Employee’s personal laptops shall not be connected to the District’s network at any time.
- D. Copyright, Plagiarism and Privacy Laws.** Employees are responsible for complying with copyright laws and applicable licenses that may apply to software, files, graphics, documents, messages and to other material they wish to download or copy. Employees should have no expectation of privacy in anything they create, store, send or receive using the District computer equipment or Internet access.

I have read and understand my obligation to comply with the terms of this policy governing the use of the Turlock Unified School District computer network. I understand that violation of this policy may result in disciplinary action and/or revocation of my privilege to have access to the District network and/or legal action taken by the District in accordance with law.

Printed Name _____

Signature _____

Date _____



Mandated Reporter

As an employee of the District, it is your obligation to protect students. You are a “Mandated Reporter” and when detecting child abuse and/or neglect, proper actions must be taken for suspected cases and reported to the appropriate authorities.

Legislation AB 1432 and AB 1207 (Early Childhood Education employees only) requires us to monitor the training in the detection of, and how to report these cases. It also requires the training to include information that failure to report an incident of known or reasonably suspected child abuse or neglect is a misdemeanor crime.

Turlock Unified School District has partnered with Keenan & Associates, an insurance brokerage firm, utilizing their “Keenan Safe Schools” training module which satisfies with AB 1432, AB 1207, and AB 1405.

These are all required trainings which have a quiz at the end with a minimum passing percentage.

This training must be completed prior to determination of a start date.

Please visit turlock.keenan.safeschools.com/login to complete the training.

Your username : _____

and no password is required.

* If you have any problems logging into the system, please contact Human Resources at (209) 667-0632

Policy 1240: Volunteer Assistance

Original Adopted Date: 04/28/2015 | **Last Reviewed Date:** 04/28/2015

The Board of Trustees 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 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.

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)

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.

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.

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

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

Workers' Compensation Insurance

The Board desires to provide a safe environment for volunteers and minimize the district's exposure to liability.

Upon the adoption of a resolution by the Board, volunteers shall be entitled to workers' compensation benefits for any injury sustained while engaged in the performance of service for the district. (Labor Code 3364.5)

**Turlock Unified School District
VOLUNTEER DRIVER STATEMENT**

Complete this section to drive personal vehicle:

Licensed drivers must be at least 21 years of age. (*Attach a copy of valid Driver's License.*)

| | <u>Name (Please print)</u> | <u>Driver's License #</u> | <u>Expiration Date</u> |
|--------|----------------------------|---------------------------|------------------------|
| Driver | | | |

Complete this section if driving personal vehicle:

| | <u>Make/Model of Car</u> | <u>License #</u> | <u>Passenger Design Capacity</u> |
|---------|--------------------------|------------------|----------------------------------|
| Vehicle | | | |

I certify that the above described vehicles are covered by the following insurance:
(*Attach a copy of insurance policy showing minimum coverage required as listed below.*)

| | |
|---------------------------------------|---|
| Name of Insurance Company | |
| Public Liability (limits of coverage) | Minimum - \$100,000 per person/\$300,000 per occurrence |
| Property Damage (limits of coverage) | Minimum - \$25,000 |
| Medical (limits of coverage) | Minimum - \$5,000 |
| Expiration date of insurance policy: | |

NOTE: Uninsured motorist coverage is recommended. I further certify that vehicle is equipped with safety restraints.

Driver Statement

I certify that I have not been convicted of reckless driving or driving under the influence of drugs or alcohol within the past five years and that all information given on this statement is true and correct. I understand that if an accident occurs, my insurance coverage shall bear primary responsibility for any losses or claims for damages.

I certify that I have received and will abide by the driver instructions provided by the district.

| | | |
|---------------------------|------------|-------------|
| SIGNATURE _____ | Date _____ | Phone _____ |
| (Registered Owner) | | |

For Office Use Only

Check appropriate boxes:

Driving for the following groups/activities:

| | |
|---|--|
| _____ Auto is designed for no more than 10, including driver. | |
| _____ Proof of insurance has been presented. | |
| _____ Proof of valid driver's license(s) has been presented. | |

| | |
|----------------------------|------------------------------|
| Approved _____ | Principal or Assistant _____ |
| Principal/Student Services | Date |

REMEMBER: Photo copy of Driver's license must be attached. Attach proof of minimum insurance coverage if driving personal vehicle. Turn forms in to **School Office/Student Activities Center.**

TRANSPORTATION FOR SCHOOL ACTIVITIES

INSTRUCTIONS TO DRIVERS

The following is a list of instructions for volunteers who use their cars or other vehicles to transport other students on field trips, or to and from school events:

1. You must have a valid driver's license and be 21 years of age or older.
2. Check safety of the vehicle - tires, brakes, lights, horn, suspension, seat belts.
3. Check the adequacy of your liability insurance. You are liable in the event of accident, injury, or death resulting from such use of your vehicle. State law states that "all persons making any field trip or excursion shall be deemed to have waived all claims against the district (or its employees) or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion." (Ed Code 35330).
4. Vehicles volunteered cannot be designed to carry more than ten (10) persons, including the driver (VC 545) (Ed Code 39830). The number of occupants in a sedan, passenger vehicle, station wagon, or van, including driver, may not exceed what the vehicle was designed to carry. Each passenger is required to use a safety restraint system or safety belt in accordance with law.
5. Motor homes may not be used to transport students, unless specifically authorized by the administration. Open Jeep type vehicles may not be used. Students are expressly forbidden to rider in the cargo area of pickups or motor trucks, whether or not these areas are enclosed by camper shells or other protective covering.
6. Do not smoke a pipe, cigar or cigarette while there are minors in the vehicle, as required by law (Health & Safety Code 118947-118949).
7. Obey all traffic laws.
8. Follow the safest, most direct route, avoid unnecessary stops.
9. Travel caravan style if more than one vehicle is used for the trip.
10. In the event of an accident, notify the Turlock Police Department and request that the Principal be contacted by them, in addition to normal procedures.