Saratoga Union School District
Volunteer Application Packet

The SUSD Board of Education recognizes and appreciates that volunteer assistance in schools can significantly enrich the educational program, increase supervision of students, contribute to school safety, and strengthen a school's relationship 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, in compliance with California Education Code 35021 and Board Policy 1240, requires school volunteers to be screened and authorized to volunteer. Volunteers who may be in contact with students outside the presence of certificated staff (however briefly) must arrange for a CA Department of Justice and Federal Bureau of Investigation fingerprint submission prior to volunteering. All volunteers are required to be TB risk-assessed. In addition, completion of the annual Mandated Reporter and Understanding Boundaries training is required for all school volunteers in accordance with California Senate Bill 848 (SB 848). These requirements are in place given an abundance of caution for student safety and well-being. *Thank you for your generosity of time and service to SUSD students and staff!*

Checklist in order to be cleared to volunteer in SUSD

Please read the contents of the packet and then complete the following. The district will be notified when your background check has cleared. When items **1-3** are received and cleared, the District Office will contact you via email on how to complete the required online training.

Take to your school office or district office (submit both items at the same time):

- ☐ **1.** Volunteer Information Agreement and Authorization form on page 3.
- ☐ **2.** Adult Tuberculosis Risk Assessment form on page 11. *The form must be signed by a U.S. physician or health care provider.*

Complete your fingerprinting LiveScan:

- ☐ **3.** Complete your Live Scan fingerprinting form on page 5 and take to the vendor location listed in this packet (page 16). Submit a copy of the completed Live Scan form (after fingerprinting) to the District Office. Your DOJ/FBI clearance status will be sent directly to the District Office typically within 1-4 weeks.

Complete Required Mandated Reporter and Understanding Boundaries Training

- ☐ **4.** Email the District Office at SUSDVolunteers@saratogausd.org once you complete your online training so you can be cleared to volunteer for the school year.

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Saratoga Union School District
Volunteer Agreement and Authorization Form

The Board, in compliance with California Education Code 35021 and Board Policy 1240, requires school volunteers to be screened and authorized to volunteer. Volunteers who may be in contact with students outside the presence of certificated staff (however briefly) must arrange for a CA Department of Justice and Federal Bureau of Investigation fingerprint submission prior to volunteering. All volunteers are required to be TB risk-assessed. **PRINT NEATLY. Return this form along with copies of your TB Risk Assessment form to your school office or District Office.**

Volunteer Applicant Legal Name: _____
First Middle Last

Volunteer Applicant Preferred Name: _____
First Last

Home Address: _____ City/Zip: _____

Email Address: _____ Daytime Phone: _____

Volunteer Date of Birth (mm/dd/yyyy): ___ / ___ / _____ Gender: M F X

Relationship to Student(s): _____ CA Driver's License or Government ID #: _____

Emergency contact name and phone: _____

Volunteer interests (check all that apply):
__ School/classroom volunteer __ Field Trip Driver __ Field Trip Chaperone

List your Student(s) (Legal Name)	Grade	School (circle one)
_____	_____	Argonaut / Foothill / Saratoga / Redwood / TBD
_____	_____	Argonaut / Foothill / Saratoga / Redwood / TBD
_____	_____	Argonaut / Foothill / Saratoga / Redwood / TBD
_____	_____	Argonaut / Foothill / Saratoga / Redwood / TBD

Affidavit Affirming Volunteer Non-Paid Status and No Criminal Record

I understand that I will not receive any salary and/or other compensation during any volunteer assignment, except Workers' Compensation Insurance coverage as permitted by law. I further certify by my signature below, that I am not a registered sex offender, nor have I been charged with, or convicted of, a violent or serious felony as defined in CA Education Code 45122.1. For the purpose of this code section, a violent felony is any of those listed in Subsection "C" of Penal Code Section 667.5; and a serious felony is any felony listed in Subsection "C" of Penal Code Section 1192.7. Note: A person who has been convicted of a violent or serious felony or is a registered sex offender is not eligible to volunteer.

Volunteer Signature: _____ Date: _____

OFFICE USE ONLY Gov't ID/DL verified by (initials): _____ AES FES RMS SES DO Date: _____ / _____ / _____

DISTRICT OFFICE USE ONLY

- ☐ DOJ / FBI background check. Date of clearance: _____ / _____ / _____
- ☐ TB assessment signed by healthcare provider. Date of negative test: _____ / _____ /_____
- ☐ Required online training. Date of completion: _____ / _____ / _____ Badge #: _____
- ☐ VOLUNTEER AUTHORIZED. School year: _____ Badge Date: _____

Director of Human Resources or Designee signature: _____ Date: _____ / _____ / _____

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REQUEST FOR LIVE SCAN SERVICE
(Public Schools or Joint Powers Agencies)

Applicant Submission

ORI: A0828 (Code assigned by DOJ) Type of Applicant: ☐ Classified School Employee ☐ Credentialed School Employee

The following selections are for Public Schools only:

☐ License, Certification, Permit ☐ Peace Officer ☐ Law Enforcement Officer ☒ Volunteer

Type of License/Certification/Permit OR Working Title: School Volunteer
(Maximum 30 characters - if assigned by DOJ, use exact title assigned)

Contributing Agency Information:

Saratoga Union School District — Agency Authorized to Receive Criminal Record Information
02031 — Mail Code (five-digit code assigned by DOJ)
20460 Forrest Hills Dr — Street Address or P.O. Box
Kym Imai — Contact Name (mandatory for all school submissions)
Saratoga — City; CA — State; 95070 — ZIP Code
(408) 867-3424 — Contact Telephone Number

Applicant Information:

Last Name; First Name; Middle Initial; Suffix

Other Name: (AKA or Alias)

Last; First; Suffix

Date of Birth; Sex ☐ Male ☐ Female ☐ Nonbinary/Unspecified; Driver's License Number

Height; Weight; Eye Color; Hair Color

Billing Number: 140361 (Agency Billing Number)

Place of Birth (State or Country); Social Security Number

Misc. Number (Other Identification Number)

Home Address: Street Address or P.O. Box; City; State; ZIP Code

I have received and read the included Privacy Notice, Privacy Act Statement, and Applicant's Privacy Rights.

Applicant Signature; Date

Your Number: (OCA Number (Agency Identifying Number))

Level of Service: ☒ DOJ ☒ FBI

If re-submission, list original ATI number: (Must provide proof of rejection) Original ATI Number

Live Scan Transaction Completed By:

Name of Operator; Date

Transmitting Agency; LSID; ATI Number; Amount Collected/Billed

REQUEST FOR LIVE SCAN SERVICE
(Public Schools or Joint Powers Agencies)

Privacy Notice

As Required by Civil Code § 1798.17

Collection and Use of Personal Information. The California Justice Information Services (CJIS) Division in the Department of Justice (DOJ) collects the information requested on this form as authorized by Business and Professions Code sections 4600-4621, 7574-7574.16, 26050-26059, 11340-11346, and 22440-22449; Penal Code sections 11100-11112, and 11077.1; Health and Safety Code sections 1522, 1416.20-1416.50, 1569.10-1569.24, 1596.80-1596.879, 1725-1742, and 18050-18055; Family Code sections 8700-87200, 8800-8823, and 8900-8925; Financial Code sections 1300-1301, 22100-22112, 17200-17215, and 28122-28124; Education Code sections 44330-44355; Welfare and Institutions Code sections 9710-9719.5, 14043-14045, 4684-4689.8, and 16500-16523.1; and other various state statutes and regulations. The CJIS Division uses this information to process requests of authorized entities that want to obtain information as to the existence and content of a record of state or federal convictions to help determine suitability for employment, or volunteer work with children, elderly, or disabled; or for adoption or purposes of a license, certification, or permit. In addition, any personal information collected by state agencies is subject to the limitations in the Information Practices Act and state policy. The DOJ's general privacy policy is available at **http://oag.ca.gov/privacy-policy**.

Providing Personal Information. All the personal information requested in the form must be provided. Failure to provide all the necessary information will result in delays and/or the rejection of your request.

Access to Your Information. You may review the records maintained by the CJIS Division in the DOJ that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

Possible Disclosure of Personal Information. In order to process applications pertaining to Live Scan service to help determine the suitability of a person applying for a license, employment, or a volunteer position working with children, the elderly, or the disabled, we may need to share the information you give us with authorized applicant agencies.

The information you provide may also be disclosed in the following circumstances:

- With other persons or agencies where necessary to perform their legal duties, and their use of your information is compatible and complies with state law, such as for investigations or for licensing, certification, or regulatory purposes.
- To another government agency as required by state or federal law.

Contact Information. For questions about this notice or access to your records, you may contact the Associate Governmental Program Analyst at the DOJ's Keeper of Records at (916) 210-3310, by email at **keeperofrecords@doj.ca.gov,** or by mail at:

Department of Justice
Bureau of Criminal Information & Analysis
Keeper of Records
P.O. Box 903417
Sacramento, CA 94203-4170

REQUEST FOR LIVE SCAN SERVICE
(Public Schools or Joint Powers Agencies)

Privacy Act Statement

Authority. The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose. Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses. During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental, or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

REQUEST FOR LIVE SCAN SERVICE
(Public Schools or Joint Powers Agencies)

Noncriminal Justice Applicant's Privacy Rights

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification[1] that your fingerprints will be used to check the criminal history records of the FBI.
- You must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared. [2]
- If you have a criminal history record, the officials making a determination of your suitability for the employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or update of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the criminal history record. [3]

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council. [4]

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at https://www.fbi.gov/services/cjis/identity-history-summary-checks.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.) *You can find additional information on the FBI website at* https://www.fbi.gov/about-us/cjis/background-checks*.*

[1] Written notification includes electronic notification, but excludes oral notification
[2] https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement
[3] See 28 CFR 50.12(b)
[4] See U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c)

California School Employee Tuberculosis (TB) Risk Assessment Questionnaire

(for pre-K, K-12 schools and community college employees, volunteers and contractors)

- Use of this questionnaire is required by California Education Code sections 49406 and 87408.6, and Health and Safety Code sections 1597.055 and 121525-121555.^
- The purpose of this tool is to identify adults with infectious tuberculosis (TB) to prevent them from spreading disease.
- Do not repeat testing unless there are new risk factors since the last negative test.
- Do not treat for latent TB infection (LTBI) until active TB disease has been excluded:
  For individuals with signs or symptoms of TB disease or abnormal chest x-ray consistent with TB disease, evaluate for active TB disease with a chest x-ray, symptom screen, and if indicated, sputum AFB smears, cultures and nucleic acid amplification testing.
  A negative tuberculin skin test (TST) or interferon gamma release assay (IGRA) does not rule out active TB disease.

Name of Person Assessed for TB Risk Factors: _____

Assessment Date: _____ Date of Birth: _____

History of Tuberculosis Disease or Infection (Check appropriate box below)

☐ Yes
- If there is a documented history of positive TB test or TB disease, then a symptom review and chest x-ray (if none performed in the previous 6 months) should be performed at initial hire by a physician, physician assistant, or nurse practitioner. If the x-ray does not have evidence of TB, the person is no longer required to submit to a TB risk assessment or repeat chest x-rays.

☐ No (Assess for Risk Factors for Tuberculosis using box below)

TB testing is recommended if any of the 3 boxes below are checked

☐ One or more sign(s) or symptom(s) of TB disease
- TB symptoms include prolonged cough, coughing up blood, fever, night sweats, weight loss, or excessive fatigue.

☐ Birth, travel, or residence in a country with an elevated TB rate for at least 1 month
- Includes countries other than the United States, Canada, Australia, New Zealand, or Western and North European countries.
- Interferon gamma release assay (IGRA) is preferred over tuberculin skin test (TST) for non-US-born persons.

☐ Close contact to someone with infectious TB disease during lifetime

Treat for LTBI if TB test result is positive and active TB disease is ruled out

^The law requires that a health care provider administer this questionnaire. A health care provider, as defined for this purpose, is any organization, facility, institution or person licensed, certified or otherwise authorized or permitted by state law to deliver or furnish health services. A Certificate of Completion should be completed after screening is completed (page 3).

California School Employee Tuberculosis (TB) Risk Assessment User Guide

(for pre-K, K-12 schools and community college employees, volunteers and contractors)

Background

California law requires that school staff working with children and community college students be free of infectious tuberculosis (TB). These updated laws reflect current federal Centers for Disease Control and Prevention (CDC) recommendations for targeted TB testing. Enacted laws, AB 1667, effective on January 1, 2015, SB 792 on September 1, 2016, and SB 1038 on January 1, 2017, require a TB risk assessment be administered and if risk factors are identified, a TB test and examination be performed by a health care provider to determine that the person is free of infectious tuberculosis. The use of the California School Employee TB Risk Assessment and the Certificate of Completion, developed by the California Department of Public Health (CDPH) and California TB Controllers Association (CTCA) are also required.

AB 1667 impacted the following groups on 1/1/2015:

1. Persons employed by a K-12 school district, or employed under contract, in a certificated or classified position (California Education Code, Section 49406)

2. Persons employed, or employed under contract, by a private or parochial elementary or secondary school, or any nursery school (California Health and Safety Code, Sections 121525 and 121555).

3. Persons providing for the transportation of pupils under authorized contract in public, charter, private or parochial elementary or secondary schools (California Education Code, Section 49406 and California Health and Safety Code, Section 121525).

4. Persons volunteering with frequent or prolonged contact with pupils (California Education Code, Section 49406 and California Health and Safety Code, Section 121545).

SB 792 impacted the following group on 9/1/2016:

Persons employed as a teacher in a child care center (California Health and Safety Code Section 1597.055).

SB 1038 impacted the following group on 1/1/2017:

Persons employed by a community college district in an academic or classified position (California Education Code, Section 87408.6).

Testing for latent TB infection (LTBI)

Because an interferon gamma release assay (IGRA) blood test has increased specificity for TB infection in persons vaccinated with BCG, IGRA is preferred over the tuberculin skin test (TST) in these persons. Most persons born outside the United States have been vaccinated with BCG.

Previous or inactive tuberculosis

Persons with a previous chest radiograph showing findings consistent with previous or inactive TB should be tested for LTBI. In addition to LTBI testing, evaluate for active TB disease.

Negative test for LTBI does not rule out TB disease

It is important to remember that a negative TST or IGRA result does not rule out active TB disease. In fact, a negative TST or IGRA in a person with active TB can be a sign of extensive disease and poor outcome.

Symptoms of TB should trigger evaluation for active TB disease

Persons with any of the following symptoms that are otherwise unexplained should be medically evaluated: cough for more than 2-3 weeks, fevers, night sweats, weight loss, hemoptysis.

Most patients with LTBI should be treated

Because testing of persons at low risk of LTBI should not be done, persons that test positive for LTBI should generally be treated once active TB disease has been ruled out. However, clinicians should not be compelled to treat low risk persons with a positive test for LTBI.

Emphasis on short course for treatment of LTBI

Shorter regimens for treating LTBI have been shown to be more likely to be completed and the 3 month 12-dose regimen has been shown to be as effective as 9 months of isoniazid. Use of these shorter regimens is preferred in most patients. Drug-drug interactions and contact to drug resistant TB are typical reasons these regimens cannot be used.

Repeat risk assessment and testing

If there is a documented history of positive TB test or TB disease, then a symptom review and chest x-ray should be performed at initial hire. Once a person has a documented positive test for TB infection that has been followed by a chest x-ray (CXR) that was determined to be free of infectious TB, the TB risk assessment (and repeat x-rays) is no longer required.

Repeat risk assessments should occur every four years (unless otherwise required) to identify any additional risk factors, and TB testing based on the results of the TB risk assessment. Re-testing should only be done in persons who previously tested negative, and have new risk factors since the last assessment.

Please consult with your local public health department on any other recommendations and mandates that should also be considered.

Certificate of Completion
Tuberculosis Risk Assessment and/or Examination

*To satisfy **job-related requirements** in the California Education Code, Sections 49406 and 87408.6 and the California Health and Safety Code, Sections 1597.055, 121525, 121545 and 121555.*

First and Last Name of the person assessed and/or examined:

_____

Date of assessment and/or examination: _____mo./_____day/_____yr.

Date of Birth: _____mo./_____day/_____yr.

The above named patient has submitted to a tuberculosis risk assessment. The patient does not have risk factors, or if tuberculosis risk factors were identified, the patient has been examined and determined to be free of infectious tuberculosis.

X_____

Signature of Health Care Provider completing the risk assessment and/or examination

Please print, place label or stamp with Health Care Provider Name and Address (include Number, Street, City, State, and Zip Code):

California School Employee Tuberculosis Risk Assessment Frequently Asked Questions

California law requires that school staff working with children and community college students be free of infectious tuberculosis (TB). These updated laws reflect current recommendations for targeted TB testing from the federal Centers for Disease Control and Prevention (CDC), the California Department of Public Health (CDPH), the California Conference of Local Health Officers and the California Tuberculosis Controllers Association (CTCA).

What specifically did AB 1667 change on January 1, 2015?

1. Replaces the mandated TB examination on initial employment with a TB risk assessment, and TB testing based on the results of the TB risk assessment, for the following groups:
    a. Persons initially employed by a school district, or employed under contract, in a certificated or classified position (California Education Code, Section 49406)
    b. Persons initially employed, or employed under contract, by a private or parochial elementary or secondary school or any nursery school (California Health and Safety Code, Sections 121525 and 121555)
    c. Persons providing for the transportation of pupils under authorized contract (California Health and Safety Code, Section 121525)

2. Replaces the mandated TB examination at least once each four years of school employees who have no identified TB risk factors or who test negative for TB infection with a TB risk assessment, and TB testing based on the TB risk assessment responses. (California Education Code, Section 49406 and California Health and Safety Code, Section 121525)

3. Replaces mandated TB examination (within the last four years) of volunteers with "frequent or prolonged contact with pupils" in private or parochial elementary or secondary schools, or nursery schools (California Health and Safety Code, Section 121545) with a TB risk assessment administered on initial volunteer assignment, and TB testing based on the results of the TB risk assessment.

4. For school district volunteers with "frequent or prolonged contact with pupils," mandates a TB risk assessment administered on initial volunteer assignment and TB testing based on the results of the TB risk assessment. (California Education Code, Section 49406)

What specifically did SB 792 change on September 1, 2016?

California Health and Safety Code, Section 1597.055 requires that persons hired as a teacher in a child care center must provide evidence of a current certificate that indicates freedom from infectious TB as set forth in California Health Safety Code, Section 121525.

What specifically does SB 1038 change on January 1, 2017?

California Education Code, Section 87408.6 requires persons employed by a community college in an academic or classified position to submit to a TB risk assessment developed by CDPH and CTCA and, if risk factors are present, an examination to determine that he or she is free of infectious TB; initially upon hire and every four years thereafter.

California School Employee Tuberculosis Risk Assessment Frequently Asked Questions

Who developed the school staff and volunteer TB risk assessment?

The California Department of Public Health (CDPH) and the California Tuberculosis Controllers Association (CTCA) jointly developed the TB risk assessment. The risk assessment was adapted from a form developed by Minnesota Department of Health TB Prevention and Control Program and the Centers for Disease Control and Prevention.

Who may administer the TB risk assessment?

Per California Education and Health and Safety Codes, the TB risk assessment is to be administered by a health care provider. The risk assessment should be administered face-to-face. The practice of allowing employees or volunteers to self-assess is discouraged.

What is a "health care provider"?

A "health care provider" means any organization, facility, institution or person licensed, certified or otherwise authorized or permitted by state law to deliver or furnish health services.

If someone is a new employee and has a TB test that was negative, would he/she need to also complete a TB risk assessment?

Check with your employer about what is needed at the time of hire.

If someone transfers from one K-12 school or school district to another school or school district, would he/she need to also complete a TB risk assessment?

Not if that person can produce a certificate that shows he or she was found to be free of infectious tuberculosis within 60 days of initial hire, or the school previously employing the person verifies that the person has a certificate on file showing that the person is free from infectious tuberculosis.

If someone does not want to submit to a TB risk assessment, can he/she get a TB test instead?

Yes, a TB test, and an examination if necessary, may be completed instead of submitting to a TB risk assessment.

If someone has a positive TB test, can he/she start working before the chest x-ray is completed?

No, the x-ray must be completed and the person determined to be free of infectious TB prior to starting work.

If someone has a positive TB test, does he/she need to submit to a chest x-ray every four (4) years?

No, once a person has a documented positive TB test followed by an x-ray, repeat x-rays are no longer required every four years. If an employee or volunteer becomes symptomatic for TB, then he/she should promptly seek care from his/her health care provider.

California School Employee Tuberculosis Risk Assessment Frequently Asked Questions

What screening is required for someone who has a history of a positive TB test or TB disease at hire?

If there is a documented history of positive TB test or TB disease, then a symptom review and chest x-ray (if none performed in previous 6 months) should be performed at initial hire by a physician, physician assistant, or nurse practitioner. Once a person has a documented positive test for TB infection that has been followed by an x-ray that was determined to be free of infectious TB, the TB risk assessment (and repeat x-rays) is no longer required. If an employee or volunteer becomes symptomatic for TB, then he/she should seek care from his/her health care provider.

For volunteers, what constitutes "frequent or prolonged contact with pupils"?

Examples of what may be considered "frequent or prolonged contact with pupils" include, but are not limited to, regularly-scheduled classroom volunteering and field trips where cumulative face-to-face time with students exceeds 8 hours.

Who may sign the Certificate of Completion?

- If the patient has no TB risk factors then the health care provider completing the TB risk assessment may sign the Certificate of Completion.
- If a TB test is performed and the result is negative, then the licensed health care provider interpreting the TB test may sign the Certificate.
- If a TB test is positive and an examination is performed, only a physician, physician assistant, or nurse practitioner may sign the Certificate.

What does "determined to be free of infectious tuberculosis" mean on the Certificate of Completion?

"Determined to be free of infectious TB" means that a physician, physician assistant, or nurse practitioner has completed the TB examination and provided any necessary treatment so that the person is not contagious and cannot pass the TB bacteria to others. The TB examination for active TB disease includes a chest x-ray, symptom assessment, and if indicated, sputum collection for acid-fast bacilli (AFB) smears cultures and nucleic acid amplification testing.

What if I have TB screening or treatment questions?

Consult the federal Centers for Disease Control and Prevention's *Latent Tuberculosis Infection: A Guide for Primary Health Care Providers* (2013) (http://www.cdc.gov/tb/publications/LTBI/default.htm). If you have specific TB screening or treatment questions, please contact your local TB control program (http://www.ctca.org/locations.html).

Who may I contact to get further information or to download the TB risk assessment?

- California Tuberculosis Controllers' Association
  https://www.ctca.org/menus/private-providers.html
- California Department of Public Health, Tuberculosis Control Branch: (510) 620-3000
  https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/TBCB.aspx
- California School Nurses Organization: (916) 448-5752 or email csno@csno.org
  http://www.csno.org/

6/25/18

Steps Toward Fulfilling Requirement to Volunteer At School

Step 1:

Determine which volunteers are required to be fingerprinted and undergo a criminal background check by the California Department of Justice (DOJ) and FBI. What's the criteria?

Some levels of volunteerism present a "gray area." If in doubt, please contact your school principal. The school site administrator has the discretion to determine which volunteers must be fingerprinted for a DOJ and FBI background check, based on the type of volunteerism. Generally, volunteers who must submit to a criminal background check are:

Fingerprinting/DOJ/FBI Criminal Background Check AND TB Clearance REQUIRED*	**Fingerprinting/DOJ/FBI Criminal Background Check & TB clearance NOT REQUIRED**
Volunteer assignment involving contact with students and/or staff. Examples include on-site school volunteer assignments, field trips, supervision of students during school shows or rehearsals, classroom centers, room parent, math/art docent, teacher helper, library helper, etc.	Attends a musical, drama production, athletic, academic or art event as a member of the audience. Presents a "Career Day" lecture with certificated staff members (teacher or administrator) present.
Drives and/or chaperones field trips, including after school sports. (Note: a valid CA Driver License and insurance coverage also required.)	Attends school events at which parents are expected to supervise their own children
Coaches or assists with special events, including dances, sports competitions, drama and musical productions	Visits the office for the purpose of conducting business there
Provides lunchtime assistance or eats lunch on campus with children	Attends a parent-staff conference

*Note: The above chart is a guide and is not necessarily an exhaustive list.

Step 2:

Submit the following to your School Office or District Office, 20460 Forrest Hills Drive, Saratoga.

1. SUSD Volunteer Agreement and Authorization Form (in this packet)
2. Adult Tuberculosis Risk Assessment form (or TB test result) signed by a U.S. physician or healthcare provider

Step 3:

Submit a Department of Justice (DOJ)/Federal Bureau of Investigation (FBI) Request for Live Scan Service form to the fingerprinting mobile vendor (at school sites during Back-To-School) or the UPS Store Vendor listed below. This form is in this packet.

- ☐ Bring an official CA Driver License or other government issued identification document at the time of service.
- ☐ Write the name of your school(s) on the line near the form's bottom marked "Your Number" or "OCA Number."
- ☐ Both a DOJ and FBI criminal background check are required.

See more information about the DOJ/FBI Live Scan process and privacy issues below.

The District contracts with The UPS Store #6267, a fingerprinting vendor who invoices SUSD for the rolling cost. transmission fee, and the DOJ's and FBI's processing fee. **There is NO charge to the volunteer if you go to the UPS location listed BELOW, SUSD will cover the fees.** School sites sometimes arrange for mobile fingerprint services at school on certain days. Volunteers who cannot attend the mobile service dates at school can receive services at this vendor's office:

The UPS Store #6267
481 N. Santa Cruz Ave
Los Gatos, CA 95030
(408) 399-5400
(across the street from the Los Gatos Safeway)
By appointment only! Please call ahead.

If you select a vendor other than this UPS Store, you will incur the cost of the Livescan. Please make a copy of the completed Livescan request form (after fingerprinting) and submit it to the District Office Human Resources Department. You can email a scanned copy to kimai@saratogausd.org, mail it to 20460 Forrest Hills Drive, Saratoga, CA 95070, or hand deliver in a sealed envelope.

If you have been fingerprinted by or for SUSD in the past, please notify your school site office staff. You will not need to be fingerprinted again.

Step 4:

Complete the annual training on Mandated Reporter and Understanding Boundaries. Instructions on how to access the online training will be provided by the District Office via email

once the Volunteer Agreement and Authorization Form, TB assessment or test result and cleared fingerprint results have been received.

Step 5:

A Human Resources Department staff member will contact the school and volunteer when all requirements have been met.

TB Screening of Volunteers:

The District will continue to require adult school volunteers who will have “frequent or prolonged contact with students” to produce a CA Adult Tuberculosis Risk Assessment Questionnaire or a negative TB test result—completed within the past 60 days (new volunteers). Negative TB test results (either PPD or x-ray) remain in effect for four years.

What is the definition of “frequent or prolonged contact with students?”

Please see the list of volunteers named in the earlier chart entitled “Fingerprinting/DOJ/FBI Criminal Background Check and TB Clearance REQUIRED.”

CA Education Code 49406 states that the superintendent or designee may exempt from tuberculosis testing requirements those volunteers who serve less than a school year and whose functions do not require frequent or prolonged contact with students. Free tuberculosis testing and verification notices are available at all public and some private medical clinics.

Please check with your school principal should you have a question about your need to be fingerprinted and/or TB tested.

Thank you for your generosity of time and effort in service to SUSD students and staff!

Information on the CA Department of Justice (DOJ)/FBI Live Scan Criminal Background Check Process and Privacy Issues

The Saratoga Union School District Human Resources Department (HR) and District/school site administrators share community wide concerns about the privacy and security of information volunteer applicants provide on their Department of Justice (DOJ)/FBI Request for Live Scan Service form. This form is used by both potential SUSD volunteers and employee applicants, and HR works carefully to ensure that personal information given is safeguarded and kept confidential. The following information outlines how the completed volunteer DOJ/FBI live scan application is used and handled step-by-step:

1. **Applicant completes the "Applicant Section" of the DOJ/FBI Live Scan Form.**
    a. Required information includes: The CA Driver License or DMV Identification Card or U.S. Passport number and birth date. Why? These identifiers assist the DOJ/FBI and the SUSD Human Resources Dept. Custodian of Records (COR) to verify an individual's identity.
    b. Note: Volunteer applicants may opt out of listing a Social Security Administration number; however, by opting out, a delay in reporting DOJ results to the District may occur.
2. **Applicant submits the DOJ/FBI "Live Scan Request for Service" form to The UPS Store #6267, the vendor who has contracted with the District to provide fingerprint rolling and transmission services, or to Outside Vendor (See Step 3 from "Steps Toward Fulfilling Requirement to Volunteer At School")**
    a. Important Note: SUSD will not pay any fees for fingerprinting services performed by vendors other than the district contractor.

3. **The HR Custodian of Record (COR) stores the hard copy DOJ/FBI application forms in a locked cabinet in a locked HR Department office at the District Office.**
    a. Only the Human Resources Department Custodian of Records (COR) has access to submitted volunteer application forms and DOJ/FBI reports.
    b. The DOJ/FBI web site is only accessible by the COR who has been approved by the DOJ/FBI to receive confidential reporting information via a secure DOJ/FBI web site. A COR strictly upholds DOJ/FBI confidentiality mandates and does not share applicants' information with others.
    c. The DOJ/FBI removes reporting information from its secure web site within 30 days of fingerprint submission/reporting.

4. The District maintained database of volunteer applicant DOJ/FBI results includes only the following information:
    a. Applicant name, school location(s), position (e.g. volunteer), the date fingerprints were transmitted to the DOJ/FBI, the date the District received the DOJ/FBI report of results, email address, phone, and student name(s).
    b. No additional applicant information is retained in the database of fingerprinted volunteers.
    c. **Note:** Fingerprint results remain effective for as long as a volunteer is linked to an active student within the District.
    d. Results indicating "ready" or "not ready" to volunteer.

5. The COR notifies the school site regarding an applicant's "readiness" to begin volunteering soon after the DOJ/FBI results are received in HR.
    a. Occasionally, DOJ/FBI results are delayed for various reasons beyond the District's control.
    b. Infrequently, the DOJ/FBI rejects submitted fingerprints as being unsuitable to process. In this case, volunteer applicants will be re-fingerprinted at no charge.
    c. The District's COR will notify potential volunteers whose prints need to be re-rolled.

6. The district notifies the volunteer of his/her "readiness" to volunteer.
    a. COR would contact the school principal and simply report: "[volunteer's name] is not ready to volunteer, or s/he is ready to volunteer, but not ready to drive students." No other information is shared. The school sites maintain a current list of "ready to volunteer" names and contact information.

If you have further questions, please contact Kym Imai, Director of Human Resources, at kimai@saratogausd.org, or call 408-867-3424, extension 504.

Frequently Asked Questions

Q: Why are school volunteers required to be fingerprinted and undergo a criminal background check?

A: Given the District's duty and desire to protect students, and the prevalence of crimes against children in society, district leadership (SUSD Board of Trustees and district administration) require California Department of Justice (DOJ)/ Federal Bureau of Investigation (FBI) criminal background checks of potential school volunteers who may be in contact with students outside the direct supervision of teachers or site administrators.

Q: What are some examples of volunteer activities at school requiring (or not requiring) fingerprinting?

A:

Fingerprinting/DOJ/FBI Criminal Background Check AND TB Clearance REQUIRED*	**Fingerprinting/DOJ/FBI Criminal Background Check & TB clearance NOT REQUIRED**
Volunteer assignment involving contact with students and/or staff. Examples include on-site school volunteer assignments, field trips, supervision of students during school shows or rehearsals, classroom centers, room parent, math/art docent, teacher helper, library helper, etc.	Attends a musical, drama production, athletic, academic or art event as a member of the audience. Presents a "Career Day" lecture with certificated staff members (teacher or administrator) present.
Drives and/or chaperones field trips, including after school sports. (Note: a valid CA Driver License and insurance coverage are also required.)	Attends school events at which parents are expected to supervise their own children
Coaches or assists with special events, including dances, sports competitions, drama and musical productions	Visits the office for the purpose of conducting business there
Provides lunchtime assistance or eats lunch on campus with children	Attends a parent-staff conference

*Note: The above chart is a guide and is not necessarily an exhaustive list. Your school principal will answer questions concerning other types of volunteer assignments.

Q: Do other school districts complete background checks of volunteers?

A: Yes, many do. Several community organizations that work with children also require volunteers to be fingerprinted, including the YMCA, Girl Scouts, Little League, other youth

sports and performing arts groups, as well as some churches and synagogues

Q: If a volunteer has been fingerprinted and "cleared" by another community organization, would s/he need to be fingerprinted again for Saratoga Union School District?

A: Yes. The DOJ/FBI prohibits organizations from sharing background information and individuals' records.

Q: How does the District process criminal background checks of potential volunteers, and what does the District's Custodian of Records (COR) look for?

A: Potential volunteers' fingerprints are sent via a dedicated secure electronic transmission line to the CA Department of Justice (DOJ) and Federal Bureau of Investigation (FBI). The DOJ/FBI sends a report to the District's authorized COR. The report either verifies no criminal record or contains a record of convictions.

The COR reviews the DOJ/FBI report and looks for convictions involving crimes against children and/or the community, such as assault, molestation, child abuse, reckless driving and DUIs (which would disqualify a volunteer from driving students on field trips or to sports competitions).

Given a criminal record of a potential volunteer, the COR would contact the school principal and simply report: "[volunteer's name] is not ready to volunteer, or s/he is ready to volunteer, but not ready to drive students." No other information is shared.

Q: What if a potential volunteer's criminal record shows a conviction for a "youthful indiscretion" in the distant past?

A: If the criminal activity was an isolated incident, petty, non-violent and in the distant past, then the individual may be considered "ready for volunteer service."

Q: Why do I have to provide extensive personal information on my DOJ/FBI *Live Scan Service Request Form*? It feels like an intrusion on my privacy.

A: Confirmation of a potential volunteer's identity is important. Potential volunteers are asked to produce an official identification document (e.g., a CA Driver License, a Department of Motor Vehicles identification card, a Social Security Administration card, a passport or visa). If the passport has been issued by a country other than the U.S., the DOJ/FBI requires a secondary piece of identification (e.g., a pay stub or a mortgage, rent, or utility payment document with the volunteer's name and address on it).

Q: Must I provide my Social Security number?

A: It is recommended; however, it is not a requirement, if another personal identification document is presented. Transmitting fingerprints with a live scan application form that does

not contain the Social Security number may result in delayed processing by the DOJ/FBI.

Q: How long does a fingerprint rolling appointment take?

A: Typically, the rolling of all ten fingers requires about three or five minutes, if an individual arrives at the appointment with his/her “Request for Live Scan Service” form completed, and ID and payment ready.

Q: How long will it take for my fingerprint submission to be processed?

A: The DOJ/FBI processing of fingerprints and reporting can take a few hours up to 30+ days. Many factors are involved. The District has no control over when the DOJ/FBI reports are delivered to the COR. The COR will inform the school principal, or his/her designee, when a volunteer is ready to begin service at the school. The district will also notify the volunteer that he/she is cleared.

Q: How often does a SUSD school volunteer need to be fingerprinted?

A: Only once. If you have been fingerprinted as an employee, substitute or volunteer in Saratoga Union School District in the past, you need not be fingerprinted again for SUSD. Please inform the school office staff at the time you submit your volunteer application form.

Q: What identification do I need for fingerprinting?

A: DOJ/FBI requires a California Driver License, DMV Identification Card, or Out of State Driver License for fingerprinting purposes. In the absence of any of the above mentioned forms of identification, you will need to provide a photo-identification PLUS one of the following:

- Utility bill with name and address
- Voter registration card
- Vehicle registration
- Paycheck stub with name and address
- Public assistance card
- Spouse/parent affidavit
- Cancelled check or bank statement
- Mortgage/lease document