



Colton Joint Unified School District

1212 Valencia Drive, Colton, CA 92324 • (909) 580-5000 • www.colton.k12.ca.us



District Volunteer Handbook & Application

2026–2027

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This handbook complies with Administrative Regulation AR 1240 (Volunteer Assistance) and California SB 848.

Welcome, Volunteers!

Education is a team effort, and volunteers are a vital part of it. Your time and talents show our students that you value them and want them to succeed. The Colton Joint Unified School District (CJUSD) volunteer program encourages your participation while keeping student safety our top priority. Thank you for serving.

Quick Reference: Volunteer Requirements

Complete all requirements before volunteering:

- Submit a CJUSD volunteer application to your school site.
- Provide a valid government-issued photo ID.
- Tuberculosis (TB) clearance within 60 days of applying.
- LiveScan (DOJ) fingerprint clearance — **no fee for volunteers**; \$52 for classroom Observers/Interns/Athletics.
- Mandated reporter / abuse-prevention training (**SB 848**) — completed annually.

Note: Volunteers may not begin until cleared. Classroom observers/interns require Board approval. HR will contact you to schedule your LiveScan appointment.

Who can volunteer & where

Volunteers can be	Areas to volunteer
Parents/guardians, grandparents College students Community members Retirees	Classroom Field trips & excursions Athletics Extracurricular activities

Definition

A volunteer is a person at least 18 years old (21+ for chaperones) who serves the District without pay. Chaperones continuously monitor students during activities.

Exemption: Parents in one-time events (guest speakers, Dr. Seuss Day, etc.) or groups such as SSC, ELAC, PTA, PTO, or Boosters do not need fingerprinting — unless they participate in classroom observation, field trips, or on-site volunteering.

Getting Started & Clearances

Fingerprint (LiveScan) clearance. HR will contact you to schedule a LiveScan appointment; bring valid ID. You may complete LiveScan elsewhere at your own expense. Applicants with certain records — including felony convictions and sex- or drug-related misdemeanors — cannot be cleared. The District receives DOJ Subsequent Activity Reports for as long as you remain active.

Tuberculosis (TB) clearance. Provide a negative TB result taken within 60 days of applying, at your own cost. TB clearance is valid for 4 years; returning volunteers must have no gap longer than one year. Any lapse requires a new TB clearance within 60 days of returning.

Mandated reporter training (SB 848). All volunteers must complete District-provided mandated reporter and abuse-prevention training each school year. As a mandated reporter, you are legally required to report reasonable suspicion of child abuse or neglect. The District will provide the training and record your completion before you begin. You may also watch the training video on your own at mandatedreporter.ca.com a fee paid directly to the website provider will be required.

TB testing — cost & locations

Provider	Phone	Cost / Notes
Keystone Industrial Medicine	909-521-8818	\$20 — photo ID required
San Bernardino Health Dept.	1-800-722-4777	\$20 — appointment only

Volunteer Guidelines & Responsibilities

Volunteers model behavior for students and serve at the discretion of District staff. Act with courtesy, good judgment, and respect; follow site rules and never substitute your judgment for a supervisor's. Student privacy and safety come first.

Volunteers may NOT:

- Leave students unsupervised.
- Share student information — refer all requests to the school office.
- Place hands on a student.
- Give food or candy to a student.
- Loan or borrow money, or hold a student's property.
- Discuss the volunteer's personal life with students.
- Solicit or sell products or services on District property.
- Disclose or share student photos or personal information.
- Exchange phone numbers, addresses, email, or social media with students.
- Post or share threatening, obscene, disruptive, sexually explicit, or harassing material.

All volunteers must:

- Partner with the assigned teacher or staff member.
- Dress appropriately at all times.
- Learn the bell schedule, restroom locations, and school grounds.
- Review emergency, disaster, fire, and evacuation procedures.
- Follow this handbook and all District policies and regulations.
- Maintain a drug-free environment — being under the influence results in immediate dismissal.
- Use only adult restroom facilities.

Direct questions to the site Administrator. District and site administration may guide or end a volunteer's service at any time, without prior written notice. All volunteers serve at will.

Frequently Asked Questions

When should I complete the volunteer process?

Best at the start of each school year so you're cleared all year. Processing can take up to 30 days, but applications are accepted anytime.

New vs. returning volunteer?

New volunteers need DOJ clearance and all documentation. Returning volunteers must keep TB current and have no gap longer than one year.

Returning but missed a year?

Provide a negative TB clearance taken within 60 days of returning.

How will I know I'm cleared?

HR tracks clearances in a shared sheet; your school site will call you once you are cleared.

How long is a TB result valid?

Four years from the test date. If expired, get a new clearance before volunteering.

Are lab results accepted for TB?

No. Provide immunization records, a provider letter confirming clearance, or a provider-signed Risk Assessment.

Accepted primary photo IDs (valid & unexpired)

- State driver's license or state ID card
- U.S. Passport or Passport Card
- U.S. Coast Guard Merchant Mariner Card
- Canadian driver's license
- Federal PIV card
- Uniformed Services ID
- DoD Common Access Card
- Foreign passport with immigration documents
- USCIS Permanent Resident Card (I-551)
- USCIS Employment Authorization Card (I-766)
- Government agency photo ID card

No primary ID? Contact HR at (909) 580-6696 for secondary options.



School Volunteer Application

Colton Joint Unified School District • 1212 Valencia Drive, Colton, CA 92324 • (909) 580-5000

Contact Information (print legal name)

Name: _____ DOB: _____

First / Middle Initial / Last

Address: _____

Number & Street / City / ZIP

Home Phone: _____ Cell Phone: _____

E-mail: _____

 **For School Use Only — keep copies 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: _____

Mandated Reporter Training (SB 848) Completed: _____

Reviewed/Approved by: _____ Date: _____

☐ New ☐ Returning ☐ Current Employee ☐ DNQ

Placement Requested

School	Teacher	Child's Name / Grade

Volunteer Personal Information

Do you have a valid government-issued photo ID? ☐ Yes ☐ No

If yes, attach a copy (e.g., CA Driver License/ID, out-of-state license, U.S. Passport, Permanent Resident Card, or Military ID).

Are you a CJUSD employee? ☐ Yes ☐ No If yes, title & location: _____

Are you a returning volunteer? ☐ Yes ☐ No

Do you have a current (within 60 days) TB test result? ☐ Yes ☐ No

If yes, attach a copy of the TB results.

Explanation of Conviction(s)

Fingerprinting is required of all new applicants; volunteer status depends on DOJ clearance. A criminal record does not automatically disqualify you, except certain drug and sex convictions under the Education Code. **Failure to list all convictions will result in immediate disqualification.**

Have you ever, as a juvenile or adult, been convicted, fined, imprisoned, placed on probation, or sentenced by any civil, criminal, or military court? ☐ Yes ☐ No

Do you have any criminal charges pending? ☐ Yes ☐ No

Are you currently on probation? ☐ Yes ☐ No If yes, end date: _____

List all convictions (misdemeanors and felonies), including DUIs and convictions dismissed following probation. "Conviction" includes a guilty plea/verdict or a no-contest plea. Include sex/drug offenses under Education Code §§ 44010–44011 (except marijuana convictions older than two years) and serious/violent felonies under Penal Code §§ 667.6(c) and 1192.7(c).

Disclose convictions dismissed under Penal Code § 1203.4. Do not disclose convictions expunged or sealed under Penal Code § 1203.45.

Penal Code #	Type of Offense	Date	Outcome



Colton Joint Unified School District — Human Resources Division
Volunteer Affidavit & Confidentiality Agreement

Read carefully.

I, _____, understand that the information in this application is subject to verification and a background investigation to determine my suitability as a CJUSD volunteer. **If any false or derogatory information is found, I may be disqualified from volunteering with CJUSD.** I understand I serve as a confidential volunteer and that all information I access or receive is strictly confidential and may not be shared with anyone not affiliated with the District.

As a mandated reporter under SB 848, I understand I must complete the District's annual mandated reporter training and report any reasonable suspicion of child abuse or neglect.

Printed Legal Name: _____

Applicant Signature: _____ Date: _____