



## PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT

Thank you for your interest in becoming a chaperone or volunteer with the Paso Robles Joint Unified School District! Please follow the instructions below to ensure that all paperwork is complete. Any questions regarding the volunteer packet should be directed to the Human Resources Department.

### *Volunteers 20+ hours and/or chaperone for overnight field trip:*

- Complete pages 1-7 in volunteer packet.
- Return packet to school site.
- Have the school site sign "Page 9 - Authorization for Fingerprinting Form".
- Bring signed fingerprinting form to Human Resources.
- You will then be directed to San Luis Obispo County Office of Education for fingerprinting.
- The school site will notify you once the fingerprints have been cleared (approximately 1-2 weeks).
- Volunteers who have been fingerprinted are not allowed to work with students until clearance has been received by Human Resources.

### *Volunteers less than 20 hours and/or chaperone one-day field trip:*

- Complete pages 1-7 in volunteer packet.
- Submit completed packet to school site.
- Background check will be completed by PRJUSD.
- The school site will notify you once background check is complete (approximately 1 week)

### *Volunteers/chaperones who will ALSO be transporting students:*

- Complete page 8 DMV Pull Notice
- Attach District Driver Safety Course Certificate
- Attach official DMV Report
- Attach valid proof of insurance

Human Resources  
800 Niblick Rd.  
(805) 769-1000



# PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT

## VOLUNTEER/CHAPERONE CHECKLIST

<b>Name of Volunteer:</b>	<b>Site:</b>	<b>Classroom/Sport:</b>	<b>Level:</b>
	<b>Field Trip Date:</b>	<b>Departure Date:</b>	

**Select Volunteer Type:**     *Site/Class Volunteer*                       *Chaperone*

### INSTRUCTIONS:

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

#### ***If you are volunteering more than 20 hours in a school year or attending an overnight fieldtrip:***

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

#### ***If you are transporting students (other than your own) the following documents must also be submitted:***

- DMV Pull Notice
- ATTACH- Certificate -District Driver Safety Course
- ATTACH - Official DMV Report - *DMV reports available online will be accepted only when printed directly from the web browser; copy/paste versions will not be accepted - drivers may be asked to supply a certified DMV report at any time*
- ATTACH - Valid Proof of Insurance

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

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

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

\_\_\_\_\_  
**Site Principal Signature**                      **School Site Name**                      **Date**



# PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT

## VOLUNTEER / CHAPERONE INFORMATION FORM

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street City Zip Code

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Email: \_\_\_\_\_ Have you already been fingerprinted with PRJUSD? Yes No

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

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Volunteer Location: \_\_\_\_\_ Classroom/Sport \_\_\_\_\_

### DESCRIPTION OF VOLUNTEER SERVICES:

- Field Trip Chaperone
- Overnight Field Trip Chaperone
- Site / Classroom Volunteer
- Volunteer Coach
- Transport Students *(other than your student)*

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

If yes, provide date(s), explanation and outcome: \_\_\_\_\_

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

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

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

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

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



# PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT

## VOLUNTEER/CHAPERONE AGREEMENT

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

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

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

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

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

Volunteer Signature: \_\_\_\_\_

Date \_\_\_\_\_

### **For Office Use Only:**

Verified by Site Employee: Yes      No      Site Employee Name: \_\_\_\_\_

Forwarded to School Resource Officer: Yes      No

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



# PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT

## VOLUNTEER/VISITOR PROCEDURES AND SCHOOL SITE RESPONSIBILITIES

1. All volunteers / visitors must sign in at the office. Site secretary will issue a name tag with their name, date, and classroom. They must wear their name tag when they are in the classroom or on school grounds, so that all volunteers/visitors can be identified (BP1250a). No one should come on school grounds, without signing in at the office and having been issued a name tag.

*Example- Name Tag*

Name: \_\_\_\_\_

Classroom # \_\_\_\_\_

Date: \_\_\_\_\_

2. All site volunteers/visitors must fill out and sign the volunteer information form. Make a copy of the volunteer's California Driver's License/California picture Identification card. Drivers Licenses/I.D. cards from other states are not accepted.
3. Site will check volunteers/visitors on Megan's Law (BP1240). If the volunteer/visitor is listed on Megan's Law as a registered sex offender, notify the principal. The teacher will be notified and the parent will be monitored to make sure there is no contact with any other students other than their child. If this parent is to chaperone a field trip, they must provide their own transportation and chaperone their child only.
4. Volunteers volunteering twice a week or more and/or who volunteer every day for more than 10 days in a row, and/or who will chaperone overnight field trips must be fingerprinted through our Human Resources Department. A list of all overnight field trip chaperones must be submitted to the Department of Curriculum and also follow all the above procedures.
5. Each volunteer is expected to maintain confidentiality regarding each student and family.
6. If volunteers hear about or observe evidence of child abuse, they will report the information to the site principal or designee immediately.
7. Any staff member who receives information directly from law enforcement regarding registered sex offenders shall immediately contact the superintendent or designee in order to help ensure that the district is able to respond appropriately. If an identified sex offender is seen on or near school grounds or around any student, staff shall immediately contact the superintendent or district designee. A staff member may also inform local law enforcement. (AR3515.5)



## **GENERAL RULES AND REGULATIONS**

### **1. Use of Internet Resources**

Internet access through Paso Robles Joint Unified School District is intended solely to enhance the delivery of educational material and communication. Use of the Internet resources must be consistent with the educational objectives of PRJUSD and any improper use will result in revocation of the users' privileges. Inappropriate use may also constitute grounds for discipline up to and including dismissal. PRJUSD Internet access is prohibited for any of the following: access to pornographic or sexually explicit materials,

- access to information promoting or instructing in acts of terrorism or treason,
- access to information instructing or promoting armed rebellion, racial or ethnic discrimination, or other forms of hate crimes,
- access to information pertaining to the design, purchase, acquisition, or construction of any type of weapon or explosive device, or other instrument capable of causing physical harm or death,
- access to information that in any way advocates, instructs, or promotes the violation of any laws of the State of California or the United States of America.
- Transmission or downloading of copyrighted material, including but not limited to music, software and movies **2.**

#### **Privilege**

The use of PRJUSD information services is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules will result in cancellation of these privileges. PRJUSD, under this contract, is delegated the authority to determine appropriate use and may deny, revoke, suspend or close any user account at any time based upon a determination of inappropriate use by the user.

### **2. Training**

Prior to receiving a network account, employees must participate in a training that addresses policies and procedures for acceptable use of electronic resources.

### **3. Monitoring**

PRJUSD reserves the right to review any material on user accounts and to monitor fileserver space in order for PRJUSD to make determinations on whether specific uses of the network are inappropriate. PRJUSD also reserves the right to monitor and report Internet activity.

### **4. Email Etiquette**

Use of the Internet resources must be consistent with the educational objectives of PRJUSD and any improper use will result in revocation of the users' privileges. All users are expected to abide by the generally accepted rules of email etiquette. These include, but are not limited to, the following:

- Be polite. Do not get abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Do not engage in activities that are prohibited under state and federal law.
- Do not reveal addresses, telephone numbers or personal information for yourself or others.
- Note that electronic mail (email) is not private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities and will result in the loss of user privileges.
- Do not use the Internet in such a way that you would disrupt the use of the network by others.
- All communication and information accessible via the Internet should be assumed private property of those who put it on the network.

### **5. Software**

Installation of or downloading non-district approved software is prohibited. Instructional software must be approved in accordance with BP/AR 6161 – Procedures and Criteria for Selection and Evaluation of Electronic Resources.

### **6. Procedures for Use**

User shall not play games or use the computer resources in a manner that would constitute unauthorized use of PRJUSD equipment, time, materials or facilities.

### **7. Security**

Security on any computer system is a high priority, especially when the system involves many users. A user must never allow others to use his/her password. Users should also protect their passwords to ensure system security and their own privileges and ability to continue use of the system. If you feel that you can identify a security problem with PRJUSD Information Services, including the Internet, you must notify a system administrator. Do not demonstrate the problem to other users. Attempts to log on to the PRJUSD Information Services as a system administrator may result in cancellation of user privileges. Any user identified as a security risk for having a history of problems with other computer systems may be denied access to services.

### **8. Vandalism and Harassment**

Vandalism and harassment will result in cancellation of user privileges. Vandalism includes, but is not limited to any malicious attempt to harm, modify, and destroy data of another user, Internet or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading and creating of computer viruses, the persistent annoyance of another user, the interference of another user's work, or the sending of unwanted mail.

### **9. Encounter of Controversial Material**

Users may encounter material that they interpret as controversial, inappropriate or offensive. However, on the Internet, it is impossible to control the content of data and a user may discover controversial materials. It is the user's responsibility not to initiate access to such material. PRJUSD shall not be held liable for any decision to restrict or regulate access to Internet materials. It is the user's responsibility to report any controversial material to the Information Systems department staff.

### **10. Supervision**

Employees must ensure that only authorized users participate in Internet activities appropriate for their curriculum. Relevant alternatives (CD, print sources etc.) must be provided for those students where parental permission has not been granted. An authorized employee must be physically present in the classroom/lab/library to monitor student use of the Internet. No students will be allowed to supervise other student users.

### **11. Ability to Update**

PRJUSD Information Services may occasionally require new registration and account information for you to continue service. You must notify the Information Services staff of any changes to your account information.

### **12. Penalties for Improper Use**

Any user violating these rules, applicable state and federal laws, or PRJUSD policies is subject to loss of access privileges and any other PRJUSD disciplinary options up to and including dismissal. In addition, pursuant to State of California law, any unauthorized Internet access, attempted access, or use of any state computing and/or network system is a violation of section 502 of the California Penal Code and/or other applicable federal laws, and is subject to criminal prosecution.



# PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT

## CONFIDENTIALITY AGREEMENT

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

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

Name [Please Print] \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_







# PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT



## EMPLOYER PULL NOTICE PROGRAM AUTHORIZATION FOR RELEASE OF DRIVER RECORD INFORMATION

I, \_\_\_\_\_, California Driver License Number, \_\_\_\_\_, hereby authorize the California Department of Motor Vehicles (DMV) to disclose or otherwise make available, my driving record, to my employer, \_\_\_\_\_  
COMPANY NAME

I understand that my employer may enroll me in the Employer Pull Notice (EPN) program to receive a driver record report at least once every twelve (12) months or when any subsequent conviction, failure to appear, accident, driver's license suspension, revocation, or any other action is taken against my driving privilege during my employment.

I am not driving in a capacity that requires mandatory enrollment in the EPN program pursuant to California Vehicle Code (CVC) Section 1808.1(k). I understand that enrollment in the EPN program is in an effort to promote driver safety, and that my driver license report will be released to my employer to determine my eligibility as a licensed driver for my employment.

EXECUTED AT: CITY	COUNTY	STATE
_____	_____	_____
DATE	SIGNATURE OF EMPLOYEE	
_____	X	

I, \_\_\_\_\_, of \_\_\_\_\_  
AUTHORIZED REPRESENTATIVE COMPANY NAME

do hereby certify under penalty of perjury under the laws in the State of California, that I am an authorized representative of this company, that the information entered on this document is true and correct, to the best of my knowledge and that I am requesting driver record information on the above individual to verify the information as provided by said individual. This record is to be used by this employer in the normal course of business and as a legitimate business need to verify information relating to a driving position not mandated pursuant to CVC Section 1808.1. The information received will not be used for any unlawful purpose. I understand that if I have provided false information, I may be subject to prosecution for perjury (Penal Code Section 118) and false representation (CVC Section 1808.45). These are punishable by a fine not exceeding five thousand dollars (\$5,000) or by imprisonment in the county jail not exceeding one year, or both fine and imprisonment. I understand and acknowledge that any failure to maintain confidentiality is both civilly and criminally punishable pursuant to CVC Sections 1808.45 and 1808.46.

EXECUTED AT: CITY	COUNTY	STATE
_____	_____	_____
DATE	SIGNATURE AND TITLE OF AUTHORIZED REPRESENTATIVE	
_____	X	

To obtain a driver record on a prospective employee you may submit an INF 1119 form. To add this driver to the EPN Program you must submit the applicable forms: INF 1100, INF 1102, INF 1103, INF 1103A form. You may obtain forms at our website at [www.dmv.ca.gov/otherservices](http://www.dmv.ca.gov/otherservices), or by calling 916-657-6346.

**THIS FORM MUST BE COMPLETED AND RETAINED AT THE EMPLOYER'S PRINCIPAL PLACE OF BUSINESS AND MADE AVAILABLE UPON REQUEST TO DMV STAFF.**



# PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT

## AUTHORIZATION FOR FINGERPRINTING

I have authorized the following person for fingerprinting:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Classified Substitute Position: \_\_\_\_\_

Volunteer: \_\_\_\_\_

Authorized by Supervisor/Principal: \_\_\_\_\_

School Site: \_\_\_\_\_ Date: \_\_\_\_\_

This form to be used for all classified substitutes and volunteers.

Please bring this form to BreAnne Cerda in the District Office. You will be given instructions on the process for fingerprint clearance through San Luis Obispo County Office of Education.

BreAnne Cerda  
Paso Robles Joint Unified School District  
Human Resources Department – District Office  
800 Niblick Road  
769-1000 ext. 30137