



PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT VOLUNTEER COACHING PACKET

Rev: July 2021

Name: _____

Sport _____

Season _____ Site _____

INSTRUCTIONS: This packet must be completed by all volunteer coaches. Volunteer coaches must complete all contents of this packet including applicable items as listed below (Incomplete packets will not be processed) and submitted to the Human Resources Department for processing. Fingerprint clearance must be completed through the San Luis Obispo County Office of Education (see LiveScan Request form from HR). *Fingerprint clearance from outside agencies cannot be accepted.*

VOLUNTEER MAY NOT WORK WITH STUDENTS UNTIL CLEARANCE HAS BEEN RECEIVED FROM THE HUMAN RESOURCES DEPARTMENT.

ALL items below are provided in this packet:
Please COMPLETE and SIGN the following:

- Fingerprinting (District Live Scan Request) _____
- TB (Tuberculosis) test clearance _____
- Driver's License (Bring original to verify & copy)
- Social Security Card (Bring original to verify & copy)

- Employee Emergency Information
- Volunteer/Chaperone Information
- Volunteer/Chaperone Agreement
- Drug and Alcohol-Free Workplace
- Procedures/Responsibilities
- Rules and Regulations
- Confidentiality Agreement
- Background Check Waiver
- DMV Release of Records
- Authorization for Fingerprinting

- Required Safety Training www.getssafetytrained.com
(Print & attach certificates from the following courses)
 - Child Abuse Reporting for Educators
 - Drug & Alcohol-Free Workplace
 - Sexual Harassment
 - COVID-19

ATTENTION COACHES: Additional Training Required

ALL Coaches are required to attend and complete:

- CPR training and First Aid
The district offers CPR and First Aid classes. Please contact your Athletic Director more information. Head coaches are required to attend CPR/First Aid Training with an instructor. Assistant coaches may complete both online at www.cprtoday.com. This is the only online course accepted by the district
- Cardiac Science Training.
Online training. Follow website form in packet. www.sportsafetyinternational.org/cardiacwise
- Concussion Training Certification.
May be completed online at www.nfhslearn.com
- Heat illness Certification at www.getssafetytrained.com
- Adult Supervision of Field Trips at www.getssafetytrained.com
- Drug/Alcohol Free Workplace at www.getssafetytrained.com
- COVID-19 School-Based Guidelines at www.getssafetytrained.com
(NEW REQUIREMENT)

TRANSPORTATION:

If you are transporting students (other than your own child) the following documents must also be submitted to the Transportation Manager (Kelly Stainbrook at SSF):

- Vehicle Use Form (*Provided in Packet*)
- DMV Pull Notice (*Provided in Packet*)
- ATTACH – Official DMV Report
*(no older than 90 days & must show *END* on the report)*
- ATTACH – Valid Proof of Insurance

Coach Signature

Site

Date

Site Athletic Director Signature

Site

Date



Please Print

Please check box if address or phone # has changed.

Paso Robles Joint Unified School District Employee Emergency Information

Please complete the information below. This card will update your information for emergency purposes. If your address and/or phone number has changed, check the box in upper right corner. HR/Payroll will be notified of the change.

Name:	
Address:	
City/State/Zip	
Cell Phone #:	Home Phone #:
Personal Email Address:	
Employment Position:	Work Site:

EMERGENCY CONTACT:

Name:	Relationship:
Address:	
City/State/Zip	
Cell Phone #:	Home Phone #:

PHYSICIAN TO BE CALLED IN THE CASE OF AN EMERGENCY:

Name:
Phone Number:

ANY HEALTH CONDITIONS THAT SHOULD BE LISTED IN CASE OF AN EMERGENCY:

Signature:	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 Board Policy—Administrative
Regulation 4020 BP
Drug and Alcohol-Free Workplace
Updated: 1/15/2009

The Governing Board believes that the maintenance of drug- and alcohol-free workplace is essential to school and district operations.

No employee shall unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, drug or controlled substance as defined in 21 USC 81 at any school district workplace. These prohibitions apply before, during and after school hours. A school district workplace is any place where school district work is performed, any school-owned or school-approved vehicle used to transport students to and from school or school activities; any off-school sites when accommodating a school-sponsored or school-approved activity or function where students are under district jurisdiction; or during any period of time when an employee is supervising students on behalf of the district or otherwise engaged in district business.

(cf. 4112.41/4212.41/4312.41 - Employee Drug Testing) (cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)

District employees who supervise student workers involved with district food service at non-school sites and/or events where alcohol is provided and/or served to adults by other parties - will ensure that food service student workers are not involved with distribution, dispensing, possession, use, etc. of alcohol in the course of their food service work related responsibilities and duties.

The Superintendent or designee shall notify employees of these prohibitions. (Government Code 8355; 41 USC 702)

An employee shall abide by the terms of this policy and notify the district, within five days, of any criminal drug or alcohol statute conviction which he/she receives for a violation occurring in the workplace. (41 USC 702)

The Superintendent or designee shall notify the appropriate federal granting or contracting agencies within 10 days after receiving notification, from an employee or otherwise, of any conviction for a violation occurring in the workplace. (41 USC 701)

The Board may not employ or retain in employment persons convicted of a controlled substance offense as defined in Education Code 44011. If any such conviction is reversed and the person acquitted in a new trial or the charges dismissed, his/her employment is no longer prohibited. A plea or verdict of guilty, a finding of guilt by a court in a trial without a jury, or a conviction following a plea of nolo contendere shall be deemed to be a conviction. (Education Code 44836, 45123)

(cf. 4112 - Appointment and Conditions of Employment) (cf. 4212 - Appointment and Conditions of Employment)

A classified employee may be reemployed after conviction of such an offense if the Board determines, from the evidence presented, that the person has been rehabilitated for at least five years. (Education Code 45123)

The Board may take appropriate disciplinary action, up to and including termination, or require the employee to satisfactorily participate in and complete a drug assistance or rehabilitation program approved by a federal, state or local health, law enforcement or other appropriate agency.

(cf. 4117.4 - Dismissal) (cf. 4118 - Suspension/Disciplinary Action) (cf. 4218 - Dismissal/Suspension/Disciplinary Action)

The Superintendent or designee shall establish a drug- and alcohol-free awareness program to inform employees about: (Government Code 8355) 1. The dangers of drug and alcohol abuse in the workplace 2. The district policy of maintaining drug- and alcohol-free workplaces 3. Any available drug and alcohol counseling, rehabilitation, and employee assistance programs (cf. 4159/4259/4359 - Employee Assistance Programs) 4. The penalties that may be imposed on employees for drug and alcohol abuse violations

Legal Reference: EDUCATION CODE 44011 Controlled substance offense 44425 Conviction of controlled substance offenses as grounds for revocation of credential 44836 Employment of certificated persons convicted of controlled substance offenses 44940 Compulsory leave of absence for certificated persons 44940.5 Procedures when employees are placed on compulsory leave of absence 45123 Employment after conviction of controlled substance offense 45304 Compulsory leave of absence for classified persons GOVERNMENT CODE 8350-8357 Drug-free workplace UNITED STATES CODE, TITLE 20 7111-7117 Safe and Drug Free Schools and Communities Act UNITED STATES CODE, TITLE 21 812 Schedule of controlled substances UNITED STATES CODE, TITLE 41 701-707 Drug-Free Workplace Act CODE OF FEDERAL REGULATIONS, TITLE 21 1308.01-1308.49 Schedule of controlled substances Policy PASO ROBLES PUBLIC SCHOOLS Adopted: February 11, 2003 Paso Robles, California Revised: March 28, 2006

The following drug and alcohol counseling, rehabilitation, and/or employee assistance programs are available locally:
County Drug and Alcohol Services: 3556 El Camino Real, Atascadero, Ca 93422,805.461.6080

Sign: _____

Date: _____



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)



PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT

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. 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.

3. Training

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

4. 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.

5. 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.

6. 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.

7. 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.

8. 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.

9. 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.

10. 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.

11. 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.

12. 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.

13. 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, 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