

Vista Unified School District
SCHOOL VOLUNTEER APPLICATION

Information provided on this form is confidential and will be used only for school Volunteer Program purposes.

DATE SCHOOL

FULL NAME (First) (Middle) (Last)

ADDRESS (Street) (City) (State) (Zip)

DATE OF BIRTH HOME PHONE WORK PHONE
Mo/Day/Yr

DRIVER'S LICENSE (Photocopy Driver's License and Attach)

DO YOU HAVE CHILDREN OR GRANDCHILDREN IN SCHOOL? Yes No

WHERE DO THEY ATTEND?

VOLUNTEER EXPERIENCE

INDIVIDUALS TO CONTACT IN CASE OF AN EMERGENCY:

- 1. (Name) (Address) (Phone)
2. (Name) (Address) (Phone)

Do you have any criminal charges pending against you? Yes No
Have you ever been convicted of a felony? Yes No
Have you ever been convicted of a sex or drug-related offense or crime of violence? Yes No
Mental Health License or Credential? If Yes, # Yes No
Are you required to register as a sex offender under Penal Code 290.95? Yes No

"I understand that the district may research my personal and professional background. I give my permission to have my personal and professional references researched and hold the district and any individuals providing the district with information harmless. I also understand that I may have a criminal history check run by law enforcement if I serve as a volunteer. It is possible that as a volunteer I may have more than occasional or infrequent contact with students. Under Penal Code 290.95 I am required to disclose to school officials if I am a registered sex offender. My failure to disclose this fact could result in my arrest, prosecution, and likely fine and imprisonment. By placing my name below, I declare under penalty of perjury, that I am not a registered sex offender, and that I have not suffered convictions for sex or drug related offenses or for crimes of violence, and there are no criminal charges pending against me. I agree to abide by the district's safety and health rules and regulations."

Print Name: Signature:

Date:

For Office Use Only: Megan's Law check - Date Initial TB check - Date Initial

PROCEDURES FOR A SAN DIEGO COUNTY BACKGROUND CHECK ON A VOLUNTEER

Background checks are not required for volunteers. Sites may conduct a background check through Superior Court Criminal Records when appropriate and approved by the school or district administrator.

1. Requests must be made in writing on school letterhead and sent to:
Superior Court Criminal Records
220 W. Broadway, Room 3005
San Diego, CA 92101
2. Include the person's name, date of birth and social security number. It is helpful to attach a copy of the volunteer application (see the sample letter).
3. Include a self-addressed, stamped envelope.
4. It takes about 2 weeks for them to process the request.
5. This is a criminal background check for San Diego County only. There is no cost for a San Diego County background check.

SCHOOL LETTERHEAD

Date _____

Superior Court Criminal Records
220 W. Broadway, Room 3005
San Diego, CA 92101

To Whom It May Concern:

I would like to request a thorough background check for a potential volunteer for _____ School.

Name: _____

DOB: _____

Social Security Number: _____

I have attached a copy of the volunteer application for your information.

If records are found, please send documentation, stating convictions. A self-addressed stamped envelope is included.

Thank you for your assistance and prompt response.

Sincerely,

Administrator

VOLUNTEER CODE OF CONDUCT

As a volunteer, I agree to abide by the following code of volunteer conduct:

1. Immediately upon arrival, I will sign in at the principal's office or the designated sign-in station.
2. I will wear or show a volunteer identification whenever required by the school to do so.
3. I will use only adult bathroom facilities.
4. I agree to never be alone with individual students.
5. I will not solicit outside contact with students.
6. I will exchange home directory information only with parental and administrative approval and only if it is required as part of my role as a volunteer. I agree not to exchange telephone numbers, home address, e-mail addresses or other home directory information with students for any other purpose.
7. I will maintain confidentiality outside of school and will share any concerns that I may have with teachers and school administrators.
8. I agree to not transport students without the written permission of parents or guardians or without the expressed permission of the school or district.
9. I will not disclose, use, or disseminate student photographs or personal information about students, self or others.
10. I agree not to post, transmit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit or that could be construed as any form of harassment.
11. I agree not to engage in violent behavior, smoking, alcohol or controlled substance use, or possession of explosives or weapons while on school campus.
12. I agree only to do what is in the best personal and educational interest of every child with whom I come into contact.
13. I agree to report to the appropriate school site/district personnel when a student is in danger of hurting him/herself or others or being hurt by someone else.
14. I agree to treat all school personnel and students with dignity and respect.

I agree to follow the District Volunteer Code of Conduct at all times or cease student volunteering immediately.

Signature of School Volunteer

Date

VISTA UNIFIED SCHOOL DISTRICT

Board Policy 1005: VOLUNTEER ASSISTANCE

- A. The Superintendent or designee may authorize the use of unpaid volunteers for the following purposes:
 - 1. To serve as a non-teaching volunteer aide under the immediate supervision and direction of a certificated employee of the District to perform non-instructional work that serves to assist certificated personnel in performance of teaching and administrative responsibilities;
 - 2. To supervise the pupils of the District during the school lunch period;
- B. It is the policy of the School District that any unpaid volunteer be deemed an employee of the District for the purposes of the Workers' Compensation Statutes of the State of California for any injury sustained by him or her while engaged in the performance of any service under the direction and control of the Board of the School District.
- C. All volunteers who are present in the schools for more than 20 hours of volunteer time must have a tuberculosis test.
- D. All volunteers are required by state law to complete the School Volunteer Application which includes the mandatory declaration and acknowledgement relative to prohibiting sex offenders in school volunteer positions.
- E. School sites will conduct Megan's Law checks on all volunteers.
- F. All volunteers agree to follow the District Volunteer Code of Conduct at all times or cease student volunteering immediately.

Legal Reference:

Education Code Sections	35021, 44814, 44815 and 45349
Labor Code Section	3364.5
Penal Code Section	290.95

DATE POLICY ADOPTED BY THE BOARD:	January 9, 1992
DATE POLICY READOPTED BY THE BOARD:	August 13, 1992
DATE POLICY REVISED BY THE BOARD:	February 16, 2006