



Volunteer Registration Packet

The Modoc Joint Unified School District recognizes that volunteer assistance in schools can enrich the educational program, increase supervision of students, and contribute to school safety while strengthening the schools' relationships with the community. We encourage parents/guardians and other members of the community to share their time, knowledge, and abilities with students. We also encourage community members to serve as mentors providing support and motivation to students.

When you entrust your children to our care during the course of their school career you do so knowing that we are doing our utmost to keep your children safe. To help us work towards that goal, all individuals who volunteer in our schools, attend a field trip, or any other type of volunteer activity will follow the procedures outlined by the District. This process includes parents as well as community members. We know that you will understand this is done with the safety of our students in mind.

MJUSD recognizes two levels of volunteers. A level one volunteer is someone who will be working under the direct supervision of an MJUSD staff member. Such volunteer activities include but are not limited to assisting in a classroom, recess/lunchtime supervision, one day field trips, working concessions during district athletic events, and performing other such activities at a school site. A level two volunteer is someone who will not be working under the direct supervision of an MJUSD staff member or who is attending an overnight field trip. Such volunteer activities include but are not limited to overnight field trip chaperones, coaches, and mentors.

In order to volunteer we ask that you speak to the principal at the site you wish to volunteer at, so it can be determined what sort of volunteer activities you would be involved in, which will determine your level as a volunteer. Once it is determined the level volunteer you will be, there are certain requirements that must be met and a few forms that need to be filled out. To make this as simple as possible we have provided a check list, all the necessary forms to be completed, and we have made this entire packet available on the MJUSD web site at www.modoc.k12.ca.us. Once you have completed all the necessary requirements and filled out all the forms, please return those to the school site where you wish to volunteer.

If approved as a volunteer your name will be placed on a District list. The list of volunteers will be checked annually by the District Office in order to verify continued compliance and your name will be automatically rolled over if compliance is met (District Office staff will notify volunteers of any areas of noncompliance).



Volunteer Checklist

Level One Volunteers:

- No volunteer shall be assigned to supervise or instruct students unless he/she has submitted evidence of a completed Risk Assessment Questionnaire within the past 60 days to determine that he/she is free of active Tuberculosis (TB). If TB risk factors are identified through the assessment, the volunteer must be administered a TB test to determine that they are free of active TB. Volunteers who test negative or have a negative risk assessment shall thereafter be required to complete a TB Risk Assessment Questionnaire every four years in accordance with Education Code 49406.
- Complete the Volunteer Application form, which provides the District your information, allows the District to do a criminal background check annually, and allows you to provide the District with a negative TB Risk Assessment Questionnaire.
- Complete the Workers' Compensation Coverage and the Volunteer Guidelines Statement form.
- Volunteer Code of Conduct form
- Provide a valid ID

Level Two Volunteers:

OVERNIGHT FIELD TRIP CHAPERONES/MENTORS

- Complete all Level One volunteer requirements.
- Complete the paperwork necessary for fingerprinting (at the District Office) and complete the fingerprinting process.

COACHES

- Complete all Level One volunteer requirements.
- Complete the paperwork necessary for fingerprinting (at the District Office) and complete the fingerprinting process.
- Verification of CPR and First Aid certification
- Verification of concussion certification
- Verification of heat illness prevention certification
- Verification of fundamentals of coaching certification

* Please consider donating the cost of the fingerprint screening (Please see school secretary for donation form) approximately \$66.00.

**Criminal background check will be done annually for all volunteers.

MJUSD AR 1240 COMMUNITY RELATIONS VOLUNTEER ASSISTANCE "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."

Superintendent
Tom O'Malley



Board Members
Alan Hopkins
Erin Bevil
Don Mason
Karen Hays
Fernand Larranaga

906 West 4th Street, Alturas, CA 96101 * 530-233-7201 * 530-233-4362 fax www.modoc.k12.ca.us

VOLUNTEER APPLICATION
MEGAN'S LAW BACKGROUND CHECK
(Please print your information legibly)

MJUSD SCHOOL(S) 1. _____
2. _____
3. _____

DAY AND TIMES AVAILABLE TO VOLUNTEER 1. _____
2. _____
3. _____
4. _____

VOLUNTEER'S NAME: _____

ADDRESS: _____

CITY: _____ **ZIP:** _____

PHONE: _____ **CELL:** _____

DATE OF BIRTH: _____

AKA'S: _____
(Including Maiden Name)

If MJUSD Parent/Guardian, Name of Students(s)

PLACE OF BIRTH: _____

MALE: **FEMALE:**

HEIGHT: _____

WEIGHT: _____

HAIR COLOR: _____

EYE COLOR: _____

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 required pursuant to Penal Code 290.95 to disclose to school officials that I am a registered sex offender, and that I have not suffered convictions for sex or drug related offenses or the crimes of violence, and there are no criminal charges pending against me.

I hereby release Modoc Joint Unified School District from liability for damages which may result from checking criminal background and references.

Signature (Authorizes Background Check)

Date

Verified By School Site Representative: **Valid ID** **Megan's Law** **TB Test**

By School Site Representative _____ **Date:** _____

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Workers' Compensation Coverage

This is to advise you that Modoc Joint Unified School District has adopted a Board Resolution to cover authorized volunteers for the purpose of Workers' Compensation benefits. Workers' Compensation benefits will be provided in accordance with the California Labor Code for any injury or illness sustained while engaged in the services of volunteering within the Modoc Joint Unified School District.

Should you be injured while serving in this capacity, and therefore covered under our Workers' Compensation Self-Funded Program, we need to advise you that you would not be eligible to file any civil claim, action, or proceeding.

By signing this document, you acknowledge that Workers' Compensation benefits will be the sole remedy and agree to hold Modoc Joint Unified School District harmless from any civil liability.

Name - Printed

Signature

Date

Fax signature will be considered a legal signature.

Volunteer Sites(s): _____

Volunteer Guidelines Statement

As a volunteer in the Modoc Joint Unified School District I agree to the following:

1. I will register at the school office when I arrive on campus.
2. I will follow the school and classroom rules.
3. I will support the teacher's instructional programs and classroom discipline plan.
4. I recognized that all children learn at different rates. When working with a student I will be encouraging and support their learning process in a positive matter.
5. I will maintain confidentiality of student behavior and academic performance that I observe while volunteering.
6. I understand that my volunteer assignment is at the discretion of the classroom teacher and/or site administrator. My services will be used where they are felt to be most appropriately matched with school/classroom needs.
7. I understand that my volunteer activities must be under the supervision of a staff member at all times.

Signature of Volunteer

Date

Fax signature will be considered a legal signature.

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Volunteer Code of Conduct

In my role as a Modoc Joint Unified School District 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 without the authorization of teachers and/or school authorities.
5. I will not solicit outside contact with students or give gifts or cards to students without administrative approval.
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 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 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 only to do what is in the best personal and educational interest of every child with whom I come into contact.
12. 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 required pursuant to Penal Code 290.95 to disclose to school officials that I am 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 follow the District Volunteer Code of Conduct at all times in my role as a Modoc Joint unified School District volunteer or cease volunteering immediately.

Name - Printed

Signature of Volunteer

Date