



# VOLUNTEER INFORMATION & APPLICATION

Pittsburg Unified School District  
Department of Human Resources  
2000 Railroad Avenue Suite E  
Pittsburg, CA 94565  
(925) 473-2335



## PITTSBURG UNIFIED SCHOOL DISTRICT

### Volunteer Information and Application

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### BECOMING A VOLUNTEER – STEPS AT A GLANCE:

1. Complete the Volunteer Application Form & the Volunteer Code of Conduct (Pages 5 & 6)
2. Get a **school administrator's signature** on the Volunteer Application Form
3. Pick up a live scan form for fingerprinting from the **principal's secretary**
4. Go to a live scan location to be fingerprinted
5. Obtain a copy of your tuberculosis (TB) clearance (from your doctor or medical facility)
6. **After fingerprinting**, bring the following forms to the Human Resources (HR) Office at 2000 Railroad Avenue (Suite E):
  - a. Signed Volunteer Application form
  - b. Signed Volunteer Code of Conduct form
  - c. Copy of completed live scan form
  - d. TB clearance certificate
  - e. Driver's License or Identification Card

NOTE: The Department of Justice (DOJ) and FBI fingerprint results may take up to 14 days if there is a delay. So, please begin the process as early as possible. Human Resources will **NOT** process volunteer applications without fingerprint results.

Dear Volunteer,

Thank you for taking the time to volunteer for Pittsburg Unified School District. Every neighborhood and community has a stake in student success and your help truly does make a difference in the lives of our students.

Our goal is to effectively and safely use parent and community volunteers. Board Policy and the Education Code require screening of all volunteers, whether it is short-term, project-specific or on-going volunteer work.

If you have questions or concerns, please contact your school site or Human Resources at (925) 473-2335.

Thank you for sharing your valuable time to support the students and schools of Pittsburg. Your efforts are greatly appreciated!

### **Pittsburg Unified School District School Sites**

<b>Elementary K-5</b>	<b>Junior High 6-8</b>	<b>High School 9-12</b>
<i>Foothill</i> – 473-2450	<i>Hillview JHS</i> – 473-2380	<i>Pittsburg High</i> – 473-2390
<i>Heights</i> – 473-2410	<i>Martin Luther King, Jr. JHS</i> – 473-2500	<i>Black Diamond High</i> – 473-2510
<i>Highlands</i> – 473-2440	<i>Rancho Medanos JHS</i> – 473-2480	<i>Adult Education</i> – 473-4460
<i>Los Medanos</i> – 473-2460		
<i>Marina Vista</i> – 473-2490	<i>Early Childhood Education</i> – 473-2370	
<i>Parkside</i> – 473-2420		
<i>Stoneman</i> – 473-2430		
<i>Willow Cove</i> – 473-2470		

#### **WHAT IS A VOLUNTEER?**

1. A **visitor** is defined as an individual who, with District authorization attends a special event. A visitor does not need to have fingerprint clearance or a tuberculosis test.
  - *Examples of a visitor include a parent attending Open House, parent conferences, a concert or football game.*
2. A **guest** is defined as an individual who, with District authorization, assists students, teachers and the school with **one-time activities**. A guest does not need to have fingerprint clearance or a tuberculosis test. The guest is **under constant supervision by staff**.
  - *Examples of a guest include a guest speaker, a parent helping with a class project or an elementary field day.*
3. A **volunteer** is defined as a non-paid individual who, with school District authorization, assists students, schools, or educational programs. This individual is under direct supervision of District staff, but **may not always be under the immediate supervision of staff**. The service can be on a short-term, project-specific or on-going basis. A volunteer is **required to complete a Volunteer Application, Code of Conduct form, have a clear tuberculosis (TB) test, and have a fingerprint background check completed prior to rendering service**.
  - *Examples of a volunteer include a parent helping out in his/her child's classroom, a parent/individual volunteering on field trips, a parent/individual tutoring after school or a college student assisting with a class for credit.*

#### **WHAT IS REQUIRED TO BECOME A VOLUNTEER?**

*The Pittsburg Unified School District sincerely appreciates your interest in serving as a volunteer to help our students and our schools. Your knowledge and skills can enrich the educational program. For the benefit and protection of students, volunteers, and others, state laws and District policies require the following:*

- Volunteers working with students must be under the direct supervision of a District employee (Education Code 35021).
- Volunteers working regularly with students must take a tuberculosis test, be fingerprinted, may need to give evidence of basic skills proficiency, and take a loyalty oath (Education Code Sections 45344.5, 45347, 45349). Any school office can assist you with these requirements.
- Unsalaries volunteers are covered by the District's Workers Compensation Insurance (Labor Code Section 3364.5). In the case of an incident, notify the school office and call *Company Nurse* at 1-888-375-9779.
- Volunteers may offer services not otherwise available, but may not be used to displace regular school personnel (Education Code Section 35021).
- Volunteers must work in the presence of another adult. Any exception must be approved by the principal.
- **Volunteers who will be driving students must complete a separate volunteer driver application.**

#### **WHO CAN I CONTACT IF I HAVE QUESTIONS?**

Please contact your school site or the Human Resources Department, (925) 473-2335, if you have any questions.

## HOW DO I BECOME A VOLUNTEER?

The following documents must be on file with the Human Resource Department **prior to the beginning** of your service:

- Volunteer Application (Enclosed) **NOTE: Application MUST be signed by school administrator!**
- Current tuberculosis certificate (no older than 60 days)
- Fingerprint clearance from both the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI).
- Volunteer Code of Conduct Form (Enclosed)
- Photocopy of Driver's License or Identification Card

## HOW DO I OBTAIN FINGERPRINT CLEARANCE?

Complete your application, **get the school principal's signature**. Then you will receive a live scan form along with a list of locations in the area from **the principal's secretary**. Go to a convenient live scan location for fingerprinting ASAP. After that, bring all your forms (see the section above) to the Human Resources office at 2000 Railroad Avenue (Suite E).

## WHERE CAN I OBTAIN A TB CERTIFICATE?

Your family physician can provide a TB test. You may also utilize Concentra Medical Group (see below). Please contact the facility to obtain additional information. Unfortunately, the District does not reimburse the cost of the TB certificate. Please provide your TB certificate along with your volunteer application.

### **Concentra– Please call ahead for appointment**

	Address	Phone Number	Business Hours	Days Open
1.	3140 Balfour Rd., Suite C, Brentwood	(925) 626-3801	8:30 a.m. – 5:00 p.m.	Monday - Friday
2.	1855 Gateway Blvd., Suite 100, Concord	(925) 685-7744	8:00 a.m. – 7:00 p.m. 8:00 a.m. – 1:00 p.m. 9:00 a.m. – 2:00 p.m.	M, T, W, F Thursday Saturday
3.	1981 N. Broadway, Suite 190, Walnut Creek	(925) 932-7715	8:00 a.m. – 5:00 p.m.	Monday - Friday

## HOW LONG DOES THIS PROCESS TAKE?

This process can take up to 7-10 business days or more, provided that all information has been received. Please be aware that at times the Department of Justice has backlogs **and there can be 10 to 30-day delay in receiving fingerprints**. Please plan ahead. CLEARANCE FOR VOLUNTEERING ON A FIELD TRIP CANNOT BE DONE AT THE LAST MINUTE.

## WHAT HAPPENS ONCE I AM CLEARED?

The Human Resources Department maintains a roster of cleared volunteers, and sends each site an updated report of cleared volunteers. Once the school receives notification of your clearance, you will be notified and you may begin your volunteer service.

## WHERE DO I REPORT TO VOLUNTEER?

- As a volunteer, you are required to sign-in and sign out at the school office each time you are on campus.
- The sign-in registry should include a place for your name, date, location you are visiting, and the time reported in and out.
- As a volunteer, you will be required to wear some form of identification badge issued by the school office.

### **\*\*\*IMPORTANT INFORMATION\*\*\***

- **When you hear and observe things about students, families and staff while volunteering, it is imperative that you respect the confidentiality of that information. (Repeating a seemingly harmless comment can lead to misunderstandings and hurt feelings.) For schools to provide the best environment for learning, everyone's privacy must be respected.**
- Volunteers are not considered "mandated reporters" under California law, but volunteers should be aware of child abuse report requirements for school employees.
  - **School personnel must report:**
    - Cases of suspected infliction of physical or mental suffering on minor,
    - Cases of suspected physical injuries to minors by other than accidental means, and
    - Cases of suspected sexual molestation.

**If you become aware of suspected child abuse, report your observations to your supervising teacher or site administrator.**

- Volunteers function in a position of trust and the Pittsburg Unified School District does not extend that volunteer/student trust relationship outside of the supervised school environment. **It is the responsibility of the volunteer to notify the site administrator immediately if he/she becomes involved with a student/family outside the PUSD environment.**

Thank you for your time and interest in being a Pittsburg Unified School District volunteer! Volunteers are welcomed in our District and are valuable members of our learning community. As part of the pre-volunteer process, you are required to undergo a criminal background check and Tuberculosis clearance. **You are not authorized to volunteer on any campus until the requirements have been fulfilled.** Thank you again for your support of our students! **[NOTE: Your school administrator MUST sign your application form before you submit it to Human Resources.]**

**Pittsburg Unified School District  
VOLUNTEER APPLICATION**

**Personal Information**

Last Name	First Name	Middle Initial	Birthdate
Address		City	State Zip
Driver's License or ID # <b>(please attach a photocopy)</b>			
Home Phone	Cell Phone	E-mail Address	
In Case of Emergency, Notify:			Phone Number
Have you <b>EVER</b> pled guilty or "no contest" to, or been convicted of a criminal offense other than a minor traffic violation?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you <b>EVER</b> been arrested for a drug or sexual offense or act of violence?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have any criminal charges pending against you?			Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>If you answered YES to any of the above, please fully explain on the back of this application or on an additional sheet.</b>			

**Volunteer Areas**

<input type="checkbox"/>	Student Teacher/Social Work or Counseling Intern
<input type="checkbox"/>	Tutor <i>(Requires proof of Basic Skills)</i>
<input type="checkbox"/>	Parent <i>(Please list your school information below)</i>
<input type="checkbox"/>	Mentor
<input type="checkbox"/>	Other: _____

Please indicate your school(s) of interest & if you have a child(ren) attending the name(s) below:

School/Site:	Student Name or N/A	Grade
School/Site:	Student Name or N/A	Grade
School/Site:	Student Name or N/A	Grade

*I hereby certify that the information contained in this application form is true and correct to the best of my knowledge and agree to have any of these statements checked by the District, unless I have indicated to the contrary. Furthermore, I release all parties and persons from any and all liability for any damages that may result from furnishing such information to the District, as well as from the use or disclosure of such information by the District, or any of its agents, employees, or representatives. I understand that any misrepresentation, falsification, or material omission of information on this application may result in my failure to be approved as a volunteer.*

\_\_\_\_\_  
**Volunteer PRINT NAME**

\_\_\_\_\_  
**Signature of Volunteer**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Site Administrator (print & sign)**

\_\_\_\_\_  
**Date**

*Education Code 35021 prohibits the District from allowing persons required to register as a sex offender under Penal Code 290 to serve in a volunteer capacity as an aide or supervisor of students. Accordingly, the District will, before authorizing a person to serve as a volunteer, conduct an automated records check pursuant to Education Code 35021.1 and/or call the Department of Justice or the Sheriff's Office to inquire whether the individual is a registered sex offender pursuant to the process set forth in Penal Code 290.4.*

**PITTSBURG UNIFIED SCHOOL DISTRICT  
VOLUNTEER CODE OF CONDUCT**

***The volunteer shall:***

- Immediately upon arrival, sign-in at the front office or the designated sign-in station.
- Be conscientious and concerned for the health and safety of students and staff.
- Be free of the influence of alcohol or illegal drugs as defined in Board Policy and Exhibit 4020.
- Not use tobacco products or electronic nicotine delivery systems throughout the District's buildings, grounds, or vehicles as defined in Board Policy and Administrative Regulation 3513.3(a).
- Only use adult restroom facilities.
- Promptly notify the school administrator if you observe, have knowledge of, or reasonably suspect that a child has been the victim of child abuse.
- Have no outside contact with students unless authorized by the administration and notify the site administrator immediately if you become involved with a student/family outside the PUSD environment.
- Maintain confidentiality of student information outside of school and share any concerns with the supervising teacher or school administration.
- Support the District, school and classroom policies and programs.
- Promptly inform the teacher or school office when unable to attend or when discontinuing to serve as a volunteer.
- Follow dress codes and act professionally.
- Not access District network, e-mail system or student records.
- Not transport students without approval as a PUSD Volunteer Driver (separate application required).

\_\_\_\_\_  
*Volunteer Name PRINT)*

\_\_\_\_\_  
*Signature of Volunteer*

\_\_\_\_\_  
*Date*

***Please read the Code of Conduct carefully. It must be signed to be approved as a volunteer.***