



# MURRIETA VALLEY UNIFIED SCHOOL DISTRICT

## VOLUNTEER CHECK LIST

- 0 PERSONNEL INFORMATION SHEET
- 0 **FINGERPRINT CLEARANCE** {LIVESCAN FBI & DOJ REQUIRED)  
\*See attached Live scan request form
- 0 VALID TB TEST {TAKEN WITH IN THE LAST 60 DAYS)
- 0 REVIEW POLICIES AND PROCEDURES

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT**

**PARENT VOLUNTEER FINGERPRINTING AUTHORIZATION**

I understand that Murrieta Valley Unified School District is required by law to verify my criminal background status to order to allow my participation in certain school activities sponsored by the District.

I hereby give my authorization for the District to receive a criminal background report based on my voluntary submission of my fingerprints to the Department of Justice (DOJ) for the State of California, and the Federal Bureau of Investigations (FBI).

I understand that while this authorization is in place, the District may receive additional information regarding future actions that may appear on my background report.

These reports are held in the strictest of confidence and subject to review by select district personnel in order to verify that my criminal background meets the standards required by law.

\*\*\*\*\*  
\*\*\*\*\*

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

Name Printed: \_\_\_\_\_ Birth Date: \_\_\_\_\_

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

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT  
PERSONNEL INFORMATION SHEET**

Please provide the information requested below in order to process personnel.

**Please answer completely and PRINT legibly.**

NAME: \_\_\_\_\_ SOC.SEC# \_\_\_\_\_

NUMBER OF YEARS IN CALIFORNIA (i.e.: continuous residence): \_\_\_\_\_

Mailing ADDRESS: \_\_\_\_\_  
City \_\_\_\_\_ Zip \_\_\_\_\_

RESIDENCE ADDRESS (if different): \_\_\_\_\_  
City \_\_\_\_\_ Zip \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PHONE: HOME: ( ) \_\_\_\_\_ OTHER: ( ) \_\_\_\_\_

BIRTHDATE: \_\_\_\_\_ DRIVER LICENSE#: \_\_\_\_\_ EXP: \_\_\_\_ \_

MARTIAL STATUS: \_\_\_\_\_ GENDER: M/F DATE of LAST TB: \_\_\_\_\_

EMERGENCY CONTACT INFORMATION:

NAME: \_\_\_\_\_ RELATION: \_\_\_\_\_

ADDRESS: ----- **PHONE:** \_\_\_\_\_

SECONDARY CONTACT NAME: \_\_\_\_\_ RELATION: \_\_\_\_ \_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

DOCTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

HOSPITAL PREFERENCE: \_\_\_\_\_

.....

School Staff: PLEASE return completed forms to the Site Secretary along with a copy of the volunteer's driver's license.

## Murrieta Valley Unified School District

Prior to working with students, all adults who wish to volunteer at district schools are required to complete this volunteer registration form and **return it to the school office (site secretary) along with a copy of their current driver's license.** To protect the safety of students, District Support Center staff will check the Department of Justice's Megan's Law web site to verify that persons who wish to volunteer are not required to register as a sex offender pursuant to Penal Code 290.

Volunteers who work four or more hours per week in close contact with students shall be required to provide evidence of an examination within the last four years to determine that he/she is free of active tuberculosis. Volunteers may be exempt from the tuberculosis testing requirement if they serve less than a school year, or their volunteer functions do not require frequent or prolonged contact with students.

### Volunteer Registration Form

#### Volunteer's Information

School: \_\_\_\_\_ School Year: \_\_\_\_\_

Name: \_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_ (Last) \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_  
(Number) (Street) (Apt.#)

\_\_\_\_\_  
(City) (State) (Zip)

While serving as a volunteer, I hereby agree to abide by all district policies, regulations and school rules. I agree to hold harmless the Murrieta Valley Unified School District, its Board of Trustees, officers, agents and employees, individually and collectively, from and against all claims arising from bodily injuries or property damage that may arise from or during my volunteer activities.

\_\_\_\_\_  
Volunteer's Signature

\_\_\_\_\_  
Date

For Office Use Only:

Revised 6/28/10

Checked By: \_\_\_\_\_

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

School Staff: Please return completed forms to the Site Secretary along with a copy of the volunteer's driver's license.

## Murrieta Valley Unified School District

Prior to working with students, all adults who wish to volunteer at district schools are required to complete this volunteer registration form and **return it to the school office (site secretary) along with a copy of their current driver's license.** To protect the safety of students, District Support Center staff will check the Department of Justice's Megan's Law web site to verify that persons who wish to volunteer are not required to register as a sex offender pursuant to Penal Code 290.

Volunteers who work four or more hours per week in close contact with students shall be required to provide evidence of an examination within the last four years to determine that he/she is free of active tuberculosis. Volunteers may be exempt from the tuberculosis testing requirement if they serve less than a school year, or their volunteer functions do not require frequent or prolonged contact with students.

### Volunteer Registration Form

#### Volunteer's information

School: \_\_\_\_\_ School Year: \_\_\_\_\_

Name: \_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_ (Last) \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_  
(Number) (Street) (Apt.#)

\_\_\_\_\_  
(City) (State) (Zip)

While serving as a volunteer, I hereby agree to abide by all district policies, regulations and school rules. I agree to hold harmless the Murrieta Valley Unified School District, its Board of Trustees, officers, agents and employees, individually and collectively, from and against all claims arising from bodily injuries or property damage that may arise from or during my volunteer activities.

\_\_\_\_\_  
Volunteer's Signature

\_\_\_\_\_  
Date

For Office Use Only:

Revised 6/28/10

Checked By: \_\_\_\_\_ Date: \_\_\_\_\_



STATE OF CALIFORNIA,  
BCIA8016A  
(orig 0412001, "" 01120111

DEPARTMENT OF JUSTICE

## REQUEST FOR LIVE SCAN SERVICE (Public Schools or Joint Powers Agencies)

### Applicant Submission

ORI: AE587

Code assigned by OOJ

Type of Applicant:

☐ Classified School Employee

☐ Credentialed School Employee

The following selections are for Public Schools only:

☐ License, Certification, Permit ☐ Peace Officer ☐ Law Enforcement Office ☒ Volunteer

Type of License/Certification/Permit OR Working Title: Volunteer and Site ( )

(Maximum 30 characters. Assigned by OOJ use exact email address)

### Contributing Agency Information:

Murrieta Valley USO

Agency Authorized to Receive Criminal Record Information

41870 McAlby Court

Street Address or P.O. Box

Murrieta

CA 92562

State ZIP/City

03326

Mail Code (five-digit code assigned by DOJ)

Keri Baldridge

Contact Name (mandatory for all school submissions)

(951) 696-1600

Contact Telephone Number

### Applicant Information:

Last Name

First Name

Middle Initial

Other Name

(AKA or Alias) Last

First

Suffix

Date of Birth

Sex ☐ Male ☐ Female

Driver's License Number

Height

Weight

Eye Color

Hair Color

Billing

Number APPLICANT TO PAY

(Agency Billing Number)

Misc

Number

(Optional Identification Number)

Place of Birth (State or Country)

Social Security Number

Home

Address Street Address or P.O. Box

City

ZIP Code

Your Number:

(OCA Number (Agency Identifying Number))

Level of Service: ☒ DOJ ☒ FBI

If re-submission, list original ATI number:  
(Must provide proof of rejection)

Original ATI Number

### Live Scan Transaction Completed By:

Name of Operator

Date

Transmitting Agency

LSID

ATI Number

Amount Collected/Billed

# TB Test Info

Please complete a TB test at:

Concentra  
25115 Madison Ave.  
Murrieta, CA 92562  
**951.600.9070**

HOURS  
Monday - Friday  
8:00 am - 7:00 pm

You may also use your own health care  
provider but please make sure to give us a copy  
of the results

MURRIETA VALLEY USD- HUMAN RESOURCES  
41870 McAlby Court  
Murrieta, CA 92562

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

TREATMENT ORDER  
Concentra, 25115 Madison Murrieta, CA (951)600-9070

TUBERCULOSIS TEST

PATIENT TO PAY \$12.00

Applicant: \_\_\_\_\_ Job \_\_\_\_\_

Social Security \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Authorized by. Cassandra Ventura Phone/Ext.. 951-696-1600 Ext .1908

# Volunteer Information

## Human Resources

### GENERAL INFORMATION

MVUSD has developed a process to assist you with obtaining the proper clearances well ahead of the scheduled event. It's a good idea to have all clearance processed a minimum of one month in advance of the event.

The parent/volunteers who are chaperoning an overnight trip must:

- A) Clear the fingerprint process. Cost is covered by the parent/volunteer or the site.
- B) Provide a copy of a certification TB clearance, within the past 60 days as stated in the California Education Code Section 1. 49406. Cost is covered by the parent/volunteer or the site.
- C) Provide a copy of their current/valid Driver's License or OMV issued California Identification Card.

**\*\*The site must provide HR with a list of the parent/volunteers so that we can watch for the fingerprint clearances as they come through from DOJ. If you would at the top of the Live Scan form where it states Job Title please also put the name of the school that they are printing for. As any additions or deletions of volunteers occur, please notify HR.\*\***

- A) FINGERPRINTING DETAILS - The live scan form and map are attached.

Murrieta Valley USD 41870 McAlby Ct Murrieta CA 92562. email [cventura@murrieta.k12.ca.us](mailto:cventura@murrieta.k12.ca.us) for an appointment

or

Live Mobile Solutions, Inside Co-Working Connection 25185 Madison Ave Murrieta, CA 92562

{951} 821-8554, Please call for an appointment or text.

The site parent/volunteer is responsible for scheduling the live scan appointments. The sooner the volunteer is printed, the better; we typically get answers back within a week, but we have had parents whose clearances were delayed and who were unable to participate.

The fingerprinting process must be authorized on a MVUSD form so that the District receives the clearances. By law, fingerprint information cannot be shared between agencies so if you have a teacher from another district or safety or police officer as a volunteer, we still must fingerprint them.



- **Murrieta Valley Charges =\$67.00 (cashiers' check or Money order)**
- Live Mobile Solutions charges for FB and CA DOJ= \$67.00(cash) \$69.00 (card) If you have 10 or more parent/volunteers they will come to the site and do the scanning.

B) TB CLEARANCE DETAILS -A TB clearance must be done within the last 60 days.

- The parent/volunteer can use their private doctor to get the clearance. The cost for the TB clearance is covered by the parent/volunteer or the school site.

OR

- If the parent/volunteer chooses to use our contracted clinic, please ask us to provide the form. The cost is much less (\$12.00) for a district authorized test versus a person going in for it directly. Our clinic is Concentra. Phone (951)-600-9070. Address 25115 Madison Avenue, Murrieta, CA.

OR

- New California law, AB-1667

This law went into effect on January 1, 2015 which allows you to complete a risk assessment questionnaire in place of the TB skin test. The assessment consists of 5 questions and must be administered by a Physician or Registered Nurse.

The risk assessment screening may be done by one of our own school site registered nurses. Appointments will depend on their availability; you may contact them to schedule an appointment.

C) DRIVERS LICENSE OR DMV ISSUED CALIFORNIA IDENTIFICATION CARD - The card must be given to the school site. They will scan a copy for their records.

**The only forms we receive for parent/volunteers are the Fingerprint clearances directly from DOJ. Make sure all volunteers return the necessary items to your school site, not to the district office.**

For questions, please contact Cassandra Ventura at extension 1908.

**VOLUNTEER ASSISTANCE**

**Community Relations**

The Governing Board recognizes that volunteer assistance in schools can enrich the educational program, increase supervision of students and contributes to school safety while strengthening the schools' relationships with the community. The Board encourages parents/guardians and other members of the community to share their time, knowledge, and abilities with students.

*(cf. 1000 - Concepts and Roles)*  
*(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)*  
*(cf. 4222 - Teacher Aides/Paraprofessionals)*  
*(cf. 5020 - Parent Rights and Responsibilities)*  
*(cf. 5148- Child Care and Development)*  
*(cf. 6020- Parent Involvement)*  
*(cf. 6171 - Title I Programs)*

The Superintendent or designee shall develop and implement a plan for recruiting, screening and placing volunteers, including strategies for reaching under-represented groups of parents/guardians and community members. He/she may also recruit community members to serve as mentors and/or make appropriate referrals to community organizations.

*(cf. 1020 - Youth Services)*  
*(cf. 1400 - Relations between other Governmental Agencies and the Schools)*

As appropriate, the Superintendent or designee shall provide volunteers with information about school goals, programs and practices and an orientation and other training related to their specific responsibilities. Employees who supervise volunteers shall ensure that volunteers are assigned meaningful responsibilities that utilize their skills and expertise and maximize their contribution to the educational program.

Volunteer maintenance work shall be limited to those projects that do not replace the normal maintenance duties of classified staff. The Board nevertheless encourages volunteers to work on short-term projects to the extent that they enhance the classroom or school, do not significantly increase maintenance workloads and comply with employee negotiated agreements.

Volunteer aides shall not be used to assist certificated staff in performing teaching or administrative responsibilities in place of regularly authorized classified employees who have been laid off. (Education Code 35021)

## **VOLUNTEER ASSISTANCE** (continued)

Volunteers shall act in accordance with District policies, regulations and school rules. The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

*(cf. 0410- Nondiscrimination in District Programs and Activities)*

The Board encourages principals to develop a means for recognizing the contributions of each school's volunteers.

The Superintendent or designee shall periodically report to the Board regarding the District's volunteer assistance program.

### **Qualifications**

The Superintendent or designee shall establish procedures for determining whether volunteers possess the qualifications, if any, required by law and administrative regulation for the types of duties they will perform.

Prior to assuming a volunteer position to work with students in a District-sponsored student activity program, a volunteer shall obtain both a Department of Justice and Federal bureau of Investigation criminal background check through the District. (Education Code 49024)

A volunteer who possesses a current Activity Supervisor Clearance Certificate from the Commission on Teacher credentialing, issued prior to July 9, 2010, shall have satisfied District requirements for the criminal background check. (Education Code 49024)

### *Legal Reference:*

#### **EDUCATION CODE**

8482-8484.6 After School Education and Safety program

8484.7-8484.9 21<sup>st</sup> Century Community Learning Center program

35021 Volunteer aides

35021.1 Automated records check

35021.3 Registry of volunteers for before/after school programs

44010 Sex offense; definition

44227.5 Classroom participation by college methodology faculty

44814-44815 Supervision of students during lunch and other nutrition periods

45125 Fingerprinting requirements

45125.01 Interagency agreements for criminal record information

45340-45349 Instructional aides

45360-45367 Teacher aides

49024 Activity Supervisor Clearance Certificate

49406 Examination for tuberculosis

## **VOLUNTEER ASSISTANCE (continued)**

### *Legal Reference: (continued)*

#### GOVERNMENT CODE

3543.5 Prohibited Interference with employees' rights

#### HEALTH AND SAFETY CODE

1596.871 Fingerprints of individuals in contact with child day care facility clients

#### LABOR CODE

1720.4 Public works; exclusion of volunteers from prevailing wage law

3364.5 Persons performing voluntary services for school districts

#### PENAL CODE

290 Registration of sex offenders

290.4 Information re sex offenders

290.95 Disclosure by person required to register as sex offender

#### CODE OF REGULATIONS, TITLE 22

101170 Criminal record clearance

101216 Health screening, volunteers in child care centers

#### UNITED STATES CODE, TITLE 20

6319 Qualifications and duties of paraprofessionals, Title I programs

#### ATTORNEY GENERAL OPINIONS

62 Ops. Cal. Atty. Gen. 325 (1979)

#### COURT DECISIONS

Whisman Elementary School District (1991) PERB Decision No. 868

### *Management Resources:*

#### COMMISSION ON TEACHER CREDENTIALING CODED CORRESPONDENCE

10-11 Information on Assembly Bill 346 concerning the Activity Supervisor Clearance Certificate (ASCC), July 20, 2010

#### WEBSITES

California School Boards Association: <http://www.csba.org>

California Department of Education, Parents/Family and Community: <http://www.cde.ca.gov/Asl/pf>

California PTA: [www.capta.org](http://www.capta.org)

National PTA: [www.pta.org](http://www.pta.org)

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

National Coalition for Parent Involvement in Education: <http://ncpie.org>

California Department of Justice, Megan's Law mapping: <http://www.meganslaw.ca.gov>

Policy  
adopted: May 22, 1991  
revised: September 18, 2008  
revised: January 20, 2011

**MURRIETA VALLEY USO**  
Murrieta, California

**VOLUNTEER ASSISTANCE**

**Duties of Volunteers**

The Superintendent or designee may assign volunteers to:

1. Assist certificated personnel in the performance of their duties, including in the supervision of students and in the performance of instructional tasks which, in the judgment of the certificated personnel to which the volunteer is assigned, may be performed by a person not licensed as a classroom teacher. (Education Code 35021, 45343, 45344, 45349)

*(cf. 4222 – Teacher Aides/Paraprofessionals)*

*(cf. 5148 – Child Care and Development)*

*(cf. 5148.2 – Before/After School Programs)*

2. Serve as nonteaching aides under the immediate supervision and direction of certificated personnel to perform noninstructional work which assists certificated personnel in the performance of teaching and administrative responsibilities. (Education Code 35021)
3. Supervise students during lunch, breakfast, or other nutritional periods. (Education Code 35021, 44814, 44815)
4. Work on short-term facilities projects pursuant to the section below entitled "Volunteer Facilities Projects."
5. Perform other duties in support of district or school operations as approved by the Superintendent or designee.

*(cf. 6163.1 – Library Media Centers)*

Volunteers shall not be authorized to assign grades to students and shall not be used to assist certificated staff in performing teaching or administrative responsibilities in place of regularly authorized classified employees who have been laid off. (Education Code 35021, 45344)

*(cf. 4217.3 – Layoff/Rehire)*

**Criminal Background Check**

Prior to assuming a volunteer position working with students in a district-sponsored student activity program, a volunteer shall obtain fingerprint clearance through the Department of Justice and Federal Bureau of Investigation.

## **VOLUNTEER ASSISTANCE** (continued)

At his/her discretion, the volunteer may choose to meet this requirement by obtaining an Activity Supervisor Clearance Certificate from the Commission on Teacher Credentialing. Student activity programs include, but are not limited to, scholastic programs, interscholastic programs, and extracurricular activities sponsored by the district or a school booster club, such as cheer team, drill team, dance team, and marching band. (Education Code 49024)

*(cf. 4112.5/4212.5/4312.5 – Criminal Background Check)*  
*(cf. 4127/4227/4327 – Temporary Athletic Team Coaches)*  
*(cf. 6145 – Extracurricular and Cocurricular Activities)*

The Superintendent or designee shall determine which volunteer positions in the district are subject to the above requirement.

The criminal background check requirement shall not apply to volunteer supervisors for breakfast, lunch, or other nutritional periods or to volunteer nonteaching aides under the immediate supervision and direction of certificated personnel pursuant to Education Code 35021, including parents/guardians volunteering in a classroom or on a field trip or community members providing noninstructional services. (Education Code 49024)

## **Registered Sex Offenders**

The Superintendent or designee may require all volunteers to disclose whether they are a registered sex offender and/or to provide the district with sufficient information in order to allow verification of this status on the Department of Justice's Megan's Law web site.

*(cf. 5145.6 – Parental Notifications)*

The Superintendent or designee shall not assign any person who is required to register as a sex offender pursuant to Penal Code 290 as a volunteer who assists certificated personnel in the performance of their duties; supervises students during lunch, breakfast, or other nutritional period; or serves as a nonteaching aide to perform noninstructional tasks. In addition, a person who is required to register as a sex offender because of a conviction for a crime where the victim was a minor under age 16 shall not serve as a volunteer in any capacity in which he/she would be working directly in an unaccompanied setting with minors on more than an incidental and occasional basis or have supervision or disciplinary power over minors. (Education Code 35021, 45349; Penal Code 290.95)

*(cf. 3515.5 – Sex Offender Notification)*

## **VOLUNTEER ASSISTANCE** (continued)

### **Tuberculosis Assessment/Examination**

Upon initial volunteer assignment, a volunteer shall have on file with the school a certificate showing that he/she has submitted to a tuberculosis risk assessment and, if tuberculosis risk factors were identified, was examined and found to be free of infectious tuberculosis. (Education Code 49406)

*(cf. 4112.4/4212.4/4312.4 – Health Examinations)*

The Superintendent or designee may exempt from the tuberculosis risk assessment and/or examination those volunteers whose functions do not require frequent or prolonged contact with students. (Education Code 49406)

### **Volunteer Facilities Projects**

All volunteer facilities projects shall have approximate start and completion dates and shall be approved by the principal in advance. Projects also shall be approved in advance by the Superintendent or designee if they involve the following types of work:

1. Alterations, additions, or repairs to buildings and grounds
2. Construction involving wall or roof penetration, drilling, or nailing
3. Structural modifications
4. Electrical, electronic, plumbing, or heating and cooling work
5. Painting
6. Installation of carpet, playground equipment, benches, sprinkler systems, marquees or signs
7. Paving
8. Tree planting, pruning, or removal

The Superintendent or designee shall ensure that volunteers possess the appropriate license and/or have sufficient expertise required for the project. He/she shall also ensure that such projects comply with building and safety codes and other applicable laws and collective bargaining agreements. The district shall provide on-site assistance and supervision for such projects as necessary.

*(cf. 3514 – Environmental Safety)*

*(cf. 3514.1 – Hazardous Substances)*

*(cf. 7140 – Architectural and Engineering Services)*

**VOLUNTEER ASSISTANCE** (continued)

Regulation  
approved: May 22, 1991  
revised: September 18, 2008  
revised: January 20, 2011  
revised: December 11, 2018

**MURRIETA VALLEY USD**  
Murrieta, California