



**KINGSBURG ELEMENTARY CHARTER SCHOOL DISTRICT
SCHOOL VOLUNTEER/CHAPERONE APPLICATION FORM**

Last Name *(Please Print)* First Name Middle Name

Address/City/Zip

Email Address *(For Clearance Confirmation)*

List names of children for whom you will be volunteering:			
<u>Last Name</u>	<u>First Name</u>	<u>Grade</u>	<u>Teacher</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Home Phone

Business or Cell Phone

Drivers License No. & State

DOB

Have you ever been convicted of a felony or a misdemeanor? Yes No If yes, please explain when, where, and disposition of the case(s). A conviction may not necessarily disqualify you from serving in our district.

Education Code 35021 provides that a person who is required to register as a sex offender pursuant to Penal Code Section 290 shall not serve as a volunteer in the classroom or as a chaperone for a field trip or other school activity.

Will your volunteer activities involve contact with children? Yes No If yes, would you volunteer:

10 days or more per month in school? (Fingerprints-\$69 Fee) less than 10 days per month in school? field trip chaperone?

Preference of volunteer activity: _____

What age group do you prefer? _____

Please list any specific skills, hobbies, talents, or other resources available for volunteer activities: _____

OFFICE USE ONLY

<u>Date</u>	<u>Checked By</u>	
_____	_____	Volunteer application completed and signed
_____	_____	TB Test Verification or Risk Assessment Questionnaire/X-Ray (may be submitted within 1 year of test date) The Superintendent or designee may exempt from tuberculosis testing requirements those volunteers who currently serve in another school district and have a current TB test verification. (EC 49406)
_____	_____	Megan's Law clearance
_____	_____	Fingerprints scheduled at District Office (if serving 10 days or more per month) or as requested by the District.
_____	_____	Fingerprints – cleared

**IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT KATHY PICKRELL
AT THE DISTRICT OFFICE AT 897-2331 OR kathypickrell@kesd.org**

Please read page on reverse side and sign statement

**KINGSBURG ELEMENTARY CHARTER SCHOOL DISTRICT
SCHOOL VOLUNTEER/CHAPERONE APPLICATION FORM
EXPECTATIONS AND REQUIREMENTS**

1. I/We acknowledge that I/we have agreed to perform voluntary services for KECSD (the "District").
2. I/We acknowledge that as a volunteer, the District has no duty to insure me/us should I/We injure another person or cause any other form of damage.
3. I/We agree to waive any and all liability the District or its employees, officers, board members, agents or representatives may have for personal injury and property damage suffered by me/us in the course of performing voluntary work for the District.
4. I/We agree to waive any and all liability the District or its employees, officers, board members, agents or representatives may have for personal injury or property damage caused by me/us in the course of performing voluntary work for the District or in any way arising out of voluntary work for the District.
5. I/We agree that if transportation will be a part of the volunteer services to be performed, I/We will complete and sign the transportation agreement.
6. Volunteers shall act in accordance with district policies and regulations, as well as individual site requirements.
7. If volunteers hear about or observe evidence of child abuse, they will report the information to the site principal or designee immediately.
8. Volunteers must have a positive attitude, be punctual, and dependable.
9. Volunteers assist the teacher and do not direct him/her, or offer advice, regarding teaching the students.
10. Volunteers work with all students, not just their own children.
11. Cell phones should be turned off as to not interrupt the class.
12. Upon arrival at the school, volunteers must:
 - a. Sign in and wear ID badge or sticker at all times when on school grounds.
 - b. Sign out upon leaving school grounds.
 - c. Show respect for all staff and students.
 - d. Share concerns regarding students with the student's teacher or school principal, and not other parents.
13. Ground rules for KECSD Facilities and all school-sponsored activities:
 - a. Volunteers may not smoke, use drugs, or alcohol while on school grounds.
 - b. No weapons allowed.
 - c. No use of profane language.
 - d. Wear school appropriate attire.

Volunteers are expected and required to keep all student information they obtain while working with students as a volunteer for KECSD confidential. Federal law strictly prohibits the release of any student information without parent/guardian consent. To protect the privacy and for the safety of our students, volunteers cannot take photos of students for any reason.

Important Guidelines-All interactions with students should be professional and focused on teaching and learning. These guidelines protect the student and the volunteer. **Do Not:**

1. Take photos or post photos of students.
2. Engage in social networking w/students via Facebook, Instagram, Twitter or any other social networking sites.
3. Make any personal requests of students.
4. Give students gifts unless approval by school administration has been granted.
5. Make comments and/or innuendos that are sexual in nature or could be construed as sexual.
6. Give compliments that focus on physical attributes.
7. Take a student off campus.

I declare under penalty of perjury under the laws of the State of California that I have completed the above information truthfully; and have read, understand, and will comply with district requirements and expectations for all volunteers. I understand that if the information I provide is not accurate, my volunteer services will be terminated. I understand that, pursuant to Administrative Regulation 1240, I may need to be tested for tuberculosis, fingerprinted for criminal record clearance, and verified through an automated records check that I am not a registered sex offender. The expenses of testing and fingerprint checks will be paid by the school volunteer applicant. KECSD reserves the right to conduct a criminal background check of school volunteers as permitted by law. This authorization shall remain in effect while I am involved in the above-described volunteer service for the District.

Please note: In order to volunteer on any school activity, insurance requires that no siblings may accompany the volunteering adult on the field trip or in the classroom. This includes any siblings not enrolled in the classroom participating in the fieldtrip. For more information, please see the volunteer section of our Parent/Student Handbook.

Volunteer Signature or Organization Representative

Date

Student-Adult Interaction Standards

Article I, Section 28(c) of the California Constitution requires that all students are provided a safe and secure learning environment.

The purpose of this policy is to provide all adults (volunteers, chaperones, consultants, contractors, vendors, etc.) with information to increase their awareness of their role in protecting children from inappropriate conduct and failure to maintain appropriate boundaries. All adults are expected to maintain professional, moral, and ethical relationship with students that are conducive to an effective, safe learning environment. This policy addresses a range of behaviors that includes not only obviously unlawful or improper interactions with students, but also boundary-blurring and grooming behavior that undermine the professional adult/student relationship and can lead to misconduct or the appearance of impropriety. All adults are accountable for reporting, or failing to report, violations of this policy.

The Governing Board expects adults to maintain the highest professional, moral and ethical standards in their interaction with students. All adults are required to maintain an atmosphere conducive to learning, through consistently and appropriately applied discipline and establishing and maintaining professional boundaries. All adults agree to the following standards:

1. Seek to ensure that minors are provided a safe and secure environment as required by the California Constitution.
2. Shall maintain appropriate boundaries with students that are consistent with the education mission of the District. Examples of boundary violations include, but are not limited to, the following:
 - Singling or seeking out a specific student which may create excessive emotional attachment for all parties or may be perceived as acting in a “parental” role
 - Being alone with a student outside of the view of others, unless previously authorized
 - Dating, courting, or entering into or attempting to form a romantic or sexual relationship with any student
 - Maintaining personal contact with a student outside of school by phone, e-mail, social media or networking websites without prior permission from parents and the District
 - Visiting a student's home or inviting a student to visit the employee's home without parent/guardian consent or supervision
 - Addressing a student in an overly familiar manner, such as by using a term of endearment
 - Socializing or spending time with students outside of school-sponsored events, except as participants in community activities unless authorized by the parent/guardian
 - Sending or accompanying students on personal errands unrelated to any legitimate educational purpose
 - Encouraging students to confide their personal or family problems and/or relationships with the intent to harm in regards to the grooming process and/or has no educational benefit
 - Disclosing personal, family, or other private matters to students or sharing personal secrets with students
 - Touching a student’s body or clothes in a sexual or intimate way

- Kissing of ANY kind
 - Displaying or transmitting inappropriate photographs, videos, images, depictions or other content to a student
 - Photographing and videoing students without the District's permission or authorization
 - Grabbing, touching, tickling, rubbing, or hugging a student in a manner that a reasonable person could interpret as inappropriate
 - Cuddling with or allowing a student to sit on the adult's lap
 - Telling sexual jokes or banter, innuendo, notes, stories, gestures, commenting about students' bodies, or communicating in a personal nature with students
 - Giving personal or intimate gifts to a student
 - Consuming alcohol with, or offering, giving, or otherwise making alcohol available to students
 - Using student bathrooms during contracted hours. Preschool and special education students and teacher use may occur based on students' needs as stated in their IEP or 504 plan
3. Understand that they may only be alone with a single student on school premises during the normal school day when they have been authorized by the District in advance.
 4. Shall not drive students to and from school activities without district authorization and parent/guardian permission. The staff member will drive with another adult or three or more students. If the staff member must drive alone, authorization must be received from their supervisor.
 5. **Must intervene or report immediately to a district administrator or supervisor** if they observe a situation where district policies, rules, or boundaries may have been compromised and/or violated.
 6. As with in-person communications, adults must avoid appearances of impropriety and refrain from inappropriate electronic communications, by any means, with students. Factors that may be considered in determining whether an electronic communication is inappropriate include, but are not limited to:
 - Using personal social media sites, or other forms of electronic devices, to communicate with students.
 - The subject, content, purpose, authorization, timing, and frequency of communications
 - If the communication can be reasonably interpreted as soliciting sexual contact or a romantic relationship
 - If the content of communication is sexual in nature or sexually explicit

CONSEQUENCES OF INAPPROPRIATE BEHAVIOR

Any adult who violates these standards shall be subject to discipline, up to and including dismissal. The Superintendent or designee will also notify law enforcement as appropriate.

LEGAL REFERENCES

California Constitution

Article I, Section 28 (c)

Penal Code Section 11164 / 11165 Child abuse and Neglect Reporting