



## Jefferson Union High School District Volunteer Guidelines

*In compliance with California Education Code 35021.1, volunteers are required to be screened and cleared, including Board approval to volunteer. These requirements are in place to help ensure the safety and well-being of students and staff.*

**Use this chart to determine your level of volunteer activity and clearance requirements:**

VOLUNTEERS <i>frequent or prolonged contact with students</i>	Visitors
LiveScan AND TB assessment <b>REQUIRED*</b>	LiveScan, TB assessment <b>NOT REQUIRED</b>
Any volunteer assignment involving contact with students and/or staff on a regular basis for 30 minutes or more. Examples: <ul style="list-style-type: none"> <li>● Regularly-scheduled classroom volunteering</li> <li>● Field trip chaperone</li> <li>● Volunteer athletic coaching</li> <li>● Drivers</li> </ul>	Attending a school or athletic event as a member of the audience.  Visiting on a monthly or limited basis.
	A one time presentation such as a “Career Day” (or any presentation) lecture with a certificated staff member (teacher or administrator) present.
Assisting with special events, including dances, school competitions, extra curricular activities, athletics, and theater and musical productions.	Visiting the office for the purpose of conducting business there.
	Attending a parent-staff conference and/or IEP meeting, or when attending school events at which parents are expected to supervise their own children.

***\*Note: The above chart is a guide applicable to most, but does not address every circumstance.***

## Steps to Become a Volunteer in JUHSD

***Steps 1, 2, and 3 apply to VOLUNTEERS (not visitors):***

**Step 1: Submit your Interest and Basic Information for Consideration:**

- Complete the first two pages of the online application
  - Application for [Volunteer Coaches](#) (Athletics)
  - Application for [Volunteers](#) (Music, Theater, Dance, Clubs, Student Activities, Field Trips, etc.)

**Step 2: Complete Onboarding Paperwork, Tuberculosis Clearance and Live Scan Background Check**

- **Onboarding Paperwork** Following approval, the onboarding packet with volunteer notifications.
- **Tuberculosis (TB) Clearance/Risk Assessment [Questionnaire](#)** (or TB test result) must be signed by a physician or healthcare provider. The TB risk assessment must be renewed every 4 years, on the Leap year.
- **Live Scan** LiveScan only needs to be completed once for JUHSD. If you do not recall, or are not sure about your status, check with the [Human Resources Department](#).
  - Human Resources will email you a copy of the JUHSD specific Live Scan clearance form
  - Complete the section of the form titled *Applicant Information*.
  - Take this form and valid California Identification (or other government issued I.D.) to a LiveScan service provider location: ([LiveScan Service Locator](#)).

**Step 3: Online Trainings:**

- **REQUIRED for Volunteer Coaches** Complete trainings listed above as well as required athletic coach trainings.
- **RECOMMENDED for ALL Volunteers** Complete the Target Solutions Sexual Misconduct in Schools and Mandated Reporter
  - JUHSD uses online training modules, which cover prevention of adult sexual misconduct, child abuse and neglect, and mandated reporting information. Volunteers whose duties involve direct contact with children are strongly encouraged to complete these two trainings. If you are interested in these trainings, please contact Alanimo Tamasese at [atamasese@jeffersonunion.net](mailto:atamasese@jeffersonunion.net) to have an account set up for you.

***All volunteers and visitors are required to be Board approved before starting.***

***Upon approval, please sign in at the school office before entering the campus and receive a badge, and sign out when leaving the school.***

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**Thank you again for your generosity of time and support of JUHSD Students!**