



COLUMBIA UNION SCHOOL DISTRICT

22540 PARROTTS FERRY ROAD, COLUMBIA CA 95310

DISTRICT OFFICE: 209-532-0202 ~ FAX 209-533-7709

SCHOOL OFFICE: 209-533-7700 ~ FAX 209-532-4998

VOLUNTEER PACKET

Welcome to Columbia Union School District and thank you for your desire to volunteer your time at Columbia Elementary School. This packet contains paperwork required for all volunteers. **All items contained in this packet include Live Scan, TB Clearance, Mandated Reporter Training and five forms that will need your completion and must be returned to the District Office before working with students.**

Checklist of required items:

- School Calendar
- "Working Together: To Support Student Learning" Slides
- School Volunteer Handbook and Expectations

The following forms need to be returned:

- Volunteer Application
- Contact Information Form
- Confidentiality Agreement
- Drug and Alcohol-Free Schools Policy Form
- District Harassment Policy
- Mandated Reporter Certificate (Public School Works Online)
- TB Risk Assessment Questionnaire
- Completed copy of Live Scan Fingerprint Form



Columbia Union School District School Calendar 2023-2024

- JULY**
24-28 Starter School
31 Starter School
- AUGUST**
1-11 Starter School
21 Middle School Orientation (6-7-8 Grade)
23 First Day of School
- SEPTEMBER**
4 Labor Day
7 Back to School Night (TK - 5th)
- OCTOBER**
16-20 Parent/Teacher Conference
- NOVEMBER**
10 Veterans Day
20-24 Thanksgiving Break
- DECEMBER**
22 Winter Break
25-29 Winter Break

- JANUARY**
1 New Years Day
1-5 Winter Break
15 Martin Luther King Jr. Day
- FEBRUARY**
12 Lincoln's Holiday
19 Washington's Holiday
- MARCH**
18-22 Parent/Teacher Conference
25-29 Spring Break
- April**
29-30 Book Fair
- MAV**
1-3 Book Fair
3 Open House
27 Memorial Day
- June**
6 Last Day of School
7 Emergency Day

Regular Start/End Times 1-8 - 8:10-2:55
Early Release Day - 1:15 Release time

TK Release Time- 12:30 PM
Early Release time for TK - 12:30 PM

Release Time for Kindergarten- 1:45 PM
Early Release time for Kindergarten - 1:15 PM

*First Trimester- August 23, 2023- November 17, 2023
*Second Trimester- November 27, 2023-March 8, 2024
*Third Trimester- March 11, 2024-June 5, 2024

- 20-21 Starter School Staff Prep Days
24-28 Starter School
- 31 - Starter School
- AUGUST**
1-11 Starter School
17-18 Staff Development (optional)
21 - Middle School Orientation (with parents)
21 & 22 Staff Development (contracted)
- 23-First Day of School
- SEPTEMBER**
4-Labor Day
7 - Back-to-School Night (TK-5th Grade)
- OCTOBER**
16-20- Parent/Teacher Conference
- NOVEMBER**
10-Veterans Day
20 - Staff Development (optional)
20-24-Thanksgiving Break
- DECEMBER**
22 - Winter Break
25- Christmas Day (Obs)
25-29 Winter Break

- JULY 2023**
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- NOVEMBER 2023**
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- MARCH 2024**
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- AUGUST 2023**
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- SEPTEMBER 2023**
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- OCTOBER 2023**
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- NOVEMBER 2023**
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- DECEMBER 2023**
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- JANUARY 2024**
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- FEBRUARY 2024**
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- MARCH 2024**
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| 24/31 | 25 | 26 | 27 | 28 | 29 | 30 |

Board Approved: 3/14/2023
Revised/Approved: 8/8/2023

WORKING TOGETHER: TO SUPPORT STUDENT LEARNING



HOW TO BECOME A VOLUNTEER

- Fill out necessary forms in the Volunteer Packet
- Complete the TB Risk Assessment Questionnaire
- LiveScan fingerprints

CHECKING IN...

- Check in with the School Office **EVERY** time
- Sign in and out
- Attach a Volunteer sticker
- Call if you can not make assigned volunteer time

VOLUNTEERING IN CLASSROOMS AND ON FIELD TRIPS

- Important to give full attention to the task at hand
- Chaperones on field trips:
 - Abide by Field Trip Policy
 - Complete appropriate forms
- Exceptions-Invitation extended by teacher

CONFIDENTIALITY

- **Confidentiality is a must**
- Do not discuss what you have observed or heard with:
 - The Child's parents
 - With other parents
 - With other faculty or staff
 - Out in the community
- Do discuss concerns with the child's teacher or principal

LANGUAGE AND BEHAVIOR

- Assume that students will be successful
- Encourage children to make good choices
- Columbia Elementary students will:
 - Respect people and property
 - Be courteous and cooperative
 - Follow the instruction and directions of all staff
 - Be on time and prepared to learn
 - Use equipment properly and safely

CLASSROOM DISRUPTIONS

Volunteers need to:

- Refrain from conferencing about your child during instructional/volunteering time
- Conduct all private conversations outside the classroom and away from hearing ears
- Turn cell phones off

CLASSROOM DISRUPTIONS cont...

- Dress in a manner that is not disruptive to the educational process
 - No apparel that illustrates alcohol, tobacco, drugs, hate, or violence towards others or animals, sexual activity, obscene language or satanic insignia
- Hats can be worn outside of buildings with bills facing forward. Hats are to be removed once inside the buildings
- Clothing should cover private parts of the body and undergarments

SMOKING/TOBACCO USE

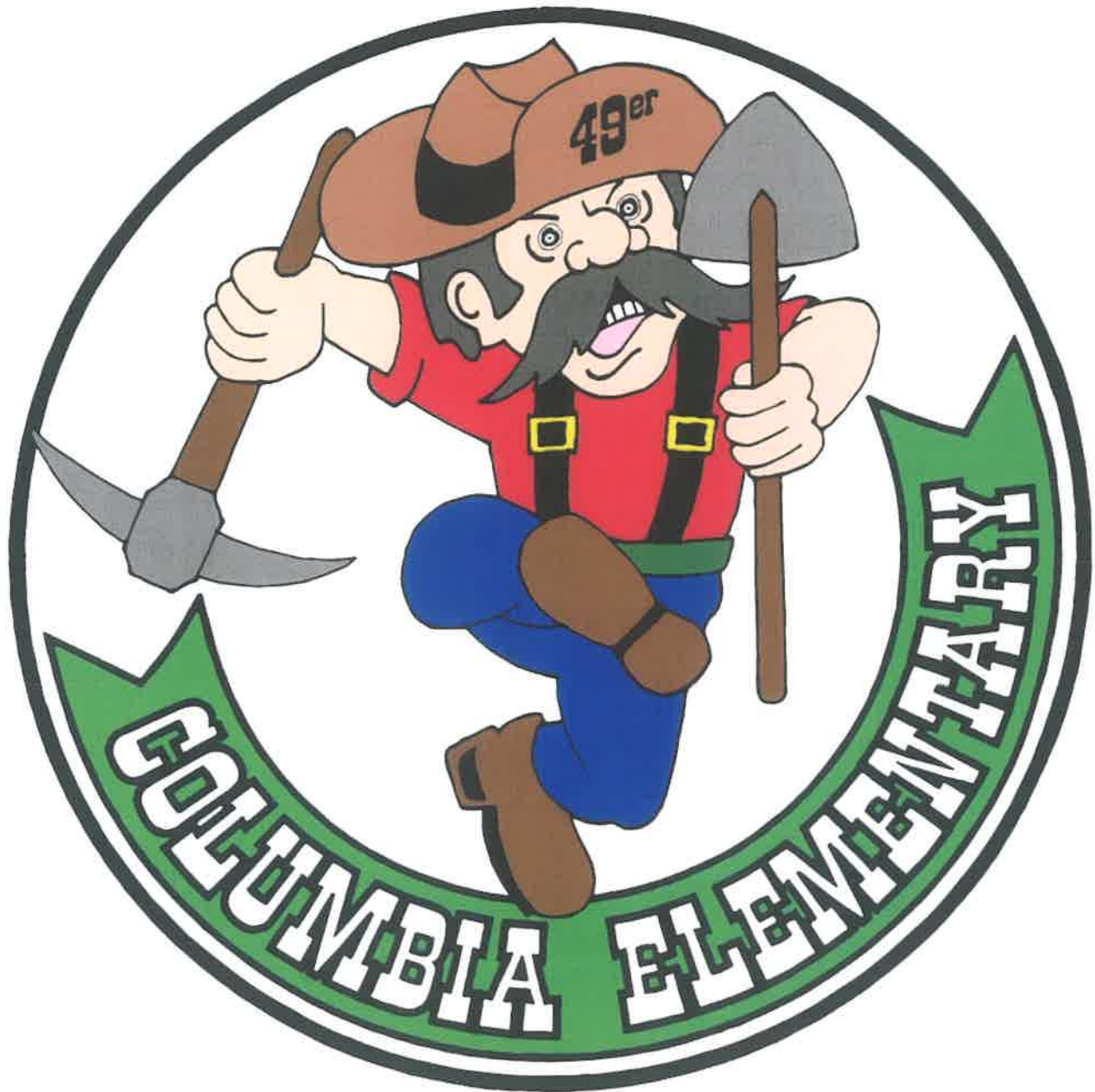
- Schools and school functions are "Tobacco Free Zones"
- Tobacco products include
 - Cigarettes
 - Cigarette papers
 - Cigars
 - Pipes
 - Smoking tobacco & non-smoking tobacco

FINALLY

THANK YOU

- **For your time**
- **For your talents**
- **For your patience**
- **For your support**
- **For your commitment**

School Volunteer Handbook and Expectations



A Thank You

A sincere thank you for your interest in volunteering in Columbia Union School District, and we are pleased to see your interest in helping support our students and buildings. Volunteers are an essential part of the way in which we are able to foster a connection between home and school, in addition to offering additional support our students may need throughout the school year.

Who and What is a School Volunteer?

A school volunteer is an individual who resides in the district and volunteers to help expand and enrich the students' learning experiences by working under the direction of teachers and administrations. Those who volunteer should have a genuine interest in students, a commitment to the activity, regular attendance, and the flexibility and willingness to attend training sessions as needed.

Frequently volunteers come into the school to repeatedly work with students, staff, and administration. Parents can volunteer as classroom assistants, assist in office operations, help organize the library, and so on.

Volunteers who do not need to fill out this application, but still need to be screened through our security management system, would be those who are one-time volunteers.

Getting Started

All volunteers must complete the application and be scanned and cleared to volunteer by completing the application and going to the Tuolumne County Superintendent of Schools to complete a background check and TB test. Once approved, the administration will make arrangements to provide an orientation on school policies and volunteer procedures.

School Procedures

Volunteers need to know fire drill procedures, lockdown procedures, restroom locations, parking areas, absence procedures, the use of cell phones, and general rules and procedures associated with the district.

Volunteer Application

All adult volunteer applicants, including field trip chaperones, must complete an application and wait for clearance via Raptor prior to beginning his or her volunteering or chaperoning. The application needs to be completed accurately and in its entirety. This will have to be renewed annually.

Health Regulations

Please do not come to school if you are ill. This includes, but is not limited to, a cold, sore throat, or cough. Please call the school and leave a message for, or even e-mail, the teacher when you have an unforeseen absence.

Attendance

Punctuality and reliability are appreciated since the students are counting on you. Please call the school and leave a message for, or even e-mail, the teacher when you have an absence.

Appearance and Manner

Volunteers should set a good example to students by maintaining professional conduct, language, and appearance.

Confidentiality

Volunteers must sign a confidentiality agreement and maintain strict confidentiality concerning information they learn about students or faculty. A misplaced comment can be detrimental to a student,

their family, and the volunteer program as a whole. If you have questions or concerns, please speak with the administration. It is also recommended for all volunteers to reference the district's social media policy and expectations as they pertain to volunteers.

Sign-In/Sign-Out

Each time a person volunteers, they must sign in and out as if they were a visitor. They are also expected to wear his or her visitor badge throughout the school day.

Opportunities

Volunteer opportunities vary based on need. Please contact administration for available opportunities.

Volunteer Guidelines and Expectations

When Working with Students

- Volunteers are assigned only to staff members who request their services.
- Staff members reserve the right to limit the frequency and duration of volunteer time, as well as the number of parent volunteers at any given time.
- Volunteers should not discipline students or provide instruction to students regarding behaviors. Discipline problems should be reported to the teacher and/or the principal.
- Volunteers must always be supervised when working with students. They may not supervise a classroom or give permission for a student to leave a classroom.
- Volunteers should not diagnose students weaknesses and strengths, prescribe activities for students, or evaluate student progress.
- Volunteers' discussions with teachers should not interrupt class time.
- Cell phones should not be used in school.
- Volunteers should set a good example for students by their manner, appearance, and behavior.
- Volunteers may not give any medication to students.
- Volunteers' comments should not be written on student work.
- Comparing and criticizing staff and students is unacceptable volunteer behavior.
- Volunteers may not hold informal parent/teacher conferences.
- Volunteers should not conduct personal business at school.
- Volunteers may not take photographs of students, unless permitted by school personnel. Students' photographs or information should never be posted or shared on social networks.
- Volunteers should never touch students in any way that is aggressive, disciplinary, or sexual in nature.
- All volunteers must sign in and out and be cleared by Raptor.

Safety Guidelines

- Be aware of school playground regulations.
- Supervise climbing and physical activities carefully.
- Use of certain materials and activities may need to be monitored carefully.
- In the event there is a lockdown or evacuation, the volunteer must comply with those procedures and expectations.
- Know and follow all of the school's safety rules.
- If an accident occurs, immediately notify a staff member.
- Never move a child involved in an accident. A staff member will initiate proper procedures.
- If you are hurt or involved in an accident while serving in your volunteer capacity, you should report the incident to the school office and complete an accident report immediately.

Helping Students Learn

- A student's name is very important. Make sure it is pronounced and spelled correctly.
- Make sure the students know and can pronounce your name.
- Show that you are interested in each student as a person.
- Students make mistakes, so assure them it is part of the learning process.
- Build the student's self-confidence.
- Ask questions that may lead students to answer their own questions.
- Let students try new methods, even if you know an easier way.
- Give the students as much time as they need to understand new ideas. Patience is a virtue.
- Be reliable.
- Be sure students are understanding what you are saying because there are words that you may use that the students cannot comprehend yet.
- Keep your voice low and calm.
- Positive statements greatly influence students' attitude about themselves and help them in contributing to the learning environment.

Questions and Answers

How do I become a volunteer?

Contact the main office and inform them of your desire to volunteer. Then complete the application and go to the Tuolumne County Superintendent of Schools to complete a background check and TB test. When that is all completed, then the building Principal will communicate current and future opportunities, if available.

I do not have teaching experience. Can I still volunteer?

Yes.

I would like to volunteer, but cannot offer my services on a regular basis. Can I still volunteer?

Yes.

What do I do about discipline?

Disciplinary action is the sole responsibility of the school staff.

Administrator and Volunteer Checklist

I have...

- talked with the school office,
- completed an application,
- waited for my application to be processed and cleared,
- participated in an orientation/training with an administrator,
- been assigned to a teacher or supervisor for a project or activity, and
- a specific place and time to volunteer.

I know...

- the school layout, parking, and available facilities,
- the school/classroom discipline policy,
- classroom policies, procedures and rules,
- emergency drills and procedures,
- where and when to report to work,
- that I must sign in and out daily like any visitor,
- what I must do if absent,
- what to do if I am working with a substitute teacher,
- where instructional materials are kept, and
- what is expected of me.

Volunteer Application

Please Print:

Last

First

Middle

Home Address: _____

Street

City

State

Best Phone Number: _____ Home Work Cell

E-Mail Address: _____

I have been a volunteer for ___ years.

Emergency Contact's Name: _____

Emergency Contact's Number: _____ Home Work Cell

I am interested in the following volunteer placements (circle all that apply):

Library **Parent/Teacher Organization** **Office** **Classroom** **Special Events**

I am available: **M T W Th F** at the following times: _____

List career/volunteer experiences, talents, skills, and/or hobbies:

Do you have children attending this school: **Yes No**

Relationship to Child: **Parent Guardian Other:** _____

Child/Children's Name(s): _____

Teacher(s)/Grade(s): _____

I am a college/high school student applying for volunteer service to meet criteria of a curriculum or extracurricular requirement: **Yes No**

Name of College/High School: _____

By signing, I agree to abide by the policies and/or procedures of the CUSD Board of Trustees, the volunteer program, the district office, and the school in which I serve. I understand that administration reserves the right to not place me or discontinue to use my services as a volunteer.

Signature

Date

COLUMBIA UNION SCHOOL DISTRICT
22540 Parrotts Ferry Road, Columbia CA 95310
(209) 532-0202 ~ FAX (209) 533-7709

VOLUNTEER CONTACT INFORMATION

VOLUNTEER NAME: _____

At times we find it necessary to contact volunteers during the year. Please indicate below your current address and phone number:

ADDRESS: _____

CITY/ZIP CODE: _____

HOME PHONE: _____

CELL PHONE: _____

E-MAIL ADDRESS: _____

EMERGENCY CONTACT:

Please provide an alternate phone number in the event of an emergency:

NAME: _____

RELATIONSHIP: _____

HOME PHONE: _____

WORK PHONE: _____

CELL PHONE: _____

ADDITIONAL COMMENTS: _____

Volunteer Confidentiality Agreement

I understand that the School District will allow me reasonable access to the school, school facilities, educational programs and/or individuals needed as it relates to the purpose of my visit. I further understand that during my visit, I must honor the confidentiality rights of all students and agree to refrain from sharing any information regarding other students that is obtained during my visit.

With regard to student information constituting “school student records” and/or “education records” as defined in the Family Educational Rights and Privacy Act (“FERPA,” 20 U.S.C. §1232g) and/or “personally identifiable information” as defined in FERPA’s implementing regulations (34 CFR §99.3): I acknowledge that such information is protected and highly confidential, that I have no right to access such information without permission, and that in the event such information is disclosed to me I must maintain the information in strict confidence and I cannot redisclose the information.

I understand and agree that I am not to discipline students or provide unsolicited opinions about the children as I may not be aware of the full details which surround any situation. I will not share any information about the class and/or specific individuals from my volunteer work. I understand that volunteers may not take photographs of students, unless specifically authorized by school personnel. I understand that student photographs or information should never be posted or shared on social networks.

I understand that any breach in expected confidentiality could result in loss of my volunteer privileges.

Volunteer

Date

Building Administrator

Date

DRUG AND ALCOHOL-FREE WORKPLACE

YOU ARE HEREBY NOTIFIED that it is a violation of Board policy to unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, drug or controlled substance as defined in the Controlled Substances Act and Code of Federal Regulations.

"School district workplace" is defined as any place where school district work is performed, including a school building or other school premises; any school-owned or school-approved vehicle used to transport students to and from school or school activities; any off-school sites when accommodating a school-sponsored or school-approved activity or function, such as a field trip or athletic event, where students are under district jurisdiction; or during any period of time when an employee is supervising students on behalf of the district or otherwise engaged in district business.

As a condition of your continued employment with the district, you will comply with the district's policy on Drug and Alcohol-Free Workplace and will, any time you are convicted of any criminal drug or alcohol statute violation occurring in the workplace, notify your supervisor of this conviction no later than five days after such conviction.

Pursuant to the federal Omnibus Transportation Employee Testing Act of 1991, school bus drivers shall be subject to a drug and alcohol testing program that fulfills the requirements of the Code of Federal Regulations, Title 49, Part 382.

(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)

Pursuant to California Education Code 44836 and 45123, the Board may not employ or retain in employment persons convicted of a controlled substance offense as defined in Education Code 44011. If any such conviction is reversed and the person acquitted in a new trial or the charges dismissed, his/her employment is no longer prohibited.

Pursuant to Education Code 45123, the district may employ for classified service a person who has been convicted of a controlled substance offense only if it determines, from evidence presented, that the person has been rehabilitated for at least five years. The Board shall determine the type and manner of presentation of the evidence, and the Board's determination as to whether or not the person has been rehabilitated is final.

Pursuant to Education Code 44425, whenever the holder of any credential issued by the State Board of Education or the Commission for Teacher Preparation and Licensing has been convicted of a controlled substance offense as defined in Education Code 44011, the commission shall forthwith suspend the credential. When the conviction becomes final or when imposition of sentence is suspended, the commission shall revoke the credential. (Education Code 44425)

Pursuant to Education Code 44940, the district must immediately place on compulsory leave of absence any certificated employee charged with involvement in the sale, use or exchange to minors of certain controlled substances.

Pursuant to Education Code 44940, the district may immediately place on compulsory leave of absence any certificated employee charged with certain controlled substance offenses.

(Volunteer Signature)

(Date)



COLUMBIA UNION SCHOOL DISTRICT

22540 Parrotts Ferry Road, Columbia CA 95310 ~ 209-532-0202 ~ FAX 209-533-7709

Unlawful Harassment

Columbia Union School District is committed to providing a work environment free of unlawful harassment. The District maintains a strict policy prohibiting sexual harassment and harassment because of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, age, or any other basis protected by federal, state, or local law, ordinance or regulation. All such harassment is unlawful. Irrespective of law, the Columbia Union School District believes that all such harassment is both morally wrong and offensive. The District's anti-harassment policy applies to ALL persons involved in the operations of the district and prohibits unlawful harassment by any employee of the District, including administrators, classified, managers, and co-workers. Unlawful harassment in any form, including verbal, physical and visual conduct, threats, demands and retaliation, is prohibited. Violation of this policy will result in discipline, which may include discharge, depending on the seriousness of the violation. Unlawful harassment because of sex, race, ancestry, physical handicap, mental condition, marital status, age, or any other protected basis includes, but is not limited to:

- Verbal conduct such as epithets, derogatory comments, slurs or unwanted sexual advances, invitations or comments;
- Visual conduct such as derogatory posters, photography, cartoons, drawings, or gestures;
- Threats and demands to submit to sexual requests in order to keep your job or avoid some other loss, and offers of job benefits in return for sexual favors; and/or
- Retaliation for having reported or threatened to report harassment.

You may have a claim of harassment even if you have not lost a job or some other economic benefit. The law prohibits any form of protected-basis harassment which impairs your working ability or emotional well-being at work.

If you think you are being harassed on the job because of your sex, race, ancestry, or other protected basis, you should use the procedure outlined in this policy to file a complaint and have it investigated.

You have a right to redress for unlawful harassment. In order to secure this right, register your complaint (preferably but not necessarily in writing) to your own or any other supervisor or Administrator or to the Superintendent as soon as possible after any incident you feel is prohibited harassment. Your complaint should include the details of the incident or incidents, the names of the individuals involved and the names of any witnesses. Supervisors will refer all harassment complaints to the Superintendent. The District will immediately undertake an effective, thorough and objective investigation of the harassment allegations. This investigation will be completed and a determination regarding the alleged harassment will be made and communicated to you as soon as practical.

If the District determines that unlawful harassment has occurred, we will take effective remedial action commensurate with the severity of the offense. Appropriate action will also be taken to deter any future harassment. Whatever action is taken against the harasser will be made known to you and the District will take appropriate action to remedy any loss to you resulting from harassment. The Columbia Union School District will not retaliate against you for filing a complaint and will not knowingly permit retaliation by management employee or your co-workers.

The Columbia Union School District encourages all employees to report any incidents of harassment forbidden by this policy immediately so that complaints can be quickly and fairly resolved. You should also be aware that the California Department of Fair Employment and Housing investigates and prosecutes complaints of prohibited harassment in employment. If you think you have been harassed or that you have been retaliated against for resisting or complaining, you may file a complaint with the Department. The nearest Department office is listed in the telephone book. The Department will investigate your complaint. If the complaint has merit, the Department will attempt to resolve it. If no resolution is possible, the Department may prosecute the case with its own attorney before the Fair Employment and Housing Commission. The Commission may order the harassment stopped and can require your employer to pay money damages and reinstate you or give other appropriate relief.

I understand and have read the harassment policy of Columbia Union School District. I agree to abide by the policy at all times.

Volunteer Signature

Date



Columbia Union School District

"Home of the 49ers"

August 23, 2023

Columbia District Office
 22540 Parrotts Ferry Road
 Columbia, CA 95310
 (209) 532-0202

Superintendent

Nicolas Wade

Chief Business Official

TBD

Executive Assistant

Rosemarie Sartin

Columbia School Office
 22540 Parrotts Ferry Road
 Columbia, CA 95310
 Phone: (209) 533-7700

Principal

Rebekah Wood

School Secretary

Breanne Brown

GOVERNING BOARD

Molly Day
 Rebekah Rogers
 Jamie Serrano
 Tom Stewart
 Dr. Jeff Wittman

Website

www.cusd49.com

Dear Volunteers,

This new school year all volunteers at Columbia Union School District will be required to take the "Mandated Reporter Training." This training will be held online through the Public-School Works website at <https://www.publicschoolworks.com>. The training will need to be completed before you are able to volunteer. Once the District Office receives your completed application with an email address provided in the packet, you will then be added to the Public-School Works Website and will be emailed instructions to be able to create an account and complete this training. Refer to the picture below to make sure you are on the correct website. Please reach out to Rose Sartin at 209-532-0202 x 4469 with any questions.

Thank you.

Rose Sartin
 Executive Assistant/HR Technician



"Then and Now, Excellence Begins Here"



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"Home of the 49ers"

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FAX (209) 533-7709

Superintendent

Nicolas Wade

Chief Business Official

TBD

Executive Assistant

Rose Sartin

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Phone: (209) 533-7700
FAX: (209) 532-4998

Principal

Rebekah Wood

School Secretary

Breanne Brown

GOVERNING BOARD

Molly Day
Rebekah Rogers
Dr. Jeff Wittman
Tom Stewart

Website

www.cusd49.com

TO: Employee
FROM: Rose Sartin, Executive Asst. /HR Tech
RE: TB Risk Assessment Questionnaire

Please provide a negative TB Test done by your physician or call me at 209-532-0202 x 4469 and I can schedule a TB Test Assessment appointment with the School Nurse at TCSOS. Days and times are limited so please call us as soon as possible if you need the assessment completed by us.

Thank you,

Rose Sartin
Executive Assistant/HR Technician

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Superintendent

Nicholas Wade

Chief Business Official

TBD

Executive Assistant

Rose Sartin

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Phone: (209) 533-7700
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Principal

Rebekah Wood

School Secretary

Breanne Brown

GOVERNING BOARD

Molly Day
Rebekah Rogers
Dr. Jeff Wittman
Tom Stewart

Website

www.cusd49.com

TO: Volunteer
FROM: Rose Sartin Executive Assistant / HR Technician

RE: Fingerprints

Please go to the Tuolumne County Superintendent of Schools website at www.tcsos.us to schedule a fingerprinting appointment. Under the Services tab, you will go to Human Resources, and then Live Scan Fingerprinting. From there you will click on "Book an Appointment" and select a date and time that works for you. Fill in all information and your appointment will be made. Your fingerprinting appointment will be done at the Tuolumne County Superintendent of Schools Office located at 175 Fairview Lane Sonora, Ca 95370. You will need to bring with you a valid form of Identification and the Live Scan Fingerprinting form in this packet. Please reach out if you have any questions.

Thank you,

Rose Sartin

Rose Sartin
Executive Assistant/HR Technician

"Then and Now, Excellence Begins Here"



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

Privacy Notice

As Required by Civil Code § 1798.17

Collection and Use of Personal Information. The California Justice Information Services (CJIS) Division in the Department of Justice (DOJ) collects the information requested on this form as authorized by Business and Professions Code sections 4600-4621, 7574-7574.16, 26050-26059, 11340-11346, and 22440-22449; Penal Code sections 11100-11112, and 11077.1; Health and Safety Code sections 1522, 1416.20-1416.50, 1569.10-1569.24, 1596.80-1596.879, 1725-1742, and 18050-18055; Family Code sections 8700-87200, 8800-8823, and 8900-8925; Financial Code sections 1300-1301, 22100-22112, 17200-17215, and 28122-28124; Education Code sections 44330-44355; Welfare and Institutions Code sections 9710-9719.5, 14043-14045, 4684-4689.8, and 16500-16523.1; and other various state statutes and regulations. The CJIS Division uses this information to process requests of authorized entities that want to obtain information as to the existence and content of a record of state or federal convictions to help determine suitability for employment, or volunteer work with children, elderly, or disabled; or for adoption or purposes of a license, certification, or permit. In addition, any personal information collected by state agencies is subject to the limitations in the Information Practices Act and state policy. The DOJ's general privacy policy is available at <http://oag.ca.gov/privacy-policy>.

Providing Personal Information. All the personal information requested in the form must be provided. Failure to provide all the necessary information will result in delays and/or the rejection of your request.

Access to Your Information. You may review the records maintained by the CJIS Division in the DOJ that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

Possible Disclosure of Personal Information. In order to process applications pertaining to Live Scan service to help determine the suitability of a person applying for a license, employment, or a volunteer position working with children, the elderly, or the disabled, we may need to share the information you give us with authorized applicant agencies.

The information you provide may also be disclosed in the following circumstances:

- With other persons or agencies where necessary to perform their legal duties, and their use of your information is compatible and complies with state law, such as for investigations or for licensing, certification, or regulatory purposes.
- To another government agency as required by state or federal law.

Contact Information. For questions about this notice or access to your records, you may contact the Associate Governmental Program Analyst at the DOJ's Keeper of Records at (916) 210-3310, by email at keeperofrecords@doj.ca.gov, or by mail at:

Department of Justice
Bureau of Criminal Information & Analysis
Keeper of Records
P.O. Box 903417
Sacramento, CA 94203-4170



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

Privacy Act Statement

Authority. The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose. Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses. During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental, or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.



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

Noncriminal Justice Applicant's Privacy Rights

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification¹ that your fingerprints will be used to check the criminal history records of the FBI.
- You must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared.²
- If you have a criminal history record, the officials making a determination of your suitability for the employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or update of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the criminal history record.³

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.⁴

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.) *You can find additional information on the FBI website at <https://www.fbi.gov/about-us/cjis/background-checks>.*

¹ Written notification includes electronic notification, but excludes oral notification

² <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ See 28 CFR 50.12(b)

⁴ See U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c)