

YUCAIPA-CALIMESA JOINT UNIFIED SCHOOL DISTRICT

12797 THIRD STREET • YUCAIPA, CA 92399 • (909) 797-0174 • Fax (909) 790-6104

Innovative Programs • World Class Education

MEGAN'S LAW VOLUNTEER BACKGROUND CHECK

To provide a safe and protective environment for students, the Yucaipa-Calimesa Joint Unified School District is using the Megan's Law database to complete background checks on school volunteers. This database identifies adults who are registered sex offenders.

Because you have volunteered to help at a school site or to participate in a school sponsored field trip and/or overnight excursion, you are subject to a background check utilizing the Megan's Law database.

Thank you for your cooperation in increasing the District's ability to protect our students' well being.

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I acknowledge that I am not a registered sex offender and I give the Yucaipa-Calimesa Joint Unified School District permission to check the Megan's Law public database to confirm this.

School: _____ Date: _____

Volunteer's Full Name _____

Student Name _____ Teacher Name _____

Sex: M F Date of Birth: _____

Driver's License or California ID #:

1) License or ID # _____

2) Showed to and verified by staff member _____
Staff signature/Date

Street Address: _____

***VOLUNTEER hereby agrees to save and hold harmless DISTRICT and its departments, agencies, officers or employees from all sums which DISTRICT or any of its departments, agencies, officers or employees may be obligated to pay by reason of any liability imposed upon them for damages arising out of the performance of the services rendered by VOLUNTEER and caused by any error, omission or act of VOLUNTEER or any person employed by him or her or of any others for whose acts VOLUNTEER is legally liable. Said sums shall include, in the event of legal action, court costs, expenses of litigation and reasonable attorney's fees.

Signature: _____

For Office use only:

Date Background check completed: _____

Clearance approved: YES _____ NO _____

Completed by: _____

Volunteer Policy

Ridgeview Elementary

We love our volunteers and visitors at Ridgeview Elementary School! Parents and community members are a significant part of the academic success of all our students. We could not do what we do without you. The volunteer/visitor policies and procedures are not meant to discourage parents and community members from working in our school. They are put in place to insure the safety of all students, staff and visitors and to comply with YCJUSD Board policy and California Education Code. We need to know at all times who is on campus, where they are and why they are here. Your cooperation is extremely important and very much appreciated.

Volunteers

Before anyone can volunteer, there are a few policies and procedures which you must be aware of. These policies and procedures follow Yucaipa-Calimesa Board Policy and California Education Code for schools.

- All regular volunteers must have a Megan's Law clearance.
- Check-in with the clerk in the office. All volunteers will be required to show ID every time they visit the school until the staff knows exactly who they are.
- All classroom volunteers must follow the Yucaipa-Calimesa Joint Unified School District dress code.
- All volunteers must stay with the classroom teacher. If the class goes to PE, Library, Computer or recess, volunteers must return to the office until the time is over or make arrangements with the teacher to volunteer in another class.
- Parents are not permitted on the playground without the teacher.
- Please be consistent and on time. When a teacher is depending on your help, it is quite disruptive when you do not come. While we understand plans change, please let the teacher know you will not be able to make it as soon as you know.
- Volunteers will be working with the teacher and student. Younger children can disrupt the classroom instruction. Volunteers are not permitted to bring younger siblings to the classroom. This is YCJUSD Board Policy and will be strictly enforced this year. (This only applies to volunteers. This does not apply to Spirit Days, award ceremonies, or school/classroom plays and presentations.)
- Volunteers will be given access to the classroom during their regularly scheduled times. If a volunteer is coming to the classroom that is not during their regularly scheduled time, they must have prior teacher approval. Classroom instruction will not be interrupted to obtain approval to visit the classroom. Please plan accordingly.

Confidentiality of students

Volunteers will be working with all our children. It is very important that our volunteers maintain the confidentiality of the students they work with. Information about the students must not be discussed outside of the classroom. Confidentiality rules prohibit parents or other students.

Visitors

Visitors must follow the same procedures as volunteers, with a few exceptions.

- A one-time visitor is not required to fill out a Megan's Law clearance form.
- Visitors must get prior teacher/administrative approval before visiting the classroom. Please contact the teacher the day before you wish to visit the class. Classroom instruction will not be interrupted to obtain approval to visit the classroom. Please plan accordingly.

Chaperones

The following rules must be adhered to by all potential chaperones for any school function (AR6153)

- Chaperones must be 21 years of age or older.
- All chaperones must follow the YCJUSD dress code.
- Chaperones shall not use, consume, or be under the influence of alcoholic beverages or controlled substance, or smoke at any time while accompanying and supervising students on a trip.
- Refrain from using any vulgar, profane or abusive language when interacting with anyone throughout the trip.
- Chaperones must act in socially, emotionally, and ethically appropriate ways at all times.
- Violation of these rules will result in dismissal from chaperone duty or referral to law enforcement (as appropriate).

Before/After School

Parents/guardians may stay with their children on campus and on the playground before 8:10am and after 2:35pm. Between the hours of 8:10am and 2:35pm, all visitors must have approval to be on campus. If you like to walk your children to class, they must be at school before 8:10am. After 8:10 am, parents need to sign their student in with the attendance clerk and the student will walk to class by themselves.

I have read and understand the Ridgeview Elementary School Volunteer Policy.

Name of volunteer

Date