



Human Resources
201 Sixth Street, Coronado, CA 92118
619.522.8900 X1010 www.coronadousd.net

Dear Volunteer,

Thank you so much for your willingness to share your time, knowledge and abilities with Coronado Unified School District (CUSD) students.

The volunteer assistance you provide in our schools is valuable. We recognize that it can enrich the educational program, increase supervision of students and contribute to school safety while strengthening our schools' relationships with the community.

If you are interested in serving as a volunteer for the CUSD, you must complete the following documents. If you need assistance, please contact Jeremy Lyche or Kelley Englehart in the Human Resources Department of the district office. We may be contacted by e-mail or by phone.

The required documents are accessible on the district website at <http://coronadousd.net/> at the Parents & Students tab under Volunteers.

1. School Volunteer Application
2. Volunteer Code of Conduct
3. Copy of a valid Driver's License or Picture ID
4. Live Scan of fingerprints (FBI and DOJ) completed with results accessible by CUSD.

Fingerprints are required of all volunteers who are not "in line of sight" of a certificated employee at all times while on a school campus.

5. Copy of a verification of a negative Tuberculosis Test (TB) within the past four years.

We thank you for your service to our students and school community.

Sincerely,

Jeremy Lyche

Jeremy Lyche, Director of Human Resources

Kelley Englehart

Kelley Englehart, Administrative Assistant

619-522-8900 x. 1010

kelly.englehart@coronadousd.net

As a volunteer, I agree to abide by the following code of volunteer conduct:

1. Immediately upon arrival, I will sign in at the main office or the designated sign-in station.
2. I will wear or show a volunteer identification whenever required by the school to do so.
3. I will use only adult bathroom facilities.
4. I agree to never be alone with individual students unless I have completed and been cleared through the FBI and DOJ fingerprint clearance process.
5. I will not solicit outside contact with students.
6. I will exchange home directory information only with parental and administrative approval and only if it is required as part of my role as a volunteer. I agree not to exchange telephone numbers, home address, e-mail addresses or other home directory information with students for any other purpose.
7. I will maintain confidentiality outside of school and will share any concerns that I may have only with teachers and school administrators.
8. I agree to not transport students without the written permission of parents or guardians or without the expressed permission of the school or district.
9. I will not disclose, use, or disseminate student photographs or personal information about students, self or others.
10. I agree not to post, transmit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit or that could be construed as any form of harassment.
11. I agree not to engage in violent behavior, smoking, alcohol or controlled substance use, or possession of explosives or weapons while on school campus.
12. I agree only to do what is in the best personal and educational interest of every child with whom I come into contact.
13. I agree to report to the appropriate school site/district personnel when a student is in danger of hurting him/herself or others or being hurt by someone else.
14. I agree to treat all school personnel and students with dignity and respect.

I agree to follow the District Volunteer Code of Conduct at all times or cease student volunteering immediately.

Name (Printed) _____ Signature _____

Date _____

VOLUNTEER FINGERPRINT PROCESS

According to Education Code Section 45125 and AB1610/1612, school districts are required to complete criminal background checks on all applicants before they commence work. On July 9, 2010, AB 346 was signed by Governor Schwarzenegger. This action requires school districts to request dual prints (FBI and DOJ) of all non-certificated volunteers, employees or coaches working with students in a school-sponsored pupil activity program.

The fee for this service, \$76, will be paid for by the volunteer (with an option for reimbursement of \$50).

- Both DOJ and FBI fingerprints are required if you are volunteering “out of line of sight” of the classroom teacher at any time during your presence on a school campus.
- You may download the form from the website or meet with Kelley Englehart (X1010) or Jeremy Lyche (X1013) at the Coronado Unified School District Office to access a copy of the “Request for Livescan” form.

You may have your fingerprints completed at the following location:

1. San Diego – San Diego County Office of Education (SDCOE) - 6401 Linda Vista Road, San Diego, CA 92111.

In order to schedule an appointment, please visit the following website:

<https://ims.sdcoe.net/livescan/loc.asp>

Directions:

1. Please remember to bring two completed copies of the “Request for Livescan” form, a money order for \$76 and a valid photo identification (driver license, state I.D., etc.) with you to your appointment. Without these items, you will be unable to have your fingerprints taken.
2. After you have completed the fingerprinting process, please submit the livescan form as your receipt and a request for reimbursement, if you wish to be reimbursed to Kelley Englehart at the District Office (619) 522-8900 X1010.
3. You are also responsible to provide a copy of a TB test to be cleared to volunteer or work. The test must be current, within the last four years.

If you have any questions, please call:

Kelley Englehart at 619.522.8900 X1010