

Volunteer Handbook & Application

2022-2023

BRIDGES CHARTER SCHOOL

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****Page 7-8 Return to the school**



Dear School Volunteer:

On behalf of Bridges Charter School I would like to extend our appreciation for your dedication and support to our school and our mission of improving the academic achievement of our students. Volunteers play an important and valuable role at our school. Students, teachers, staff, parents and community all benefit from the work of individuals like you who give of your time and talents. We know that you will benefit from this experience as well.

This handbook is directed to all volunteers who wish to devote a portion of their time to our school and students. We want you to get the most out of your volunteer experience and as such, we want to make sure you are an informed volunteer.

Volunteers help in many different ways: tutoring, classroom assistants, playground supervision, library assistants, office assistants, field trip chaperones, team sports, and special projects. We appreciate your hard work and dedication. On behalf of the teachers, staff, and students, we say "Thank You!"

If I can ever be of assistance to you, please do not hesitate to contact me.

Sincerely,

Cindy McCarthy
Assistant Director

Definition of Volunteers

Volunteers are individuals who donate their time, without financial compensation, to benefit their communities. The volunteer's participation may occur in a classroom setting during the school day or outside the school setting as part of an extracurricular activity. *A person who comes to the school for a one-time special event, such as a guest speaker, presenter, or visitor is considered a guest and they do not complete a volunteer application.* School policy prohibits discrimination on the basis of race, color, national origin, creed, marital status, sex, religion, age, disability, or any other protected status as defined by federal, state or local law.

Volunteer Opportunities include:

- Tutoring
- Mentoring
- Classroom assistance
- School/classroom events like campus celebrations and field trips
- Before/After-school programs
- Non-classroom (main office, library/media center, etc.) assistance
- Yard supervision

Volunteer Requirements

All volunteers are required to complete a "School Volunteer Application Form." Volunteers may be subject to a criminal background/fingerprint check. No volunteer shall be assigned to provide supervision or instruction of students unless he/she has submitted evidence of a TB Risk Assessment with the past 60 days (to determine that he/she is free of active tuberculosis in compliance with CA Education Code section 49406. Volunteers who are found to be free of infectious TB shall thereafter be required to have a TB Risk Assessment every four years.

Acceptance as a volunteer is based on factors including, but not limited to:

- No record of a serious or violent felony conviction (pursuant to Ed Code 45122.1) or requirement to register as a sex offender under California law (Penal Code 290)
- Live Scan fingerprinting, with clearance from Department of Justice
- A completed "School Volunteer Application Form" on file.
- Tuberculosis (TB) Clearance (Risk Assessment or Skin Test)
- Positive attitude; interest in and enthusiasm for working with children
- Ability to work cooperatively with school personnel and participate regularly
- Good communication skills, health, and personal hygiene; ethical conduct; dependability.
- Weekly COVID testing may apply.

Suggestions for Making Your Volunteer Experience Successful

The following are suggestions that should prove helpful in developing a successful partnership with BRIDGES CHARTER SCHOOL students and staff.

1. Meet with the teacher/staff member before you start. Volunteers are placed with teachers or other staff members who have requested volunteer assistance. Some have specific roles and tasks for their volunteers, while others identify those tasks on an as-needed basis.
 - a. Ask questions if you are unclear about something
 - b. Keep communication open
2. Get to know the school grounds
 - a. Know the location and phone number of the school office
 - b. Know the location of important rooms such as the office, restrooms, staff lounge, etc.
 - c. Find out where to park.
3. If you are volunteering in a classroom, spend some time observing the class
 - a. Become familiar with classroom routines
 - b. Identify the location of supplies and materials within the classroom.
4. If you are volunteering on the playground, be well-informed of the playground supervision expectations and rules, and if you are unsure, ask a staff member.
5. Establish positive relationships with the students.
 - a. Be friendly; let them know you are glad to be here!
 - b. Be encouraging to students.
6. If you are experiencing some problems with your placement or responsibilities, try to resolve them first with the teacher or staff member with whom you are working. If you need more assistance with your problem, please contact the school administration.
7. When the teacher/staff member first orients you, the following should be discussed:
 - a. Days and time to work in classrooms/on campus
 - b. Procedures for you and staff member to be in communication
 - c. Alternate plans for the days when the teacher or staff member is absent
 - d. How you will be told of the day's assignment (folder, note, etc.)
 - e. What name the students will call you
 - f. Teachers' own classroom management
 - g. Where to leave your personal belongings
 - h. Where the lounge and adult restrooms are located.
8. Be punctual. In the event that you must be absent, please notify the teacher or staff member as soon as possible.
9. Sign in and out upon your arrival and departure in the main office via LobbyGuard.
10. Wear your nametag or school badge throughout your stay on campus. This badge or nametag will help students, staff, and other volunteers recognize that you are a volunteer on campus.
11. Remember that you are a role model for students and the school community.

12. Remember that a volunteer is not a teacher or a teacher's aide, not a therapist or a counselor, but first of all a friend who accepts the students as they are.
13. Feel free to ask questions about programs, policies, materials, and supplies. Talk to the teacher about any difficulties at appropriate times, not in front of students or parents.
14. Learn the names of students.
15. Help students tackle their work but do not do their work for them. If they get off-track, help them get back on task in a tactful manner.
16. Work at the student's level; sit or stand with him/her. Show your interest and involvement.
17. Speak in a positive manner to students; point out the things they have done right and the things they do well.
18. Remind students of appropriate behavior if they are disruptive, but remember that corrective discipline is the responsibility of the teachers and school administration.

School Volunteer Procedures/Checklist

Procedures for all volunteers are as follows:

- Fill out Volunteer Application Form
- Provide a valid state issued driver's license/ID Card
- Read and acknowledge the Volunteer Guideline Agreement
- Read and acknowledge the Volunteer Confidentiality Agreement
- Agree to and provide a Criminal Background check with Live Scan if requested
- Obtain a TB or Risk Assessment form from a medical professional

****Weekly COVID Testing May Apply**

- A. All volunteer work is done under the direction of an assigned teacher, site volunteer coordinator, or administrator. Volunteers must comply with the sign-in/out procedures at the school site and other terms and conditions of the Volunteer Handbook.
- B. Volunteers do not receive compensation, health benefits, or worker's compensation. Additionally, section 35330 of the California Education Code contains the following statement of immunity in favor of the school when students or volunteers are participating in field trips: "All persons making the field trip shall be deemed to have waived all claims against the district, charter school, or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion."

_____ I have read and acknowledge the information contained in paragraphs A. and B.

_____ I have read and agree to abide by the Volunteer Guidelines and Agreement.

_____ I acknowledge that I have read and understand the Confidentiality Agreement.

_____ I acknowledge that I have read the school policy on Staff/Adult to Student Boundaries

By: _____ Date: _____
Volunteer Signature

Printed Name: _____

Volunteer Application

(Please type or print)

School Name/Location: _____

Name: _____
Last First Middle Maiden Name/Other Names Used

Residence Address: _____
Street City State Zip

Home Telephone: (_____) Work or Mobile Telephone: (_____)

Emergency Contact Name and Phone: _____ (_____)

Health Insurer and Policy # _____

Date of Birth: ____/____/____ CA Driver's License or ID Card: Yes () No () Number: _____

Length of residence in county? _____

Previous Address (if less than 5 years): _____

Physical Limitations: Yes () No () Explain: _____

Relationship to any student(s) or staff members at school? Yes () No () Explain: _____

Languages spoken: _____

Please respond to the following: "I am interested in volunteering because _____

_____"

Do you have any felony convictions: Yes () No () If so, please list: _____

Have you **EVER** been convicted of any sex offense for which you must register with any Law Enforcement Agency pursuant to Penal Code Section 290? Yes () No ()

I certify under penalty of perjury that the foregoing statements are true and complete, and I authorize Bridges Charter School to complete a background check as a condition of school volunteer service, as provided by California Education Code 45125.5

I understand that I will not receive any compensation or salary, or any other health or retirement benefits, or workers' compensation insurance coverage during this volunteer assignment. I agree to waive all claims against the BRIDGES CHARTER SCHOOL and hold BRIDGES CHARTER SCHOOL, its officers, agents, employees, authorizer, and volunteers harmless from any and all liability or claims which may arise out of or in connection with my participation in this volunteer activity.

In the event of illness or injury, I do hereby consent to whatever x-ray examination, anesthetic, medical, surgical or dental diagnosis or treatment and hospital care and emergency transportation considered necessary in the best judgment of the attending physician, surgeon, or dentist and performed under the supervision of a member of the medical staff of the hospital or facility furnishing medical or dental services.

Signature: _____ Date: _

Volunteer Guidelines and Agreement

1. Immediately upon arrival, I will sign in at the main office or the designated sign-in station.
2. Volunteers will follow all policies, procedures and other rules established by the school and all applicable laws.
3. Volunteers must wear the appropriate identification badge and will show volunteer identification whenever required by the school to do so.
4. Volunteers must follow the appropriate dress.
5. Volunteers cannot smoke in any school facility or building or within 50' of a school building.
6. Volunteers will not transport students unless they have been given express permission to do so by the school administration and have provided the appropriate insurance and driving record verification.
7. Volunteers must not be alone with students in unsupervised areas of the campus or activity location and shall abide by school policy regarding the touching of students.
8. Volunteers will not have access to student educational records. All volunteers will sign a confidentiality agreement.
9. Volunteers will not photograph or videotape students unless authorized by the principal or designee.
10. Volunteers will not dress/undress or provide personal hygiene assistance, or supply medication to students without specific permission or instruction from the teacher or administration.
11. Volunteers should not exchange telephone numbers, home addresses, e-mail addresses or any other home directory information with students for any purpose unless it is required as part of your role as a volunteer or instructed and authorized by school personnel.
12. Volunteers will use universal precautions to avoid contact with bodily fluids.
13. Volunteers can monitor student behavior; however, if a situation is serious, the volunteer should seek immediate assistance from school personnel. Volunteers will familiarize themselves with Bridges best practice of conflict resolution and make every attempt to help resolve conflict between students using these campus strategies and practices.
14. Volunteers will not discriminate against or harass any person and will report all harassment or discrimination observed, in accordance with school policy.

15. Volunteers will not search students or student property.
16. Volunteers will make every reasonable effort to make sure that the school's technology resources are used appropriately and responsibly.
17. Volunteers will make themselves familiar with and agree to follow the school's evacuation and lockdown procedures.
18. Volunteers will not direct a student to remove an emblem, insignia, or garment including a religious emblem, insignia, or garment. If the volunteer believes a student's clothing is disruptive or promotes disruptive behavior, the volunteer will contact a staff member immediately.
19. Volunteers must report suspected cases of abuse or neglect to the school administrator or professional staff.
20. Volunteers understand that the school will not be responsible for lost or damaged personal items brought to school by the volunteer. You are discouraged from bringing valuables to the school.
21. Volunteers understand that the school reserves the right to decline their volunteer services at any time.
22. Volunteers shall not be in possession of or under the influence of, alcoholic beverages and/or illegal drugs, or in possession of firearms while serving in a volunteer capacity.
23. Volunteers shall not use obscene or discriminatory language at school or at any school event.

Volunteer Confidentiality Agreement

In accordance with federal law, all school volunteers are expected to maintain confidentiality while working at the school. All things that are seen and heard at school about employees or children and their families should be considered privileged/confidential information. Trust must be established and maintained in order for our volunteer program to be successful. Volunteers can strengthen the bond between themselves and the school by following these guidelines:

- Treat all student and employee information as personal and confidential regardless of the source.
- Communicate relevant information about students only to the respective classroom teacher or principal/school leader.
- Seek clarification of unusual situations that occur in the school from the person(s) involved and avoid discussing such matters with others unless so directed by the assigned teacher or principal/school leader.
- Retain a sense of perspective regarding comments heard and actions observed.
- Understand that not all information can and will be shared with volunteers, due to legal considerations including state and federal law.
- Deal impartially with students regardless of background, intelligence, physical or emotional maturity.
- Do not discuss student progress or behavior with the parent. All relevant information should be referred to the teacher or the principal. Direct all inquiries about students to the professional staff.
- Speak constructively of all school staff; however, report difficulties involving the welfare of students or the school to the principal.
- Do not discuss confidential information with anyone. This information includes, but is not limited to:
 - Scholastic and health records
 - Test scores and grades
 - Discipline and classroom behavior
 - Character traits of children
 - Supports and services a student may receive
- All volunteers are required to sign a statement of confidentiality.

Discipline: Discipline of students is solely the responsibility of the teacher in charge. Volunteers should under no circumstances discipline students. Should students misbehave in your presence, you should report this immediately to the teacher in charge. The teacher will then determine the necessary course of action. Also note that we expect students to treat volunteers with the same level of respect given to other school personnel. If you feel that students are not being respectful towards you, do not hesitate to discuss the matter with the teacher or principal.

While all student information should be treated confidentially and sharing student information with others may be a violation of the law, do not make a promise to a student that you will keep confidential any information that pertains to the welfare of the student(s). Although the

student is free to share confidential information with you, there are certain things you are required by law to tell the principal or school administrator. Any personal information learned from a student, should be held in strictest confidence **except:**

1. If a student confides that he or she is the victim of sexual, emotional, chemical, or physical abuse (including bullying and cyber bullying).
2. If a student confides that he or she is involved in any illegal activity.
3. If a student confides that he or she is considering homicide or suicide.

Should one of these exceptions arise, you are required by law to immediately notify the school principal or administrator. Remember, the information is extremely personal and capable of damaging lives, so do not share it with anyone (including other school staff members) except the principal, school administrator, or other appropriate authorities. If you have questions, please ask the principal or your assigned school administrator. Any needs of students communicated to the volunteer should be referred to the appropriate staff person.

Volunteer Statement:

I understand that in the course of my association with BRIDGES CHARTER SCHOOL, I am responsible for maintaining the confidentiality of all employee and student information (both written and verbal) that may become known to me during the course of my volunteer activities.

I further understand that in the performance of my volunteering, I am not to discuss academic or other confidential information regarding students or employees with anyone, including the parents of any student. Any breach of confidentiality will be carefully reviewed and if substantiated may result in termination of any and all volunteer involvement with the school and may be reported to the proper authorities.

Procedures for Returning Volunteers

Returning volunteers that have tested negative must have on file with the school a TB Risk Assessment showing that within the last four years, the person has been examined and has been found to be free of communicable tuberculosis in accordance with Education Code 49406. (Education Code 45106, 45347, 45349, 49406 & Health and Safety Code 121545)

All returning volunteers shall complete a new application each school year and will need to pass Megan's Law check. Refer to chart for Level clearance.

BOUNDARIES – STUDENT/STAFF/ADULT POLICY

DISCIPLINARY PHYSICAL CONTACT WITH STUDENTS

It is the policy of Bridges Charter School that corporal punishment will not be used against a student. This prohibition includes spanking, slapping, pinching, hitting, tying, taping, or the use of any other physical force as retaliation or correction for inappropriate behavior.

STAFF/Adult - STUDENT INTERACTIONS

While the use of appropriate touching is part of daily life and is important for student development, teachers and other staff members must ensure that they do not exceed appropriate behavior. If a child or other staff member specifically requests that he or she not be touched, then that request must be honored without question.

Boundaries Defined

For the purposes of this policy the term “boundaries” is defined as acceptable professional behavior by staff members while interacting with a student. Trespassing beyond the boundaries of a student-teacher relationship is deemed an abuse of power and a betrayal of public trust.

Acceptable and Unacceptable Behaviors

Some activities may seem innocent from a staff member's perspective but may be perceived as flirtation or sexual insinuation from a student or parental point of view. The purpose of the following lists of unacceptable and acceptable behaviors is not to restrain innocent, positive relationships between staff and students, but to prevent relationships that could lead to or may be perceived as inappropriate, or sexual misconduct, or “grooming.” Grooming is defined as an act or series of acts by a sexual predator to gain physical and/or emotional control by gaining trust (of staff and/or family and a minor) and desensitizing the minor to various forms of touching and other intimate interaction.

Staff members must understand their own responsibilities for ensuring that they do not cross the boundaries as written in this policy. Violations could subject the teacher or staff member to discipline up to and including termination. *Disagreeing with the wording or intent of these established boundaries will be considered irrelevant for any required disciplinary purposes.*

Thus, it is critical that all employees study this policy thoroughly and apply its spirit and intent in their daily activities.

Unacceptable Behaviors

These lists (and any subsequent lists) are not meant to be all-inclusive, but rather, illustrative of the types of behavior we intend to address by this policy.

Giving gifts to an individual student that are of a personal and intimate nature (including photographs); or items such as money, food, outings, electronics, etc without the written pre-approval of the administration. It is recommended that any such gifts be filtered through the administration along with the rationale therefor.

- Kissing of ANY kind
- Massage [Note: Prohibited in athletics/physical education unless provided by massage therapist or other certified professional in an open public location. Coaches or physical education staff may not perform massage or rub-down. Permitted in special education only as instructed under an IEP or 504 plan.]
- Full frontal or rear hugs and lengthy embraces
- Sitting students on one's lap (grades 3 and above)
- Touching buttocks, thighs, chest or genital area
- Wrestling with students or other staff member except in the context of a formal wrestling program
- Tickling or piggyback rides
- Any form of sexual contact
- Any type of unnecessary physical contact with a student in a private situation
- Intentionally being alone with a student away from school
- Furnishing alcohol, tobacco products, or drugs or failing to report knowledge of such
- "Dating" or "going out with" a student
- Remarks about physical attributes or physiological development of anyone. This includes comments such as "Looking fine!" or "Check out that [body part]."

- Taking photographs or videos of students for personal use or posting online
- Undressing in front of a student
- Leaving campus alone with a student for lunch
- Sharing a bed, mat, or sleeping bag with a student
- Making, or participating in, sexually inappropriate comments
- Sexual jokes, or jokes/comments with sexual overtones or double-entendres
- Seeking emotional involvement (which can include intimate attachment) with a student beyond the normative care and concern required of an educator.
- Listening to or telling stories that are sexually oriented
- Discussing your personal troubles or intimate issues with a student
- Becoming involved with a student so that a reasonable person may suspect inappropriate behavior
- Giving students a ride to/from school or school activities without the express, advance written permission of the administration and the student's parent or legal guardian
- Being alone in a room with a student at school with the door closed and/or windows blocked from view
- Allowing students at your home and/or in rooms within your home without signed parental permission for a pre-planned and pre-communicated educational activity which must include another educator, parent, or designated school volunteer
- Staff mirroring the immature behavior of minors
- Sending emails, text messages, social media responses, making phone calls, or sending notes or letters to students if the content is not about school activities. Communication via private social media accounts is not acceptable.

Acceptable Behaviors

- Pats on the shoulder or back
- Handshakes
- “High-fives” and hand slapping
- Touching face to check temperature, wipe away a tear, remove hair from face, or other similar types of contact
- Placing TK through second grade students on one’s lap for purposes of comforting the child for a short duration only
- Holding hands while walking with small children or children with significant disabilities
- Assisting with toileting of small or disabled children in view of another staff member
- Touch required under an IEP or 504 Plan
- Reasonable restraint of a violent person to protect self, others, or property
- Obtaining formal written pre-approval from administration to take students off school property for activities such as field trips or competitions, including parent’s written permission and waiver form for any sponsored after-school activity whether on or off campus
- Emails, text-messages, phone conversations, and other communications to and with students, if permitted, must be professional and pertain to school activities or classes (communication should be initiated via transparent [non-private] school-based technology and equipment)
- Keeping the door wide open when alone with a student
- Keeping reasonable and appropriate space between you and the student
- Stopping and correcting students if they cross your own personal boundaries, including touching legs, or buttocks, frontal hugs, kissing, or caressing
- Keeping parents informed when a significant issue develops about a student, such as a change in demeanor or uncharacteristic behavior
- Keeping after-class discussions with a student professional and brief

- Immediately asking for advice from senior staff or administration if you find yourself in a difficult situation related to boundaries
- Involving your direct supervisor in discussion about boundaries situations that have the potential to become more severe (including but not limited to: grooming or other red flag behaviors observed in colleagues, written material that is disturbing, or a student's fixation on an adult)
- Making detailed notes about an incident that in your best judgement could evolve into a more serious situation later
- Recognizing the responsibility to stop Unacceptable Behaviors of students and/or co-workers
- Asking another staff member to be present, or within close supervisory distance, when you must be alone with a student after regular school hours
- Prioritizing professional behavior during all moments of student contact
- Asking yourself if any of your actions, which are contrary to these provisions, are worth sacrificing your job and career.

This policy does not prevent: 1) touching a student for the purpose of guiding them along a physical path; 2) helping them up after a fall; or 3) engaging in a rescue or the application of Cardio Pulmonary Resuscitation (CPR) or other emergency first-aid. Nor does it prohibit the use of reasonable force and touching in self-defense or in the defense of another. Restraining a child who is trying to engage in violent or inappropriate behavior is also allowed. Only such force as necessary to defend one's self, another person, or the child or to protect property is legally permitted. Excessive force is prohibited.

Boundaries Reporting

When any staff member, parent, or student becomes aware of a staff member (or volunteer, guest, vendor) having crossed the boundaries specified in this policy, or has a strong suspicion of misconduct, he or she must report the suspicion to the administration promptly. Reasonable suspicion means something perceived in spite of inconclusive or slight evidence. It is based on facts that would lead a reasonable person to believe the conduct occurred. Prompt reporting is essential to protect students, the suspected staff member, any witnesses, and the school as a whole. Employees must also report to the administration any awareness of, or concern about, student behavior that crosses boundaries, or any situation in which a student appears to be at risk for sexual abuse.

Child Abuse / Sexual Abuse Reporting (Mandatory Reporting)

If, within your professional capacity or within the scope of your employment, you observe or gain possession of knowledge that a child has been a victim of child abuse or sexual abuse, or you reasonably suspect it, California Penal Code Section 11166 requires you to immediately report this information or suspicion directly to a child protective agency or the police. The report shall be made by phone as soon as possible and a subsequent written report must be sent within 36 hours of your knowledge or suspicion of the abuse. Internal reporting to the administration occurs after the phone-in report. Failure to meet these obligations can result in a monetary fine and/or jail.

Investigating

The administration will promptly investigate and document the investigation of any allegation of sexual misconduct or inappropriate behavior, using such support staff or outside assistance, as he or she deems necessary and appropriate under the circumstances. Throughout this fact-finding process, the investigating administrator, and all others privy to the investigation, shall protect the privacy interests of any affected student(s) and/or staff member(s) including any potential witnesses, as much as possible. The investigating administrator shall promptly notify the Governing Board in closed session of the existence and status of any investigations. Upon completion of any such investigations, the administration shall report to the Governing Board any conclusions reached. The investigating administrator shall consult with legal counsel, as appropriate, prior to, during, and after conducting any investigation.

Consequences

Staff (or adults) who have violated this policy will be subject to appropriate disciplinary action, and where appropriate, will be reported to authorities for potential legal action.

Legal Reference:

Education Code Section 44050



MEMORANDUM

To: **VOLUNTEER**
Subject: Tuberculosis (PPD) Risk Assessment

In accordance with California Education Code Section 49406, and Health and Safety Code Sections 121525-121555, BRIDGES CHARTER SCHOOL requires that persons be examined to determine if he/she is free of active Tuberculosis, no more than sixty (60) days prior to volunteering. The examination consists of a TB Risk Assessment Questionnaire certified by a health care provider, and if necessary, an intradermal Mantoux Tuberculin Skin Test (TST), which if positive (10mm or more), must be followed by a chest X-ray. If you had a positive reaction to a prior skin test, proceed with a chest X-ray.

In the case of pregnancy and an intradermal TST that is positive, an X-ray examination may be delayed until after delivery, upon request of the volunteer's physician. In the interim, the physician must certify that the volunteer shows no symptoms of Tuberculosis and to the best of his/her professional judgment, presents no health hazard to students.

The Tuberculosis Risk Assessment can be obtained at **your cost** by presenting the attached form to the medical office of your choice or to any local urgent care facility. Your own physician or any other health agency may provide proof of a current Tuberculosis clearance.

It will be your responsibility to return the Tuberculosis (PPD) Risk Assessment, once it is completed, **to the school office where you plan to volunteer.** This assessment is good for four years, so you may want to make a copy for yourself.

THE TUBERCULOSIS RISK ASSESSMENT MUST BE COMPLETED BEFORE VOLUNTEERING.

FAILURE TO COMPLY WILL RESULT IN THE SCHOOL DISTRICT NOT BEING ABLE TO ACCEPT YOUR OFFER OF VOLUNTEER SERVICES.

ADULT TUBERCULOSIS (TB) RISK ASSESSMENT QUESTIONNAIRE

This form is mandatory to satisfy California Education Code Section 49406 and Health and Safety Code Sections 121525- 121555.). Must be reviewed by a licensed health care provider (physician, physician assistant, nurse practitioner, registered nurse) prior to issuance of TB Clearance Certificate.

Volunteer Legal Name _____

LAST

FIRST

MIDDLE

Social Security # XXX-XX-_____ Date of Birth _____

Employment Type: Classified Certificated Volunteer

HISTORY OF POSITIVE TB TEST OR TB DISEASE: YES NO

If yes, you need to submit to a symptom review and a chest x-ray (if none performed in previous 6 months) should be performed at initial hire.* If no, respond to the risk factor questions 1—5.

RISK FACTOR QUESTIONS YES / NO

- 1. **One or more signs and symptoms of TB** (prolonged cough, coughing up blood, fever, night sweats, weight loss, excessive fatigue).Note: A chest x-ray and/or sputum examination may be necessary to rule out infectious TB. Yes No
- 2. **Close contact with someone with infectious TB disease** Yes No
- 3. **Birth in high TB prevalence country** (Any country other than the United States, Canada, Australia, New Zealand, or a country in Western or Northern Europe.) Yes No
- 4. **Travel to high TB prevalence country for more than 1 month** (Any country other than the United States, Canada, Australia, New Zealand, or a country in Western or Northern Europe.) Yes No
- 5. **Current or former residence or work in a correctional facility, long-term care facility, hospital, or homeless shelter** Yes No

⇒ If there is a "Yes" response to any of the questions 1-5 above, then a tuberculin skin test (TST) or Interferon Gamma Release Assay (IGRA) should be performed. A positive test should be followed by a chest x-ray, and if normal, treatment for TB infection considered.

⇒ *Once a person has a documented positive test for TB infection that has been followed by an x-ray that was deemed free of infectious TB, the TB risk assessment is no longer required.

I hereby submit this TB Risk Assessment Questionnaire for review on _____(date), and certify that my responses are truthful to the best of my knowledge.

Signature _____

Date _____

AUTHORIZED HEALTH CARE PROVIDER CERTIFICATION

- DOES NOT HAVE TB RISK FACTORS
- REFERRED FOR TB SKIN TEST TB test administered on _____ Negative Positive
- REFERRED FOR CHEST X-RAY / FOLLOW-UP EXAM
- Health Care Provider Name _____ License _____
- Health Care Signature _____ Date _____

| | Level 1 | Level 2 | Level 3 | Level 4 |
|-----------------------------|---|---|---|---|
| Level | Classroom | Field Trip Chaperone | Field Trip | Field Trip |
| Description | Volunteer | Not Driver | Driving Own Child | Driving Other Children |
| Typical Tasks | Assigned classroom tasks | Small groups: with direct supervision | Small groups: with direct supervision | Unsupervised direct contact with students |
| | Small groups or 1:1 with direct supervision | | | |
| Clearance | Volunteer Confidentiality Agreement Form | Volunteer Confidentiality Agreement Form | Volunteer Confidentiality Agreement Form | Volunteer Confidentiality Agreement Form |
| Requirement | Lobby Guard Check in | Lobby Guard Check in | Lobby Guard Check in | Lobby Guard Check in |
| Completed Yearly | TB /Risk Assessment | TB /Risk Assessment | TB /Risk Assessment | TB /Risk Assessment |
| | | | Vehicle Use Form (Bridges Office) | Vehicle Use Form (Bridges Office) |
| | | | DMV Driver Record (DMV Website) | DMV Driver Record (DMV Website) |
| | | | Copy of DR. License | Copy of DR. License |
| | | | Insurance-Copy of Declaration Page (Coverage: \$50/100/50) | Insurance-Copy of Declaration Page (Coverage: \$100/300/50) |
| | | | Valid vehicle registration | Finger Printed (DOJ & FBI) |
| | | | Signed Volunteer handbook & injury waiver | Valid vehicle registration |
| | | | | Signed Volunteer handbook & injury waiver |

