

Welcome Parents!!

We have various committees and tasks throughout the school season and we need parent volunteers. All volunteers that participate on more than one occasion in school-related activities must comply with State and County mandated TB exam as well as school district requirement.

Please follow these instructions and read the attach form carefully.

1. Obtain volunteer form packet from volunteer coordinator
 2. Fill out form, **must provide copy of current driver's license**
 3. Take your TB test- (at JBHS nursing office)**
 4. Turn in your volunteer packet with your TB result to the Volunteer coordinator
 5. You will be notified by the coordinator when the papers are processed.
 6. When approved, you will be also contact to take IMA photo ID
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1. Your volunteer packet must state you are volunteering for JBHS-IMA. Even though you may have file volunteer form from middle school, you must complete the form under JBHS-IMA and your TB test must be current with your application forms.
 2. If you work for the Burbank Unified School District, you are still require to fill out the Volunteer form but you must a obtain copy of your current TB test result for the volunteer coordinator.

**TB test is good for 4 years. Once it expires, you are no longer considered an active volunteer. All paperwork and TB must be resubmitted.

If you have any question, please contact your Volunteer Coordinator:

Shannon Wong

Swong1128@yahoo.com

846-1140



BURBANK UNIFIED SCHOOL DISTRICT

Dear Volunteer:

Thank you for your interest in becoming a volunteer for the Burbank Unified School District. We are very grateful for your contribution to the education of our students.

In accordance with Health and Safety Codes 3454 and 3455, no person shall be initially assigned by the District in any position unless that person has submitted to an examination within the past 60 days to determine he/she is free of active tuberculosis. This examination shall consist of an intradermal Mantoux 5TU PPD skin test. **A TINE TEST WILL NOT BE ACCEPTED FOR TUBERCULOSIS CLEARANCE.** If the skin test is positive, it must be followed by a chest x-ray. (Title 17 California Administrative Code, Subchapter 10, 6600 through 6607.) If a chest x-ray is required, proof of the positive skin test is required as well. Written verification of such tests should be returned to the school site's volunteer coordinator for processing.

A Mantoux skin test may be obtained from your private physician, a Burbank Unified School District School Nurse or a community health center.

In addition, volunteers must complete the *Volunteer Application and Waiver* and the *Volunteer Technology User Agreement*. A legible copy of your drivers license or California Identification Card is also required. If you are volunteering to be a walk-on coach, overnight volunteer or "special circumstances" volunteer, additional requirements must be met. Please discuss requirements with the site administrator in charge of activities and volunteers.

Site identification must be worn while you are volunteering. This identification will be provided by your site coordinator. If you are a volunteer walk on coach (athletic or performing arts) a photo identification badge is required.

You may not begin volunteering until you have been notified that you have met all requirements of the District and have been approved.

If you have any questions, please contact your site volunteer coordinator.

Approved by: A. Sheehy



BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVENUE • BURBANK . CALIFORNIA •
91506 TELEPHONE (818) 729-4400

Volunteer Application and Waiver

Date: ____/____/____

Name (please print): _____

Last Name

First Name

MI

Address: _____

City

State

Zip

Telephone Number (daytime): (____) _____ (evening): (____) _____

Social Security Number: ____ - ____ - ____ Drivers License #: _____

I am seeking a position as a volunteer for the following activity at the following school: _____

Please answer the following questions:

1. Do you have a valid California Driver's License or California Identification Card?

Yes No

CDL #: _____ Expiration Date: ____/____/____

COPY OF VALID CALIFORNIA DRIVER'S LICENSE OR IDENTIFICATION CARD MUST BE ATTACHED

2. Have you ever been convicted of a crime involving a minor

Yes No

If yes, explain in detail: _____

3. Have you ever been convicted of any sex offense or any felony involving controlled substances?

Yes No

If yes, explain in detail: _____

4. Have you ever been convicted of any crime?

Yes No

(For purposes of this question, a "conviction" does not refer to any conviction of a juvenile offense for which the record had been judicially sealed or expunged; and misdemeanor conviction for which probation has successfully been completed and the case dismissed; or any conviction involving marijuana which is over two (2) years old. The existence of a criminal record does not constitute an automatic bar to being a volunteer.)

If yes, explain in detail: _____



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Volunteer Emergency Information

Name: _____

Date: ____/____/____

In case of emergency notify:

1. Name: _____ Relationship: _____

Address: _____

Daytime Telephone #: (____) _____

Daytime Telephone #: (____) _____

2. Name: _____ Relationship: _____

Address: _____

Daytime Telephone #: (____) _____

Daytime Telephone #: (____) _____

Name of Physician: _____

Telephone #: (____) _____

The information below will assist us should an emergency occur. This is strictly voluntary and will be maintained with volunteer paperwork.

Significant Health Problem(s): _____

Current Medication(s): _____

Known Allergy(ies): _____

Other: _____



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VOLUNTEER TECHNOLOGY USER AGREEMENT

I have read the Burbank Unified School District Board Policy 4101: All Personnel -Acceptable Use of Technology and Access to Internet and On-Line Sites and Accompanying Administrative Regulations and understand its provisions. I accept responsibility for the appropriate use of Burbank Unified School District computer resources, which include all computer systems, network systems, Internet and intranet web site or other data processing equipment owned by Burbank Unified School District, as well as remote computers, or computer systems when used to access the Burbank Unified School District computer resources, as outlined in Board Policy 4101 and Administrative Regulations. I understand that use of Burbank Unified School District computer resources in violation of Board Policy 4101 and Administrative Regulations may result in the cancellation or restriction of user privileges subject to and consistent with the terms and conditions of Board Policy 4101. I agree to report any use which is in violation of Board Policy 4101 and Administrative Regulations to the appropriate system administrator, Director of Pupil Services, or employee supervisor, as indicated in Board Policy 4101 and Administrative Regulations.

Volunteer's Name (Print)

Site

Volunteer's Signature

Date

POLICY 4101

ALL PERSONNEL

ACCEPTABLE USE OF TECHNOLOGY AND
ACCESS TO INTERNET AND ON-LINE SITES

- A. The Burbank Unified School District (District) will make its computing and network resources available to its employees and volunteers solely for educational purposes, and to carry out the legitimate business of the District. All other uses of the District computing and network resources are strictly prohibited.
- B. Access to the Districts computing and network resources is not a right of any person. Rather, such access, is given by the District pursuant to the provisions of this Policy, and is a revocable privilege. Users of the District's computing and network resources are required to use such resources responsibly, ethically, and in a manner consistent with the provisions of Policy 4101 and Accompanying Administrative Guidelines, and without regard to whether a user accesses the Districts resources directly, or through any remote computer or network.
- C. As a condition of using the Districts computing and network resources, every user shall read and sign the appropriate Acceptable Use Of Technology Agreement provided by the District. Any user who does not sign an Acceptable Use Of Technology Agreement shall not be permitted to use the District's computing and network resources.
- D. The Districts computer resources and all users' accounts are the property of the District. There is no right to privacy in the use of the computer resources or users' accounts, and the District reserves the right to monitor and access information on the system and in users' accounts for the purpose of determining whether a violation of this Policy or Accompanying Administrative Guidelines has occurred. The District will remove any information on the system which it determines to be in violation of this Policy or Accompanying Administrative Guidelines.
- E. Files may be monitored in the ordinary course of business. In addition, when there is reason to suspect inappropriate use of the District computing or networking resources, authorized District personnel may take steps to investigate. This may include monitoring traffic on the network, including contents, and examining files on any system which is, or has been, connected to the District network or owned or situated on District property.
- F. District employees and volunteers must observe federal, state and local laws which govern computer and telecommunications use, as well as the District's own regulations and policies, and California Penal Code, Section 502 which defines unauthorized computer use including penalties, fines and/or imprisonment for violators.
- G. Users are only authorized to use computer resources and information to which they have been given specific permission to access. If users encounter or observe violations in system or network security, they shall immediately report the violation to the manager of that system, an administrator or supervisor, and shall immediately exit that portion of the system.

Legal Reference:

EDUCATION CODE SECTIONS

10550-10555	Telecommunications standards
11320-11320.6	Distance learning projects
51006	Computer education and resources
51007	Programs to strengthen technological skills
51865	California distance learning policy
51870-51884	Education Technology Act of 1992
60017.1	Technology-based materials

CALIFORNIA PENAL CODE

502	Computer crimes
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UNITED STATES CODE. TITLE 20

6801-7005.1	Technology for Education Act of 1994
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Policy Adopted: 7/2/98