Volunteer Application Packet

The LGSUHSD Board of Trustees recognizes and appreciates that volunteer assistance in schools can significantly enrich the educational program, increase supervision of students, contribute to school safety, and strengthen a school’s relationship with the community. The Board encourages parents/guardians and other members of the community to share their time, knowledge and abilities with students. The Board, in compliance with California Education Code 35021 and Board Policy 1240, requires school volunteers to be screened and authorized to volunteer. Volunteers who may be in contact with students outside the presence of certificated staff (however briefly) must arrange for a CA Department of Justice and Federal Bureau of Investigation fingerprint submission prior to volunteering. Also, volunteers who will have frequent or prolonged contact with students must be TB tested and cleared. These requirements are in place given an abundance of caution for student safety and well-being.

In order to be cleared to volunteer in Los Gatos-Saratoga Union High School District, please follow the checklist below:

☐ 1. Read the School Volunteer Information and Requirements pages (enclosed).

☐ 2. Complete the Volunteer Information - Agreement - Authorization form, Volunteer Terms form, and Conviction Report form (enclosed)

☐ 3. Submit the Department of Justice(DOJ) and Federal Bureau of Investigation (FBI) Request for Live Scan Service form (enclosed) to the vendor listed in the packet OR at your school’s mobile fingerprinting event. Collect the items required as outlined in the School Volunteer Information and Requirements section of this packet when you go to the approved Live-Scan vendor.

☐ 4. Complete the Adult Tuberculosis Risk Assessment section. A physician or health care provider must sign and date the Certificate of Completion TB form.

☐ 5. Bring a copy of your photo I.D and the completed forms to the district office between 8:00 a.m.- 4:00 p.m.

Once all the required documents are complete and submitted, you will be notified by district staff when you are cleared. Note that the DOJ/FBI clearance may take up to 30 days. Once you receive clearance you may begin to volunteer at your school site(s). You must still sign into the office so staff knows you are on site in case of emergency. Your volunteer photo ID badges will be issued in the Fall.

Thank you for your generous contribution of time and service to LGSUHSD students and staff!
School Volunteer Information and Requirements

The LGSUHSD Board of Trustees recognizes and appreciates that volunteer assistance in schools can significantly enrich the educational program, increase supervision of students, contribute to school safety, and strengthen a school’s relationship with the community.

The Board encourages parents/guardians and other members of the community to share their time, knowledge and abilities with students. The Board, in compliance with California Education Code 35021 and Board Policy 1240, requires school volunteers to be screened and authorized to volunteer. Volunteers who may be in contact with students outside the presence of certificated staff (however briefly) must arrange for a CA Department of Justice and Federal Bureau of Investigation fingerprint submission prior to volunteering. Also, volunteers who will have frequent or prolonged contact with students must be TB tested and cleared. These requirements are in place given an abundance of caution for student safety and well-being.

Information in this packet outlines:

A. Steps toward fulfilling requirements to volunteer at school; and
B. The process undertaken by the CA Department of Justice (DOJ), Federal Bureau of Investigation (FBI) and/or Los Gatos-Saratoga Union High School District (LGSUHSD) to safeguard and keep confidential individuals’ personal information provided on

A. Steps Toward Fulfilling Requirement to Volunteer At School

STEP 1. Determine which volunteers are required to be fingerprinted and undergo a criminal background check by the California Department of Justice (DOJ) and FBI. What are the criteria? Some levels of volunteerism present a “gray area.” If in doubt, please contact your school principal. The school site administrator has the discretion to determine which volunteers must be fingerprinted for a DOJ and FBI background check, based on the type of volunteerism.

<table>
<thead>
<tr>
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<td>Volunteer assignment involves contact with students and/or staff. Examples include on-site school volunteer assignments, field trips, supervision of students during school shows or rehearsals, math/art docent, teacher helper, library helper, etc.</td>
<td>Attends a musical, drama production, athletic, academic or art event as a member of the audience.</td>
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<td>Drives and/or chaperones field trips, including after-school sports. (Note: a valid CA Driver License and insurance coverage also required.)</td>
<td>Presents a lecture with certificated staff member</td>
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<td>Coaches or assists with special events, including dances, sports competitions, drama and musical productions</td>
<td>Attends school events at which parents are expected to supervise their own children</td>
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*Note: The above chart is a guide and is not necessarily an exhaustive list.
STEP 2. Submit the LGSUHSD Volunteer Information - Agreement - Authorization Form (in this packet) AND the Adult Tuberculosis Risk Assessment form (or TB test result) signed by a U.S. physician to your school office or District Office.

STEP 3. Submit a Department of Justice (DOJ)/Federal Bureau of Investigation (FBI) Request for Live Scan Service form to the fingerprinting mobile vendor (at school sites) at scheduled events or to an approved Vendor (list attached). This form is available at school sites and the District Office.

a. Bring an official CA Driver License or other government issued identification document, and cash, check, or credit card to pay the amount charged for fingerprinting at the time of service.
b. Write the name of your school(s) on the line near the bottom of the form marked “Your Number” or “OCA Number.”
c. Both a DOJ and FBI criminal background check are required.

See more information about the DOJ/FBI Live Scan process and privacy issues below.

Fee Payment and Waiver Information:

What is the cost of fingerprinting? Who pays for it?

The cost to fingerprint individual volunteers is approximately $70 per person. The DOJ/FBI charges $47 per individual and the district’s fingerprinting vendors charge between $18-$22 for transmission fees and rolling costs.

LGSUHSD requests that volunteers share in the fingerprinting costs by paying their individual DOJ/FBI fingerprinting charge of $47. Rolling costs and transmission fees of $18-$22 are covered by the district for volunteers fingerprinting at one of the approved vendors who invoice the district for the cost.

Approved vendors:

Moreland School District
4711 Campbell Avenue
San Jose, CA 95130
(408) 874-2944
LifeScan Hours: M-F 8:00-4:15 pm
Appointments preferred

Bay Area Solutions
847 S. McGlincy Lane
Campbell, CA 95008
(408) 377-7446
LifeScan Hours: M-F 9:30-4:00 pm
Walk In’s Welcome

Why ask volunteers to share in the cost?

LGSUHSD values volunteers, and provides the opportunity for every parent and for interested community members to become cleared volunteers who volunteer at school sites and at school events. If LGSUHSD were to cover the full charges to fingerprint every student’s parents, guardians or caregivers the cost to the district would be more than $420,000. If the district were to cover just the cost of fingerprinting incoming freshman parents each year the cost would be over $50,000 annually.

During the 2018-19 school year, the district did pay the full cost of fingerprinting potential volunteers spending a little over $30,000 on fingerprinting services for nearly 500 individuals. Of those fingerprinted only about 50% actually ended up volunteering and/or completing the volunteer requirements in order to become a cleared volunteer. In surveying other districts we learned that most districts ask parents to pay a shared cost of the fingerprinting service including feeder districts, e.g., Saratoga Union.
What if I cannot afford to pay the fees (or just do not want to share in the cost of my fingerprinting), but would still like to volunteer?

If you wish to volunteer, but cannot afford the criminal background check fees please contact the District Office.

If you do not want to share in the cost but would like to still volunteer, please complete all of the other requirements for volunteering (volunteer forms and TB risk assessment) PRIOR TO ONE OF THE LGSUHSD SCHOOL SITE MOBILE FINGERPRINTING EVENTS. The $47 fee waiver is only available for individuals getting their fingerprints at one of these events AND who have cleared the other requirements. Donations (in any amount) for this service would be appreciated.

Volunteers who cannot attend the mobile service dates at school must complete the process through an approved vendor paying the $47 fee or through a non-approved vendor paying the full amount.

If you have been fingerprinted by or for LGSUHSD in the past, please notify your school site office staff. You will not need to be fingerprinted again.

**Step 4.** A Human Resources Department staff member will contact the school and volunteer when a volunteer’s criminal background check requirements have been met.

**Step 5.** School staff will notify the volunteer applicant when all requirements to volunteer have been met.

**TB Screening of Volunteers:**
The District will continue to require adult school volunteers who will have “frequent or prolonged contact with students” to produce a CA Adult Tuberculosis Risk Assessment Questionnaire or a negative TB test result—completed within the past 60 days (new volunteers). Negative TB test results (either PPD or x-ray) remain in effect for four years.

**What is the definition of “frequent or prolonged contact with students?”**
Please see the list of volunteers named in the chart (page 1) entitled “Fingerprinting/DOJ/FBI Criminal Background Check and TB Clearance REQUIRED.”

CA Education Code 49406 states that the superintendent or designee may exempt from tuberculosis testing requirements those volunteers who serve less than a school year and whose functions do not require frequent or prolonged contact with students. Free tuberculosis testing and verification notices are available at all public and some private medical clinics.

Please check with your school principal should you have a question about your need to be fingerprinted and/or TB tested.

**Thank you again for your willingness and efforts to serve as a school volunteer at LGSUHSD!**
B. Information on the CA Department of Justice (DOJ)/FBI
Live Scan Criminal Background Check Process and Privacy Issues

The Los Gatos-Saratoga Union High School District Human Resources Department (HR) and District/school site administrators share community wide concerns about the privacy and security of information volunteer applicants provide on their Department of Justice (DOJ)/FBI Request for Live Scan Service form. This form is used by both potential LGSUHSD volunteers and employee applicants, and HR works carefully to ensure that personal information given is safeguarded and kept confidential. The following information outlines how the completed volunteer DOJ/FBI live scan application is used and handled step-by-step:

1. Applicant completes the “Applicant Section” of the DOJ/FBI Live Scan Form.
   a) Required information includes: The CA Driver License or DMV Identification Card or U.S. Passport number and birth date. Why? These identifiers assist the DOJ/FBI and the LGSUHSD Human Resources Dept. Custodian of Records (COR) to verify an individual’s identity.
   b) Note: Volunteer applicants may opt out of listing a Social Security Administration number; however, by opting out, a delay in reporting DOJ results to the District may occur.

2. OPTION “A” District Vendor: Applicant submits the DOJ/FBI “Live Scan Request for Service” form to the approved vendor who has contracted with the District to provide a low cost, bulk price for fingerprint rolling and transmission services. The district vendor submits completed DOJ/FBI live scan forms to HR within three to five days after fingerprint rolling. Fingerprinting would have occurred either at the school site (mobile service) or at the district contractor’s office.
   a) LGSUHSD pays the $18.00-$22.00 rolling and transmission fee. The applicant pays the $47.00 DOJ and FBI processing fee at the time of service (see waiver information on page 3).
   b) The fingerprint roller service “Provider” is required by CA Department of Justice regulations to retain a completed copy of each applicant’s “Request for Live Scan Service” for 12 months. (See CA Department of Justice’s “Applicant Communication Network Terms and Conditions for Private Service Providers in California” for more detailed information.)
   c) Note: School site staff members do not process or store completed DOJ/FBI Live Scan application forms.

OR

OPTION “B” Outside Vendor: If the applicant chooses to submit the completed DOJ/FBI Live Scan form to a fingerprint vendor outside of the District’s contracted vendor, the following steps must be taken by the applicant. (Such vendors might charge significantly more to the applicant, but convenience to the applicant may be a factor.)

   a) Applicant must ask the outside vendor to make a copy of the completed and fingerprint submitted DOJ/FBI “Live Scan Request for Service” form.
   b) Applicant must submit the completed form after the fingerprint rolling appointment – to the District Office at 17421 Farley Road West.
   c) Important Note: LGSUHSD will not pay any fees for fingerprinting services performed by vendors other than the district vendors.
3. The HR Custodian of Record (COR) stores the hard copy DOJ/FBI application forms in a locked cabinet in a locked HR Department office at the District Office.
   a) Only the Human Resources Department Custodian of Records (COR) has access to submitted volunteer application forms and DOJ/FBI reports.
   b) The DOJ/FBI web site is only accessible by the COR who has been approved by the DOJ/FBI to receive confidential reporting information via a secure DOJ/FBI web site. A COR strictly upholds DOJ/FBI confidentiality mandates and does not share applicants’ information with others.
   c) The DOJ/FBI removes reporting information from its secure web site within 30 days of fingerprint submission/reporting.

4. Applicants’ hard copy forms received in HR are shredded within 30 days of the DOJ/FBI report of results. Why 30 days?
   a) Occasionally, the HR COR must re-verify that the DOJ/FBI reports have been accurately entered into a District database.
   b) Infrequently, a discrepancy occurs, so a time period of up to a month for rechecking is essential.

5. The District maintained database of volunteer applicant DOJ/FBI results includes only the following information:
   a) Applicant name, school location(s), position (e.g. volunteer), the date fingerprints were transmitted to the DOJ/FBI, the date the District received the DOJ/FBI report of results, email address, phone, and student name(s).
   b) No additional applicant information is retained in the database of fingerprinted volunteers.
   c) Note: Fingerprint results remain effective for the entire time a volunteer is active in the District (i.e. transitional kindergarten through eighth grade).
   d) Results indicating “ready” or “not ready” to volunteer.

6. The COR notifies the school site regarding an applicant’s “readiness” to begin volunteering soon after the DOJ/FBI results are received in HR.
   a) Occasionally, DOJ/FBI results are delayed for various reasons beyond the District’s control.
   b) Infrequently, the DOJ/FBI rejects submitted fingerprints as being unsuitable to process. In this case, volunteer applicants will be re-fingerprinted at no charge.
   c) The District’s COR will notify potential volunteers whose prints need to be re-rolled.

7. The district notifies the volunteer of his/her “readiness” to volunteer.
   a) COR would contact the school principal and simply report: “[volunteer’s name] is not ready to volunteer, or s/he is ready to volunteer, but not ready to drive students.” No other information is shared. The school sites maintain a current list of “ready to volunteer” names and contact information.

If you have further questions, please contact Patricia Zepeda, Human Resources Assistant at pzepeda@lgsuhsd.org

Thank you for your generosity of time and effort in service to LGSUHSD students and staff!
Los Gatos-Saratoga Union High School District
Fingerprinting Requirement of School Volunteers
Questions & Answers

Q: Why are school volunteers required to be fingerprinted and undergo a criminal background check?
A: Given the District’s duty and desire to protect students, and the prevalence of crimes against children in society, district leadership (SUSD Board of Trustees and district administration) require California Department of Justice (DOJ)/Federal Bureau of Investigation (FBI) criminal background checks of potential school volunteers who may be in contact with students outside the direct supervision of teachers or site administrators.

Q: What are some examples of volunteer activities at school requiring (or not requiring) fingerprinting?

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Q: Do other school districts complete background checks of volunteers?
A: Yes, many do. Several community organizations that work with children also require volunteers to be fingerprinted, including the Los Gatos-Saratoga Recreation Department, YMCA, Girl Scouts, Boy Scouts, Little League, other youth sports and performing arts groups, as well as some churches and synagogues.

Q: If a volunteer has been fingerprinted and “cleared” by another community organization, would s/he need to be fingerprinted again for Saratoga Union School District?
A: Yes. The DOJ/FBI prohibits organizations from sharing background information and individuals’ records.

(continued)
Q: How does the District process criminal background check of potential volunteers, and what does the District’s Custodian of Records (COR) look for?

A: Potential volunteers’ fingerprints are sent via a dedicated secure electronic transmission line to the CA Department of Justice (DOJ) and Federal Bureau of Investigation (FBI). The DOJ/FBI sends a report to the District’s authorized COR. The report either verifies no criminal record or contains a record of convictions. The COR reviews the DOJ/FBI report and looks for convictions involving crimes against children and/or the community, such as assault, molestation, child abuse, reckless driving and DUIs (which would disqualify a volunteer from driving students on field trips or to sports competitions).

Given a criminal record of a potential volunteer, the COR would contact the school principal and simply report: “[volunteer’s name] is not ready to volunteer, or s/he is ready to volunteer, but not ready to drive students.” No other information is shared.

Q: What if a potential volunteer’s criminal record shows a conviction for a “youthful indiscretion” in the distant past?

A: If the criminal activity was an isolated incident, petty, non-violent and in the distant past, then the individual may be considered “ready for volunteer service.”

Q: Why do I have to provide extensive personal information on my DOJ/FBI Live Scan Service Request Form? It feels like an intrusion on my privacy.

A: Confirmation of a potential volunteer’s identity is important. Potential volunteers are asked to produce an official identification document (e.g., a CA Driver License, a Department of Motor Vehicles identification card, a Social Security Administration card, a passport or visa). If the passport has been issued by a country other than the U.S., the DOJ/FBI requires a secondary piece of identification (e.g., a pay stub or a mortgage, rent, or utility payment document with the volunteer’s name and address on it).

Q: Must I provide my Social Security number?

A: It is recommended; however, it is not a requirement, if another personal identification document is presented. Transmitting fingerprints with a live scan application form that does not contain the Social Security number may result in delayed processing by the DOJ/FBI.

Q: Why am I being asked to pay fingerprinting/background check charges?

A: The District is fortunate to have volunteers assisting students and staff at our schools. The minimum cost of fingerprint processing is $18.00 (rolling and transmission) plus $47.00 (DOJ and FBI processing) for one volunteer. The District does not have adequate funding resources to pay this large sum for all parents/volunteers.

Q: How long does a fingerprint rolling appointment take?

A: Typically, the rolling of all ten fingers requires about three or five minutes, if an individual arrives at the appointment with his/her “Request for Live Scan Service” form completed, and ID and payment ready.

(continued)
Q: How long will it take for my fingerprint submission to be processed?
A: The DOJ/FBI processing of fingerprints and reporting can take a few hours up to 30+ days. Many factors are involved. The District has no control over when the DOJ/FBI reports are delivered to the COR. The COR will inform the school principal, or his/her designee, when a volunteer is ready to begin service at the school. The district will also notify the volunteer that he/she is cleared.

Q: How often does a LGSUHSD school volunteer need to be fingerprinted?
A: Only once. If you have been fingerprinted as an employee, substitute or volunteer in Saratoga Union School District in the past, you need not be fingerprinted again for LGSUHSD. Please inform the school office staff at the time you submit your volunteer application form.

Q: How long do you keep the “Request for Live Scan Service” form with my information?
A: The Live Scan agency (or “roller”) is required by the DOJ/FBI to keep the form for 12 months. The forms must be kept in locked storage and destroyed by cross-cut shredding after 12 months. LGSUHSD keeps a copy of the form for up to one month for the purpose of confirming the school location or notifying a volunteer in the event there was a transmission error and the original submission was not received by the DOJ/FBI.

Q: What identification do I need for fingerprinting?
A: DOJ/FBI requires a California Driver License, DMV Identification Card, or Out of State Driver License for fingerprinting purposes. In the absence of any of the above mentioned forms of identification, you will need to provide a photo-identification PLUS one of the following:

- Utility bill with name and address
- Voter registration card
- Vehicle registration
- Paycheck stub with name and address
- Public assistance card
- Spouse/parent affidavit
- Cancelled check or bank statement
- Mortgage/lease document

Thank you for your support to ensure a safe learning environment for our students!
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**Volunteer Applicant Legal Name:**

**Volunteer Applicant Preferred Name:**

**Home Address:**

**Daytime Phone Number:**

**Volunteer Date of Birth (mm/dd/yyyy):**

**Gender:** M F

**Relationship to Student(s) below:**

**CA Driver’s License or Government ID #:**

**Emergency contact name and phone:**

**Volunteer interests (check all that apply):**

- School site or classroom volunteer
- Field Trip Driver/Chaperone
- Other:_________________________

**List your Student(s) (Legal Name) Grade School (circle one)**

- Los Gatos/ Saratoga / WVC / TBD
- Los Gatos/ Saratoga / WVC / TBD
- Los Gatos/ Saratoga / WVC / TBD

**Affidavit Affirming Volunteer Non-Paid Status and No Criminal Record**

I understand that I will not receive any salary and/or other compensation during any volunteer assignment, except Workers’ Compensation Insurance coverage as permitted by law. I further certify by my signature below, that I am not a registered sex offender, nor have I been charged with, or convicted of, a violent or serious felony as defined in CA Education Code 45122.1. For the purpose of this code section, a violent felony is any of those listed in Subsection “C” of Penal Code Section 667.5; and a serious felony is any felony listed in Subsection “C” of Penal Code Section 1192.7. **Note: A person who has been convicted of a violent or serious felony or is a registered sex offender is not eligible to volunteer.**

**Volunteer Signature:**

**Date:**

**For DO USE ONLY:** Volunteer information packet verified by (initials):_____ Date:______________

Yes No

- DOJ/FBI background check required. Date of Clearance:  /  /

- Tuberculosis risk assessment/screening required. Date:  /  /

- VOLUNTEER AUTHORIZED. School Year: __________________________ Date:  /  /

**Director of HR or Designee signature:**

**Date:**
HUMAN RESOURCES

VOLUNTEER TERMS

HARASSMENT
Sexual harassment is defined as unwanted sexual advances, or visual, verbal or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. Unlawful harassment includes but is not limited to:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct: leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct: making or using derogatory comments, epithets, slurs, and jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual’s body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations.
- Physical conduct: touching, assault, impeding or blocking movements.

Any violation of this provision shall be considered grounds for a complaint, and if the complaint is upheld, the offender shall be subject to removal as a volunteer.

TECHNOLOGY USE AGREEMENT
Volunteers are advised to exercise careful judgment, including refraining from sharing information of a personal nature and using privacy settings as appropriate. Volunteers are expected to use technological resources in an appropriate manner, and must not engage in improper conduct with students or employees.

DRUG AND ALCOHOL FREE WORKPLACE
The maintenance of a drug and alcohol-free workplace is essential to staff and student safety, and to help ensure a productive and safe work and learning environment. All controlled substances are prohibited at any site in the Los Gatos Saratoga High School District.

REPORTING CHILD ABUSE OR NEGLECT – MANDATED REPORTING
Community members have an important role in protecting children from abuse and neglect. While not mandated by law to do so, if child abuse or neglect is suspected, a report should be filed with qualified and experienced agencies that will investigate the situation. Examples of these agencies are attached. Parents and guardians of pupils have the right to file a complaint against anyone they suspect has engaged in abuse or neglect of a child. Community members do not need to provide their name when making a report of child abuse or neglect.

I have read and fully understand the terms and conditions of these policies. More information about these policies is available by clicking here.

Signature______________________________________  Print Name___________________________________________

Date______________________________
CONVICTION REPORT FORM

Human Resources
Los Gatos-Saratoga Union High School District

READ CAREFULLY AND FOLLOW INSTRUCTIONS:

NAME:
(First) (Middle) (Last) (Social Security Number)

Our responsibility to children, the public, and the requirements outlined in Education Code Section 45123 require that we request the following information. In the space below, please provide details of all criminal convictions or charges pending against you as of the date you are completing this form. (Do not include information about offenses involving sealed records, satisfactory completion of probation, or successful completion of a pre-trial diversion program.)

Your conviction record does not automatically prohibit your eligibility for volunteering with the Los Gatos-Saratoga High School District. However, failure to fill out this form completely and truthfully may disqualify you or be cause for your dismissal or release. You may request an administrative review prior to completing this form.

If you have no information to list, indicate "NONE", sign and date the form.

Thank you.

<table>
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<tr>
<th>Date, City, &amp; State of Conviction(s)</th>
<th>Conviction(s) or Charges Pending</th>
<th>Disposition (How much Fine, Jail/Prison/Probation time?)</th>
<th>Remarks (Other particulars or additional information)</th>
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Are you currently a registrant for a narcotics or sex conviction? □ NO □ YES

I hereby give my consent to a search for criminal history by a member of the police department and by the Department of Justice. I understand that a conviction or pending charges related to a serious or violent felony under Penal Code Sections 667.5(c) and 1192.7(c) will disqualify me as a volunteer.

I have listed the required information ______________________________________________________ (Applicant's Signature)

Date: ____________________________

Rev. 08/19 ag
REQUEST FOR LIVE SCAN SERVICE
(Public Schools or Joint Powers Agencies)

Applicant Submission

ORI: A0571
Type of Applicant: ☒ Classified School Employee ☐ Credentialled School Employee

The following selections are for Public Schools only:
☒ License, Certification, Permit ☐ Peace Officer ☐ Law Enforcement Officer ☐ Volunteer

Type of License/Certification/Permit OR Working Title: VOLUNTEER - SELF PAY

Contribution Agency Information:

LOS GATOS-SARATOGA HIGH SCHOOL DISTRICT 01814
Agency Authorized to Receive Criminal Record Information
17421 FARLEY RD WEST ANNETTE GRASTY
Street Address or P.O. Box Contact Name (mandatory for all school submissions)
LOS GATOS CA 95030 (408) 402-8309
City State ZIP Code Contact Telephone Number

Applicant Information:

Last Name ___________________________ First Name ___________________________
Other Name _______________________ Middle Initial __________________________
(AKA or Alias) ______________________ Suffix __________________________
Date of Birth ___________________ Sex ☐ Male ☐ Female
Height _______ Weight _______ Eye Color _______ Hair Color _______
Place of Birth (State or Country) __________________________ Social Security Number _______________________
Home Address ___________________________ City ___________________________
Street Address or P.O. Box State ZIP Code __________________________

Your Number: ___________________________ Level of Service: ☒ DOJ ☒ FBI

If re-submission, list original ATI number: (Must provide proof of rejection)
Original ATI Number ___________________________

Live Scan Transaction Completed By:

Name of Operator ___________________________ Date ___________________________
Transmitting Agency _______________________ LSID ___________________________
ATI Number ___________________________ Amount Collected/Billed ___________________________
California School Employee Tuberculosis (TB) Risk Assessment Questionnaire
(for pre-K, K-12 schools and community college employees, volunteers and contractors)

- Use of this questionnaire is required by California Education Code sections 49406 and 87408.6, and Health and Safety Code sections 1597.055 and 121525-121555.\(^\)
- The purpose of this tool is to identify adults with infectious tuberculosis (TB) to prevent them from spreading disease.
- Do not repeat testing unless there are new risk factors since the last negative test.
- Do not treat for latent TB infection (LTBI) until active TB disease has been excluded:

  For individuals with signs or symptoms of TB disease or abnormal chest x-ray consistent with TB disease, evaluate for active TB disease with a chest x-ray, symptom screen, and if indicated, sputum AFB smears, cultures and nucleic acid amplification testing.

  A negative tuberculin skin test (TST) or interferon gamma release assay (IGRA) does not rule out active TB disease.

Name of Person Assessed for TB Risk Factors: _________________________________________________

Assessment Date: ____________________ Date of Birth: ____________________

### History of Tuberculosis Disease or Infection (Check appropriate box below)

- **Yes**
  - If there is a documented history of positive TB test or TB disease, then a symptom review and chest x-ray (if none performed in the previous 6 months) should be performed at initial hire by a physician, physician assistant, or nurse practitioner. If the x-ray does not have evidence of TB, the person is no longer required to submit to a TB risk assessment or repeat chest x-rays.

- **No** (Assess for Risk Factors for Tuberculosis using box below)

### TB testing is recommended if any of the 3 boxes below are checked

- **One or more sign(s) or symptom(s) of TB disease**
  - TB symptoms include prolonged cough, coughing up blood, fever, night sweats, weight loss, or excessive fatigue.

- **Birth, travel, or residence** in a country with an elevated TB rate for at least 1 month
  - Includes countries other than the United States, Canada, Australia, New Zealand, or Western and North European countries.
  - Interferon gamma release assay (IGRA) is preferred over tuberculin skin test (TST) for non-US-born persons.

- **Close contact** to someone with infectious TB disease during lifetime

  **Treat for LTBI if TB test result is positive and active TB disease is ruled out**

\(^\)The law requires that a health care provider administer this questionnaire. A health care provider, as defined for this purpose, is any organization, facility, institution or person licensed, certified or otherwise authorized or permitted by state law to deliver or furnish health services. A Certificate of Completion should be completed after screening is completed (page 3).

6/25/18
Background
California law requires that school staff working with children and community college students be free of infectious tuberculosis (TB). These updated laws reflect current federal Centers for Disease Control and Prevention (CDC) recommendations for targeted TB testing. Enacted laws, AB 1667, effective on January 1, 2015, SB 792 on September 1, 2016, and SB 1038 on January 1, 2017, require a TB risk assessment be administered and if risk factors are identified, a TB test and examination be performed by a health care provider to determine that the person is free of infectious tuberculosis. The use of the California School Employee TB Risk Assessment and the Certificate of Completion, developed by the California Department of Public Health (CDPH) and California TB Controllers Association (CTCA) are also required.

AB 1667 impacted the following groups on 1/1/2015:
1. Persons employed by a K-12 school district, or employed under contract, in a certificated or classified position (California Education Code, Section 49406)
2. Persons employed, or employed under contract, by a private or parochial elementary or secondary school, or any nursery school (California Health and Safety Code, Sections 121525 and 121555).
3. Persons providing for the transportation of pupils under authorized contract in public, charter, private or parochial elementary or secondary schools (California Education Code, Section 49406 and California Health and Safety Code, Section 121525).
4. Persons volunteering with frequent or prolonged contact with pupils (California Education Code, Section 49406 and California Health and Safety Code, Section 121545).

SB 792 impacted the following group on 9/1/2016:
Persons employed as a teacher in a child care center (California Health and Safety Code Section 1597.055).

SB 1038 impacted the following group on 1/1/2017:
Persons employed by a community college district in an academic or classified position (California Education Code, Section 87408.6).

Testing for latent TB infection (LTBI)
Because an interferon gamma release assay (IGRA) blood test has increased specificity for TB infection in persons vaccinated with BCG, IGRA is preferred over the tuberculin skin test (TST) in these persons. Most persons born outside the United States have been vaccinated with BCG.

Previous or inactive tuberculosis
Persons with a previous chest radiograph showing findings consistent with previous or inactive TB should be tested for LTBI. In addition to LTBI testing, evaluate for active TB disease.

Negative test for LTBI does not rule out TB disease
It is important to remember that a negative TST or IGRA result does not rule out active TB disease. In fact, a negative TST or IGRA in a person with active TB can be a sign of extensive disease and poor outcome.

Symptoms of TB should trigger evaluation for active TB disease
Persons with any of the following symptoms that are otherwise unexplained should be medically evaluated: cough for more than 2-3 weeks, fevers, night sweats, weight loss, hemoptysis.

Most patients with LTBI should be treated
Because testing of persons at low risk of LTBI should not be done, persons that test positive for LTBI should generally be treated once active TB disease has been ruled out. However, clinicians should not be compelled to treat low risk persons with a positive test for LTBI.

Emphasis on short course for treatment of LTBI
Shorter regimens for treating LTBI have been shown to be more likely to be completed and the 3 month 12-dose regimen has been shown to be as effective as 9 months of isoniazid. Use of these shorter regimens is preferred in most patients. Drug-drug interactions and contact to drug resistant TB are typical reasons these regimens cannot be used.

Repeat risk assessment and testing
If there is a documented history of positive TB test or TB disease, then a symptom review and chest x-ray should be performed at initial hire. Once a person has a documented positive test for TB infection that has been followed by a chest x-ray (CXR) that was determined to be free of infectious TB, the TB risk assessment (and repeat x-rays) is no longer required.
Repeat risk assessments should occur every four years (unless otherwise required) to identify any additional risk factors, and TB testing based on the results of the TB risk assessment. Retesting should only be done in persons who previously tested negative, and have new risk factors since the last assessment.

Please consult with your local public health department on any other recommendations and mandates that should also be considered.
Certificate of Completion
Tuberculosis Risk Assessment and/or Examination

To satisfy job-related requirements in the California Education Code, Sections 49406 and 87408.6 and the California Health and Safety Code, Sections 1597.055, 121525, 121545 and 121555.

First and Last Name of the person assessed and/or examined:
__________________________________________________

Date of assessment and/or examination: _____mo./______day/______yr.

Date of Birth: _____mo./______day/______yr.

The above named patient has submitted to a tuberculosis risk assessment. The patient does not have risk factors, or if tuberculosis risk factors were identified, the patient has been examined and determined to be free of infectious tuberculosis.

X___________________________________________________________________  
Signature of Health Care Provider completing the risk assessment and/or examination

Please print, place label or stamp with Health Care Provider Name and Address (include Number, Street, City, State, and Zip Code):

6/25/18
California law requires that school staff working with children and community college students be free of infectious tuberculosis (TB). These updated laws reflect current recommendations for targeted TB testing from the federal Centers for Disease Control and Prevention (CDC), the California Department of Public Health (CDPH), the California Conference of Local Health Officers and the California Tuberculosis Controllers Association (CTCA).

What specifically did AB 1667 change on January 1, 2015?

1. Replaces the mandated TB examination on initial employment with a TB risk assessment, and TB testing based on the results of the TB risk assessment, for the following groups:
   a. Persons initially employed by a school district, or employed under contract, in a certificated or classified position (California Education Code, Section 49406)
   b. Persons initially employed, or employed under contract, by a private or parochial elementary or secondary school or any nursery school (California Health and Safety Code, Sections 121525 and 121555)
   c. Persons providing for the transportation of pupils under authorized contract (California Health and Safety Code, Section 121525)

2. Replaces the mandated TB examination at least once each four years of school employees who have no identified TB risk factors or who test negative for TB infection with a TB risk assessment, and TB testing based on the TB risk assessment responses. (California Education Code, Section 49406 and California Health and Safety Code, Section 121525)

3. Replaces mandated TB examination (within the last four years) of volunteers with “frequent or prolonged contact with pupils” in private or parochial elementary or secondary schools, or nursery schools (California Health and Safety Code, Section 121545) with a TB risk assessment administered on initial volunteer assignment, and TB testing based on the results of the TB risk assessment.

4. For school district volunteers with “frequent or prolonged contact with pupils,” mandates a TB risk assessment administered on initial volunteer assignment and TB testing based on the results of the TB risk assessment. (California Education Code, Section 49406)

What specifically did SB 792 change on September 1, 2016?

California Health and Safety Code, Section 1597.055 requires that persons hired as a teacher in a child care center must provide evidence of a current certificate that indicates freedom from infectious TB as set forth in California Health Safety Code, Section 121525.

What specifically does SB 1038 change on January 1, 2017?

California Education Code, Section 87408.6 requires persons employed by a community college in an academic or classified position to submit to a TB risk assessment developed by CDPH and CTCA and, if risk factors are present, an examination to determine that he or she is free of infectious TB; initially upon hire and every four years thereafter.
Who developed the school staff and volunteer TB risk assessment?
The California Department of Public Health (CDPH) and the California Tuberculosis Controllers Association (CTCA) jointly developed the TB risk assessment. The risk assessment was adapted from a form developed by Minnesota Department of Health TB Prevention and Control Program and the Centers for Disease Control and Prevention.

Who may administer the TB risk assessment?
Per California Education and Health and Safety Codes, the TB risk assessment is to be administered by a health care provider. The risk assessment should be administered face-to-face. The practice of allowing employees or volunteers to self-assess is discouraged.

What is a “health care provider”?
A “health care provider” means any organization, facility, institution or person licensed, certified or otherwise authorized or permitted by state law to deliver or furnish health services.

If someone is a new employee and has a TB test that was negative, would he/she need to also complete a TB risk assessment?
Check with your employer about what is needed at the time of hire.

If someone transfers from one K-12 school or school district to another school or school district, would he/she need to also complete a TB risk assessment?
Not if that person can produce a certificate that shows he or she was found to be free of infectious tuberculosis within 60 days of initial hire, or the school previously employing the person verifies that the person has a certificate on file showing that the person is free from infectious tuberculosis.

If someone does not want to submit to a TB risk assessment, can he/she get a TB test instead? Yes, a TB test, and an examination if necessary, may be completed instead of submitting to a TB risk assessment.

If someone has a positive TB test, can he/she start working before the chest x-ray is completed? No, the x-ray must be completed and the person determined to be free of infectious TB prior to starting work.

If someone has a positive TB test, does he/she need to submit to a chest x-ray every four (4) years? No, once a person has a documented positive TB test followed by an x-ray, repeat x-rays are no longer required every four years. If an employee or volunteer becomes symptomatic for TB, then he/she should promptly seek care from his/her health care provider.
What screening is required for someone who has a history of a positive TB test or TB disease at hire?
If there is a documented history of positive TB test or TB disease, then a symptom review and chest x-ray (if none performed in previous 6 months) should be performed at initial hire by a physician, physician assistant, or nurse practitioner. Once a person has a documented positive test for TB infection that has been followed by an x-ray that was determined to be free of infectious TB, the TB risk assessment (and repeat x-rays) is no longer required. If an employee or volunteer becomes symptomatic for TB, then he/she should seek care from his/her health care provider.

For volunteers, what constitutes “frequent or prolonged contact with pupils”?
Examples of what may be considered “frequent or prolonged contact with pupils” include, but are not limited to, regularly-scheduled classroom volunteering and field trips where cumulative face-to-face time with students exceeds 8 hours.

Who may sign the Certificate of Completion?
- If the patient has no TB risk factors then the health care provider completing the TB risk assessment may sign the Certificate of Completion.
- If a TB test is performed and the result is negative, then the licensed health care provider interpreting the TB test may sign the Certificate.
- If a TB test is positive and an examination is performed, only a physician, physician assistant, or nurse practitioner may sign the Certificate.

What does “determined to be free of infectious tuberculosis” mean on the Certificate of Completion?
“Determined to be free of infectious TB” means that a physician, physician assistant, or nurse practitioner has completed the TB examination and provided any necessary treatment so that the person is not contagious and cannot pass the TB bacteria to others. The TB examination for active TB disease includes a chest x-ray, symptom assessment, and if indicated, sputum collection for acid-fast bacilli (AFB) smears cultures and nucleic acid amplification testing.

What if I have TB screening or treatment questions?

Who may I contact to get further information or to download the TB risk assessment?
- California Tuberculosis Controllers' Association
  https://www.ctca.org/menus/private-providers.html
- California Department of Public Health, Tuberculosis Control Branch: (510) 620-3000
  https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/TBCB.aspx
- California School Nurses Organization: (916) 448-5752 or email csno@csno.org
  http://www.csno.org/

6/25/18
LOS GATOS-SARATOGA UNION HIGH SCHOOL DISTRICT

NEW VOLUNTEER SELF-PAY AUTHORIZATION FOR PPD (TB) SKIN TEST or X-RAY CLEARANCE

New volunteer is financially responsible for cost of TB testing at contracted rate for LGSUHSD
$18 for PPD Skin Test; $67 for Chest X-Ray

District Authorization: LGSUHSD Human Resources Dept.: Patricia Zepeda - (408) 402-6327 or Annette Grasty – (408) 402-6309

CONCENTRA: Please Fax results to: LGSUHSD Human Resources Department, ATTN: Patricia Zepeda - (408) 354-4198

Name__________________________________________________________

Address ________________________________________________________ Telephone____________________________

Soc. Sec. # XXX-XX-________ School District Name: Los Gatos-Saratoga Union High School District

Take this form to: Concentra - 4 offices to choose from (see below)

Skin test results must be read between 48-72 hours from the time of injection.

YOUR SKIN TEST RECORD IS NOT COMPLETE UNTIL IT HAS BEEN READ. Your test must be read on:

Facility Certifying Clearance:

Contact Routine Date Given Nurse Date Read Results Nurse

Tuberculin Skin Test: PPD Intermediate

TB X-Ray Record

Rev. 8/2019 ag

For Your Convenience CONCENTRA Has 4 Offices

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<tr>
<th>Milpitas</th>
<th>Sunnyvale</th>
<th>San Jose</th>
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<tbody>
<tr>
<td>1717 South Main</td>
<td>1197 East Arques Ave</td>
<td>1887 Monterey Road, Ste 200</td>
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<tr>
<td>(408) 957-5700</td>
<td>(408) 773-9000</td>
<td>(408) 288-3800</td>
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<tr>
<td>988 Walsh Ave</td>
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<td>(408) 988-6868</td>
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