



Cupertino Union School District
School Volunteer Information and Requirements

The Cupertino Union School District (CUSD) Board of Education 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 Section 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 California Department of Justice (DOJ) fingerprint submission prior to volunteering. Also, volunteers who will have frequent or prolonged contact with students must also be TB tested and cleared. These requirements are in place given an abundance of caution for student safety and well-being.

Information in this pamphlet outlines:

- A. Steps toward fulfilling requirements to volunteer at school; and**
- B. The process undertaken by the DOJ and/or CUSD to safeguard and keep confidential individuals’ personal information provided on volunteer applications.**

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 DOJ. What are the criteria?

Some levels of volunteerism present a “gray area.” If in doubt, please contact your school principal who has the discretion to determine which volunteers must be fingerprinted for a DOJ background check, based on the type of volunteerism. Generally, volunteers who must submit to a criminal background check are:

Fingerprinting/DOJ Criminal Background Check and TB Clearance are REQUIRED for These Volunteers*	Fingerprinting/DOJ Criminal Background Check NOT REQUIRED
Regularly volunteers in contact with students	Attends a musical, drama production, athletic, academic or art event as a member of the audience
Could be outside the presence of a certificated staff member (teacher or administrator) even briefly	Presents at a “Career Exploration Day” once during the school year
Drives and/or chaperones field trips, including after-school sports. (Note: a valid CA Driver License and insurance coverage also required.)	Attends school events at which parents are expected to supervise their own children (e.g., Family Math Night or Ice Cream Social)
Coaches or assists with special events, including dances, sports competitions, drama and musical productions	Visits the office for the purpose of conducting business there
Provides lunch-time assistance or eats lunch on campus with children	Attends a parent-staff conference

*Note: The above chart is a guide and is not necessarily an exhaustive list.

STEP 2. Submit a CUSD “Volunteer Information—Agreement—Authorization Form” to your school office. An updated form is required each school year. This form is available on the District’s website under the “For Families” tab and “Community” tab. It is also available at school sites and the District Office.

STEP 3. Submit a DOJ Request for Live Scan Service form to a fingerprint rolling vendor selected by the volunteer applicant. Such vendors include the Santa Clara County Sheriff Department, UPS stores, and other local franchises. This form is available on the District’s website under the “For Families” tab. It is also available at school sites and the District Office.

Important Notes:

- 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 as required by the Live Scan operator.
- b. Write the name of your school(s) on the line near the form’s bottom marked “Your Number” or “OCA Number.”
- c. Only a DOJ criminal background check is required, NOT an FBI background clearance.

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

Fee Payment and Waiver Information:

If you wish to volunteer, but cannot afford the criminal background check fees, please contact your school site principal about your need for a partial or full fee waiver. Local vendors’ charges range from \$49-\$81, dependent upon the vendor selected. Numerous local vendors can be found on the internet. The Santa Clara County Sheriff’s Department also rolls and submits volunteers’ fingerprints for a total of \$52. For more information about the fingerprinting service offered by the Santa Clara County Sheriff’s Department, please visit www.sccgov.org/sites/sheriff/Pages/livescan.aspx.

The District contracts with The UPS Store #4636, a fingerprint vendor who invoices CUSD for application processing and rolling costs and charges volunteers only \$32 (the DOJ’s reporting fee). Volunteers may receive services at the vendor’s office, located at:

The UPS Store #4636
2784 Homestead Road
Santa Clara, CA 95051
(408) 247-4010 email: store4636@gmail.com

If you select a vendor other than The UPS Store #4636, please make a copy of the completed DOJ Livescan request form (after fingerprinting) and submit it to the CUSD Human Resources Department, c/o Valerie Hayes, Custodian of Records. You can email a scanned copy to hayes_valerie@cusdk8.org, mail it to 10301 Vista Drive, Cupertino, CA 95014, or hand-deliver in a sealed envelope to 1309 S. Mary Avenue, Suite 150, Sunnyvale.

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

Step 4. Human Resources notifies school administration when a volunteer’s criminal background check requirements have been met.

Step 5. Volunteer applicant may contact school staff to inquire whether all requirements to volunteer have been met.

TB Screening of Volunteers:

Upon initial volunteer assignment, a volunteer shall have on file with the school a certificate showing that s/he has submitted to a tuberculosis risk assessment and, if tuberculosis risk factors were identified, was examined and found to be free of infectious tuberculosis (Ed Code 49406). Each volunteer needs to have a risk assessment every four (4) years to determine whether a TB test is required.

What is the definition of “frequent or prolonged contact with students?”

Please see the list of volunteers named above in the chart entitled “Fingerprinting/DOJ Criminal Background Check and TB Clearance are REQUIRED for These Volunteers.”

California Education Code 49406 states that the superintendent or designee (principal) 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.

**B. Information on the CA Department of Justice (DOJ)
Live Scan Criminal Background Check Process and Privacy Issues**

The Cupertino Union 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) *Request for Live Scan Service* form. This form is used by both potential CUSD 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 Live Scan application is used and handled step-by-step.

1. Volunteer applicant completes the “Applicant Section” of the DOJ 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 and the District’s Custodian of Records (COR) to verify an individual’s identity. In a school district of nearly 38,000 parents, same names and handwritten applications’ legibility issues are often clarified by the ability to cross-check more than one personal identifier.
- b) Volunteer applicant may opt out of listing a Social Security Administration number; however, by opting out, a delay in reporting DOJ results to CUSD may occur.

2. Volunteer applicant selects a Live Scan agency and makes arrangements for fingerprint rolling.

- a) Volunteer applicant brings the *Request for Live Scan Service* form and 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 as required by the Live Scan agency. Remember to ask the vendor to make a copy of the completed form AFTER the

fingerprints are rolled. Please note that CUSD does not pay any fees for fingerprinting services performed for this purpose.

- b) Volunteer applicant submits a copy of the fully completed *Request for Live Scan Service* form to HR (c/o Valerie Hayes) AFTER the fingerprint rolling appointment. Remember to keep a copy for your records. School site staff members neither process nor store completed DOJ Live Scan application forms.

3. The District's COR stores the hardcopy of the DOJ application forms in a locked cabinet inside the HR Department office at the District Office.

- a) Only the District's COR has access to submitted volunteer application forms and DOJ reports.
- b) The DOJ website is only accessible by the COR who has been approved by the DOJ to receive confidential reporting information via a secure DOJ website. The District's COR strictly upholds DOJ confidentiality mandates and does not share applicants' information with others.
- c) The DOJ removes reporting information from its secure website within 30 days of fingerprint submission/reporting.

4. Volunteer applicants' hard-copy forms received in HR are shredded within 30 days of the DOJ report of results. Why 30 days?

- a) Occasionally, the District's COR must re-verify that the DOJ reports have been accurately entered into a District database.
- b) Infrequently, a discrepancy occurs, so a time period of up-to-one-month for re-checking is essential.

5. The District-maintained database of volunteer applicant DOJ results includes only the following information:

- a) Volunteer applicant's name, school(s), position (e.g. volunteer), the date fingerprints were transmitted to the DOJ, and the date CUSD received the results from DOJ.
- b) No additional applicant information is retained in the database of fingerprinted volunteers.
- c) Fingerprint results remain effective for the entire time a volunteer is active in CUSD (transitional kindergarten through eighth grade).

6. The District's COR notifies the school site regarding an applicant's "readiness" to begin volunteering soon after HR received the DOJ results.

- a) Occasionally, DOJ results are delayed for various reasons beyond CUSD's control.
- b) Infrequently, the DOJ rejects submitted fingerprints as being unsuitable to process. In this case, volunteer applicants will be re-fingerprinted at no charge. The District's COR will notify potential volunteers whose prints need to be re-rolled.

7. Volunteers check with school site of his/her "readiness" to volunteer.

If you have further questions, please contact Adolfo Laguna, Director of Human Resources, at laguna_adolfo@cusdk8.org, or call 408-252-3000, extension 61-213.

Thank you again for your willingness and efforts to serve as a school volunteer at CUSD!