

FULLERTON JOINT UNION HIGH SCHOOL DISTRICT

Approval Date: _____
Human Resources to complete: _____
F/P clr rec'd _____
CA Drv Lic # _____
CDL Exp: _____
DOB: _____

VOLUNTEER ASSISTANCE REQUEST

Employee? **Yes** **No**

Print/Type: _____

Name of Volunteer

Campus/Location

Dates: _____ to _____

New Volunteer? **Yes** **No**

Name of Sport or Activity: _____

Sponsoring Staff Member: _____

Duties to be performed: _____

<p>● <u>Please check one of the three boxes on the right.</u></p>	<p><input type="checkbox"/> Overnight/Day Time Field Trip Chaperone <i>Administrative Regulation AR6560.2(a): Volunteer must be at least 25 years of age</i> Driver's License Volunteer form Fingerprint clearance</p>
<p>● <u>Note: The Fingerprint Clearance form must be obtained from Human Resources.</u></p>	<p><input type="checkbox"/> Volunteer/Intern/Other Volunteer form Fingerprint clearance TB test Acceptable Use of Technology Form District Forms Driver's License References Resume</p>
	<p><input type="checkbox"/> Classroom Volunteer/Test Proctor Fingerprint clearance Volunteer form</p> <p>Name of student: _____ (Proctors: provide test name)</p>

Please respond to the following items:

Have you ever been convicted of any sex or drug offense? **If the answer is 'yes,' please write a complete explanation on reverse side.** **Yes** **No**

Are you presently free from any communicable disease which could readily be transmitted in a school environment, such as but not limited to tuberculosis, hepatitis, etc.? **Yes** **No**

Please list names and telephone numbers of two individuals to be contacted in the event of an emergency while you are rendering volunteer services:

()

Name

Relationship

Telephone

()

Name

Relationship

Telephone

Please list names, addresses, and telephone numbers of at least three local references who will verify your good character and suitability for providing volunteer services in a school environment:

Please describe any employment or volunteer service you have rendered which would assist you as a volunteer in a school environment:

I understand that volunteers are not compensated, and that I may only provide assistance under the direction and supervision of a teacher/coach employed by the Fullerton Joint Union High School District.

I understand that if I am issued any District property during my service, the property will be returned to the Principal/designee at the end of the term of my volunteer service.

I understand that my volunteer service excludes me from *transporting students* and that the FJUHS D insurance does not cover my volunteer service.

I understand that my volunteer services are at the discretion of the Board, through its designee, the site principal, and that my services may be terminated at any time and must be approved annually (every July 1st).

_____ Signature of Volunteer	_____ Email address
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_____ Street Address	_____ City	_____ Zip Code
	()	

_____ Date	_____ Telephone
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References Verified: Yes No

_____ Signature of Principal/Designee Approval	_____ Date
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COMMENTS

Please write additional information in this space:

FULLERTON JOINT UNION HIGH SCHOOL DISTRICT

GENERAL INFORMATION

Social Security #: _____ / _____ / _____ Date: _____

Name: Last _____ First _____ Middle _____

Street Address: _____ Date of Birth: _____

City: _____ Zip Code: _____ Sex (M/F): _____

Home Phone: (____) _____ - _____ Cell Phone: (____) _____ - _____

Ethnic Code: 1/American Indian _____ 2/Asian _____ 3/Pacific Islander _____ 4/Filipino _____
5/Hispanic _____ 6/Black _____ 7/White _____ 8/Other _____

EMERGENCY INFORMATION

Primary Contact: _____

Relationship: _____ Phone: (____) _____ - _____

Alternate Contact: _____

Relationship: _____ Phone: (____) _____ - _____

Physician's Name: _____ Phone: (____) _____ - _____

FULLERTON JOINT UNION HIGH SCHOOL DISTRICT
AUTHORIZATION FOR REFERENCE CHECK/WAIVER AND RELEASE OF CLAIMS

To Whom It May Concern:

I have applied to the Fullerton Joint Union High School District (FJUHSD) for volunteer or employment consideration. In order for the FJUHSD to better evaluate my professional qualifications and personal abilities, I am fully authorizing that any and all of my personal or professional information that you may be aware of or have any official or unofficial record of, whether sealed by agreement or order, be disclosed to the representative of the FJUHSD who is requesting this information.

I am fully releasing the holder and bearer of this waiver and the entire entity for whom they are employed, and specifically the FJUHSD, and its employees from any and all liability or recourse I may have under the law as result of the information they obtain and the hiring or volunteer placement decision that they make. **It is my intention for the FJUHSD to be fully advised of my performance, discipline record, and personal qualities or concerns.**

I give the FJUHSD the right to investigate all personal and professional references that they deem prudent in order to secure sufficient reference information about me. I also authorize all persons, institutions, organizations and companies to freely furnish any and all information, whether sealed by agreement or order, sought in the above reference verification and I waive any legal requirement to provide notice to me regarding any reports, personnel records or disciplinary information given or received in accordance with this authorization.

I hereby release and hold harmless the FJUHSD, its agents, employees, Trustees, and assigns from any claim of liability that I may have against it either currently or in the future for decisions, even if adverse, arising out of information received in response to the above reference verification.

I further hereby authorize any person or entity to whom this written authorization for reference verification is presented, to release any information required therein to FJUHSD, its agents, employees, or assigns. I further agree to hold harmless any person or entity from any claims of liability I may have against him/her or the entire entity for whom they are employed for the release of such information, and waive and release any such legal claims that I currently or in the future may have.

A copy of this form shall serve in the same capacity as the original.

My signature below confirms that I have read and understand each of the above statements.

Name of Applicant (Print): _____

Signature of Applicant: _____

Date: _____

FULLERTON JOINT UNION HIGH SCHOOL DISTRICT
Pre-employment Questionnaire

Name: _____

Please answer each question by checking Yes (Y) or No (N) and place your initials next to each number below after you have read each question. Be aware that if there are any willful misrepresentations, omissions or falsifications in answering the following questions it would be cause for an employment offer to be retracted or dismissal from employment.

- | | | Initials | |
|-----|---|----------|---|
| 1. | Y <input type="checkbox"/> N <input type="checkbox"/> | _____ | Have you ever had a driver's license from any state suspended or revoked? |
| 2. | Y <input type="checkbox"/> N <input type="checkbox"/> | _____ | Have you ever received a negative job performance evaluation? |
| 3. | Y <input type="checkbox"/> N <input type="checkbox"/> | _____ | Do you currently own or operate a private business? |
| 4. | Y <input type="checkbox"/> N <input type="checkbox"/> | _____ | Have you ever been terminated (fired) from any position (job)? |
| 5. | Y <input type="checkbox"/> N <input type="checkbox"/> | _____ | Have you ever been asked to resign from any position? |
| 6. | Y <input type="checkbox"/> N <input type="checkbox"/> | _____ | Have you ever resigned to avoid being fired, had a negotiated resignation, or resigned while under suspension or while disciplinary action was pending from any employer? |
| 7. | Y <input type="checkbox"/> N <input type="checkbox"/> | _____ | Have you ever had a probationary period at any position that you have worked extended for any reason? |
| 8. | Y <input type="checkbox"/> N <input type="checkbox"/> | _____ | Have you ever been the subject of a job related investigation or complaint? |
| 9. | Y <input type="checkbox"/> N <input type="checkbox"/> | _____ | Have you ever been demoted by any employer? |
| 10. | Y <input type="checkbox"/> N <input type="checkbox"/> | _____ | Have you ever received job related discipline that resulted in unpaid leave? |
| 11. | Y <input type="checkbox"/> N <input type="checkbox"/> | _____ | Have you ever had a pay raise delayed or withheld due to performance? |
| 12. | Y <input type="checkbox"/> N <input type="checkbox"/> | _____ | Have you ever left a job without giving proper notice? |
| 13. | Y <input type="checkbox"/> N <input type="checkbox"/> | _____ | Have you ever been disciplined by an employer? |
| 14. | Y <input type="checkbox"/> N <input type="checkbox"/> | _____ | Do you have reason to believe that any of your past or present employers will give you an unfavorable recommendation? |
| 15. | Y <input type="checkbox"/> N <input type="checkbox"/> | _____ | Have you ever been informed by a previous employer that you were not eligible to be rehired? |
| 16. | Y <input type="checkbox"/> N <input type="checkbox"/> | _____ | Have you ever been counseled or disciplined for abuse of your paid leave time or excessive tardiness by any employer? |
| 17. | Y <input type="checkbox"/> N <input type="checkbox"/> | _____ | Have you ever been convicted or plead guilty to any criminal offense (crime)? |
| 18. | Y <input type="checkbox"/> N <input type="checkbox"/> | _____ | Have you ever been reported, to any state, country, or municipal agency for causing injuries or abuse to a person under the age of 18 years? |
| 19. | Y <input type="checkbox"/> N <input type="checkbox"/> | _____ | Have you ever furnished alcohol to a minor not in your custodial control? |
| 20. | Y <input type="checkbox"/> N <input type="checkbox"/> | _____ | Have you ever been the defendant of a civil restraining or stalking order? |
| 21. | Y <input type="checkbox"/> N <input type="checkbox"/> | _____ | Have you ever given or displayed pornographic material to anyone under the age if 18 years? |

My signature indicates that I have read and understood each question and I have truthfully answered each question above.

Signature: _____ Date: _____

***GIVING FALSE OR MISLEADING INFORMATION
MAY DISQUALIFY THIS APPLICATION***

PLEASE TYPE OR PRINT

Name: _____

Last

First

Middle

CA Driver's License #: _____ Expires: _____

Sex: _____ Eyes: _____ Hair: _____

Date of Birth: _____

Place of Birth: _____

Home Address: _____

City: _____ Zip Code: _____

Cell Phone: _____ Home Phone: _____

Email: _____

Citizenship: _____

Have you ever been convicted of ANY offense: Yes: No:

If YES, explain fully: _____

Signature: _____

Position: _____ Site: _____

Date: _____

FULLERTON JOINT UNION HIGH SCHOOL DISTRICT

AR 2420
AR 2220.1
AR 4120
AR 4521

DRUG-FREE WORKPLACE: PROCEDURES FOR IMPLEMENTATION OF BOARD POLICY 4120

The Superintendent/designee shall:

1. Distribute the following statement to all employees: The Fullerton Joint Union High School District recognizes the potential dangers of drug abuse in the workplace. Such abuse increases safety risks to employees and students where the impaired employee is responsible for supervision of students, operation or maintenance of vehicles or machinery, or other responsibilities involving the health and welfare of District students and personnel. Additional dangers of drug abuse may include a loss of efficiency to the District, and an additional burden on co-workers who must accommodate the absences or inefficiency of an impaired employee.

You are hereby notified that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, as defined in schedules I-V of Section 202 of the Controlled Substances Act (21 U.S.C. 812), is prohibited in the workplace. You are further notified that, as a condition of your continued employment under any federal grant to the District, you will abide by the terms of this statement, and will notify the District of any criminal drug statute conviction (including a plea of nolo contendere), occurring in the workplace. Said notice shall be delivered to the Superintendent/ designee no later than five (5) days after such conviction.

The District will take appropriate personnel action, up to and including dismissal, against any employee found to have violated the provisions of this statement.

Reference: Public Law 100-690, 41 U.S.C. 701, et seq. Regulation Approved: March 6, 1990, December 7, 1992

Signature: _____

Date: _____

LEGAL REPORTING OF CHILD ABUSE

Employee awareness of child abuse laws

RESPONSIBILITY REGARDING REPORTING CHILD ABUSE

PENAL CODE SECTION 11166.5

Pursuant to Penal Code Section 11166.5, any person who is employed as a child-care custodian or with a child-protective agency, including all SCHOOL DISTRICT EMPLOYEES, must prior to employment, sign a statement that they have knowledge of the provisions of Penal Code Section 111.66

Section 11166 of the Penal Code requires any childcare custodian, medical practitioner, nonmedical practitioner, employee of a child-protective agency who has knowledge or observes a child in his or her professional capacity, or within the scope of his or her employment who he or she knows or reasonably suspects has been the victim of child abuse, to report the known or suspected instance of child abuse to a child-protective agency immediately, or as soon as practically possible by telephone, and to prepare and send a written report, thereof, within thirty-six (36) hours of receiving the information concerning the incident.

I have read the above statement regarding Penal Code Section 11166 and understand its provisions.

Employee's Signature

Date

This original form will be kept in the employee's personnel file (a copy for the employee is available upon request)

SEXUAL HARASSMENT

The Board of Trustees is committed to maintaining an employment, educational, and business environment free from harassment, embarrassment, intimidation, or insult on the basis of an individual's gender. Positive action will be taken when necessary to eliminate such practices or remedy the effects. Sexual harassment, as defined and prohibited by state and federal statutes, constitutes an unlawful form of sex discrimination.

The Board will not tolerate the sexual harassment of any student or employee by any other student or any District employee. Any student or employee found guilty of sexual harassment shall be subject to disciplinary action up to and including expulsion as a student or termination as an employee.

The Board of Trustees encourages students and staff to immediately report complaints of sexual harassment to the principal/designee or the accused employee's immediate supervisor. Any kind of retaliation for reporting sexual harassment is prohibited.

The Superintendent is directed by the Board of Trustees to develop regulations to implement this policy.

Education Code Sections: 212.50, 212.6, 230, 48900, 48980, 48915; Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments Act of 1972

Policy adopted: May 4, 1993

ACKNOWLEDGMENT

I have received and read a copy of the Board Policy 2223, 4523, 5645 and Administrative Regulation-Sexual Harassment.

Employee Signature

Date

**ACCEPTABLE USE OF TECHNOLOGY POLICY (AUP)
EMPLOYEE – PLEASE READ THIS DOCUMENT CAREFULLY**

Print Name _____ **Site** _____

**ACCEPTABLE USE OF TECHNOLOGY
AND ELECTRONIC INFORMATION RESOURCES AGREEMENT**

TECHNOLOGY USE IS A PRIVILEGE, NOT A RIGHT. Technology is used in the Fullerton Joint Union High School District (District) to support student learning, enhance instructional programs, manage resources, and facilitate staff members' work. Computer networks allow staff members to communicate with other computer users and access electronic information resources such as the Internet. To the extent that the use of technology and electronic information resources serves the educational needs of staff members and students, supports instructional programs, manages resources, and facilitates staff members' work, the District believes strongly in the importance of such technology, but technology use is a privilege, not a right. It is, therefore, expected that system users will act in a responsible, efficient, and legal manner at all times. The safety and security of minors when accessing electronic mail, media, chat rooms, or any other forms of electronic communication must be protected by law. No sharing of personal information is to occur. Board Policy and Administrative Regulation 6163 define the following acceptable and unacceptable uses: Signature of this AUP includes authorization for Google Apps for Education (GAPE) (AR6163.1)

Acceptable use of technology and electronic information resources includes:

- Communication in support of research and learning.
- Access and exploration of appropriate information and resources.
- Work on District-related responsibilities and projects, class assignments, or unit/lesson plans.
- Publishing Internet sites and pages in accordance with District Guidelines.

Unacceptable use of technology and electronic information resources include:

- Use for personal purposes that interfere with the completion of job responsibilities.
- Use for any illegal purpose and/or unethical behavior.
- Use for financial gain or for commercial and/or political use unrelated to an educational purpose.
- Use involving impolite, inappropriate, abusive, dangerous, or obscene language.
- Use involving accessing and/or changing computer files that do not belong to the user.
- Use involving sending, receiving, or copying copyrighted material without permission.
- Use involving cheating or plagiarizing.
- Use involving a device or software that captures or monitors others' computer use, except for software specifically designed to assist the teacher/administrator in monitoring appropriate use of District technology.
- Use that violates the rights of privacy of others, including, but not limited to: forwarding or use of "reply all" email, which results in disclosure of private email addresses to others; and the use of query functions to gather private student and/or parent information to supply to non-authorized persons.
- Use that violates the rules of common sense or etiquette.
- Use that accesses restricted information, harmful matter, obscene, profane, or otherwise inappropriate material.
- Use that results in vandalism of property.
- Use that results in harassment of others, including, but not limited to, defamatory statements aimed at a person's gender, age, disability, sexual orientation, ethnicity, religion, or political beliefs.
- Use that compromises the security of operating equipment and/or software.
- Use of file-sharing programs without administrative approval, except files purposely shared, such as Google.
- Use which intentionally uploads, downloads, or creates computer viruses and/or maliciously attempt to harm or destroy District equipment or materials or manipulate the data of any other user, including so-called "hacking."
- Use which attempts to interfere with other users' ability to send or receive email, attempts to read, delete, copy, modify, or use another individual's identity.
- Saving of copyrighted materials for unauthorized use; such as, music, movies, or video games.

Staff members found to have engaged in unacceptable use may be subject to any or all of the following:

- Referral to supervisor
- Conference with supervisor
- Referral to law enforcement agencies
- Legal action to recover damages and penalties
- **Progressive discipline in accordance with relevant Board Policies, legal statutes, agreements with employee organizations, and/or evaluation process, which may result in dismissal**
- Revocation of privilege to use electronic information resources
- Other appropriate consequences that may result in the District reporting staff member actions to the State Commission on Teacher Credentialing, when appropriate.
- Progressive discipline up to and including dismissal.

Files and communications are reviewed to maintain system integrity and ensure that users are using the system responsibly. The District reserves the right to conduct individualized searches of a user's actions on the network if there is reasonable suspicion that a law or rule has been violated. By law, all email messages originating from all users in the District are saved for three years.

*I have read, understand, agree to comply with, and have received a copy of the guidelines governing acceptable use of technology and electronic information resources in the District. I also agree to comply with the District's Internet Publishing Guidelines, as printed on the reverse side of this agreement. I will not hold the District responsible for materials acquired on the system, for violations of copyright restrictions, mistakes or negligence, or any costs incurred by me. I also agree to report to the system administrator any abnormality in the computer system as soon as it is observed. Signature of this form also authorizes use of GAPE. **I understand that a copy of this agreement will be placed in my personnel file.***

SIGNATURE _____

DATE _____

The Internet allows District staff members to post information and messages that can be seen in a matter of seconds all over the world. The Internet thus provides opportunities to support student learning, enhance instructional programs, facilitate communication among the District's parents/guardians and community members, and promote school programs and successes. With this in mind, District staff members wishing to develop and post Web sites must adhere to the following Internet Publishing Guidelines that were endorsed by the District's Administrative Council and approved by the Superintendent on August 11, 2008. In addition, all District staff members must adhere to Board Policy 6163 regarding the Acceptable Use of Technology and Electronic Information Resources when developing Web sites. For the purpose of implementing the Guidelines, a "Web site" is defined as a place or location on the Internet with a unique address, made up of Web pages. A Web site shall refer to specific District, school, academic department and courses, school clubs and organizations, and/or teacher's information. A Web page shall refer to specific information directly connected to and accessed through each Web site. A home page is the main page of a Web site.

Guiding Principles

- **Approval Process:** Approval prior to the development of Web sites and pages is required. All Web pages and Web page links that use the school's name or are hosted on the school/District server must be approved by the Principal/designee.
- **Educational Value:** All published materials must have an educational value and support the District's Board Policies, Administrative Regulations, goals, and standard operational practices. District resources (server disk space, bandwidth) cannot be used to publish personal information of staff members or students. Examples of "personal pages" include any type of page which promotes commerce or business, professional organizations or hobby groups, family Web pages, or personal resumes.
- **Protect Privacy:** At no time shall personal and confidential information of a student or staff member (home address, email address, phone number, grades, etc.) appear on Web pages.
- **Student Safety:** To ensure student safety, only the student's first name may appear on the same page with the student's picture. Last names and pictures of students may be published only with written parent/guardian permission and follow all provisions of the Children's Online Privacy Protection Act (15 USC 6501-6506).
- **Copyright Laws:** The sponsoring District staff member who authors the Web site or Web pages shall ensure compliance with all copyright laws.
- **Content Monitoring:** The sponsoring District staff member shall regularly review the Web site and pages to monitor appropriateness, quality, and educational value. The District reserves the right to review Web pages to ensure compliance with the District's guidelines and may require modification or deletion should Web pages not adhere to these guidelines. The sponsoring District staff member shall provide the principal or designee with access to the Web site upon request.
- **Content Filter:** All District Web pages and links to other active Web sites and search engines may only be accessed through the content filter housed at the Orange County Department of Education, which filters out inappropriate Web sites.
- **Security:** File Transfer Protocol (FTP) access codes shall not be provided to students. FTP access codes shall be confidential and may be issued only if requested by the Principal for staff member use only. Security passwords may be required when students are working on a specially assigned school project. Temporary passwords will be issued to the students for the duration of the project only.

Web Site Guidelines

- **Professional Appearance:** All Web pages should have correct grammar and spelling, be easily read, and have a professional appearance.
- **Active Links:** Web sites may not link directly to chat rooms. As the Web is a dynamic resource, links to pre-existing sites should be checked regularly to ensure that District-sponsored sites are not linked to sites that do not meet the District's Acceptable Use of Technology Policy (BP 6163).
- **Educational Resources:** The guidelines for selecting instructional materials as outlined in Board Policy and Administrative Regulation 6711 must be followed when Web sites are linked to reference materials and daily news/current events resources.
- **File Size:** The Principal/designee shall determine the maximum size of Web sites, taking into consideration Web server storage space and varying network speeds.
- **Web Site Host Server:** Web sites may be hosted by an approved Web hosting agency at the Education Center or at the school as determined by the Principal/designee.

Web Page Guidelines

- **Loading Speed:** All Web pages should load quickly to facilitate use. The use of pictures and animation should be limited.
- **Standard Features:** The date of last revision, path back to home page, name of staff member author(s), and school telephone number to contact author should be standard features of all Web sites.
- **Navigational Links:** Each Web page should contain navigational clues and clear links to the Web site's home page as a way to assist users finding their way around the Web site.
- **Disclaimer:** All Web sites should make reference to these Guidelines. The disclaimer is designed to inform the reader that the author has attempted to maintain the highest publishing standards.
- **Page Layout:** All pages of the Web site should have a similar appearance. Graphics should be balanced with text.

June 23, 2015

Initial _____ Date _____

Internet Publishing Guidelines for Non-school Web Sites Linked to School or District Web Sites

The Internet allows District staff members and community members to post information and messages that can be seen in a matter of seconds all over the world. The Internet thus provides opportunities to support student learning, enhance instructional programs, facilitate communication among the District's parents/guardians and community members, and promote school programs and successes. The Internet provides opportunities to provide information and communicate additional information through non-school Web sites linked to school or District Web sites. With this in mind, District staff members or community members wishing to develop and post Web sites to be linked to the school or District Web sites must adhere to the following Internet Publishing Guidelines that were endorsed by the District's Administrative Council and approved by the Superintendent on March 22, 2010. In addition, all District staff members and community members must adhere to Board Policy 6163 regarding the Acceptable Use of Technology and Electronic Information Resources when developing Web sites. For the purpose of implementing the Guidelines, a "Web site" is defined as a place or location on the Internet with a unique address, made up of web pages. A Web site shall refer to specific District, school, academic department and courses, school clubs and organizations, and/or teacher's information. A Web page shall refer to specific information directly connected to and accessed through each Web site. A home page is the main page of a Web site.

Along with all guidelines listed on the Internet Publishing Guidelines, non-school Web site creators requesting to be linked to the school or District Web sites must:

1. **Request permission from the site principal for access to the school Web sites or the Director of Administrative Services for the District Web site.** The request must be submitted in writing identifying the proposed URL Web address. The Principal or Director has the discretion to determine the acceptability and rationale for allowing the link to be connected to the school or District Web site.
2. The Principal or Director has the responsibility to periodically review the content of the non-school Web site and may, without prior notice or responsibility for possible cost incurred, disconnect the non-school Web site from the school/District Web site at any time should the Principal or Director determine that any one of the Internet Publishing Guidelines has been violated.
3. The linked Web site must have an educational value and support the District's Board Policies, Administrative Regulations, goals, and standard operational practices. District resources cannot be used to publish personal information of staff members or students. Examples of "personal pages" include any type of page which promotes commerce or business, professional organizations or hobby groups, family Web pages, or personal resumes.
4. The linked Web site at no time shall provide personal and confidential information of a student or staff member (home address, email address, phone number, grade level, etc.). To ensure student safety, only the student's first name may appear on the same page with the student's picture. Last names and pictures of students **may be published only with written parent/guardian permission and follow all provisions of the Children's Online Privacy Protection Act. (15 USC 6501-6506).**
5. **If you are requesting a link to a School Site Web site, return this completed form to the Principal. If you are requesting a link to the District Web site, return this completed form to the Director of Administrative Services.**

I have read and agree to comply with the above-stated rules.

Name (please print): _____ Date: _____
URL Web site address: _____ Signature: _____
Organization name: _____ Contact phone number: _____
Organization name: _____

I have read and understand the guidelines governing acceptable use of technology and electronic information resources in the District and acknowledge and understand that appropriate use of the Internet and electronic resources is the responsibility of the person and representative group named above. I agree not to hold the District responsible for violations of copyright restrictions, user's mistakes or negligence, or any costs incurred by users.

I acknowledge by my signature that I am aware that I need permission to link to a District/School Website by filling out this form.

Signature: _____ Date: _____

FULLERTON JOINT UNION HIGH SCHOOL DISTRICT

Code of Ethics and Conduct for All Athletic Coaches, Advisors, and All Individuals Working in Support of Co-and Extra-Curricular Activities

Prior to any consideration of an appointment to any position(s), paid or non-paid, in the Fullerton Joint Union High School District (District) for the _____ school year at _____ High School, all athletic coaches, advisors, and all individuals (hereinafter referred to as coach/advisor) working in support of co- and extra-curricular activities agree to abide by and behave in accordance with all District Board Policies and Regulations, all of California Interscholastic Federation-Southern Section (CIF-SS) rules, and all of the provisions of the Code of Ethics and Conduct below:

- I shall not begin rendering any services in either a paid or non-paid District position, (coach, advisor, scout musical accompanists, other support work, etc.), nor have any contact with any students nor participate as an advisor or coach in any meetings, practices, workouts, or contests until coach/advisor has been completely cleared to do so and informed of such clearance by the school administration of the school at which coach/advisor will serve. Head coaches shall not allow individuals who have not been cleared to participate in any way or function.
- If I become aware of information that any individual associated with an athletic team, club or organization has violated District Policy or regulations and/ or CIF-SS rule may have been violated I will report it immediately to the Athletic Director/advisor. It is the responsibility of the Athletic Director/advisor to investigate and report appropriate information to the APSA and or the Principal for further action.
- I shall only receive financial payment for any and all services related to duties and responsibilities of the position to which I have been assigned from the District or ASB of the school at which I serve for the actual services and for the time frame as specified on the personnel requisition.
- I will not allow any student to participate in practices or contest before, during or after school, including weekends and holidays, unless the student has been properly cleared to participate by the school administration and I have/maintain the clearance card in my possession at all times during practices and contests.
- All funds raised or donated to support the activity with which I am involved shall be managed according to all District, legal and financial audit regulations. As an employee or volunteer of the Fullerton Joint Union High School District I shall not be a signatory on any financial account used to manage funds that will be donated and/or used to support a school- sponsored activity outside of ASB accounts.
- I shall always provide complete, accurate, and truthful information to the school administration regarding any and all aspects of the program(s) about which I have knowledge and/or information.
- I agree to comply with all of the District Policies and Regulations and CIF-SS rules regarding student eligibility for participation in school activities and interscholastic contests as specified, including, but not limited to, the following:
 - Students must maintain at least a 2.0 GPA and earn 25 units at the semester grading periods and 2.0 and passing a minimum of 25 units at the quarter grading periods.
 - Students can only practice and participate in school activities of the school at which the student is properly registered and actually attending. In the few sports and activities where teams combine to practice, such as wrestling during CIF and Masters competitions, CIF and District criteria will be followed.

My signature below acknowledges that I have read, understand, and agree to fully comply with all District Policies and Regulations, CIF-SS rules and the Code of Ethics and Conduct. I further acknowledge and fully understand that failure on my part to adhere to and conduct myself within any and all District Policies and Regulations, CIF-SS rules, and the Code of Ethics and Conduct may lead to disciplinary action against me, including dismissal from the coaching/advisory/support position(s) to which I have been assigned.

Signature

Printed Name

Date