

FULLERTON JOINT UNION HIGH SCHOOL DISTRICT

Approval Date: _____
Human Resources to complete: _____
F/P cl 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):</i> <i>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 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 Volunteer form Name of student: _____ (Must fill-in student 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	
_____ Street Address		_____ City	_____ Zip Code
_____ Date		()	
_____ Date		_____ Telephone	

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
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: _____

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: _____

FULLERTON JOINT UNION HIGH SCHOOL DISTRICT

BP 4523
BP 2223
BP 4122
BP 5645

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

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 _____

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