

# FREQUENTLY ASKED QUESTIONS

## Where can I obtain a volunteer application?

Please visit the District office or our website:  
**Home > Parents and Students > Volunteer Application**  
or at <http://do.bonita.k12.ca.us/volunteer>.

## Should I disclose an old DUI and/or parking violations on my volunteer application?

Please note that prospective volunteers are asked to disclose any and all prior history of criminal convictions other than minor traffic violations. Not everyone with an offense on their record is excluded from volunteering. Each situation is handled confidentially on a case-by-case basis.

## Why does the school require that volunteers be fingerprinted?

Fingerprinting is the most reliable way to conduct a criminal background check to ensure that a person is permitted by law to participate as a volunteer in a school setting. The California Education Code, Health and Safety Code and Penal Code sections determine which offenses are or are not permitted for school volunteers.

## How/where can I be fingerprinted for Bonita Unified?

Bonita Unified accepts fingerprints processed at any LiveScan facility.  
Nearby suggestion: **Post Masters Plus of La Verne**  
1407 Foothill Blvd., La Verne, CA 91750 • (909) 596-0039  
For LiveScan facility locations, visit [www.certifixlivescan.com](http://www.certifixlivescan.com).

## Will my fingerprints be passed to any other government agency?

Fingerprints are cleared with the Department of Justice and the FBI. Fingerprints will not be used for any other purpose than to verify volunteers are safe to work with students. Bonita Unified does not provide fingerprints to any other agency.

## How long are my fingerprints valid?

Fingerprints are valid until a volunteer is no longer enrolled in the District, barring conviction of a crime that prevents the individual from working with children. If volunteers leave the District, new fingerprints will be required if they wish to return as volunteers.

## Can my work-required fingerprint report be used for Bonita Unified School District?

Bonita Unified does not accept reports from other entities. The District requires new fingerprint clearance be conducted and reported to the district.

## Is every volunteer required to be screened for TB?

Individuals serving on a field trip who accompany students for less than eight (8) hours do not need to be screened for TB. Otherwise, volunteers are required to be screened for TB.

## What do I need to get screened for TB?

In accordance with Health and Safety Code 121545, volunteers must show proof of tuberculosis clearance obtained within the past six (6) months.

## Where can I get a TB test?

Individuals can use their own healthcare provider or use free/low-cost community clinics to obtain TB screening.

## Will the TB screening and fingerprint requirements be tracked? How and by whom?

Fingerprint reports and TB risk assessment or skin test results are kept on file at the District offices. An active list will be maintained by Human Resources.

## What if I am a teacher in another district?

If a teacher in another district wishes to attend a one-day field trip, the school site will verify the teacher's active credential at the California Commission on Teacher Credentialing website in lieu of fingerprints. If teachers from other districts meet the criteria for volunteers, they will be subject to all volunteer requirements.

## What if I am a Bonita Unified teacher?

Fingerprints and TB clearance for current Bonita Unified teachers are already on file with the District; additional fingerprint or TB clearance is not required.

## What if I am a police officer?

A police officer is required to follow the regular fingerprinting guidelines because the District has no way to verify that the officer is on active duty and that there are no pending charges against the officer.

## What requirements are applicable to a volunteer attending a field trip and supervising only their own child?

Individuals attending field trips and supervising only their own children are classified as visitors and are required to complete the Raptor® verification check through the school. Individuals who are left alone with students other than their own children are classified as volunteers and must follow the applicable guidelines as required.



# BONITA UNIFIED SCHOOL DISTRICT



# VISITOR AND VOLUNTEER GUIDELINES

Bonita Unified School District welcomes parents, families and our local community members to visit our campuses and volunteer in compliance with our commitment to student safety.

**All visitors and volunteers** must present a government-issued photo ID and be screened through our Raptor® school safety system, which checks information against the California Megan's Law online database. Any individual whose name appears on the Megan's Law list and who is required to register as a sex offender is prohibited from serving as a school volunteer in any capacity.

*Note: All campus guests, including approved volunteers, must sign in at the school office upon entering the school premises.*

# VOLUNTEER CODE OF CONDUCT

All volunteers are required to abide by our code of conduct.

- I will sign in at the main office immediately upon arrival.
- I will wear or show volunteer identification whenever required by the school to do so.
- I will use only adult bathroom facilities.
- I will never be alone with individual students without the express permission of school authorities or the supervising teacher.
- I will not contact students outside of school hours without permission from the student's parents.
- I will not exchange telephone numbers, home addresses, email addresses, social media contacts or any other home directory information with students for any purpose unless it is required as part of my role as a volunteer. I will exchange home directory information only with parental and administrative approval.
- I will maintain confidentiality outside of school and will share with teachers and/or school administrators any concerns that I may have related to student welfare and/or safety, i.e. bullying, harassment.
- I will not transport students without the written permission of parents or guardians or without the express permission of the school or district.
- I will not disclose, use or disseminate student photographs or personal information about students, self or others.
- I will notify the school principal if I am arrested for a misdemeanor or felony sex, drug or weapon-related offense.
- I will only do what is in the best personal and educational interest of every child with whom I come in contact.
- I will follow all District policies, procedures and applicable laws.
- I will wear appropriate attire.

# VOLUNTEER REQUIREMENTS

Individuals are not allowed to begin a volunteer assignment until the following steps are completed:

- Signed in at school,
- Cleared through Raptor® system,
- School volunteer application approved (available on our website or at District office), and
- Volunteer requirements met as outlined in requirements table.

## SPECTATOR/ PARTICIPANT

No Requirements

- Attends a musical, drama, athletic, art or academic event or assembly as a member of the audience
- Attends school events at which parents are expected to supervise their own children (example: Family Math Night)
- Visits the office for business
- Attends a parent-staff conference

## VISITOR

Raptor® ONLY

- Observes child's class and remains under supervision of a teacher at all times
- Assists in activities under DIRECT supervision of a district certificated employee less than four (4) times per year or sixteen (16) total hours
- Assists with chaperoning athletic events with very limited contact with students
- Assists in one-time activities such as guest speaking, job-shadowing, or chaperoning dances
- Observes classes through a university-approved program
- Attends school field trip and has oversight only over their own child

## VOLUNTEER

Raptor®, District application, fingerprinting and tuberculosis (TB) screening results

- Has direct contact with students and may be sole adult with student(s) on school field trip
- Volunteer coaches regardless of number of hours served
- Has direct contact with students and may be sole adult with student(s) in classroom or other school-related activities on or off school grounds
- Assists in the classroom or other school activities more than four (4) times per year or sixteen (16) total hours per year
- Serves as an overnight chaperone

If you have any questions, please contact the Human Resources Department at 909-971-8200 x5405.

### COVID-19 REQUIREMENTS:

**Visitors:** Must show vaccination record one (1) time (kept on record at school site) or proof of negative COVID-19 antigen or PCR (polymerase chain reaction) test within the past 72 hours for each visit.

**Volunteers:** Must show vaccination record one (1) time (kept on record at school site) or proof of negative COVID-19 antigen or PCR test each week or within past 72 hours of each visit if volunteer activity is not consistent each week.