

## VOLUNTEER REQUIREMENTS – FINGERPRINTING & TUBERCULOSIS TESTING

### What is required to volunteer at Christian Brothers High School?

Christian Brothers High School welcomes parents, alumni, as well as members of our local community to volunteer. Simply fill out the volunteer application on our website under the 'Get Involved' tab. Depending upon the kind of activities you would like to volunteer for, you may be required to have your fingerprints and tuberculosis test (TB) results on file with Human Resources.

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

- School Volunteer Application has been completed (online or in print)
- Volunteer Requirements have been met (Human Resources or School Administrator to determine)

*Note: During the school day, school volunteers, like all campus guests, are required to sign-in at the school office upon entering the school premises and sign-out when they exit the campus.*

### Sex Offender Statement and Megan's Law

Any volunteer applicant whose name appears on Megan's Law list is required to register as a sex offender is **prohibited** from serving as a school volunteer in any capacity, including individuals participating in one-time activities.

### VOLUNTEER REQUIREMENTS

Fingerprinting and tuberculosis test results must be on file for volunteers that are:

- **Ongoing, long term:** Volunteering at the school regularly, more than once a year
- **At school:** Volunteering on school grounds or in the classroom, has access to privileged information
- **Face-to-face:** Volunteering with direct contact with students
- **Alone:** Volunteering as the sole adult with students, unsupervised with students (i.e., during a field trip)

(Examples are shown below)

NOT REQUIRING Fingerprinting and TB testing	REQUIRING Fingerprinting and TB testing
<ul style="list-style-type: none"><li>• Volunteers assisting in activities under <u>CONSTANT</u> and DIRECT supervision of a CBHS employee, with no opportunity to be alone with students</li><li>• Volunteers assisting with chaperoning athletic events when duties require very limited contact with students.</li><li>• Volunteers who assist with one-time activities such as guest speaking engagements Currently enrolled students</li></ul>	<ul style="list-style-type: none"><li>• Volunteer coaches, regardless of the number of hours served.</li><li>• A volunteer assisting in the classroom. The volunteer is working more than once on the school grounds, has direct contact with students and may be the sole adult with the students.</li><li>• A driver for a field trip.</li><li>• Persons whose duties require more than limited contact with students</li></ul>

### Frequently Asked Questions:

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

- A. Christian Brothers High School is committed to providing a safe environment for our students by ensuring that a person is permitted by law to participate in a school setting as a volunteer or employee (the Health and Safety Code and Penal Code determines which offenses are or are not permitted). Fingerprinting is the most accurate way to collect criminal background information.

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**2. Why do I need to get tested for tuberculosis (TB)?**

- A. Christian Brothers High School is committed to providing a safe environment for our students. Therefore, in accordance with the Health and Safety Code Section 121545, volunteers must show proof of tuberculosis clearance prior to volunteering.

**3. Do I have to pay for fingerprinting or TB screening?**

- A. If you are fingerprinted through Capital LiveScan, located at 5706 Broadway, Sacramento, CA 95820, CBHS will cover the cost of fingerprinting. If you receive your TB screening through U.S. Healthworks, located at 1675 Alhambra Blvd, Suite B., Sacramento, CA 95816, they will bill Christian Brothers directly. If you chose to go to your own healthcare provider or a clinic, CB will reimburse you, up to \$31, for the cost of your TB screening.

**4. What if I have an old DUI on my record or parking violations?**

- A. Not everyone with an offense on their record is excluded from volunteering. Each situation is handled confidentially on a case-by-case basis by CB's Human Resources office.

**5. Will my fingerprints be passed to any other individual, department, organization or government agency?**

- A. Your fingerprint clearance from the Department of Justice and FBI is confidentially transmitted to CB's Director of Human Resources only. Human Resources communicates only whether or not you are cleared to volunteer. Specific information is not shared. Beyond that, your fingerprints will not be used or disclosed for any other purpose than to make sure you are safe to work with students and will not be passed on to any other individual, department, organization or agency.

**6. I had to be fingerprinted for work/another school. Can this report be used to satisfy CB's volunteer requirement?**

- A. No, the Department of Justice requires that each organization receive its own clearance information.

**7. I had to be TB tested for work/another school. Can this result be used to satisfy CB's volunteer requirement?**

- A. Yes. Any negative TB test result obtained within the last four years is considered current and fulfills CB's volunteer requirement.

**8. How long are my fingerprint results valid?**

- A. As long as your status does not change (you are not convicted of new crimes which would prevent you from working with minors) you do not need to be fingerprinted again. If you do not actively volunteer for a period of two years, your fingerprint information will no longer be reported to Christian Brothers High School.

**9. Do I have to be fingerprinted to attend school activities (award ceremonies or theatre performances) for my student?**

- A. No, only volunteers for these events would need to be fingerprinted.

**10. Will the TB test and fingerprinting requirements be tracked? How and by whom?**

- A. The results of these requirements are kept on file and maintained by CB's Human Resources office.