

## Family Engagement Department

### Volunteer Screening Requirements 2019-2020

San Diego Unified School District welcomes and encourages involvement from parents, community members, businesses, community organization, higher education institutions and the military. **All Volunteer programs must follow District Administrative Procedure No. 4595 regarding school volunteers.** In order to provide students with a safe environment and allow for a variety of opportunities for volunteering volunteer participation is classified in **4 categories.** Depending upon the category, certain processes must be completed by district staff prior to volunteering. **All volunteers will be processed annually.** (Note: District K-12 students who volunteer at schools other than their assigned school are only required to complete and submit the district School Volunteer Application.)

#### **CATEGORY A**

**Visitors or guests who enter a school for a one-time event.** This person has no unsupervised exposure or contact with children. Typical examples include Read Across America guest reader, Principal for a Day participant, guest/resource speaker, senior exhibition panel member, one time volunteer for school or classroom event, or other day or guest-type activity. Parents who attend school to eat lunch or to participate in a parent involvement activity such as "Family Friday" with their child(ren) are also considered visitors or guests.

##### **Screening requirements:**

- Be sponsored or approved by a school site or district employee
- Be able to present some form of current government-issued photo identification (driver's license, passport, military ID, US or other government identification)
- Sign in on the district approved "Volunteer Sign-in Sheet" in the main office, which includes a criminal disclosure
- Upon approval, be required to display a volunteer identification badge to be surrendered at the conclusion of the day's volunteer activity

#### **CATEGORY B**

**Volunteers with group exposure who have little or no direct unsupervised exposure or contact with children, volunteers participating in school activities in open and public settings, and volunteers with classroom exposure who work with children and are supervised by district staff.** Volunteer conditions are typically public settings and classrooms where staff or other adults can observe at all times, no solitary time with children, and always within unobstructed view. Typical examples include classroom tutoring, classroom reading, classroom assistance and after-school programs where supervised by district personnel, school police parent patrol volunteers, as well as non-classroom volunteers such as office helpers,

non-classroom assistance, organized functions associated with school organizations such as PTA, school foundation, Site Council.

**Screening requirements:**

- Be sponsored or approved by a school site or district employee
- Be able to present some form of current government-issued photo identification (driver's license, passport, military ID, US or other government identification)
- Complete and submit for approval the district School Volunteer Application
- Be checked **by designated site personnel** against the California Department of Justice, Sexual Offender (Megan's Law) website (<http://www.meganslaw.ca.gov>)
- Present a Tuberculosis clearance card or obtain a TB risk assessment form from school nurse (Administrative Procedure 7065).
- Sign in on the district approved "Volunteer Sign-in Sheet" in the main office, which includes a criminal disclosure
- Upon approval, be required to display a volunteer identification badge to be surrendered at the conclusion of the day's volunteer activity

## **CATEGORY C**

**Volunteers with classroom exposure, who work directly with students, and may have unsupervised time with students, but only while on district property with district personnel on site.** Conditions typically are areas outside of the classroom where staff or other adults can observe at most times, but may occasionally include short solitary time with children and short duration of obstructed view, such as on-site tutoring outside of the classroom.

**Screening requirements:**

- Be sponsored or approved by a school site or district employee
- Be able to present some form of current government-issued photo identification (driver's license, passport, military ID, US or other government identification). By recommendation from the Department of Justice, Mexico identification and voter registration cards are not recognized. U.S. social security cards and birth certificates without an accompanying U.S. driver's license are also not recognized.
- Complete and submit for approval the district School Volunteer Application and Volunteer Code of Conduct.
- Submit to a criminal background check **conducted by SDUSD School Police Services** to determine whether the applicant is precluded from volunteering as specified in California Education Code section 35021 et seq. In rare cases, depending upon information returned volunteer applicants may require fingerprinting.
- Present a Tuberculosis clearance card or obtain a TB risk assessment form from school nurse (Administrative Procedure 7065).
- Sign in on the district approved "Volunteer Sign-in Sheet" in the main office, which includes a criminal disclosure
- Upon approval, be required to display a volunteer identification badge to be surrendered at the conclusion of the day's volunteer activity

## CATEGORY D

**Volunteers with unrestricted exposure, who work with children and may be unsupervised by district staff.** This volunteer likely will have direct and unsupervised interaction with children. Typical examples include volunteer walk-on coaches, senior high support personnel for athletics, off-site tutoring, mentoring, and overnight chaperones. Field trip chaperones (drivers must also follow district procedures re:licensing and insurance coverage). Conditions typically include an off-campus setting and unsupervised solitary time. Returning Category D volunteers who have a current fingerprint clearance on file with SDUSD School Police Services do **NOT** need to be fingerprinted annually. A Request for Criminal Background Check (Category C process) must be submitted each year to keep the clearance current.

### **Screening requirements:**

- Be sponsored or approved by a school site or district employee
- Be able to present some form of current government-issued photo identification (driver's license, passport, military ID, US or other government identification).
- Complete and submit for approval the district School Volunteer Application and Volunteer Code of Conduct
- New volunteers submit their fingerprints to both State and National databases - **conducted by SDUSD School Police Services.** Returning volunteers whose fingerprints have previously cleared under Category D submit a Category C Request to Conduct Volunteer Screening to SDUSD School Police Services to keep the fingerprint clearance current.
- Present a Tuberculosis clearance card or obtain a TB risk assessment form from school nurse (Administrative Procedure 7065).
- Sign in on the district approved "Volunteer Sign-in Sheet" in the main office, which includes a criminal disclosure
- Upon approval, be required to display a volunteer identification badge to be surrendered at the conclusion of the day's volunteer activity



**2019-2020 VOLUNTEER SCREENING QUICK FACTS**

<p style="text-align: center;"><b>CATEGORY A</b></p> <ul style="list-style-type: none"> <li>• Visitor or guest for one-time event</li> <li>• No unsupervised exposure or contact with students</li> </ul> <p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>• Read Across America guest reader</li> <li>• Principal for a Day participant</li> <li>• Guest/resource speaker or classroom presentation</li> <li>• Senior exhibition panel member</li> <li>• One-time volunteer for school/classroom event</li> <li>• Parents eating lunch with their child</li> <li>• Parents participating in parent involvement activity such as "Family Friday"</li> </ul> <p><b>Screening Requirements:</b></p> <ul style="list-style-type: none"> <li>• Sponsored or approved by site or district employee</li> <li>• Show ID to site</li> <li>• Sign in at site</li> <li>• Wear name badge on site</li> </ul> <p style="text-align: center; border: 1px solid black; padding: 5px;"><b>Submit to School Site</b></p>	<p style="text-align: center;"><b>CATEGORY B</b></p> <ul style="list-style-type: none"> <li>• Group exposure with direct staff supervision</li> <li>• Classroom exposure supervised by district staff</li> <li>• Open/public settings/classrooms where staff/adults can observe at all times</li> <li>• Always within unobstructed view</li> <li>• No solitary time with students</li> </ul> <p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>• Classroom assistance, tutoring or reading</li> <li>• School police parent patrol volunteers</li> <li>• Non-classroom volunteers (office, PTA, SSC, Foundation)</li> </ul> <p><b>Screening Requirements:</b></p> <ul style="list-style-type: none"> <li>• Sponsored or approved by site or district employee</li> <li>• Show ID to site</li> <li>• Sign in at site</li> <li>• Wear name badge on site</li> <li>• Submit district school volunteer application</li> <li>• Megan's Law Database check (done by site staff)</li> <li>• Obtain TB clearance</li> </ul> <p style="text-align: center; border: 1px solid black; padding: 5px;"><b>Submit to School Site</b></p>
<p style="text-align: center;"><b>CATEGORY C</b></p> <ul style="list-style-type: none"> <li>• Unsupervised time with students only while on district property <b>with</b> district personnel on site</li> <li>• Time with student(s) in areas outside of classroom where staff/adults can observe most times</li> <li>• Occasional short periods of solitary time with students and short duration of obstructed view</li> </ul> <p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>• On-site tutoring outside of the classroom (i.e., OASIS tutoring program, Cal-SOAP)</li> </ul> <p><b>Screening Requirements:</b></p> <ul style="list-style-type: none"> <li>• Sponsored or approved by site or district employee</li> <li>• Show ID to site</li> <li>• Sign in at site</li> <li>• Wear name badge on site</li> <li>• Submit district school volunteer application</li> <li>• Category C Background Check (done by SDUSD Police Services)</li> <li>• Obtain TB clearance</li> </ul> <p style="text-align: center; border: 1px solid black; padding: 5px;"><b>Submit to Human Resource Services Division</b></p>	<p style="text-align: center;"><b>CATEGORY D</b></p> <ul style="list-style-type: none"> <li>• Unrestricted exposure/unsupervised interaction with students</li> <li>• Off-campus setting and unsupervised solitary time</li> </ul> <p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>• Volunteer walk-on coaches</li> <li>• Senior high support personnel for athletics</li> <li>• Offsite tutoring/mentoring</li> <li>• Overnight chaperones</li> <li>• Field trip chaperones (drivers must also follow district procedures re: licensing and insurance coverage)</li> </ul> <p><b>Screening Requirements:</b></p> <ul style="list-style-type: none"> <li>• Sponsored or approved by site or district employee</li> <li>• Show ID when on site</li> <li>• Sign in when on site</li> <li>• Wear name badge when on site</li> <li>• Submit district school volunteer application</li> <li>• Category D Background Check - DOJ &amp; FBI Fingerprint clearance; returning Category D volunteers submit Category C Background Request to keep clearance current - do not need to reprint.</li> <li>• Obtain TB clearance</li> </ul> <p style="text-align: center; border: 1px solid black; padding: 5px;"><b>Submit to Human Resource Services Division</b></p>



# San Diego Unified SCHOOL DISTRICT

## **VOLUNTEER CODE OF CONDUCT**

(This document defines the district's expectations for all school volunteers.)

**As a volunteer, I agree to abide by the following code of volunteer conduct:**

1. Immediately upon arrival, I will sign in at the main office or the designated sign-in station.
2. I will wear or show volunteer identification whenever required by the school to do so.
3. I will use only adult bathroom facilities.
4. I agree to never be alone with individual students who are not under the supervision of teachers or school authorities.
5. I will not contact students outside of school hours without permission from the students' parents.
6. **I** agree not to exchange telephone numbers, home addresses, e-mail addresses 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.
7. 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.
8. I agree to not transport students without the written permission of parents or guardians or without the expressed permission of the school or district and will abide by District Administrative Procedure# 4586 when transporting students.
9. I will not disclose, use, or disseminate student photographs or personal information about students, self, or others.
10. I agree to follow the district procedure for screening of volunteers.
11. I agree to notify the school principal if I am arrested for a misdemeanor or felony sex, drug or weapon related offense.
12. I agree only to do what is in the best personal and educational interest of every child with whom I come into contact.

**I agree to follow the Volunteer Code of Conduct at all times or cease volunteering immediately.**

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Print Name

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Signature

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Date

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Phone Number