



A Quick Guide to **SCHOOL VOLUNTEERS**

CATEGORY A VOLUNTEERS

DEFINITION

A visitor, guest, or volunteer for a one-time event at school with **no unsupervised access to students**.

TYPES OF ACTIVITIES

- Read Across America guest reader
- Guest/resource speaker
- One-time volunteer for school or classroom event
- Participation in a parent involvement activity such as "Family Friday" with their child(ren) are considered visitors
- Parents eating lunch with their child(ren)

REQUIREMENTS

 **Be sponsored or approved** by a school site or district employee.

 Current **government-issued photo ID** (driver's license, passport, military ID, US or other government ID)

CATEGORY C VOLUNTEERS

DEFINITION

Individuals 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.

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.

TYPES OF ACTIVITIES

- On-site tutoring outside of the classroom
- Counseling or wellness support outside of the classroom
- After-school/lunch club advising

REQUIREMENTS

 **Be sponsored or approved** by a school site or district employee.

 Current **U.S. state-issued photo ID or driver's license** (for School Police Services to conduct a background check on the SDLAW & NCIS databases) No other form of ID can be used for Category C clearance.

 School **Volunteer Application** and **Code of Conduct**

 **Criminal background check** conducted by School Police (no cost)

 **Tuberculosis clearance** card or TB Risk Assessment Form

CATEGORY B VOLUNTEERS

DEFINITION

Persons with group exposure who have little or no direct unsupervised exposure or contact with children, participating in school activities in open and public settings, and with classroom exposure who work with children and are supervised by district staff.

TYPES OF ACTIVITIES

- Day Field Trip Chaperone (non-driving)
- Classroom Volunteer (reading, tutoring, assistance)
- After-school Programs (with staff supervision)
- Room Parent
- Campus Volunteer (office helpers, playground helpers)
- Event Chaperone
- PTA/Foundation/SSC functions

REQUIREMENTS

 **Be sponsored or approved** by a school site or district employee.

 Current **government-issued photo ID** (driver's license, passport, military ID, US or other government ID)

 School **Volunteer Application** and **Code of Conduct**

 **Sexual Offender (Megan's Law)** check by designated site personnel

 **Tuberculosis clearance** card or TB Risk Assessment Form

CATEGORY D VOLUNTEERS

DEFINITION

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.

TYPES OF ACTIVITIES

- High School Athletics Personnel
- Off-site Tutoring or Mentoring
- Field Trip Chaperones who Drive Students
- Overnight Field Trip Chaperone
- Walk-on Coach

 **Be sponsored or approved** by a school site or district employee.

 **Government-issued photo ID** for NEW Category D volunteers (license, passport, military ID, US/other gov't ID)
• **U.S. State-issued photo ID** for RETURNING Category D Volunteers

 School **Volunteer Application** and **Code of Conduct**

 **LiveScan** DOJ & FBI fingerprint clearance

 **Tuberculosis clearance** card or TB Risk Assessment Form