



## Volunteer Screening Requirements

San Diego Unified School District welcomes and encourages involvement from parents, community members, businesses, community organizations, 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 into **4 categories**. Depending upon the category, certain processes must be completed by district staff prior to volunteering. **All volunteers will be screened annually.**

### CATEGORY A

**Volunteers or guests who enter a school for a one-time event.** This person has no unsupervised exposure or contact with children. Typical examples could include Read Across America guest reader, Principal for a Day participant, guest/resource speaker, senior exhibition panel member or other day or guest-type activity.

#### 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.** Typical examples could include non-classroom volunteers such as office helpers, non-classroom assistance, organized functions associated with school organizations such as PTA, school foundation, Site Council. Volunteer conditions are typically public settings, staff or other adults can observe at all times, no solitary time with children, and always within unobstructed view.

#### 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
- 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 with children and are generally supervised by district staff.** This could include direct contact with supervision. Typical examples could include tutoring, classroom reading, classroom assistance, before- and after-school programs depending upon the conditions and field trip drivers. Conditions typically are classrooms or areas where staff or other adults can observe at most times. These may occasionally include short solitary time with children and short duration of obstructed view.

### **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)
- Volunteer drivers for field trips must have a current driver's license and provide documentation of automobile insurance coverage. (Refer to Administrative Procedures 4585 and 4587 regarding field trip requirements.)
- Complete and submit for approval the district School Volunteer Application
- 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
- 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 could include volunteer walk-on coaches, senior high support personnel for athletics, off-site tutoring, mentoring, and overnight chaperones. Conditions typically could include an off-campus setting and unsupervised solitary time.

### **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
- Submit their fingerprints to both State and National databases – **conducted by SDUSD School Police Services**
- Present a Tuberculosis clearance card
- 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

Questions regarding the volunteer screening process may be directed to Ellen Tiffany in the Community Relations Department, 619-725-5594 or e-mail [etiffany@sandi.net](mailto:etiffany@sandi.net).