

NATIONAL SCHOOL DISTRICT
VOLUNTEER GUIDELINES

2011-12

The following procedures are to be followed by every school with respect to visitors, guests, and volunteers on school campuses.

DEFINITION GUIDELINES

1. A **visitor** is defined as an individual who, with school district authorization, attends a student performance, special event, festival, open house, back-to-school event, etc. A visitor may either be accompanied or unaccompanied by school district staff. Designated school district administrative personnel are to make this determination. **A visitor is usually not required to sign a registry.**

2. A **guest** is defined as an individual who, with school district approval, assists students, schools, and teachers on a non-regular basis or who individually observes a classroom or activity. A guest may also assist with educational programs or with special events on an occasional or infrequent basis. **A guest is required to report his or her presence at the school office.**
 - ❖ Examples of a guest include: individuals who participate in the Read Across America Program, Grandparent's Day, Principal for a Day Program, class parties, class projects, individuals observing a classroom, etc.

3. A **volunteer** is defined as an individual who, with school district authorization, voluntarily assists schools, educational programs, or students on a regular and ongoing basis. A volunteer is required to complete a Volunteer Application, Code of Conduct, and have a Megan's Law background check or a State and / or Federal background check completed prior to rendering service.

SIGN-IN PROCEDURES

1. Guests and volunteers are required to sign in at the school office each time they are on campus.

2. The sign-in registry should include a place for first and last name, date, location person is visiting, and the time they reported.

3. All guests and volunteers will be required to wear some form of identification badge issued by the school office.

PROCEDURES FOR BECOMING A SCHOOL VOLUNTEER

1. School volunteers are required to complete a Volunteer Application prior to being allowed to participate as a volunteer (see attachment # 1).
2. Volunteer applications should be submitted to Yolanda Lopez in order to process a Megan's Law check.
3. Volunteer, by law, will also need a tuberculosis clearance before being allowed to volunteer (see attachment # 2).
4. Volunteers must complete a Volunteer Code of Conduct prior to being allowed to volunteer (see attachment # 3).

CHECKING VOLUNTEER BACKGROUNDS

1. The District will work collaboratively with the National City Police Department to run the Megan's Law checks.
2. Schools coordinating their parent volunteer efforts should collect volunteer applications at the start of the year and submit them to Yolanda Lopez for coordination with the National City Police Department.
3. Volunteer applications may also be submitted periodically during the course of the year, but the individual may not serve in a volunteer capacity until clearance has been received.

IMPORTANT:

Please make sure the application is complete before submitting to Yolanda. Incomplete applications will be returned to the school, thus delaying the process.