

# TVUSD Extra Curricular/Volunteer Procedures

## Tier I

Volunteers who serve under the direct supervision of District employees

Examples: Classroom volunteers, library volunteers, day trip chaperones, etc.

### Requirements to Be Completed Prior to Volunteering

- Complete and clear Tier I Megan's Law background Check
- Submit evidence of tuberculosis clearance
- Read and sign Volunteer Code of Conduct form

## Tier II

Volunteers who may not be directly supervised by District employees

Examples: Mentors, club advisors, volunteer band instructors, chaperones for overnight activities, etc.

### Requirements to Be Completed Prior to Volunteering

- Complete and clear Tier I Megan's Law background Check
- Submit evidence of tuberculosis clearance
- Read and sign Volunteer Code of Conduct form
- Volunteers, who have been in the State of California for more than one (1) year, shall have a California Department of Justice (DOJ) Background Verification Check.
- If volunteers, has been in State of California for less than one (1) year, FBI Background Verification Check will also be required.

## Paid or Volunteer Walk-On Coaches

Supervise students and may or may not be under the direct supervision of District Employees

Includes all coaches (K-12)

### Requirements to Be Completed Prior to Coach/Volunteering

- Site provide coaching packet to candidate
- Candidates completes packet (must be signed by site principal)
- Candidate turns packet into HRD and obtains Livescan form
- HRD reviews packet and provides candidate with fingerprint form
- HRD notifies site upon candidates clearance and adds candidates name to Board agenda
- Candidate is considered "good to go" and is cleared to begin coaching



**TEMECULA VALLEY**  
Unified School District

## ADMINISTRATIVE REGULATION EXHIBIT VOLUNTEER ASSISTANCE

E 1240 A

### PARENT/COMMUNITY MEMBER SERVICES DEFINITIONS AND PROCEDURES

Visitors, Guests, Parent Observers	Volunteers	Guests And Volunteers
<p><b>A VISITOR</b> is defined as an individual who, with school district authorization, attends classroom parties, a student performance, special event (e.g., graduation and awards ceremonies, Friday Flag) festival, open house, back-to-school event, sports event, athletic competition, 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.</p>	<p><b>A VOLUNTEER</b> is defined as an individual who, with school district authorization, voluntarily assists school districts, schools, educational programs, or students on a regular and ongoing basis in a supervisory or instructional role. There are two distinct categories of volunteers, Tier I and Tier II.</p> <p><b>TIER I VOLUNTEERS shall:</b></p> <ol style="list-style-type: none"> <li>1. Complete and satisfactorily clear a Tier I Megan's law background check prior to submitting volunteer services.</li> <li>2. Submit evidence of tuberculosis clearance prior to being permitted to volunteer services.</li> <li>3. Read and sign the Volunteer Code of Conduct Form</li> </ol> <p>Examples of duties performed by a Tier I volunteer include classroom volunteers serving under the supervision of teachers, library volunteer, chaperones, etc.</p> <p><b>TIER II VOLUNTEERS shall:</b></p> <ol style="list-style-type: none"> <li>1. Complete and satisfactorily clear a Tier I Megan's law background check prior to submitting volunteer services.</li> <li>2. Submit evidence of tuberculosis clearance prior to being permitted to volunteer services.</li> <li>3. Read and sign the Volunteer Code of Conduct Form</li> <li>4. Volunteers, who have been in the State of California for more than one (1) year, shall have a California Department of Justice (DOJ) Background Verification Check. Volunteers, who have been in the State of California for less than one (1) year, shall have a National Verification Background Check (to be completed by the Federal Bureau of Investigation).</li> <li>5. Walk-on coaches shall be required to have a California Department of Justice Background Verification Check and a National Verification Background (Federal Bureau of Investigation) Check.</li> </ol>	<p><b>TIER I VOLUNTEERS AND GUESTS</b> shall not pass beyond the principal's office or the school's designated sign-in station unless accompanied by a school representative, or authorized by the principal or his/her designee. All guests must sign the guest registry. The Guest Registry shall include the first and last name of the guest, the date, the location where they will be, the reason they are visiting the school, the time they reported, and the time they checked out. In addition, guests may be required provide his or her driver's license or other form of picture identification (military ID, Consular ID, etc.). Any activity involving more than four (4) hours of contact with students shall require TB clearance (e.g. most field trips)</p> <p>For Site Use Only: The following statement <b>shall</b> appear at the top of the guest registry:</p> <p>"It is possible that as a guest you may have more than occasional or infrequent contact with students. Under Penal Code 290.95 you are required to disclose to school officials if you are a registered sex offender. Your failure to disclose this fact could result in your arrest, prosecution, and likely fine and imprisonment. By placing your name below, you declare under penalty of perjury, that you are not required, pursuant to Penal Code 290.95, to disclose to school officials that you are a registered sex offender, and that you have not suffered convictions for sex or drug related offenses or for crimes of violence, and there are no criminal charges pending against you."</p>
<p><b>A PARENT OBSERVER</b> is defined as a parent or guardian who desires to observe in his or her child's classroom. Parent observations are to be approved by the principal to ensure that the visit does not interfere with the learning process or classroom program. Any such observations must be arranged and conducted in accordance with procedures determined by the governing board of the school district. (For more information see the TVUSD Parental Classroom Observation Procedures and Protocol.)</p>		

Adopted: 02/04/14  
Revised: 11/18/16

CATEGORY	TIER 1#	TIER 2##
<b>VOLUNTEER</b>		
Mentors		X
Tutors		X
Chaperone Overnight Trip*		X
Chaperone Single Day Trip*	X	
Classroom Volunteer	X	
Concession Volunteer	X	
Front Office Volunteer	X	
Library Volunteer	X	
<b>GUEST</b>		
Speakers, Presenters, Readers Performers**	N/A	N/A
<b>VISITOR</b>		
Attendees of special events, class parties, assemblies**	N/A	N/A
<b>COACHES (paid and un-paid)</b>		
		X

#Direct one-on-one supervision of students is not permitted, a credential teacher must be on the premises and accessible upon request.

##Direct supervision of students is permitted. Requirements for Tier 1 and 2 must be completed

\*Includes athletic events, competitions, and field trips

\*\*See Parent Services Definitions and Procedures for additional descriptions and examples

**TEMECULA VALLEY UNIFIED SCHOOL DISTRICT  
VOLUNTEER APPLICATION  
MEGAN'S LAW BACKGROUND CHECK**

TVUSD School: \_\_\_\_\_

Date: \_\_\_\_\_

**Volunteer Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

AKA's: \_\_\_\_\_  
(Including Maiden Name)

<p><b>If TVUSD Parent/Guardian, name of student(s):</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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Place of Birth: \_\_\_\_\_

Male

Female

Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Hair Color: \_\_\_\_\_ Eye Color: \_\_\_\_\_

Under Penal Code 290.95 I am required to disclose to school officials if I am a registered sex offender. My failure to disclose this fact could result in my arrest, prosecution, and likely fine and imprisonment. By placing my name below, I declare under penalty of perjury, that I am not required pursuant to Penal Code 290.95 to disclose to school officials that I am a registered sex offender, and that I have not suffered convictions for sex or drug related offenses or for crimes of violence, and there are no criminal charges pending against me.

I hereby release Temecula Valley Unified School District from liability for damage which may result from checking criminal background and references.

\_\_\_\_\_  
Signature (Authorizes Background Check)

\_\_\_\_\_  
Date

ID Verified by school site representative:      Yes:       No:  \_\_\_\_\_

**(SCHOOL SITE USE ONLY)**

Megan's Law Check: \_\_\_\_\_  
(Date)

\_\_\_\_\_  
Principal or Principal's Designee

**TEMECULA VALLEY UNIFIED SCHOOL DISTRICT  
VOLUNTEER CODE OF CONDUCT**

*In my role as a Temecula Valley Unified School District volunteer, I agree to abide by the following code of volunteer conduct:*

1. Immediately upon arrival, I will sign in at the principal's office or the designated sign-in station.
2. I will wear or show a 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 without the authorization of teachers and/or school authorities.
5. I will not solicit outside contact with students or give gifts or cards to students without administrative approval.
6. I will exchange home directory information only with parental and administrative approval and only if it is required as part of my role as a volunteer. I agree not to exchange telephone numbers, home address, e-mail addresses or other home directory information with students for any other purpose.
7. I will maintain confidentiality outside of school and will share any concerns that I may have with teachers and school administrators.
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.
9. I will not disclose, use or disseminate student photographs or personal information about students or others.
10. I agree not to post, transmit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit or that could be construed as any form of harassment.
11. I will not operate my cellular telephone within the confines of the classroom or any other educational setting while acting in the capacity of a volunteer or while supervising children engaged in a school sponsored activity or event.
12. I understand that my duties as a volunteer require my full attention and I agree not to have children under my care or supervision that are not currently enrolled at the school site.
13. I agree only to do what is in the best personal and educational interest of every child with whom I come into contact.
14. Under Penal Code 290.95 I am required to disclose to school officials if I am a registered sex offender. My failure to disclose this fact could result in my arrest, prosecution, and likely fine and imprisonment. By placing my name below, I declare under penalty of perjury, that I am not required pursuant to Penal Code 290.95 to disclose to school officials that I am a registered sex offender, and that I have not suffered convictions for sex or drug related offenses or for crimes of violence, and there are no criminal charges pending against me.

*I agree to follow the District Volunteer Code of Conduct at all times in my role as a Temecula Valley Unified School District volunteer or cease volunteering immediately.*

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Name of Volunteer – Printed

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Signature of Volunteer

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Date

## PARENT/COMMUNITY MEMBER SERVICES DEFINITIONS

**A VISITOR** is defined as an individual who, with school district authorization, attends classroom parties, a student performance, special event (e.g. graduation and awards ceremonies, Friday Flag) festival, open house, back-to-school event, sports event, athletic competition, 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.

**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 (special events e.g., Guest speakers, performers, readers, presenters). A guest shall be under the direct supervision of a staff member. All guests must sign the guest registry. The Guest Registry shall include the first and last name of the guest, the date, the location where they will be, the reason they are visiting the school, the time they reported, and the time they checked out. In addition, guests may be required provide his or her driver's license or other form of picture identification (military ID, Consular ID, etc.).

**A PARENT OBSERVER** is defined as a parent or guardian who desires to observe in his or her child's classroom. Parent observations are to be approved by the principal to ensure that the visit does not interfere with the learning process or classroom program. Any such observations must be arranged and conducted in accordance with procedures determined by the governing board of the school district. (For more information see the TVUSD Parental Classroom Observation Procedures and Protocol.)

**A VOLUNTEER** is defined as an individual who, with school district authorization, voluntarily assists school districts, schools, educational programs, or students on a regular and ongoing basis in a supervisory or instructional role. There are two distinct categories of volunteers, Tier I and Tier II.

**TIER I VOLUNTEERS** are those volunteer include classroom volunteers serving under the supervision of teachers, library volunteer, chaperones, etc. Tier I volunteers shall not pass beyond the principal's office or the school's designated sign-in station unless accompanied by a school representative, or authorized by the principal or his/her designee.

**TIER II VOLUNTEERS** are defined as those individuals that participate on a regular basis without the supervision of a credentialed staff member present while they are performing their volunteer function. Examples of duties performed by a Tier II volunteer include volunteer walk-on coaches, mentors, club advisors, volunteer band instructors, chaperones for overnight activities, etc.

**TIER I VOLUNTEERS AND GUESTS** shall not pass beyond the principal's office or the school's designated sign-in station unless accompanied by a school representative, or authorized by the principal or his/her designee. All guests must sign the guest registry. The Guest Registry shall include the first and last name of the guest, the date, the location where they will be, the reason they are visiting the school, the time they reported, and the time they checked out. In addition, guests may be required provide his or her driver's license or other form of picture identification (military ID, Consular ID, etc.). Any activity involving more than four (4) hours of contact with students shall require TB clearance (e.g. most field trips)