



San Pasqual

Union School District

The Little School in the Valley

VISITOR AND VOLUNTEER POLICY

VISITOR

A **visitor** is defined as an individual who, with school district authorization, is present on campus on an occasional or infrequent basis. 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 required to sign in at the front office.**

San Pasqual Union School will require school visitors to sign in via the Lobby Track or Visitor/Volunteer Registry in the school office or at a designated location before visitors can visit classrooms or school grounds. The Visitor/Volunteer Registry will include the first and last name of the visitor, the date, the time in and time out, the location where they will be, and the reason they are visiting the school. In addition the visitor will wear a Visitor badge which identifies them on campus.

VOLUNTEER

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 of **20** hours or more per school year. **A volunteer is required to complete a Volunteer Application, Criminal Background Clearance, have a current TB clearance, sign a Volunteer Code of Conduct, and sign the Visitor/Volunteer Registry on each visit.**

** Students who volunteer at a school site may be exempt from the volunteer application and background check. For example this would include high school students tutoring middle school students on the middle school campus. However, unaccompanied minors (children under the age of 18 with no adult supervision) are not permitted to visit or volunteer unless they are "sponsored" by SPUSD staff through prior written agreement (see office for Minor Visitor/Volunteer Campus Visitation Approval Form).*

ALL VISITORS AND VOLUNTEERS ACKNOWLEDGE THE FOLLOWING:

"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. When signing onto campus, I declare under penalty of perjury, that I am not 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 abide by the district's safety and health rules and regulations."



San Pasqual Union School District SCHOOL VOLUNTEER APPLICATION

Information provided on this form is confidential and will be used only for school Volunteer Program purposes.

DATE _____

FULL NAME _____
(First) (Middle) (Last)

ADDRESS _____
(Street) (City) (State) (Zip)

DATE OF BIRTH _____ HOME PHONE _____ CELL PHONE _____
MM/DD/YYYY

DRIVER'S LICENSE (Photocopy Driver's License and Attach) Social Security # _____

TB CLEARANCE DATE. _____ (Photocopy TB Clearance Info and Attach)

DO YOU HAVE CHILDREN OR GRANDCHILDREN IN SCHOOL? Yes No

VOLUNTEER EXPERIENCE _____

INDIVIDUALS TO CONTACT IN CASE OF AN EMERGENCY:

1. _____
(Name) (Address) (Phone)

2. _____
(Name) (Address) (Phone)

Do you have any criminal charges pending against you? YES NO
Have you ever been convicted of a felony? YES NO
Have you ever been convicted of a sex or drug-related offense or crime of violence? YES NO
Mental Health License or Credential? If Yes, # _____ YES NO
Are you required to register as a sex offender under Penal Code 290.95? YES NO

"I understand that the district may research my personal and professional background. I give my permission to have my personal and professional references researched and hold the district and any individuals providing the district with information harmless. I also understand that I may have a criminal history check run by law enforcement if I serve as a volunteer. It is possible that as a volunteer I may have that occasional or infrequent contact with students. Under Penal Code 290.95 I am required to disclose to school officials if I am a registered sex offenders. 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 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 abide by the district's safety and health rules and regulations."

Print Name: _____ Signature: _____

Date: _____

For Office Use Only:

Background check: Date _____ Initial _____ TB Check: Date _____ Initial _____

VOLUNTEER CODE OF CONDUCT

As a 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.
5. I will not solicit outside contact with students.
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, self 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 agree not to engage in violent behavior, smoking, alcohol or controlled substance use, or possession of explosives or weapons while on school campus.
12. I agree only to do what is in the best personal and educational interest of every child with whom I come into contact.
13. I agree to report to the appropriate school site/district personnel when a student is in danger of hurting him/herself or others or being hurt by someone else.
14. I agree to treat all school personnel and students with dignity and respect.

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

Signature of School Volunteer

Date

San Pasqual Union School

Minor Visitor/Volunteer Campus Visitation Approval

Unaccompanied minors (children under 18 with no adult supervision) are not permitted to visit or volunteer on the campus of San Pasqual Union School. Exceptions may be made for children "sponsored" by San Pasqual Union School District staff through written agreement. Written agreements must be completed and approved at least 1 school day prior to the requested visit. Unaccompanied minors without proper authorization will not be permitted to visit or volunteer.

I am requesting to volunteer/visit the San Pasqual Union School campus as follows:

DATE: _____

TIME: _____

LOCATION: _____

SPONSOR
TEACHER/STAFF: _____

I have received and signed the Volunteer Code of Conduct and agree to abide by its conditions. I understand that I must remain with my "sponsor" staff member during the duration of my visit and may not be unaccompanied on campus. If I do not abide by the Code of Conduct or conditions of this approval, I will not be permitted to remain on campus.

Child's Name	Child's Signature	Date
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Parent's Name	Parent's Signature	Date
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Staff Sponsor Name	Staff Sponsor Signature	Date
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Office Staff Use Only:	Date Received:
<p>_____ The minor's volunteer/visitation request is APPROVED.</p> <p>_____ The minor's volunteer/visitation request is DENIED.</p>	
Administration Signature: _____	
Date Approved/Denied: _____	