

## La Mesa-Spring Valley School District Volunteer Procedure

Volunteers\* who work at least one day weekly are required to undergo a criminal background check and provide proof of being tuberculosis free if they work under the following capacities:

- Scholastic programs (during or after the school day)
- Interscholastic programs (during or after the school day)
- Extracurricular activities sponsored by the district or a school booster club, such as cheer team, drill team, dance team, intramural sports, clubs and/or marching band
- Working in the school garden (with students)
- Regular classroom or school volunteers
- Volunteering on a field trip when volunteer will be supervising students without a certificated staff member present

*\*Volunteers who work at multiple school sites need only one background check and tuberculosis test or risk assessment.*

However, visitors to campus, or volunteers who are working on a one-time or periodic basis, are not subject to this requirement. For example:

- Attending/Volunteering to help at a class party or a PTA event (periodic support)
- Volunteering on a field trip when volunteer will not be supervising students outside of the line of sight of a certificated staff member
- Attending an assembly
- Visiting to do a class observation
- Working in the school garden (without students)

### **REQUIREMENTS:**

#### **1. COVID-19 Proof of Vaccination or Negative Testing for Volunteers**

All volunteers, regardless of volunteer activity, are required to provide proof of vaccination. If unvaccinated, engage in weekly testing (and provide proof of a weekly negative COVID-19 test) to the school office.

#### **2. Background Check**

##### Process:

Upon learning of an individual expressing interest in regular volunteer support at a school site, the School Office Manager will provide each individual with the required materials and complete the Volunteer Survey Form:

- [Criminal Background Check Form](#)
- LiveScan Locations: <https://oag.ca.gov/fingerprints/locations?county=San%20Diego>
- [Tuberculosis Risk Assessment](#)
- [Volunteer Survey Form](#) (to be completed by SOM):

### 3. **Finalization of a Volunteer**

Once Human Resources receives a completed and clear background check, they will notify the school office of the approved status of the volunteer.

However, Human Resources reserves the right to deny a volunteer for background checks which identify a history which includes:

- Misdemeanors
- Felonies
- DUIs or DWIs (consideration may be provided if more than 5 years has passed)
- Sexual offenses
- Other crimes

**Approval:** Should a volunteer be approved, a Human Resources representative will send an email to the school SOM letting them know the individual has been approved.

**Denial:** Should a volunteer not be approved, they will receive a call from a Director of Safety and Risk Management (primary) or a Director of Human Resources (secondary) to finalize the denial of their volunteer status.

**Fingerprinted School Volunteer Log:** Approved volunteers will be added to the Fingerprinted School Volunteer Log. The link can be found [here](#).