

Grove School Visitors and Volunteers



Grove welcomes parents, families and our local community members to visit our campuses and volunteer in compliance with our commitment to student safety.

Visitors are not classified as volunteers. Visitors are considered any person who is on campus and is under the direct supervision of a certificated employee less than four (4) times per year or sixteen (16) total hours per year. Visitors are invited by Grove staff members and approved by administration. All volunteers and visitors are required to follow the [Grove Expectations of Appropriate Conduct](#). **Volunteers** are individuals who have direct contact with students, and may supervise students outside of direct supervision of a certificated staff member. Volunteers must be approved by school administration.

Volunteers:

- Have direct contact with students and may be the sole adult with student(s) on school field trips. This includes transporting students in a private vehicle for school events.
- Have direct contact with students and may be sole adult with student(s) in classroom or other school-related activities on or off school grounds
- Assist in the classroom or other school activities more than four (4) times per year or sixteen (16) total hours per year
- Can serve as an overnight chaperone

To **volunteer**, please complete the following steps:

- Complete and have signed by a family physician or the Grove School Nurse a Tuberculous (TB) [risk assessment form](#) or have provide proof of a negative TB test that is less than 4 years
- Obtain [LiveScan](#) fingerprint clearance
- Complete mandated reporter training
- If driving, copies of:
 - Current Driver's License
 - Proof of Auto Insurance

Additional information about Visitors and Volunteers is below.

Thank you,

Dr.Michelle Sweezey

Head of School

Please review the following guidelines for **Visitors** and **Volunteers**.
All volunteers and visitors are required to follow the [Grove Expectations of Appropriate Conduct](#)

Visitor Information

A **Visitor** is defined as someone who:

- Observes child's class and remains under supervision of a teacher at all times
- Assists in activities under **DIRECT** supervision of a district certificated employee **less than four (4) times per year or sixteen (16) total hours per year**
- Assists with chaperoning athletic events with **very limited contact with students**.
- **Assists in one-time activities** such as guest speaking, job-shadowing, or chaperoning dances
- **Observes classes** through a university-approved program
- Attends school field trips and has **oversight only over their own child**
- **Visitors must be invited and approved by Grove Staff**

Visitors must check in at the office before interacting with students, or going to a classroom, with a valid driver's license or state-issued ID.

Volunteer Information

A **Volunteer** is defined as someone who:

- Has **direct contact with students** and **may be sole adult with student(s) on school field trips**.
- **Transports students to and from school events**.
- Volunteer **coaches** regardless of number of hours served
- Has direct contact with students and may be **sole adult with student(s) in classroom or other school-related activities on or off school grounds**
- **Assists in the classroom** or other school activities **more than four (4) times per year or sixteen (16) total hours per year**
- **Serves as an overnight chaperone**

Volunteers must complete a [Tuberculous \(TB\) risk assessment form](#) or provide proof of a negative TB test that is less than 4 years old, **obtain [LiveScan](#) fingerprint clearance, and complete an online training on mandated reporting.**

Information on TB Tests

A current TB test (tuberculosis) or TB Risk Assessment is required. TB tests/risk assessments are good for 4 years. The [TB risk assessment certificate](#) of completion can be signed by a family physician or the Grove School Nurse. Any cost incurred for the TB test requirement is not reimbursed by the Grove.

LiveScan/Fingerprint Information

Department of Justice fingerprint clearance is required for volunteers. Fingerprints are processed at a certified Live Scan facility using [this form](#). **This is REQUIRED regardless of applicants having LiveScan done for another District.** This cost will be reimbursed by Grove.

Sex Offender Statement and Megan's Law

All volunteers must be checked against the California Megan's Law online database for sex offender clearance at <http://www.meganslaw.ca.gov/>. Any volunteer applicant whose name appears on the Megan's Law list and is required to register as a sex offender is **prohibited** from serving as a school volunteer in any capacity, including individuals participating in one-time activities.

FREQUENTLY ASKED QUESTIONS: VOLUNTEER REQUIREMENTS – FINGERPRINTING & TUBERCULOSIS TESTING

1. Why does the school require that volunteers be fingerprinted?

The purpose of the criminal background check is to ensure that a person is permitted by law to participate in a school setting as a volunteer or employee. The California Education Code, Health and Safety Code and Penal Code sections determine which offenses are or are not permitted. Fingerprinting is the most accurate way to collect this information.

2. What if I have an old DUI on my records and parking violations?

Not everyone with an offense on their record is excluded from volunteering. Each situation is handled confidentially on a case-by-case basis. Please note that prospective volunteers are asked to disclose any and all prior history of criminal convictions other than minor traffic violations.

3. Will my fingerprints be passed to any other government agency?

No. Your fingerprints will not be used for any other purpose than to make sure you are safe to work with students and will not be passed to any other agency.

4. How long are my fingerprint results valid?

As long as your status does not change (you are not convicted of new crimes which would prevent you from working with children) you do not need to be fingerprinted again.

5. Do I have to be fingerprinted to attend award ceremonies or theater performances for my child?

No, only volunteers for these events would need to be fingerprinted.

6. I had to be fingerprinted for work, can this report be used?

No, new fingerprint clearance must be conducted before volunteers begin working with students. Agencies are not legally allowed to share this information.

7. For some volunteer tasks, I'm not sure if I need to be fingerprinted. How can I know?

Ask yourself:

- a. Will I be volunteering on the school premises on more than one occasion?
- b. Will I participate directly with students on the school grounds more than 3 times?
- c. Will I be acting as the sole adult alone with the students?

If the answer is YES to any of these questions then you will need to be fingerprinted.

8. Will the tuberculosis (TB) test and fingerprinting requirements be tracked? How and by whom? The results are kept on file and an active list will be maintained by Human Resources.

9. Why do I need to get tested for tuberculosis?

In accordance with Health and Safety Code §121545 volunteers must show proof of tuberculosis clearance within six (6) months prior to volunteering.

10. Where can I get a tuberculosis test?

Individuals can utilize their own healthcare provider or use free/low cost community clinics to obtain a TB screening. Individuals may also have their health care professional complete the [Tuberculous \(TB\) risk assessment form \(linked here\)](#). The TB risk assessment certificate of completion can be signed by a family physician or the Grove School Nurse.