



Volunteer Policy Frequently Asked Questions

- Will parents need to be fingerprinted every year?
No, once they are fingerprinted they are cleared until they leave our district.
- Do people who volunteer in the lunchroom have to be fingerprinted?
Yes, per our Board Policy all volunteers that are a level B must be fingerprinted.
- Do people who are visiting their child in the lunchroom need to follow this volunteer process?
No. Visitors on campus must register in the school office and follow guidelines set forth in Board Policy and Administrative Regulation 1250 Visitors/Outsiders (attached).
- Do people who are driving students to fieldtrips need to be fingerprinted?
Yes, per our Board Policy all volunteers that are a level B must be fingerprinted.
- If a volunteer is in a profession that requires fingerprint clearance and already gets fingerprinted yearly, can they bring that in as proof or do they need to get re-fingerprinted?
No, the person will need to be reprinted through LUSD. Clearances cannot be shared through agencies unless there is an agreement signed on file with the Department of Justice.
- If a person is volunteering for any of the foundations/PTA, do they need to go through the same process?
If they are volunteering to be on the foundation/PTA board, they will not need to fingerprint through our volunteer process UNLESS they are performing items that fall into the level B categories. If they are performing items that fall into the level A category they will need to complete the volunteer process as well, however they will not need to be fingerprinted. The foundations/PTA's usually hold their meetings after school hours and typically do not have 1:1 interaction with students.
- I want to drop off my child's lunch in the office; do I need fingerprint or background clearance for this?
No, you will not need clearance to drop off items or hold meetings in the office.
- Where do I go to get my live scan done?
Once your application is submitted to the school site the process begins. You will be contacted by LUSD HR to schedule an appointment to come in to complete the national registry check. At this time, you will receive the necessary form for live scan services, as well as a listing of live scan locations (Level B only).
- If I volunteer for a classroom party, do I need to complete the volunteer process?
Yes, per our Board Policy all volunteers that are a type A must be cleared (no fingerprinting).

Lammersville USD
Board Policy
Visitors/Outsiders
BP 1250
Community Relations

The Governing Board encourages parents/guardians and interested members of the community to visit the schools and view the educational program.

To ensure minimum interruption of the instructional program, the Superintendent or designee shall establish procedures which facilitate visits during regular school days. Visits during school hours should be first arranged with the teacher and principal or designee. If a conference is desired, an appointment should be set with the teacher during noninstructional time.

To ensure the safety of students and staff and avoid potential disruptions, all visitors shall register immediately upon entering any school building or grounds when school is in session.

For purposes of school safety and security, the principal or designee may design a visible means of identification for visitors while on school premises.

No electronic listening or recording device may be used by students or visitors in a classroom without the teacher and principal's permission. (Education Code 51512)
(cf. 5144 - Discipline)

Legal Reference:

EDUCATION CODE

- 32210 Willful disturbance of public school or meeting
- 32211 Threatened disruption or interference with classes; misdemeanor
- 32212 Classroom interruptions
- 35160 Authority of governing boards
- 35292 Visits to schools (board members)
- 51512 Prohibited use of electronic listening or recording device

EVIDENCE CODE

- 1070 Refusal to disclose news source

LABOR CODE

- 230.8 Discharge or discrimination for taking time off

PENAL CODE

- 626-626.10 Schools
- 627-627.10 Access to school premises, especially:
 - 627.1 Definitions
 - 627.2 Necessity of registration by outsider
 - 627.7 Misdemeanors; punishment

ATTORNEY GENERAL OPINIONS

- 95 Ops.Cal.Atty.Gen. 509 (1996)

Policy LAMMERSVILLE UNIFIED SCHOOL DISTRICT

adopted: November 19, 2008 Mountain House, California

Lammersville USD

Administrative Regulation

Visitors/Outsiders

AR 1250

Community Relations

The Superintendent or designee shall post at every entrance to each school and school grounds a notice setting forth visitor registration.

Unless otherwise directed by the principal or designee, a staff member may accompany visitors while they are on school grounds.

Registration Procedure

In order to register, visitors shall, upon request, furnish the principal or designee with the following information: (Penal Code 627.3)

1. His/her name, address and occupation
2. His/her age, if less than 21
3. His/her purpose for entering school grounds
4. Proof of identity
5. Other information consistent with the provisions of law

Denial of Registration

The following provisions of law shall apply to all visitors.

1. The principal or designee may refuse to register any visitor if he/she reasonably concludes that the visitor's presence or acts would disrupt the school, students, or employees; would result in damage to property; or would result in the distribution or use of a controlled substance. The principal or designee or school security officer may revoke a visitor's registration if he/she has a reasonable basis for concluding that the visitor's presence on school grounds would interfere or is interfering with the peaceful conduct of school activities or would disrupt or is disrupting the school, students or staff. (Penal Code 627.4)

(cf. 3515.2 - Disruptions)

2. The principal or designee may request that a visitor who has failed to register, or whose registration privileges have been denied or revoked, promptly leave school grounds. When a visitor is directed to leave, the principal or designee shall inform the visitor that if he/she reenters the school within seven days he/she will be guilty of a misdemeanor subject to a fine and/or imprisonment.

(Penal Code 627.7)

Appeal Procedure

Any person who is denied registration or whose registration is revoked may appeal to the Superintendent or principal by submitting, within five days after the person's departure from school,

a written request for a hearing. This request must state why he/she believes the denial or revocation was improper and must provide an address to which the hearing notice may be sent. Upon receipt of the request for a hearing, the Superintendent or principal shall promptly mail a notice of the hearing to the person requesting it. A hearing before the Superintendent or principal shall be held within seven days after receipt of the request. (Penal Code 627.5)
(cf. 1312.1 - Complaints Concerning District Employees)

Regulation LAMMERSVILLE UNIFIED SCHOOL DISTRICT
approved: November 19, 2008 Mountain House, CA