

## TURTLEBACK ELEMENTARY SCHOOL VOLUNTEER INFORMATION & GUIDE LINES

In order to volunteer at Turtleback school you **MUST** have a current TB Skin Test on file with the office and have been cleared by a Megan's Law Background Check.

**Volunteering means...**working in the classroom, in the Library, in the workroom, with PTA on campus, and/or chaperoning a field trip.

TB Skin Tests are good for four years and must be kept current. TB Skin test schedules will be included in your first day packet materials. You **MUST** pick up a Volunteer Verification form from the office and take it with you to the Poway District TB Clinic in order **to receive a FREE test.**

Megan's Law Background Check form and Volunteer Code of Conduct form can be downloaded from the Poway Unified School District website...[www.powayusd.com](http://www.powayusd.com). Please follow the bulleted items listed below:

- Complete the two forms (Megan's Law Background Check Application and Code of Conduct)
- Attach a copy of your current TB Skin Test
- Bring the three items mentioned above to Turtleback's office
- Show office staff your drivers license when you return the forms

When the background check has been completed by the Poway Unified School District you will be contacted to come in to have your picture taken for a badge. The badge will include your name and TB test expiration date on it. You will be notified when the badge is available for pick up. Badges will be collected at the end of the school year for reissue the next year.

**ALL OF THE ABOVE MUST BE COMPLETED AND ON FILE IN THE OFFICE BEFORE YOU CAN VOLUNTEER.**

## PROCEDURES WHEN COMING ON CAMPUS

**EVERYONE MUST ENTER** the school through the office...All gates including ESS/Pre-school gates are closed at 8:10 am and open at 2:30 pm. **Please do not enter through gates** (if you see that they are open please close them)

**VOLUNTEERS** with Megan's Law/TB Test cleared badges and Pre-school badges **DISPLAYED...**

- Enter the office and proceed thru both office doors.
- Sign in and out in the Visitor Log book located between the two secretaries desks.

**CLEARED VOLUNTEERS** visiting your child for lunch or just dropping something off...

- Wear your badge
- Sign in and out in the Visitor Log located in the office on the counter between the two secretaries desks.

**VISITORS NOT CLEARED...**

- Enter the office and sign in the Visitor Log located in the office on the counter between the two secretaries' desks.
- Take a visitor badge
- Sign the time out when you leave
- Replace the visitor badge in the basket