

Guidelines - Visitors to Campus

as of 3/7/24

All visitors must check in at the main desk and go through the Raptor check in procedures

Office Manager Reviews Guidelines and Routes to Principal.		If necessary, Office Manager routes to Human Resources for Approval		If necessary, Office Manager routes to Business Office for Approval			
Type	Principal Approval, Raptor Clearance and Signed Volunteer Confidentiality Form Required	Fingerprint Clearance	TB Clearance	COI (Certificate of Insurance)	Hold Harmless	Independent Contractor Agreement	LA Cty Health Certificate - food vendors
Parent Volunteer	Yes	No	Yes, if more than 8 hours in school year.	No	No	No	No
Parent Volunteer Driver (using Private Vehicle Request Form) for field trips, athletic events, etc.	Yes, with Raptor clearance noted on form	No	Yes, if more than 8 hours in school year.	Parent must provide copy of auto insurance and driver's license	No	No	No
Non-parent Volunteer (e.g. non-paid local musician assists in music class, local shakespeare theater troupe, donation of services to facility)	Yes. Must obtain approval from HR Dept. one week in advance	Yes (Check w/Human Resources)	Yes, if more than 8 hours in school year.	No	No	No	No
Author Visits (non-paid, coordinated by Tina Johnson). Tina and/or teacher must be present at all times, whether in person or via zoom.	Yes. Coordinate with Tina Johnson.	No, if event is on one day in MPR. If event is in separate classrooms, might need fingerprint clearance. (Check with Human Resources).	Yes, if more than 8 hours at one site, or author is at multiple sites	No	Yes	No	No
Guest Speaker Visit (non-paid guest who benefits by speaking to students/staff - local dentist, Schools First*, etc)	Yes. Principal approval required.	No, if event is on one day in MPR. If event is in separate classrooms, might need fingerprint clearance. (Check with Human Resources).	Yes, if more than 8 hours at one site, or guest speaker is at multiple sites	Yes	Yes	No	No
Guest Speaker (paid , e.g. assemblies, on-site field trips)	Yes. Principal approval required. Must submit ICA with required paperwork to business office a minimum of three weeks in advance.	No, if event is on one day in MPR. If event is in separate classrooms, might need fingerprint clearance. (Check with Human Resources).	Yes, if more than 8 hours at one site, or guest speaker is at multiple sites and total time adds up to more than 8 hours across the district.	Yes	No	Yes	No
Service Provider for Students (paid , e.g. dance classes, art class)	Principal approval required. Must submit ICA with required paperwork to business office a minimum of three weeks in advance.	Yes (Check w/Human Resources)	Yes	Yes	No	Yes	No, unless food is involved.
Food Trucks	Yes, Principal Approval Required.	No, if the food truck will be parked along the curb next to the school.	No, if the food truck will be parked along the curb next to the school.	Yes	Yes	No, unless food truck will enter campus, then ICA is required.	Yes
Contractors / Service Technician (e.g. Agoura Tree Service, Elevator Maintenance, Plumbers, concrete work, Electricians, etc.)	Yes, and Julie/Scott approval required. Only vendors coordinated by M&O may use this row.	No, if using CUPCCAA contract and going through M&O.	No, if repairs are outside, unless contractor has direct contact with students for more than 8 hours. Yes, if repairs are indoors and will be longer than 8 hours.	Yes	Must use CUPCCAA contract	Must use CUPCCAA contract	No

* Only Schools First is allowed to speak to staff regarding retirement plans. Their visit must be arranged and approved by HR.

In some instances a parent volunteer will be asked to sign a hold Harmless and provide insurance (e.g. parent demonstrating a science experiment)

Check with Human Resources if there is a question about whether a visitor needs to go through fingerprint or TB clearances.

TB assessment is valid for four (4) years from the date of the assessment.

Insurance details:

For visitors who need insurance, please refer to these general notes. **HOWEVER, depending upon nature of event, additional insurance might be required.**

General Liability	Workers Compensation	Auto Insurance	Sexual Abuse & Molestation	Professional Liability
Additional Insured Endorsement	Waiver of Subrogation Endorsement	Waiver of Subrogation Endorsement	Additional Insured Endorsement	Proof of Insurance
If overnight, more than 16 hours combined districtwide, or risk is greater than normal to self or others, the following endorsements are also needed.		If can get, additional insured endorsement	Waiver of Subrogation Endorsement	
Waiver of Subrogation Endorsement		If can get, Primary and noncontributory endorsement	Primary and noncontributory endorsement	
Primary and Noncontributory Endorsement				

Examples of non-high risk include speakers, presenters, authors.

Examples of high risk include BMX show, animals, etc.

Please note, for Special Education and M&O contracts, all of the endorsements will be required for general liability insurance, as well as any other types of insurance as deemed appropriate.