



HUMAN RESOURCES

MEMO

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August 1, 2023

TO: Administration, Secretaries, and Personnel Technicians
FROM: Susanna Solis, Director, Human Resources
SUBJECT: **2023-2024 VOLUNTEER GUIDANCE**

We understand that the generous and caring support of volunteers increases the opportunity for us to meet the individual needs of each student. Administrators who wish to designate a volunteer should follow the procedures listed below:

Procedures for Essential Volunteers

1. Familiarize yourself with OUSD BP 1240 and AR 1240 (see attached).
2. Perspective Volunteers will receive a copy of the applicable link below from your site representative/designee:
 - **[Volunteer Packet 23-24 \(More than 5hrs\):](#)** See section 5 for requirements.
 - **[Volunteer Packet 23-24 \(5hrs or less\):](#)** See section 6 for requirements.
3. Volunteer applications will be routed through the Informed K12 site:
Step 1: Volunteers will submit a completed application with their attached proof of Keenan trainings. They will then forward the application to the site designee.
Step 2: The site designee will review the application for completion and forward it to the principal/department head for signature.
Step 3: The principal/department head will approve the application and forward it to the Human Resources Department.
Step 4: The Human Resources Department will approve the application and will send confirmation to the volunteer, site designee, and Principal.
Please note that all incomplete applications will be sent back to the volunteer and the Informed K12 process will be restarted.
4. Files for volunteers will be kept in the Classified Human Resources Office. All volunteer files will contain a Volunteer Application, Driver's License/Government Issued Identification, and Certificates of completion for required trainings.
5. **[Volunteers who work more than five hours per week](#)** - Volunteers who work more than five hours per week must obtain a fingerprint clearance through the Department of Justice and Federal Bureau of Investigations and submit to a tuberculosis (TB) risk assessment/examination. Volunteers are responsible for all associated costs.
6. **[Volunteers who work less than five hours per week](#)** - A Megan's Law registered sex offender check will be completed for volunteers who work less than 5 hours.
7. **Volunteers are not to start until clearance has been received from Human Resources.**
8. Updates to the volunteer process will be provided as they become available.

Community Relations

Volunteer Assistance

The Board of Education encourages parents/guardians and other members of the community to share their time, knowledge and abilities with our students. Community volunteers in our schools should enrich the educational program and strengthen our schools' relationships with homes, businesses, public agencies and private institutions. By their presence in and out of the classroom, volunteers also can help keep the schools more closely supervised.

The Superintendent or designee may authorize the use of volunteers and may require tuberculosis testing and fingerprinting of volunteers. The Superintendent or designee shall establish procedures to protect the safety of both students and volunteers. Volunteers shall act in accordance with District policies and regulations. (cf. 0410 - Nondiscrimination in District Programs and Activities) (cf. 1230 - School-Connected Organizations) (cf. 4127 - Temporary Athletic Team Coaches)

The primary responsibility for everyday upkeep of the schools and grounds rests with the District's classified employees. The Board, nevertheless, encourages volunteers to assist on short-term projects to the extent that they enhance the classroom or school, meet a specific need, comply with established building and safety codes, do not significantly increase maintenance workloads and comply with District commitments and contracts.

The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers. (cf. 6144 - Controversial Issues)

(Legal Reference next page)

Legal Reference:

EDUCATION CODE

- 35021 Volunteer aides
- 44227.5 Classroom participation by college level teaching methodology faculty
- 44814 Duty-free lunch periods
- 44815 Noncertificated supervision
- 45125 Fingerprinting requirements
- 45344.5 Instructional aide; proficiency in basic skills
- 45347 Instructional aides as classified employees
- 45349 Volunteers
- 49406 Examination for tuberculosis

GOVERNMENT CODE

- 3100-3109 Oath or affirmation of allegiance
- 3543.5 Prohibited interference with employees' rights
- 96100-96114 Academic Volunteer and Mentor Service Act of 1992

HEALTH AND SAFETY CODE

- 1596.871 Fingerprints of individuals in contact with child day care facility clients
- 3454 Volunteers; certificates on file

LABOR CODE

- 3364.5 Persons performing voluntary services for school districts

CODE OF REGULATIONS, TITLE 5

- 18168 Personnel duties with infants and toddlers

CODE OF REGULATIONS, TITLE 22

- 101170 Criminal record clearance
- 62 Ops. Cal. Atty. Gen. 325 (1979)
- Whisman Elementary School District, 15 Public Employee Reporter for California, Section 22043

Adopted: (7-96) 10-05

ORANGE UNIFIED SCHOOL DISTRICT
Orange, California

Community Relations

Volunteer Assistance

Volunteers who assist students shall complete the "Volunteer Assistance Request" form and be under the immediate supervision of certificated employees. (E.C. 35021)

Volunteers who assist students shall be in the constant supervision of a District employee unless they have been fingerprinted by the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) and received criminal record clearance. Volunteers who give assistance to students five hours or less per week or volunteer for a special event, such as a field trip, a one-time class activity, etc., shall be exempt from the fingerprinting requirement. This paragraph does not apply to volunteers who work with pupils in a District sponsored pupil activity program as set forth below.

Volunteer assistants shall not be used to assist certificated staff in performing teaching or administrative responsibilities in place of regularly authorized classified employees who have been laid off. (E.C. 35021)

Because of a California Attorney General Opinion that a loyalty oath is not required of members of an advisory committee (62 Ops. Cal. Atty. Gen. 325, 1979), volunteers, including volunteer instructional assistants, may not be required to take loyalty oaths pursuant to Government Code 3100-3102.

Volunteers providing classroom assistance shall:

1. Fulfill the tuberculosis testing and fingerprinting qualifications required of all instructional aides. (E.C. 45125, 45347, 45349, 49406)
2. Give evidence of basic skills proficiency as required of all instructional assistants (E.C. 45344.5) (cf. 4212 - Appointment and Conditions of Employment) (cf. 4222 - Teacher Assistants/ Paraprofessionals)

Unsalariated volunteers shall be considered employees of the District for Workers' Compensation Insurance purposes. If injured while serving as volunteers in the District, they should file Workers' Compensation Insurance forms provided by the District office.

District Sponsored Pupil Activity Programs

All volunteers working with pupils in a District sponsored pupil activity program shall possess an Activity Supervisor Clearance Certificate or other qualifying certificate from the Commission on Teacher Credentialing or have been fingerprinted by the DOJ and the FBI and received criminal record clearance. The Superintendent or designee shall determine which volunteer positions in the District are subject to this requirement. (cf. 4212.5 – Criminal Background Check)

Pupil activity programs include, but are not limited to, scholastic programs, interscholastic programs, and extracurricular activities sponsored by a District or school booster club, including,

but not limited to, cheer team, drill team, dance team, and marching band.

Examples of volunteer positions that are covered by the ASCC/fingerprinting requirement include volunteers serving as athletic coaches and assistant coaches; band and color guard instructors; cheerleading coaches and assistant coaches; dance team coaches and assistant coaches; theatre directors and assistant directors; speech and debate instructors; Model United Nations director; chess coaches; and other individuals who work with pupils in activities sponsored by the District or booster clubs. (cf. 4127/4227/4327 – Temporary Athletic Team Coaches)

This requirement does not apply to volunteer supervisors for breakfast, lunch, or other nutritional periods or to volunteer nonteaching aides under the immediate supervision and direction of certificated personnel of the District, including parents/guardians volunteering in a classroom or on a field trip or a community member providing noninstructional services. (E.C. 49024)

Child Care and Development Programs

All volunteers in child care and development programs shall be tested for tuberculosis not more than sixty (60) days before or within seven days after the volunteer service begins; staff shall also maintain annual follow-up reports indicating that the volunteer is free from tuberculosis. (Code of Regulations, Title 5, Section 18168)

Volunteers who provide direct care and supervision to children in child care and development programs must be fingerprinted for criminal record clearance unless they serve for less than ten days a month under the constant supervision of an adult who has met criminal record clearance requirements. (Health and Safety Code 1596.871)

Volunteer Assistance Projects

All volunteer assistance projects shall have approximate start and completion dates and must be approved by the principal in advance. Projects that entail classroom cleaning, washing exterior walls and equipment, picking up trash and litter, gardening, and mowing of fields may be carried out as part of school beautification days, recycling and ecology days or housekeeping days.

Projects approved by the principal shall also be approved in advance by the Superintendent or designee if they involve the following types of assistance:

1. Alterations, additions or repairs to buildings and grounds.
2. Construction involving wall or roof penetration, drilling or nailing.
3. Structural modifications.
4. Electrical, electronic, plumbing or heating and cooling work.
5. Painting.
6. Installation of carpet.

7. Installation of playground equipment and benches.
8. Installation of sprinkler systems.
9. Paving.
10. Installation of marquees and signs.
11. Tree planting, pruning or removal.

The Superintendent or designee shall ensure that the above projects comply with health and safety codes, building codes, fire codes, environmental laws and agreements with employee bargaining units. The District will provide on-site assistance and supervision for such projects, depending upon their complexity and the expertise of the volunteers. Projects shall be inspected upon completion to ensure that the work was done satisfactorily.

Electrical, electronic, heating, ventilation, air conditioning, plumbing, welding and structural work must be done by a licensed contractor or performed under the supervision of a skilled District maintenance employee knowledgeable of the trade involved. (cf. 3514 - Environmental Safety) (cf. 3514.1 - Hazardous Substances) (cf. 7111 - Evaluating Existing Buildings) (cf. 7210 - Architectural and Engineering Services)

Approved: (7-96, 10-05) 10-10

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