

ABC Unified School District Human Resources

To: All Principals
From: Dr. Carol Hansen, Assistant Superintendent-Human Resources
Date: April 7, 2011
Re: **Volunteer Information and Procedures**

The District encourages parents/guardians and other members of the community to share time, knowledge and abilities with our students. Below we have outlined the process to ensure the safety of our students in accordance with laws and ABCUSD Board Policies related to fingerprinting, tuberculosis testing, and criminal records checks.

Qualifications for Volunteers

Fingerprinting

Effective February 5, 1999, a volunteer who works five (5) or more hours per week must be fingerprinted. The fingerprinting will be at the school site's expense. Fingerprinting must be completed and cleared by Human Resources prior to starting the volunteer work. Excluded from this regulation will be parents and/or legal guardians, with the exception of parents attending overnight field trips.

For example, parents and/or legal guardians may volunteer in classrooms and are not required to be fingerprinted. However, parents and/or legal guardians must be fingerprinted if they go on overnight field trips such as 6th grade camp, Sacramento State Capital trip, band field trips, etc.

All secondary coaches must follow the District's certification/clearance process regardless if they are parents or volunteers.

Assembly Bill 346 – New Volunteers for After School Activities

Effective July 1, 2010, AB346 requires that all new volunteers who work with students in school-sponsored activities (after school) without the supervision of a certificated teacher, to be fingerprinted by both the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). This includes individuals such as volunteer coaches, club sponsors, tutors, and many others. The District will begin printing these new volunteers immediately

Tuberculosis Testing

All persons who serve as a volunteer at a school site and are in contact with students five (5) hours or more per week must provide proof of a current tuberculin test (TB test) to be kept on file at our school site. The testing must be completed within 60 days prior to your assignment and must be retaken every four years. Please see the school secretary for a list of times and sites where you may obtain the test for a nominal fee.

Volunteers who work less than five (5) hours per week do not need to submit proof of a TB test. Volunteers who assist with one time activities, such as: clerical functions; supervision of non-overnight field trips, or dances do not need to submit proof of TB clearance.

Sex Offender Checks – Megan's Law

Before authorizing any person to serve as a volunteer non-teaching aide or volunteer instructional aide, the principal or designee must conduct an automated records check. The record check can be conducted by referring to the Megan's Law website www.meganslaw.ca.gov. A person who is required to register as a sex offender may not serve as a volunteer in any capacity in our school district. Education Code 35021.

Process for Sending a Volunteer for Fingerprinting

- Call Human Resources with the name of the volunteer and the site where they will be working.

- The \$40 fingerprinting cost will be charged to the school site. Notify Human Resources with the budget number you would like to use.
- It will take approximately one week to receive fingerprint clearance from the Department of Justice and the Federal Bureau of Investigation (FBI). Human Resources will notify your site when the fingerprints have cleared.

Signed Volunteer Letter

In order to inform all volunteers of the requirements and information, please have all volunteers sign the attached letter. Volunteers who work less than five hours a week must provide us assurance that they have no criminal record of a violent or serious felony.

Please use the sample letter and print it on your school letterhead. The signed letter should be kept in a file at your school site for the duration of the volunteer time. We have translated the letters into Korean, Chinese, and Spanish for your convenience.

It is the school's responsibility to manage the clearance of its volunteers by maintaining fingerprints, TB, sex offender records check, and signed volunteer letter on file.

Should you have any questions or concerns please call me at (562) 926-5566 extension 21173. Thank you.

(School Letterhead)

Dear Volunteer:

Thank you very much for volunteering your time for our students. We truly appreciate your help! The process for becoming a volunteer is outlined below.

Fingerprinting

Effective February 5, 1999, a volunteer who works five (5) or more hours per week must be fingerprinted. The fingerprinting will be at the school site's expense. Fingerprinting must be completed and cleared by Human Resources prior to starting the volunteer work. Excluded from this regulation will be parents and/or legal guardians, with the exception of parents and/or legal guardians attending any overnight field trips such as 6th grade camp, Sacramento State Capital trip, band field trips, etc.

The State of California Education Code Section 35021 states that a person, who is required to register as a sex offender pursuant to Section 290 of the Penal Code, may not serve as a volunteer in any capacity in a school district.

Education Codes 45125 and 45125.1 prohibits contact with students by anyone who has been convicted of a serious or violent felony.

Tuberculosis Testing

All persons who serve as a volunteer at a school site and are in contact with students five (5) hours or more per week must provide proof of a current tuberculin test (TB test) to be kept on file at our school site. The testing must be completed within 60 days prior to your assignment and must be retaken every four years. Please see the school secretary for a list of times and sites where you may obtain the test for a nominal fee.

Volunteers who work less than five (5) hours per week do not need to submit proof of a TB test. Volunteers who assist with one time activities, such as: clerical functions; supervision of non-overnight field trips, or dances do not need to submit proof of TB clearance.

Other Important Reminders

All secondary coaches must follow the District's certification/clearance process regardless if they are parents or volunteers.

Should you be injured while you are volunteering at our school, you are covered by the District's workers' compensation program. It is extremely important that you report all injuries to the office immediately.

If you have any questions, or need additional information, please do not hesitate to contact me. Again, thank you very much for dedicating your time for our students.

Sincerely,

Principal

By signing below, you are verifying that you have read the above and that you are in compliance with Education Code Sections 35021, 45125, 45125.1.

Name (please print)

Date

Signature

Home Telephone Number

Street Address

City, State, Zip Code