



## Volunteer Information and Requirements

The Oak Grove School District (OGSD) recognizes and appreciates that volunteer assistance in schools can significantly enrich the educational program, increase supervision of students, contribute to school safety, and strengthen a school’s relationship with the community. We encourage parents/guardians and other members of the community to share their time, knowledge, and abilities with students.

In compliance with California Education Code Section 35021 and Board Policy 1240, the Board requires school volunteers to be screened and authorized to volunteer. Volunteers who may be in contact with students outside the presence of certificated staff, however briefly, must arrange for a California Department of Justice (DOJ) fingerprint submission prior to volunteering. Also, volunteers who will have frequent or prolonged contact with students must also be tuberculosis (TB) tested and cleared. These requirements are in place given an abundance of caution for student safety and well-being.

**Individuals are not allowed to begin a volunteer school assignment until the following steps are completed:**

School principals have the discretion to determine which volunteers must be fingerprinted for a DOJ background check, based on the type of volunteerism. The table below highlights some common examples.

**STEP 1.** Determine which volunteer activities you will be doing to determine the need to be fingerprinted and undergo a background check by the California Department of Justice (DOJ).

<u>Column A</u>	<u>Column B</u>
Fingerprinting/DOJ Background Check and TB Clearance are <b>REQUIRED</b> for These Volunteers*	Fingerprinting/DOJ Background Check and TB <b>NOT REQUIRED</b> No Application Needed
Regularly volunteers in contact with students	Visits the office for the purpose of conducting business there. (e.g., Assisting teacher(s) with picture day, organizing curriculum packets, making copies, etc.)
Could be outside the presence of a certificated staff member (teacher or administrator) even briefly	Short term, non-recurring volunteers, of 8 hours or less during the school year under the immediate supervision and direction of certificated personnel of the district
Drivers and/or chaperones for field trips, including after school sports. (Note: a valid CA Driver's License and proof of insurance coverage are also required. These additional forms can be accessed in the school front office)	Volunteer supervisors for breakfast, lunch, or other nutritional periods pursuant to California Education Code Sections 44814 and 44815 , and nonteaching volunteers, as defined in Education Code Section 35021, under the immediate supervision and direction of certificated personnel of the district, shall not be required to be fingerprinted
Coaches or assists with special events, including dances, sports competitions, drama, and musical productions	Attends school events at which parents are expected to supervise their own children (e.g., Walk-A-Thon, Family Math Night, or Ice Cream Social)
	Attends a guardian/parent-staff conference
	Presents at a “Career Exploration Day” once during the school

	year
	Attends a musical, drama production, athletic, performance, awards night, academic or art event as a member of the audience, etc.

\*Note: The above chart is a guide and is not necessarily an exhaustive list.

**If your volunteer activity falls under Column A above, the following steps apply:**

**STEP 2.** Submit an OGSD “**Volunteer Application**” [ogsd-volunteer-application](#) with one of the following attached to Human Resources (HR):

- a. Proof of TB test
- b. [Volunteer-TB-Risk-Assessment](#) (4 years) or
- c. Clear chest x-ray

**STEP 3.** Fingerprint Clearance

- a. Once an application is received by Human Resources (HR), volunteers will receive an email with the Department of Justice form and fingerprint details.

**Step 4.** Human Resources notifies the school administration when a volunteer’s background check requirements have been met.

**Step 5.** Volunteer applicants contact the school Secretary and/or Principal to inquire whether they are cleared to start volunteering.

**TB Screening of Volunteers:**

Upon initial volunteer assignment, a volunteer shall have on file with the district a certificate showing that they have submitted to a tuberculosis (TB) risk assessment and, if tuberculosis risk factors were identified, was examined and found to be free of infectious tuberculosis (Ed Code 49406). Each volunteer needs to have a risk assessment every four (4) years to determine whether a TB test is required. Please check with your school principal should you have a question about your need to be TB tested and/or fingerprinted.

**Note:** *School volunteers and campus guests are required to sign in at the school office upon entering the school premises and must sign- out when they exit the campus.*

For more information and opportunities, please visit or contact your school office. In addition, you can contact our Human Resources Division at 408-227-8300 or email Elisabeth Navarro at [enavarro@ogsd.net](mailto:enavarro@ogsd.net)