El Dorado Union High School District
OAK RIDGE HIGH SCHOOL
BE REAL • DARE TO QUESTION • CARE FOR OTHERS • FIND BALANCE
1120 Harvard Way, El Dorado Hills, CA 95762 916-933-6980/530-677-4402 916-933-6987

Volunteer Clearance Instructions for Staff

State legislation has increased scrutiny on school volunteers and new legislative requirements have been passed for certain kinds of volunteering. We have created a process for identifying two different levels of volunteering. This process also includes what requirements need to be met for them to be cleared.

Type	**Level 1 Volunteer**
Example	• Booster group parents meeting but not interacting with kids • Volunteers selling items at a public event such as a football or basketball game • Volunteer one time during the school day and do not interact with kids.(i.e. Helping in the office) • Recruiters • Guest Speakers *
Clearance Process	• No clearance is necessary

**Guest Speakers still need to be cleared using the Guest Speaker Form.*

Type	**Level 2 Volunteer**
Description	Volunteers who are interacting or around kids in or out of the school day. This includes volunteers who may not interact with students, but are on campus during the school day more than one day at a time.
Example	• Volunteers on campus during the school day for any reason more than one time • Any volunteer who interacts with students during or outside of the school day • Volunteers who meet clubs or do enrichment periodically • Volunteers who help supervise or are around students at events (field trips, competitions, theater builds, concerts, etc.)
Clearance Process	1. Staff member submits volunteers name to the Volunteer Clearance Form

	a. This starts the process of having volunteers fingerprinted at their expense, complete an online training, and complete an information packet 2. Once submitted, the Principal will approve the name and push it to Human Resources. 3. Next, volunteers will be contacted by EDUHSD Human Resources. They will work with the volunteer to get signed up for fingerprinting, online training, and completing the volunteer information packet. 4. The school will receive notification when they have completed the process and can now volunteer.This approval will be passed along to the staff member who initiated the process.

If you have any questions please reach out. I know change involves a lot of questions and clarifications.

Process for Getting Volunteers Cleared

Step 1

- Staff submits the volunteer's name to the Volunteer Clearance Form.
    - To complete this process, volunteers will need to have their fingerprints scanned, complete an online training, and complete a contact card.

Step 2

- The Principal will approve the clearance and forward it to Human Resources.

Step 3

- Human Resources will reach out to the volunteer via email and set up a time to meet with them. The volunteer will submit all the required information to Human Resources.

Step 4

- Human Resources will notify the Principal when the volunteer has been cleared. The Principal will notify the program head who will notify the volunteer.

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Example	• Volunteers on campus during the school day for any reason more than one time • Any volunteer who interacts with students during or outside of the school day • Volunteers who meet clubs or do enrichment periodically • Volunteers who help supervise or are around students at events (field trips, competitions, theater builds, concerts, etc.)
Clearance Process	5. Potential Volunteers complete the Volunteer Data Card and send to Sarah Phillips for principal signature: sphillips@eduhsd.k12.ca.us a. Principal approval must be obtained on the data card by HR. 6. Once HR obtains principal approval, Live Scan forms may be obtained in person at the district office (soon to change to pick up at the DO or ORHS)

	a. We are located at 4675 Missouri Flat Rd Placerville, CA 95667 Building E and are here M-F 8:00-4:30pm 7. Complete Mandated Reporter Training through Public School Works. a. Please see directions below to self-register and complete this training. b. You can email Brittany Pagan bpagan@eduhsd.k12.ca.us a copy of the training or bring a physical copy in with you when you visit HR. You need to turn this in as we do not pull the certs for you.

If you have any questions please reach out. I know change involves a lot of questions and clarifications.

Process for Getting Volunteers Cleared

Step 1

- Potential Volunteer completes Data Card and sends it to Sarah Phillips sphillips@eduhsd.k12.ca.us for principal approval.

Step 2

- The Principal will approve the clearance and forward it to Human Resources.

Step 3

- Once HR obtains principal approval, Live Scan forms may be obtained in person at the district office (soon to change to pick up at the DO or ORHS)
    - District Office is located at 4675 Missouri Flat Rd Placerville, CA 95667 Building E and are here M-F 8:00-4:30pm

Step 4

- Complete Mandated Reporter Training through Public School Works.
    - Please see directions below to self-register and complete this training.
    - You can email Brittany Pagan bpagan@eduhsd.k12.ca.us a copy of the training or bring a physical copy in with you when you visit HR. You need to turn this in as we do not pull the certs for you.

Link to EDUHSD Volunteer portal:
https://www.publicschoolworks.com/Portal/Portal.php?di=10871&dia=3frjx

Account Creation/Authentication Method:

- Please create your own account via self-registration for first time sign in. Here is a video tutorial link outlining the process:

https://vimeo.com/reviews/c541eb57-a2d2-48cd-a633-81c00ac1aeac/videos/1099789006

Step 5

- Human Resources will notify the Principal and the volunteer upon clearance.

Clearing Volunteers Has Changed

State legislation has increased scrutiny on school volunteers. Certain types of volunteer roles have to commit to more steps to get cleared by our district. There are now two types of volunteers. Level 2 volunteers will require additional steps to be cleared (fingerprinted, online training module, and volunteer packet). To try and simply this I have created a few rules and examples. I have created a process sheet for staff and a separate one for volunteers. If you have any questions please let me know.

Volunteer Process

- Volunteer Clearance Instructions for Staff
- Volunteer Clearance Instructions for Volunteers