LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN

TITLE: Establishing and Administering School/Office Volunteer Programs

NUMBER: BUL-6746.2

ISSUER: Vivian Ekchian, Deputy Superintendent
Office of the Deputy Superintendent

Rosalinda Lugo, Ed.D., Administrator
Office of Parent and Community Services

DATE: January 11, 2019

ROUTING
Local District Superintendents
Instructional Directors
Operations Administrators
Operations Coordinators
Parent and Community Engagement Administrators
District Categorical Coordinators
Principals
School Administrative Assistants
School Categorical Coordinators
School English Learner Designees
Parent and Family Center Staff

PURPOSE: This policy provides guidance to school and District office administrators in establishing and administering volunteer programs that support the Los Angeles Unified School District's (LAUSD) goal of 100% Graduation. LAUSD values volunteers as important partners in supporting student achievement. In order to provide a safe environment for all and support the involvement of parents and community members in LAUSD public schools, the Board of Education revised its volunteer program policies. Parents/guardians have the right to be included in the educational process and to have access to the system on behalf of their children. These rights are outlined in California Education Code, Section 51101(a)(3), indicating parents/guardians have the right "*to volunteer their time and resources for the improvement of school facilities and school programs under the supervision of district employees, including , but not limited to, providing assistance in the classroom with the approval, and under the direct supervision, of the teacher. Although volunteer parents may assist with instruction, primary instructional responsibility shall remain with the teacher.*"

MAJOR CHANGES: Bulletin 6746.2 replaces BUL-6746.1, *Establishing and Administering School Volunteer Programs*, dated January 8, 2019, from the Office of Parent and Community Services (PCS). This revised policy eliminates the time frame of 16 hours as a criteria for fingerprinting volunteers. Instead, a three-tiered volunteer system is established outlining when fingerprinting would be required. Tier I and Tier II volunteer activities do not require fingerprinting. Tier III volunteer activities do require fingerprinting. A new <u>On-Demand Safety Volunteer</u> category has been established for situations when the Superintendent or Local District Superintendent declares an on-demand safety need that requires safety support from parents/guardians or extended family. In addition, the cost of fingerprinting, at LAUSD approved fingerprinting sites, for school volunteers serving in LAUSD public schools, will be waived.

GUIDELINES:

I. LAUSD SCHOOL/OFFICE VOLUNTEER PROGRAMS

Early and consistent parental involvement helps children do well academically. Parents/guardians and extended family are encouraged and welcomed to become involved in the formal education of their children by volunteering at their child's school.

A volunteer is any individual who assists at a school site or District office without monetary compensation. This includes parents, community members, interns and in some cases, high school or college students.

Parents who are unable to volunteer at the school during the day due to certain circumstances should be assigned volunteer duties which can be performed in their homes. The school administrator determines which health and safety requirements the off-campus volunteer must fulfill.

Classroom observation by parents is a right distinguished from volunteering, according to California Education Code, Section 51101(a)(1) parents/guardians have the right *"within a reasonable period of time following making the request, to observe the classroom or classrooms in which their child is enrolled or for the purpose of selecting the school in which their child will be enrolled in accordance with the requirements of any intradistrict or interdistrict pupil attendance policies or programs."*

In addition, the administrator or administrative designee has the option to decide if volunteer services are needed or to deny any person on-campus volunteer service opportunities. In the situation where the volunteer is a parent of a child at the school, the school administrator must identify ways that the parent can volunteer from home. The administrator or administrative designee can also determine when volunteer services are no longer needed and discontinue volunteer service.

II. PURPOSE OF THE LAUSD SCHOOL/OFFICE VOLUNTEER PROGRAMS

The purpose of the LAUSD school/office volunteer programs is to augment and enhance educational and support services to schools and offices by leveraging the rich talents and expertise of parents and members of the school community. Volunteers contribute to schools and District offices in the following ways:

- Enriching the school experience for students and staff

- Assisting teachers in classrooms
- Assisting with students, staff, parent and community activities
- Promoting partnerships between the school, the District, the home and community
- Serving as positive role models for students

III. THREE-TIERED VOLUNTEER SYSTEM

The three-tiered volunteer system was developed to assist the school community with identifying the various health and safety requirements and duties and responsibilities for volunteers. The duties and responsibilities outlined below are a **summary** only and ***are NOT intended to be all-inclusive***.

Tier I Volunteer *
Required: California Megan's Law Website Clearance Not Required: TB Clearance or Fingerprinting Clearance Must be directly supervised at ALL times by school staff Single Event or On-Demand Application and Volunteer Commitment Form are submitted to the principal for approval. Tier I volunteer application cannot be used for overnight events.
Single Event Volunteer Volunteers for one day only in the entire school year. Potential volunteers fill out the Single Event Volunteer Application. **On-Demand Safety Parent/Guardian/Extended Family Volunteer** Only parents, guardians and extended family, **at the discretion of the principal,** can participate as Tier I "On Demand Safety Volunteers". Volunteers support schools in case the Superintendent or Local District Superintendent declares an ***on-demand safety need*** that requires safety support from parents/guardians/extended family whose child attends the public school. The volunteer would fill out the On-Demand Volunteer Application and submit it to the principal or designee. Principals in anticipation of such a safety demand may, within a reasonable period of time, invite parents/guardians/extended family to fill out an On-Demand Safety Volunteer application with the understanding that their support will not be implemented until the declaration is made by the Superintendent or Local District Superintendent.

Tier II Volunteer * **Required: California Megan's Law Website Clearance** **TB Clearance** Not Required: Fingerprinting Clearance Must be directly supervised at ALL times by school staff Volunteers must fill out the Volunteer Application on the District's on-line Volunteer Management System and sign the Volunteer Commitment Form.
<u>Classroom Volunteer</u> – Supervised by: Principal/Teacher • Assists the classroom teacher • Works in the classroom with small groups of students (2 or more) to reinforce skills • Performs clerical or record-keeping tasks for the teacher in the classroom (e.g., classroom assignments, homework collected, etc.). Volunteers are not to have access to student, family, or employee records. • Presents information to class in areas of specialized expertise **<u>Room Parent</u>** – Supervised by: Principal/Teacher • Assists teacher in communicating with parents who agree to be contacted • Plans, coordinates and seeks help from other parents for classroom celebrations in compliance with the school's policy **<u>Campus Volunteer</u>** – Supervised by: Principal/Certificated Staff Assigned by Principal • Safety Valet / School Tours / Playground Volunteer **<u>Office Volunteer</u>** – Supervised by: Principal/Office Staff • Assists school staff with duplicating and preparing outgoing or instructional materials. Volunteers are not to have access to student, family, or employee records. **<u>Parent and Family Center Volunteer</u>** – Supervised by: Principal/Parent and Family Center Staff • Assists with parent workshops and resources **<u>Field Trip/Event Chaperone Volunteer</u>** – Supervised by: Teacher/Certificated Staff Assigned by Principal • Assists during field trips under the direct supervision of certificated staff
Tier III Volunteer * **Required: California Megan's Law Website Clearance** **TB Clearance** **Fingerprint Clearance** Must be directly supervised at ALL times by school staff

Volunteers must fill out the Volunteer Application on the District's on-line Volunteer Management System and sign the Volunteer Commitment Form.
One-on-One Tutor – Supervised by: Principal/Teacher/Certificated Staff Assigned by Principal • Provides directed assistance to assigned students one-on-one in identified target academic areas with the teacher or Certificated Staff Assigned by the principal in the classroom **Cafeteria Volunteer** – Supervised by: Principal/Cafeteria Manager/Teacher/Staff Assigned by Principal • Assists children and staff with the distribution of food, clean up, and assists in maintaining an orderly and safe environment during meal times in the school cafeteria and during Breakfast in the Classroom **Overnight Field Trip Chaperone Volunteer** – Supervised by: Teacher/Certificated Staff Assigned by Principal • Assists designated teacher in the supervision of an assigned group of students on overnight field trips **Student Activities Volunteer** – Supervised by: Principal/Certificated Staff Assigned by Principal • Assists with administratively approved student sports activities, band, clubs, culinary groups, etc.

* Based on Pasadena Unified School District's Volunteer Handbook

Individuals who are interested in applying to volunteer at a high school as an athletic coach need to contact the school's Athletic Director or administrative designee in charge of athletics. Athletic volunteer applications are processed through the LAUSD's Interscholastic Athletic Department, which certifies that volunteers have met all requirements. For more information on volunteering as an athletic coach, please contact the Interscholastic Athletic Department at (213) 241-5847.

Please note that fingerprinting is done through the Live Scan process which captures the fingerprints electronically. The fingerprint data is then submitted to the California Department of Justice (DOJ) to perform a statewide criminal record search. The DOJ also sends the fingerprints to the Federal Bureau of Investigation (FBI) to check against the national criminal history database. The District is precluded from sharing or divulging criminal record history information, including responses that no criminal record history exists, unless expressly authorized to outside entities. Information received is kept in a confidential file and is destroyed once a determination is made.

IV. VOLUNTEER APPLICATION PROCESS

Tier I volunteers fill out the Single Event Volunteer Application (Attachment A1/A2) or the On-Demand Safety Volunteer Application (Attachment B1/B2) and submit the completed application to the principal or designee for approval. These applications do not need to be submitted to the District or Local District for approval. In addition, Tier I volunteers must sign and submit the Volunteer Commitment Form (Attachment C1/C2). These volunteer applications must be kept in a secure locked location for safekeeping in the main office for five years.

Tier II and Tier III volunteers must have an application on file in the online Volunteer Management System (Attachment D1/D2). In addition, Tier II and Tier III volunteers must sign and submit the Volunteer Commitment Form. If volunteers require assistance filling out the application online, schools must provide support. Attachment E1/E2 and Attachment F contain step-by-step details regarding the application process.

If a volunteer changes Tiers, all requirements for that Tier must be fulfilled prior to providing volunteer services.

Information for Volunteers

- Individuals interested in volunteering must check with the school administrator or designee regarding available Tier II and Tier III volunteer opportunities before submitting a volunteer application in the Volunteer Management System.

- Tier I volunteer opportunities are available through the principal or designee.

- Tier I, Tier II and Tier III volunteers do not receive compensation for services they provide.

- Tier II and Tier III volunteers must meet certain health and safety requirements, including Tuberculosis (TB) clearance.

- Tier I, Tier II and Tier III volunteers may not replace the direct job duties of a LAUSD employee.

- Tier I, Tier II and Tier III volunteers are not permitted to bring children during their service hours.

- Tier I, Tier II and Tier III volunteers are expected to sign and abide by the LAUSD Volunteer Commitment Form.

- Tier I, Tier II and Tier III volunteers are expected to follow all school and District policies, including the LAUSD Code of Conduct with Students and the LAUSD Employee Code of Ethics.

- Once a person receives an official LAUSD volunteer badge, provided by PCS, the person is approved to provide Tier II or Tier III volunteer services at the designated school or office until the end of the school year.

- Volunteer badges not provided by PCS but generated by a school, district office or school photography company are not official LAUSD volunteer badges.

- Tier II and Tier III school volunteers are required to sign in and pick up their LAUSD volunteer badges upon entering the campus. School volunteers are to sign out when they exit the campus and leave their LAUSD volunteer badges at the school at the end of the day.

V. THE ROLE OF THE ADMINISTRATOR OR ADMINISTRATIVE DESIGNEE

The school or District office administrator shall assume general authority and responsibility over all volunteers or may designate other certificated and/or classified staff to coordinate and support the volunteer program. The administrator must contact the PCS office to identify a designee who will be granted access to the online Volunteer Management System. The following is a list of approved staff (designees) for offices and schools to input application information:

- Assistant Principals
- School Coordinators
- School Administrative Assistants
- Parent and Family Center Staff

The administrator or designee must ensure the volunteer has all the required health and safety clearances before clicking the approve button in the Volunteer Management System. The PCS office will process the information and send, to the principal, a welcome letter and a LAUSD volunteer badge for each of the volunteers. The volunteer badge is for the current school year and indicates that the volunteer is ready to begin

their volunteer duties. The LAUSD Volunteer badge sent by PCS must remain at the school in a secure location. The school will notify the prospective volunteer when their letter and badge has arrived to the school.

The administrator or administrative designee must ensure the following:

- **All** volunteer applicants, including LAUSD employees and continuing volunteers, are checked annually against the California Megan's Law Website. Any prospective volunteer whose name appears on the CA Megan's Law Website will not be cleared to volunteer at the school or district office. Parents whose name appears on the database must be given opportunities to volunteer from home.

- Health and safety clearance requirements are met, including Tuberculosis clearance.

- For Tier I volunteers, a signed copy of the appropriate Single Event or On-Demand Volunteer Application Form and Volunteer Commitment Form are on file in the main office in a secure and locked location. These volunteer forms are to be kept for five years.

- For Tier II and Tier III volunteers, an online application is on file in the Volunteer Management System and a signed copy of both the application and the Volunteer Commitment Form are on file in the main office in a secure and locked location.

- Tier II and Tier III volunteers must not begin service until they have received a LAUSD volunteer badge, issued by the PCS office.

- The volunteer badge, for Tier II and Tier III volunteers, is returned to the school at the end of each day.

- Appropriate supervision of volunteers is provided at all times. Depending on the volunteer type, a volunteer may be assigned to a classroom teacher, Parent and Family Center staff or other school staff.

- Volunteer duties that have been assigned are not in conflict with those of LAUSD employees.

- Volunteer does not have access to student, family or employee records.

- A Tier II or Tier III volunteer must be notified by the school when the LAUSD volunteer badge and welcome letter are received from PCS.

- All Tier II and Tier III volunteers in the online Volunteer Management System must be approved or denied by the administrator or designee by the end of the school year.

Volunteer Management Roll Over Process

Tier II and Tier III continuing volunteers may be cleared to volunteer by the administrator or administrative designee for the upcoming school year through the Volunteer Management System Roll Over process. The roll over feature will become active in May. Interested Tier II and Tier III volunteers who would like to continue volunteering at the same school for the upcoming school year should inform the principal or designee of their interest and then verify and sign that the contact information previously provided is still up to date.

In May or before the end of the school year, the administrator or designee must do the following in order to roll over the volunteers:

- Document in the online Volunteer Management System that the volunteer's name has been checked against the California Megan's Law Website.

- Document in the online Volunteer Management System that the volunteer's TB clearance has not expired.

- Ensure rollover applications are complete and approved online by the administrator or administrative designee.

All volunteer documents (i.e. application, commitment form) must be kept in a secure locked location in the main office for five years. These documents contain personal information regarding volunteers and therefore require a high level of confidentiality and safety.

VI. DISCONTINUATION OF VOLUNTEER SERVICES

There are times when certain situations call for a volunteer's service to be discontinued. The school and/or District administrator may

discontinue a person's volunteer service when that person poses a danger or threat to staff, students, or other adults or when the volunteer violates the privacy of students or any other person on the school site. In addition, a volunteer's service may be discontinued for failure to follow District policies such as the Respectful Treatment of Others Board Resolution, discrimination or harassment policies, the LAUSD Code of Conduct with Students and the LAUSD Employee Code of Ethics. Failure of the volunteer to abide by the signed Volunteer Commitment Form may also be cause for a volunteer's services to be discontinued. This includes a person who has been issued a disruptive person letter during the current school year. The administrator or administrative designee has the option to deny any person on-campus volunteer service. In these situations, the school administrator must identify ways that parents can volunteer at home. The administrator or administrative designee can also determine when volunteer services are no longer needed.

The Office of Parent and Community Services must be informed in writing of such action.

VII. SAFETY CLEARANCE REQUIREMENTS

California Megan's Law Website Clearance
In accordance with District policy, the administrator or administrative designee must check Tier I, Tier II and Tier III volunteers, including LAUSD employee volunteers and continuing volunteers serving in schools and District offices, against the California Megan's Law Website at http://www.meganslaw.ca.gov/. Any volunteer applicant whose name appears on the California Megan's Law Website is prohibited from serving as a volunteer on site in any capacity for any length of time, including for Single Event activities.

Federal Bureau of Investigation (FBI) and Department of Justice (DOJ) Fingerprinting Clearance
Tier III volunteers must be fingerprinted. Volunteer applicants need to be fingerprinted only once during their volunteer service. However, if the volunteer ceases to volunteer for a period of two years or longer, a new fingerprint clearance is required. School/Office staff must contact an approved LAUSD Fingerprinting location to make an appointment for the volunteer being fingerprinted (Attachment G1/G2). The fee for fingerprinting, at an approved LAUSD fingerprinting location, will be paid by the District.

Provisions in applicable Memoranda of Understanding (MOU) or agency agreements for internships and District's Human Resources policies and procedures pertaining to fingerprinting processes and fees will be followed.

VIII. HEALTH CLEARANCE REQUIREMENTS

Health clearances (Attachment H1/H2) are required for all volunteers with the exception of active LAUSD employees. Tier II and Tier III volunteers must provide clearance of TB prior to starting volunteer service (Attachment I1/I2 or Attachment J).

New LAUSD volunteers' TB test results are valid for up to 60 days prior to starting volunteer services. TB clearance for continuing volunteers is valid for a period of up to four years.

Volunteers in schools and classrooms with preschool age students have additional requirements regarding influenza vaccination (Attachment K). The Early Education programs include:

- Expanded Transitional Kindergarten (ETK – formerly SRLDP)
- Expanded Transitional Kindergarten/Preschool Collaborative Classroom (ETK/PCC)
- Early Education Centers (EEC)
- California State Preschool Programs (CSPP)

IX. OTHER VOLUNTEERS

The following section describes other types of volunteers and the criteria they must adhere to when volunteering at a school or District office:

<u>Extended Family Members</u>
Extended family members includes, grandparents, uncles, aunts, cousins, siblings, etc. Extended Family Members must submit the appropriate application and sign and submit the LAUSD Volunteer Commitment Form.

<u>Community Members</u>
Community members are defined as anyone who lives in the surrounding community of a school, or are employees of community-based organizations and agencies, or are business representatives from the wider business community or the local community. Community members must submit the appropriate application and sign and submit the LAUSD Volunteer Commitment Form.

High School Students
LAUSD high school students currently enrolled in 10th through 12th grade may volunteer with permission of their parent/guardian and the school administrator or designee (Attachment L). The LAUSD Student Volunteer Permission Form must be signed by the student and the parent/guardian and submitted to the school administrator.

The student must also sign the LAUSD Volunteer Commitment Form and submit it to the school administrator. The school must ensure that the volunteer forms, which contain student information, are kept in the school's main office in a secure locked location for five years.

LAUSD Active Employees
LAUSD employees who volunteer must also fill out the online Volunteer Management System application. The health and safety clearance have been met since the District requires employees to submit a TB clearance form and a Live Scan fingerprint clearance form before being hired.

University Interns and Volunteers from Community Organizations with MOUs
University interns and volunteers associated with community organizations are required to complete the volunteer application and go through the health and safety screening process that includes fingerprint clearance. Provisions in applicable Memorandum of Understanding or agency agreements for internships and applicable District's Human Resources policies and procedures pertaining to fingerprinting processes and fees will be followed.

AUTHORITY: This is a policy of Los Angeles Unified School District.

RELATED RESOURCES:
REF- 2111.1, *Field Trips Handbook and Revised Procedures*, dated December 14, 2015
BUL-3872.0, *Fingerprinting and Criminal Background Compliance for Contractors*, dated August 7, 2007
BUL-6492.2 *Visitors to School Campuses and Locked Campuses During Class Hours at All Schools*, dated February 21, 2017
BUL-050298.0 *Fingerprinting Requirements and Procedures*, dated May 25, 2018
REF-5496.1, *Implementing a Safety Valet Program at Schools*, dated June 24, 2011
AB 1667, Williams. Tuberculosis testing in schools
California Education Code §51101 (a)(3), §49406 (m), §35160, §45349, §35021.1-3
California Health and Safety Code §121545

ASSISTANCE: For assistance or further information, contact the Local District Parent and Community Engagement unit or PCS as listed below:

Office of Parent and Community Services:	(213) 481-3350
Local District Northwest:	(818) 654-3600
Local District Northeast:	(818) 252-5400
Local District South:	(310) 354-3400
Local District East:	(323) 224-3100
Local District West:	(310) 914-2100
Local District Central:	(213) 241-0100

ATTACHMENT A1

This application does not need to be entered in the Volunteer Management System online. **Volunteers for overnight events are considered Tier III volunteers and must complete the application online and be fingerprinted.**

LAUSD SINGLE EVENT VOLUNTEER APPLICATION
Volunteers for one day only during the entire school year
(Tier I Volunteer)

SCHOOL NAME: _____

First Name | Last Name | Birthdate

Home Phone Number | Cell Number

Email Address

Address | City | State | Zip Code

Type of Event | Date of Event

Name of Person to Contact in Case of Emergency/Relationship | Person's Phone Number

Name of Student | Relationship to Student (if applicable)

If you would like to serve as a regular volunteer, please complete the Volunteer Application online at https://volunteerapp.lausd.net.
Please read the following agreement and sign below:

I agree to comply with the Los Angeles Unified School District's current policies regarding volunteers. I will maintain strict confidentiality regarding any and all information concerning or identifying a student. I will not photograph or videotape students for any purpose.

Volunteer Signature | Date

Do not write below this line. Staff use only.

California Megan's Law Website Clearance Date: _____ *Checked by:* _____
Name and Title

Volunteer Commitment Form Date Signed: _____

Application Approved: _____ *Application Not Approved:* _____

Administrator or Designee's Signature: _____ *Date:* _____

No se necesita presentar esta solicitud al Sistema por Internet de Administración de Voluntarios. **Los voluntarios que participarán en eventos con estancia nocturna son considerados como voluntarios de Nivel III y deben completar la solicitud por Internet y deben hacerse la toma de huellas dactilares.**

ATTACHMENT A2

SOLICITUD DE LAUSD PARA VOLUNTARIO DE UN EVENTO ÚNICO
Voluntarios por un día solamente durante todo el año escolar
(Voluntario de Nivel I)

NOMBRE DE LA ESCUELA: _____

_____
Nombre Apellido Fecha de nacimiento

_____
Teléfono de casa Teléfono Celular

_____
Correo electrónico

_____
Domicilio Ciudad Estado Zona Postal

_____
Tipo de evento Fecha del evento

_____
Nombre de persona en caso de emergencia/parentesco Teléfono de dicha persona

_____
Nombre del estudiante Parentesco con el estudiante (si aplica)

Si desea prestar su tiempo como voluntario regular, llene la Solicitud por Internet para voluntarios disponible mediante el siguiente enlace https://volunteerapp.lausd.net
Lea el siguiente acuerdo y firme abajo:

Acepto en cumplir con las políticas vigentes del Distrito Escolar Unificado de Los Ángeles pertinentes a los voluntarios. Mantendré toda confidencialidad en cuanto a toda información referente o de identificación de un estudiante. Por ningún motivo tomaré fotografía o grabaré video de los estudiantes.

_____
Firma del Voluntario Fecha

No escriba después de la siguiente línea. Solamente para uso del personal.

California Megan's Law Website Clearance Date: _____ *Checked by:* _____
Name and Title

Volunteer Commitment Form Date Signed: _____

Application Approved: _____ *Application Not Approved:* _____

Administrator or Designee's Signature: _____ *Date:* _____

ATTACHMENT B1

This application does not need to be entered in the Volunteer Management System online.
This form excludes overnight events. Volunteers for overnight events must complete the application online and be fingerprinted.

LAUSD ON-DEMAND SAFETY VOLUNTEER APPLICATION
(For Parents/Guardians/Extended Family Only)
(Tier I Volunteer)

For volunteers supporting schools in the event that the Superintendent or Local District Superintendent declares a Districtwide/Local Districtwide on-demand safety need requiring safety support from parents/guardians/extended family whose child attends the public school. A principal may request parents to sign-up to be an On-Demand Safety Volunteer before the Superintendent or Local District Superintendent declares the on-demand need.

School Name: _____ On-Demand Situation: _____

First Name Last Name

Home Phone Number Cell Number

Address City State Zip Code

Name of Person to Contact in Case of Emergency/Relationship Person's Phone Number

Name of Student Relationship to Student

Please read the following agreement and sign below:

I agree to comply with the Los Angeles Unified School District's current policies regarding volunteers. I will maintain strict confidentiality regarding any and all information concerning or identifying a student. I will not photograph or videotape students for any purpose.

Volunteer Signature Date

Do not write below this line. Staff use only.

This application may not be approved or implemented until the Superintendent or Local District Superintendent declares an On-Demand Safety Need. DATE ON-DEMAND NEED DECLARED: _____

California Megan's Law Website Clearance Date: _____ *Checked by:* _____
Name and Title

Volunteer Commitment Form Date Signed: _____

Application Approved: _____ *Application Not Approved:* _____

Administrator or Designee's Signature: _____ *Date:* _____

No se necesita presentar esta solicitud al Sistema por Internet de Administración de Voluntarios.
Este formulario no incluye eventos con estancia nocturna. Los voluntarios que participarán durante una noche deben completar la solicitud por Internet y deben hacerse la toma de huellas dactilares.

ATTACHMENT B2

SOLICITUD DE LAUSD PARA VOLUNTARIOS DE SEGURIDAD CONFORME SE EXIJA

(Solamente para padres/tutores legales/familia extendida)

(Voluntario de Nivel I)

Para los voluntarios que apoyan a las escuelas en casos cuando el Superintendente o el Superintendente del Distrito Local declare que se presenta una necesidad de seguridad que requiere el apoyo con la seguridad por parte de los padres/tutores legales/familia extendida cuyos niños asisten a la escuela pública. Un director escolar puede pedir que los padres se inscriban para ser voluntarios de seguridad conforme se exija antes que el Superintendente o el Superintendente del Distrito Local declare que se exige la necesidad..

Nombre de la Escuela: _____ Situación que exige la necesidad : _____

_____
Nombre Apellido

_____
Teléfono de casa Teléfono Celular

_____
Domicilio Ciudad Estado Zona Postal

_____
Nombre de persona en caso de emergencia/parentesco Teléfono de dicha persona

_____
Nombre del estudiante Parentesco con el estudiante

Lea el siguiente acuerdo y firme abajo:

Acepto en cumplir con las políticas vigentes del Distrito Escolar Unificado de Los Ángeles pertienentes a los voluntarios. Mantendré toda confidencialidad en cuanto a toda información referente o de identificación de un estudiante. Por ningún motivo tomaré fotografías o grabaré video de los estudiantes.

_____
Firma del Voluntario Fecha

No escriba después de la siguiente línea. Solamente para uso del persona.

This application may not be approved or implemented until the Superintendent or Local District Superintendent declares an On-Demand Safety Need. DATE ON-DEMAND NEED DECLARED: _____

California Megan's Law Website Clearance Date: _____ *Checked by:* _____
Name and Title

Volunteer Commitment Form Date Signed: _____

Application Approved: _____ *Application Not Approved:* _____

Administrator or Designee's Signature: _____ *Date:* _____

ATTACHMENT C1

LAUSD VOLUNTEER COMMITMENT FORM
(Tier I, Tier II and Tier III Volunteers must read and sign this form)

_____ _____
Print First and Last Name School or Office Name

I agree to abide by the following:

1. I will sign in at the main office upon arrival and sign out when I leave for the day.
2. I will follow the assignment schedule given to me by the principal or designee.
3. I will use words and phrases that are appropriate and be a good role model for students.
4. I will wear my volunteer identification badge at all times while participating in volunteer activities.
5. Except in the case of an emergency, I will give 24-hour notice when I cannot keep a scheduled assignment.
6. I will follow the dress code of the school or office.
7. I will follow the District's Code of Conduct with Students and the District's Employee Code of Ethics.
8. I will only use the adult bathroom facilities.
9. I will never be alone with a student.
10. I will not contact students outside of school hours, or exchange contact information.
11. If I have reason to suspect child abuse, I will notify the principal or designee immediately and confidentially.
12. I will treat all students, families, and employees with respect regardless of their race, gender, class, religion, sexual orientation, gender identity, disability, or immigration status.
13. I will treat all children and persons equally and with respect.
14. I will maintain strict confidentiality of students' health, behavior and academic information.
15. I will maintain strict confidentiality of parent/guardians' health, behavior and information.
16. I will report inappropriate behavior to the teacher or other supervising school personnel.
17. I will respect the authority of all school and office personnel.
18. I will learn the rules regarding drills and emergencies and follow the direction of District office or school staff.
19. I will not use school property or equipment without the authority of the administrator or designee and I will not use school property or equipment for personal gain.

_____ _____
Volunteer's Signature Date

_____ _____
Administrator or Designee's Signature Date

ATTACHMENT C2

FORMULARIO DE LAUSD DE COMPROMISO COMO VOLUNTARIO

(Los voluntarios de Nivel I, Nivel II y Nivel III deben leer y firmar este formulario.)

_____ _____

Nombre y apellido Nombre de la escuela u oficina

Me comprometo a obedecer lo siguiente:

1. Me registraré en la oficina principal inmediatamente al llegar y salir.
2. Seguiré la programación de mis deberes asignados por el director escolar o la persona designada.
3. Usaré palabras y frases que sean apropiadas y seré buen ejemplo para los estudiantes.
4. Llevaré a la vista mi tarjeta de identificación de voluntario en todo momento mientras esté participando en actividades como voluntario.
5. Excepto en casos de emergencia, proporcionaré una notificación con 24 horas de anticipación cuando yo no pueda asistir a mi asignación regular.
6. Seguiré las normas de vestimenta de la escuela u oficina.
7. Seguiré el Código de conducta del Distrito y el Código de éticas para los empleados del Distrito.
8. Usaré solamente los sanitarios designados para las personas adultas.
9. Nunca estaré solo con un estudiante.
10. No me comunicaré con los estudiantes fuera del horario escolar, o intercambiaré información de contacto.
11. Si tengo motivos para sospechar abuso infantil, se lo reportaré inmediatamente y confidencialmente al director escolar o a la persona designada.
12. Trataré a los padres, las familias y los empleados con respeto sin importar su raza, género, estatus social, religión, preferencia sexual, identidad de género, discapacidad o estado migratorio.
13. Trataré a todos los niños y personas de manera imparcial y con respeto.
14. Mantendré toda confidencialidad en cuanto a la información, salud y comportamiento de los estudiantes.
15. Mantendré toda confidencialidad en cuanto a la información, salud y comportamiento de los padres/tutores legales.
16. Reportaré comportamiento inapropiado al maestro u otro personal escolar de supervisión.
17. Respetaré la autoridad de todo el personal escolar y personal de la oficina.
18. Aprenderé las reglas acerca de los simulacros y para casos de emergencias y seguiré las instrucciones del personal de la oficina del Distrito o escolar.
19. No utilizaré propiedad escolar o pública sin la autorización del administrador o persona designada y no utilizaré propiedad o equipo escolar para beneficio personal.

_____ _____

Firma del Voluntario Fecha

_____ _____

Firma del administrador o persona designada Fecha

This application **must be** entered and approved or denied in the online Volunteer Management System.
Volunteers for overnight events must complete this application online and be fingerprinted.

ATTACHMENT D1

Los Angeles Unified School District
Volunteer Application
(Tier II and Tier III Volunteers)

PERSONAL INFORMATION

First Name: _____ Middle Name/Initial: _____
Last Name: _____ Other Names: _____
Birthdate: _____ Gender: _____

CONTACT INFORMATION

Address: _____
City: _____ State: _____ Zip Code: _____
Home Phone: _____ Cell Phone: _____ Work Phone: _____
Email: _____

Emergency Contact 1 Name: _____ Contact 1 Phone: _____
Emergency Contact 2 Name: _____ Contact 2 Phone: _____

VOLUNTEER TYPE: (Please check all that apply)

I am a: [ ] New volunteer
[ ] Returning volunteer
I am a: [ ] parent/legal guardian of a child at this school.
I am a: [ ] community member or non-custodial family member.
[ ] other type of volunteer. Explain: _____

I am: [ ] employed by LAUSD. **Employee number:** _____
I am: [ ] a student at a college or university. **Name of institution:** _____
I am: [ ] an intern. **Name of institution:** _____
I am: [ ] employed at a community-based organization. **Name of organization:** _____
I am: [ ] volunteering in a LAUSD office. **Name of unit/office:** _____

I have children attending this school. [ ] yes [ ] no
If yes, name(s) of student(s) and birthdate(s): _____

LOCATION PLACEMENT INFORMATION

Have you ever been convicted of a crime involving children? [ ] yes [ ] no
If yes, please explain:

Name of the school or office at which I want to volunteer: _____
(*You must fill out a separate application for every school or office where you want to volunteer.*)

ATTACHMENT D1

AVAILABILITY

I would like to volunteer during the following times and on the following days*:

[ ] Mornings [ ] Afternoons [ ] Evenings

[ ] Monday [ ] Tuesday [ ] Wednesday [ ] Thursday [ ] Friday [ ] Saturday

Maximum number of hours I can serve each week: _____

* Requested times and days are subject to availability

VOLUNTEER AREA

I would like to volunteer as a(n):

[ ] Classroom Volunteer	[ ] Office Volunteer	[ ] Field Trip/Event Chaperone Volunteer	[ ] One-on-One Tutor*	[ ] Overnight Field Trip Chaperone Volunteer*
[ ] Campus Volunteer	[ ] Room Parent	[ ] Parent and Family Center Volunteer	[ ] Cafeteria Volunteer*	[ ] Student Activities Volunteer*

[ ] Other (specify) _____

*In addition to TB and CA Megan's Law Clearances, fingerprint clearance is required

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

_____ _____

Prospective Volunteer's Signature Date

Se debe ingresar y aprobar o rechazar esta solicitud en el Sistema por Internet de Administración de Voluntarios.
Los voluntarios que participarán en evento con estancia nocturna deben completar esta solicitud por Internet y deben hacerse la toma de huellas dactilares.

ATTACHMENT D2

Distrito Escolar Unificado de Los Ángeles
Solicitud de Voluntarios
(Voluntarios de Nivel II y Nivel III)

INFORMACIÓN PERSONAL

Primer Nombre: _____ Segundo Nombre/Inicial: _____
Apellido: _____ Otros Nombres: _____
Fecha de nacimiento: _____ Género: _____

INFORMACIÓN DE CONTACTO

Dirección: _____
Ciudad: _____ Estado: _____ Código Postal: _____
Teléfono del hogar: _____ Celular: _____ Teléfono del trabajo: _____
Correo electrónico: _____

Nombre de Persona 1 a Contactar: _____ Teléfono de Persona 1: _____
Nombre de Persona 2 a Contactar: _____ Teléfono de Persona 2: _____

TIPO DE VOLUNTARIO (Marque todas las opciones pertinentes)

Soy: [ ] Nuevo voluntario
[ ] Previo voluntario

Soy: [ ] padre/tutor legal de un niño es esta escuela.
Soy: [ ] miembro de la comunidad o miembro de la familia sin tutela.
[ ] otro tipo de voluntario. Explicar: _____

Soy: [ ] empleado de LAUSD **Nº de empleado:** _____
Soy: [ ] estudiante de un colegio o universidad **Nombre de la institución:** _____
Soy: [ ] pasante **Nombre de la institución:** _____
Soy: [ ] empleado en una organización comuniaria **Nombre de la organización:** _____
Soy: [ ] voluntario de una oficina de LAUSD. **Nombre de la unidad/oficina:** _____

Mis niños asisten a esta escuela. [ ] Sí [ ] No
Si contestó sí, nombre(s) del estudiante(s): _____

INFORMACIÓN SOBRE LA ASIGNACIÓN DE UBICACIÓN

¿Ha sido convicto de un crimen que tiene que ver con niños? [ ] Sí [ ] No
Si contestó sí, por favor explique:

Nombre de la escuela u oficina en donde desea prestar su ayuda como voluntario: _____
(*Debe llenar una solicitud por separado para cada escuela u oficina en donde desea ser voluntario.*)

ATTACHMENT D2

DISPONIBILIDAD

Me gustaría prestarme como voluntario en los siguientes horarios y días.

[ ]Mañanas [ ]Tardes [ ]Noches

[ ]Lunes [ ]Martes [ ]Miércoles [ ]Jueves [ ]Viernes [ ]Sábado

Nº máximo de horas que yo puedo prestar semanalmente: _____

* Los horarios y días solicitados están sujetos a disponibilidad

ÁREA DE VOLUNTARIADO

Quisiera ayudar como:

[ ] Voluntario de salones de clases	[ ] Voluntario en la oficina	[ ] Voluntario como chaperón de excursiones escolares/eventos	[ ] Tutor uno a uno*	[ ] Voluntario como chaperón de excursiones escolares con estancia nocturna*
[ ] Voluntario en la plantes escolar	[ ] Padre representante del salón de clases	[ ] Voluntario del Centro de Padres y Familias	[ ] Voluntario de la cafetería*	[ ] Voluntario de actividades estudiantiles*

[ ] Otro (especifique) _____

*Además del examen de la tuberculosis y la verificación con el sitio de Internet de la Ley Megan de California, se requiere la toma de huellas dactilares

Declaro bajo pena de perjurio por la leyes del estado de California que lo anterior es verdadero y correcto.

_____ _____

Firma del Potencial Voluntario Fecha

ATTACHMENT E1

LAUSD Tier II and III
VOLUNTEER APPLICATION PROCESS:
STEP-BY-STEP

New Volunteers:

1. Register for a LAUSD volunteer account in the Volunteer Management System: https://volunteerapp.lausd.net
   a) Select "LAUSD parent/guardian" or "LAUSD community member."
   b) Click on "Register".
   c) Enter all required information.
   d) To complete the registration process, you will receive an email at the address given with instructions on how to create an account password.
   e) Follow the link provided in the email and create a password between 10 and 24 characters.

   If you do not have an email account, you may complete a paper Volunteer Application (Attachment D), and school staff will enter the information into the Volunteer Management System for you.

2. Once an account has been created, visit https://volunteerapp.lausd.net . Enter your email address and password, and click on "Log in".

3. Select "New Application" and follow the prompts to complete your application. At the end of each page, click "Next" to continue. You will be asked to review your application before you select "Submit". Your application is now "Pending" administrator approval.

4. Print out a copy of the Volunteer Application and Volunteer Commitment Form. Bring the signed application and form to the school where you applied. Write down your volunteer identification number for safekeeping. If you need assistance with printing out your application, contact the school and school staff will assist you.

5. The school will ask you for proof of TB clearance and may ask you to be fingerprinted. Call or visit the school for next steps.

After the school administrator has approved your application, the Office of Parent and Community Services will issue and mail an official District-issued volunteer badge to the school site. If it has been three weeks and you have not heard that your District-issued volunteer badge has arrived, give the school a call. You may also log into your Volunteer Management System account. You will know that your application has been approved when the status of your application changes from "Pending" to "Approved".

You may begin your volunteer assignment once your District-issued volunteer badge has been issued.

Continuing Volunteers:
If you are interested in continuing as a volunteer for the next school year, let the school or office volunteer designee know in May or before the end of the school year. You will be asked to verify that your contact information has not changed since the last time you applied to volunteer. If your TB clearance has expired, you will be asked to provide TB clearance. Volunteers will be asked to sign the updated application.

Please note that an online application is required for each school or District office Tier II or Tier III volunteer assignment.

ATTACHMENT E2

Nivel II y III de LAUSD
PROCESO PARA LA SOLICITUD COMO VOLUNTARIO:
PASO POR PASO

Voluntarios Nuevos:

1. Inscríbase para una cuenta de Voluntario de LAUSD por medio del Sistema por Internet de Administración de Voluntarios: https://volunteerapp.lausd.net
   a) Seleccionar "Padre/tutor legal de LAUSD" o "Miembro de la comunidad de LAUSD."
   b) Hacer clic en "Register."
   c) Para completar el proceso de inscripción, se le enviará un mensaje a la dirección de correo electrónico que ingresó e incluirá las instrucciones acerca de cómo crear una contraseña para la cuenta.
   d) Para completar el proceso de inscripción, recibirá un mensaje en la dirección de correo electrónico que ingresó, e incluirá instrucciones acerca de cómo crear una contraseña para la cuenta..
   e) Siga al enlace incluido en el mensaje electrónico y cree una contraseña que tenga de 10 a 24 símbolos.

   Si no cuenta con una dirección de correo electrónico, puede completar la Solicitud como voluntario en papel (Adjunto D), y el personal escolar ingresará la información que entregó al Sistema por Internet de Administración de Voluntarios.

2. Una vez sea establecida la cuenta, visite el enlace https://volunteerapp.lausd.net. Ingrese su dirección de correo electrónico y la contraseña, y hacer clic en "Log in."

3. Seleccione "New application" y siga las indicaciones para completar su solicitud. Al final de cada sección, haga clic en "Next" para continuar. Se le pedirá que repase su solicitud, antes de hacer clic en "Submit". Su solicitud está pendiente de la aprobación de un administrador.

4. Imprima una copia de la Solicitud como voluntario y el Formulario de Compromiso como Voluntario. Entregue la solicitud y el formulario con su firma a la escuela a la cual aplicó. Escriba su número de identificación como voluntario y guárdelo. Si necesita ayuda con imprimir la solicitud, comuníquese con la escuela y el personal escolar le proporcionará ayuda.

5. La escuela le pedirá una constancia negativa de la tuberculosis y le puede pedir que se haga la toma de huellas dactilares. Llame o visite la escuela para averiguar los próximos pasos.

Después que el administrador escolar haya aprobado su solicitud, la Oficina de Servicios para los Padres y la Comunidad le emetirá y enviará por correo regular al plantel escolar un gafete oficial emitido por el Distrito. Si han pasado tres semana y no ha recibido comunicación que ha llegado su gafete oficial de voluntarios emitido por el Distrito, comuníquese por teléfono con la escuela. También puede ingresar a su cuenta dentro del Sistema por Internet de Administración de Voluntarios. Sabrá si se aprobó su solicitud al ver si el estatus de su solicitud cambia de "Pending" a "Approved".

Puede empezar su asignación como voluntario una vez que el Distrito haya emita su gafete oficial como voluntario.

ATTACHMENT E2

Voluntarios que continúan:
Si está interesado en continuar como voluntario el siguiente año, informe a la escuela o la persona designada para voluntarios en la oficina dentro del mes de mayo o antes de concluir el año escolar. Se le pedirá que verifique que no ha cambiado su información de contacto desde la última vez que aplicó como voluntario. Si se venció su constancia negativa de la tuberculosis, se le pedirá que entregue una constancia negativa de la tuberculosis. Se le pedirá a los voluntarios que firmen una solicitud actualizada.

Tenga en cuenta que se requiere la solicitud por Internet para cada asignación como voluntario de nivel II o nivel III en cada escuela u oficina del Distrito.

ATTACHMENT F

LAUSD VOLUNTEER APPLICATION PROCESS: STEP-BY-STEP
FOR SCHOOL/OFFICE STAFF

1. Establish a volunteer designee or designees who will monitor volunteer applications and assist parents with completing them. If you are a school or office administrator and would like to designate a new volunteer designee, please call the Office of Parent and Community Services at (213) 481-3350.

2. Access the Volunteer Management System at https://volunteerapp.lausd.net .

3. Click on "Administrator/Designee" and enter LAUSD Single Sign-On information.

4. Select a pending volunteer application by clicking on the "APPID".

5. Scroll down to the section marked, "Clearance Info". Verify that the volunteer has been checked through the online California Megan's Law database at http://www.meganslaw.ca.gov/.

6. In the next section, indicate how, when and where the volunteer will assist at the school site or District office.

7. Verify that all necessary documentation has been collected, including TB clearance and fingerprinting, when applicable.

8. The administrator must verify, by checking the box, that the application is complete. Submit the application.

9. Keep a signed copy of the volunteer's application along with the Volunteer Commitment Form and TB Clearance must be kept in a secure locked location in the main office for five (5) years.

10. The Office of Parent and Community Services (PCS) will process the Volunteer Application and mail the official LAUSD volunteer badge to the school or office site.

11. Once the volunteer badge is received at the school or District office from PCS, contact the volunteer to begin assisting at the site.

ATTACHMENT G1

FINGERPRINT REQUIREMENTS

Federal Bureau of Investigation (FBI) and Department of Justice (DOJ) Fingerprinting Clearance

Volunteer applicants need to be fingerprinted only once during their volunteer service. However, if the volunteer ceases to volunteer for a period of two years or longer, a new fingerprint clearance is required. District certificated and classified employees who separate from the LAUSD and wish to volunteer must be fingerprinted. LAUSD adheres to the California State statutes pertaining to supervised volunteerism in public schools.

Fingerprinting clearance by the FBI and the DOJ is required for Tier III Volunteers (Attachment N1).

At any time, the administrator or administrative designee may require all volunteers, with the exception of current District employees, to arrange for fingerprint clearance if deemed necessary.

Fingerprinting must be conducted through LAUSD. The Live Scan fingerprinting program conducted through LAUSD notifies the District if a volunteer has been arrested or a crime has been committed for any reason.

No cost fingerprinting services for school/office volunteers is available at the following approved locations:

1.	5607 Capistrano Ave.	Woodland Hills	CA	91367	(818) 587-4300
2.	6505 Zelzah Ave.	Reseda	CA	91335	(818) 654-1600
3.	944 West 77th St.	Los Angeles	CA	90044	(323) 753-3321
4.	611 Jackson St.	Los Angeles	CA	90012	(213) 633-3500
5.	2060 West 156th St.	Gardena	CA	90249	(310) 515-3010
6.	312 N. Garey St.	Los Angeles	CA	90012	(213) 346-2160
7.	333 S. Beaudry Ave., 15th Floor	Los Angeles	CA	90017	(213) 241-6591

School or District office personnel must call the requested location to schedule an appointment for the prospective volunteer.

ATTACHMENT G2

REQUISITOS DE LA TOMA DE HUELLAS DACTILARES

Verificación de Antecedentes por Huellas Dactilares del Departamento Federal de Investigación (FBI, por sus siglas en inglés) y Departamento de Justica (DOJ, por sus siglas en inglés)

Los solicitantes para voluntarios deben hacerse la toma de huellas dactilares solamente una vez durante su servicios como voluntario. No obstante, si el voluntario cesa de prestar su servicio como voluntario por un periodo de dos año o más, se requerirá una nueva toma de huellas dactilares. Los empleados certificados o clasificados del Distrito quienes han dejado de ser empleados de LAUSD y quienes desean ser voluntarios, deben hacerse la toma de huellas dactilares. LAUSD se rige por las leyes estatales de California relacionadas con el voluntariado supervisado en las escuelas públicas.

Se requiere la verificación de las huellas dactilares por el FBI y DOJ de los voluntarios de nivel III (Adjunto N1).

En cualquier momento, el administrador o las persona designada administrativa puede requerir que todos los voluntarios, a excepción de empleados vigentes del Distrito, se hagan la toma de huellas dactilares para verificación si se determina como necesario.

La toma de huellas debe ser efectuada por medio de LAUSD. El programa de toma de huellas dactilares de Live Scan dirigida por LAUSD, notifica al Distrito si un voluntario ha sido arrestado o ha cometido un crimen por cualquier motivo.

La toma de huellas dactilares sin costo está disponible en las siguientes ubicaciones para los voluntarios escolares/de oficinas:

1.	5607 Capistrano Ave.	Woodland Hills	CA	91367	(818) 587-4300
2.	6505 Zelzah Ave.	Reseda	CA	91335	(818) 654-3600
3.	944 West 77th St.	Los Angeles	CA	90044	(323) 753-3321
4.	611 Jackson St.	Los Angeles	CA	90012	(213) 633-3500
5.	2060 West 156th St.	Gardena HS	CA	90249	(310) 515-3010
6.	312 N. Garey St.	Los Angeles	CA	90012	(213) 346-2160
7.	333 S. Beaudry Ave., 15th Floor	Los Angeles	CA	90017	(213) 241-6591

El personal escolar o del Distrito debe llamar a la ubicación de selección para programar una cita para el potencial voluntario.

ATTACHMENT H1

HEALTH CLEARANCE REQUIREMENTS
(Tier II and Tier III Volunteers)

1. Tuberculosis (TB) Clearance:

   Volunteers must submit clearance of TB prior to starting volunteer service. Clearance of TB is valid at all LAUSD schools for a period of up to four years as long as the volunteer is an approved volunteer. If the volunteer service ceases for one year, the volunteer must provide a new TB clearance within 60 days prior to beginning volunteer service.

   All new prospective volunteers are required to have a TB clearance provided by a licensed health care provider. Volunteers must submit one of the following:

   - A Tuberculosis Physician/Clinic Form (Attachment I/I2), or other physician's form, completed and signed by a qualifying health care provider within 60 days prior to beginning volunteer service. Only one appropriate box is to be checked by the health care provider.

   - An Adult Tuberculosis Risk Assessment (Attachment J) administered by a health care provider verifying no TB risk factors.

   - Proof of a negative Mantoux skin test or Interferon-Gamma Release Assays (IGRA) blood test and the date results were obtained.

   - Results of a negative chest X-ray and the date it was read. Chest X-ray results will only be accepted with documented proof of a previous positive TB test.

   The prospective volunteer must submit a copy of the TB clearance documentation to the administrator or designee.

   A continuing volunteer's valid TB clearance date from the previous year that is on file with school must be re-entered on the online application for up to four years.

   Current LAUSD employees with current TB results on file, who want to participate in a volunteer program, are not required to submit a new TB clearance form for volunteer service. However, the TB clearance date on file with LAUSD has to be entered on the online application. Employees may access their TB clearance information using the Employee Self Service tool at https://ess.lausd.net.

   CA Education Code 49406 (m). A volunteer in a school shall also be required to have on file with the school a certificate showing that, upon initial volunteer assignment, the person submitted to a tuberculosis risk assessment and, if tuberculosis risk factors were identified, was examined and found to be free of infectious tuberculosis. If no risk factors are identified, an examination is not required. At the discretion of the governing board of a school district, this section shall not apply to a volunteer whose functions do not require frequent or prolonged contact with pupils.

ATTACHMENT H1

CA Health and Safety Code 121545 indicates the following:
(a) A volunteer in a school subject to this chapter shall also be required to have on file with the school a certificate showing that, upon initial volunteer assignment, the person submitted to a tuberculosis risk assessment, and, if tuberculosis risk factors were identified, the person was examined and found to be free of infectious tuberculosis. If no risk factors are identified, an examination is not required. A person who is subject to the requirements of this subdivision may take an examination that complies with the requirements of Section 121530 instead of submitting to a tuberculosis risk assessment.
(b) At the discretion of the governing authority of a school subject to this chapter this section shall not apply to a volunteer whose functions do not require frequent or prolonged contact with pupils. *(Amended by Stats. 2014, Ch. 329, Sec. 4. (AB 1667) Effective January 1, 2015.)*

2. TB Record Keeping

The TB clearance form along with a copy of the signed volunteer application and commitment form must be kept on file in the main office at the school or District office in a secure and locked location for five years. For additional questions regarding TB requirements for LAUSD volunteer applicants, contact the PCS office at (213) 481- 3350.

3. Locations that Provide TB Screening

Prospective volunteers may be able to obtain TB screenings from:

- A private health care provider
- The LAUSD Wellness Centers: http://thelatrust.org/wellness-centers/
- The Los Angeles Department of Public Health: http://publichealth.lacounty.gov/tb/TBTesting.htm
- LAUSD School Enrollment and Placement and Assessment (SEPA) Center located at
  1339 Angelina Street
  Los Angeles, CA 90026
  (213) 482-3954

4. Volunteers in Any Classrooms with Preschool Age Students

No one will be allowed to work or volunteer at a day care center or Early Education program location if he or she has not been immunized against pertussis, measles, and influenza. Only one dose of immunization for pertussis and measles given at any prior time is required. Each employee and volunteer shall receive yearly an influenza vaccination between August 1 and December 1 of that year. The influenza vaccination is the only one that may be declined, but this must be accompanied with a declination letter (see Attachment K) written by the volunteer on an annual basis.

ATTACHMENT H2

REQUISITOS DE SALUD
(Voluntarios de Nivel II y Nivel III)

1. Constancia de la Tuberculosis:

   Los voluntarios deben entregar una constancia negativa de la Tuberculosis antes de iniciar sus servicios como voluntario. La constancia de la tuberculosis será válida en todas las escuelas de LAUSD por un plazo de hasta cuatro años siempre y cuando el voluntario sea un voluntario aprobado. Si el servicio como voluntario cesa por el plazo de un año, el voluntario debe de proporcionar una constancia negativa de la tuberculosis tomada dentro del plazo de 60 días antes de empezar el servicio como voluntario.

   Se requiere que todos potencial voluntario se len administre un Cuestionario de Evaluación acerca de su Riesgo con la Tuberculosis por un médico con licencia. Los voluntarios deben entregar uno de los siguientes:

   - Una Formulario de Tuberculosis para Médico/Clínica (Adjunto I1/I2), u otro formulario física, completado y firmado por un proveedor de atención médica dentro de un plazo de 60 días antes de empezar su servicio como voluntario. El proveedor de atención médica solamente debe marcar solamente una caja que sea apropiada.

   - Una Evaluación de factores de riesgo de tuberculosis (Adjunto J) realizada por un proveedor de atención médica la cual verifica que no existen factores de riego de tuberculosis.

   - Constancia de examen cutáneo mantoux negativo o una prueba de sangre de ensayo de liberación de interferón gamma (IGRA, por sus siglas en inglés o ELISPOT en español) y la fecha cuando se determinaron los resultados.

   - Los resultados negativos de una radiografía del tórax y la fecha en que se hizo la determinación. Solamente se aceptarán los resultados de la radiografía del tórax con una constancia de una prueba positiva de la tuberculosis.

   El potencial voluntario debe entregar una copia de la constancia negativa de la tuberculosis al administrador o a la persona designada.

   Se debe reingresar la fecha de la constancia negativa del examen de la tuberculosis de un voluntario que continúa del año pasado en la solicitud por Internet, la cual está archivada en la escuela, por hasta cuatro años.

   No se requiere que los empleados activos de LAUSD con resultados vigentes del examen de la tuberculosis en archivo, quienes desean participar en el programa de voluntariado entreguen una constancia negativa de la tuberculosis para prestar servicios como voluntarios. Sin embargo, la fecha de la constancia negativa de tuberculosis archivada con LAUSD tiene que ser ingresada

la solicitud por Internet. Los empleados pueden acceder a su información referente a su constancia negativa de la tuberculosis mediante el Sistema de empleado en https://ess.lausd.net

El Código de Educación 49406 (m) en California. También se requerirá que un voluntario escolar tenga archivado en la escuela un certificado que muestre que al inicio de su asignación como voluntario, dicha persona entregó una Evaluación de factores de riesgo de tuberculosis y, si se identificaron factores de riesgo de tuberculosis, se hizo un examen y se concluyó que estaba libre de tuberculosis infecciosas. Si no se identifican factores de riesgo, no se requiere un examen. A voluntad de la Junta directiva de un distrito escolar, esta sección no aplicará a los voluntarios cuyas funciones no requieren contacto frecuente y prolongado con los estudiantes.

El Código 121545 en California de Salubridad y seguridad enumera lo siguiente:
(a) También se requerirá que un voluntario escolar, sujeto a este capítulo, tenga archivado en la escuela un certificado que muestre que al inicio de su asignación como voluntario, dicha persona entregó una Evaluación de factores de riesgo de tuberculosis y, si se identificaron factores de riesgo de tuberculosis, la persona se hizo un examen y se concluyó que estaba libre de tuberculosis infecciosas. Si no se identifican factores de riesgo, no se requiere un examen. Una persona que sea sujeta a los requisitos de esta subdivisión puede realizarse un examen médico que cumpla con los requisitos de la sección 121530, en vez de entregar una Evaluación de factores de riesgo de tuberculosis.
(b) A voluntad de la autoridad directiva de una escuela sujeta a este capítulo, esta sección no aplicará a los voluntarios cuyas funciones no requieren contacto frecuente y prolongado con los estudiantes. *(Enmendado por la ley 2014, Ch. 329, Sec. 4. (AB 1667) Vigente a partir de 1º de enero de 2015.)*

2. Registro de constancias de la tuberculosis

   El formulario de la constancia negativa de la tuberculosis junto con una copia firmada de la solicitud de voluntario y el compromiso como voluntario debe mantenerse archivadas en la oficina principal de la escuela o la oficina del Distrito en una ubicación segura y bajo llave por cinco años. Si tiene más preguntas acerca de los requisitos de tuberculosis para los solicitantes como voluntarios de LAUSD, llamar a la oficina de PCS al (213) 481-3350.

3. Ubicaciones que proveen examen de la tuberculosis

   Potenciales voluntarios pueden hacerse la prueba de la tuberculosis con:

   - Un proveedor de atención médica
   - Centros de LAUSD para el Bienestar: http://thelatrust.org/wellness-centers/
   - Departamento de Salubridad Pública en Los Ángeles: http://publichealth.lacounty.gov/tb/TBTesting.htm

ATTACHMENT H2

- Centro de LAUSD de Inscripción Escolar y Asignación y Evaluación (SEPA) ubicado en
  1339 Angelina Street
  Los Angeles, CA 90026
  (213) 482-3954

4. Voluntarios en cualquier salón de clases con estudiantes de edad preescolar

   No se permite que nadie trabaje o sea voluntario de un centro diurno de cuidado o en un programa de educación preescolar si él o ella no ha sido vacunado/a contra la tos ferina, sarampión y gripe. Solamente se requiere una previa dosis de la vacuna contra la tos ferina y el sarampión. Cada empleado y voluntario recibirá una vacuna anual contra la gripe entre el plazo del 1.º de agosto y el 1.º de diciembre del año en curso. La vacuna contra la gripe es la única a la que se permite declinar, pero se debe hacer mediante una carta que declina (ver adjunto K) escrita por el voluntario cada año.

ATTACHMENT I1

Los Angeles Unified School District
TUBERCULOSIS PHYSICIAN/CLINIC FORM

Dear Prospective Volunteer:

Thank you for your interest in volunteering at our school. Volunteers must be free of active tuberculosis (TB) before they start volunteering. A TB skin test (Mantoux) is mandatory, as stated in California Health and Safety Code §121545 TB Test School Volunteers. Multiple puncture tests are not acceptable. If the Mantoux test is positive, a chest X-ray will be required. Chest X-rays without a history of a previous positive Mantoux cannot be accepted.

Please take this form to a private physician, clinic, or public health agency. If you are unable to pay the fee required by a public health agency, you may request to have the fee waived by the agency. If denied a waiver, you are still responsible for any costs incurred.

_____ _____
Principal or District Office Administrator Signature Date

School or Office: _____

TO BE COMPLETED BY PHYSICIAN/CLINIC:

Patient's Name: _____ **Date of Birth:** _____

THERE IS NO EVIDENCE OF ACTIVE TUBERCULOSIS AS DETERMINED BY:

_____ TB Risk Assessment Questionnaire administered by a licensed health care provider

_____ MANTOUX Skin Test (5 TU PPD)

_____ CHEST X-RAY (Acceptable only if MANTOUX positive)

Date Given: _____ **Date Read:** _____ **Date of X-Ray:** _____

Given by: _____ **Result (mm):** _____

X-Ray Impression: _____

History of positive MANTOUX: _____

_____ _____
Signature of Physician/RN Date

Print Name of Physician/RN: _____ Degree: _____ State License #: _____

Business Address: _____

Business Telephone: _____

ATTACHMENT I2

Distrito Escolar Unificado de Los Ángeles
FORMULARIO DE LA TUBERCULOSIS PARA EL MÉDICO/CLÍNICA

Estimada persona interesada en ser voluntario:

Gracias por su interés en prestarse como voluntario en nuestra escuela. Los voluntarios deben de estar libres del virus activo de la tuberculosis antes de prestar su ayuda como voluntario. Un examen cutáneo de la tuberculosis es obligatorio de conformidad con el Código para la Seguridad y la Salud Pública en California §121545 Examen de TB para Voluntarios Escolares. No se aceptan exámenes de punción múltiple. Si el examen cutáneo mantoux resulta positivo, se requerirá un radiografía del tórax. No se aceptan radiografías del tórax sin un previo historial de examen cutáneo mantoux positivo.

Presente este formulario a un médico privado o agencia de salud pública. Si no puede pagar la tarifa requerida por la agencia pública, usted puede solicitar que la agencia exente la tarifa. Si se le niega la exención, usted es responsable por cualquier costo contraído.

_____ _____
Firma del director u oficina del Distrito Firma Fecha

Escuela u Oficina: _____

TO BE COMPLETED BY PHYSICIAN/CLINIC:

Patient's Name: _____ **Date of Birth:** _____

THERE IS NO EVIDENCE OF ACTIVE TUBERCULOSIS AS DETERMINED BY:

_____ TB Risk Assessment Questionnaire administered by a licensed health care provider

_____ MANTOUX Skin Test (5 TU PPD)

_____ CHEST X-RAY (Acceptable only if MANTOUX positive)

Date Given: _____ **Date Read:** _____ **Date of X-Ray:** _____

Given by: _____ **Result (mm):** _____

X-Ray Impression: _____

History of positive MANTOUX: _____

_____ _____
Signature of Physician/RN Date

Print Name of Physician/RN: _____ Degree: _____ State License #: _____

Business Address: _____

Business Telephone: _____

ATTACHMENT J

Adult Tuberculosis (TB) Risk Assessment Questionnaire[1]

(To satisfy California Education Code Section 49406 and Health and Safety Code Sections 121525-121555)

To be administered by a licensed health care provider (physician, physician assistant, nurse practitioner, registered nurse)

Name: _____ Date of Risk Assessment: _____

Date of Birth: _____

History of positive TB test or TB disease Yes ☐ No ☐

If yes, a symptom review and chest x-ray (if none performed in previous 6 months) should be performed at initial hire.*

If no, continue with questions below.

If there is a "Yes" response to any of the questions 1-5 below, then a tuberculin skin test (TST) or Interferon Gamma Release Assay (IGRA) should be performed. A positive test should be followed by a chest x-ray, and if normal, treatment for TB infection considered.

Risk Factors	
1. One or more signs and symptoms of TB (prolonged cough, coughing up blood, fever, night sweats, weight loss, excessive fatigue) Note: A chest x-ray and/or sputum examination may be necessary to rule out infectious TB.[2]	Yes ☐ No ☐
2. Close contact with someone with infectious TB disease	Yes ☐ No ☐
3. Birth in high TB-prevalence country** (**Any country other than the United States, Canada, Australia, New Zealand, or a country in Western or Northern Europe.)	Yes ☐ No ☐
4. Travel to high TB-prevalence country** for more than 1 month (**Any country other than the United States, Canada, Australia, New Zealand, or a country in Western or Northern Europe.)	Yes ☐ No ☐
5. Current or former residence or work in a correctional facility, long-term care facility, hospital, or homeless shelter	Yes ☐ No ☐

**Once a person has a documented positive test for TB infection that has been followed by an x-ray that was deemed free of infectious TB, the TB risk assessment is no longer required.*

[1] Adapted from a form developed by Minnesota Department of Health TB Prevention and Control Program and Centers for Disease Control and Prevention.

[2] Centers for Disease Control and Prevention (CDC). *Latent Tuberculosis Infection: A Guide for Primary Health Care Providers*. 2013. (http://www.cdc.gov/tb/publications/LTBI/default.htm)

TCB-01 (12/14) Effective January 1, 2015

Do Not Submit Adult Tuberculosis (TB) Risk Assessment Questionnaire to LAUSD

ATTACHMENT J

ADULT TUBERCULOSIS (TB) RISK ASSESSMENT QUESTIONNAIRE

(To satisfy California Education Code Section 49406 and Health and Safety Code Sections 121525-121555)

CERTIFICATE OF COMPLETION

To be signed by the licensed health care provider completing the risk assessment and/or examination

Name: _____ Date: _____

Date of Birth: _____

The above named patient has submitted to a tuberculosis risk assessment. The patient does not have risk factors, or if tuberculosis risk factors were identified, the patient has been examined and determined to be free of infectious tuberculosis.

_____

Health Care Provider Signature

_____

Please Print Health Care Provider Name Title

_____

Office Address: Street City State Zip Code

_____

Telephone Fax

TCB-01 (12/14) Effective January 1, 2015

ATTACHMENT K

Influenza Vaccine Declination

Senate Bill (SB) 792

Commencing September 1, 2016, SB 792 would prohibit a person from being employed or volunteering at a day care center if he or she has not been immunized against influenza, pertussis, and measles. Each employee and volunteer shall receive an influenza vaccination between August 1 and December 1 of each year. ***A person is exempt from the requirements of this section only under any of the following circumstances: The person submits a written declaration that he or she has declined the influenza vaccination. This exemption applies only to the influenza vaccine.***

I acknowledge that I am aware of the following facts:

- ✓ Influenza is a serious respiratory disease that kills thousands of people in the United States each year.
- ✓ Influenza vaccination is recommended for me and all other healthcare workers to protect this facility's patients from influenza, its complications, and death.
- ✓ If I contract influenza, I can shed the virus for 24 hours before influenza symptoms appear. My shedding the virus can spread influenza to patients in this facility.
- ✓ If I become infected with influenza, even if my symptoms are mild or non-existent, I can spread it to others and they can become seriously ill.
- ✓ I understand that the strains of virus that cause influenza infection change almost every year and, even if they don't change, my immunity declines overtime. This is why vaccination against influenza is recommended each year.
- ✓ I understand that I cannot get influenza from the influenza vaccine.
- ✓ The consequences of my refusing to be vaccinated could have life-threatening consequences to my health and the health of those with whom I have contact, including:
  - my coworkers
  - my family
  - my community

Despite these facts, I am choosing to decline the influenza vaccination right now for the following **reasons:**

_____

_____

_____

I understand that I can change my mind at any time and accept the influenza vaccination, if vaccine is still available.

****

I have read and fully understand the information on this declination form.

Signature:_____Date: _____

Print Name: _____

ATTACHMENT L

Los Angeles Unified School Volunteer Program

LAUSD STUDENT VOLUNTEER PERMISSION FORM

(Tier II)

Student Information

Name: _____
First Last

Birthdate: _____

_____ _____
Los Angeles Unified School of Attendance Local District

Circle current grade: 10 11 12

Parent/Guardian Contact Name: _____
First Last

(____)_____ _____
Contact Phone Number Email Address

I give my permission for my daughter/son, _____,
(insert student name)

to volunteer at _____.
(insert school name)

I understand, as does my child, that my child is expected to adhere to the code of conduct outlined in the LAUSD Parent Student Handbook. Failure to do so will result in my child's prompt removal from the volunteering assignment, as well as disciplinary action according to the rules set forth therein.

Student signature: _____ Date: _____

Parent signature: _____ Date: _____

Please return this completed form and your signed commitment form to the school volunteer designee or the main office.

ATTACHMENT M1

FREQUENTLY ASKED QUESTIONS

Q: I want to support my school by being a volunteer, but I have a 2-year old child. Can I bring my child when I am volunteering?

A: *No. Volunteers are not permitted to bring children during their volunteer hours.*

Q: If my name appears on the California Megan's Law Website, can I still volunteer at my child's school?

A: *No. Any volunteer applicant whose name appears on the California Megan's Law Website is prohibited from serving as a District office volunteer and as an on-campus school volunteer in any capacity for any length of time, including Tier I activities. However, a volunteer may provide volunteer service from their residence, which may include cutting, sorting, or alphabetizing papers for a teacher, etc.*

Q: What documentation do I need to submit to verify TB Clearance?

A: *Volunteers must submit one of the following:*

- *A Tuberculosis Physician/Clinic Form (Attachment I1/I2), or other physician's form, completed and signed by a qualifying health care provider within 60 days prior to beginning volunteer service. Only one appropriate box is to be checked by the health care provider.*
- *An Adult Tuberculosis Risk Assessment (Attachment J) administered by a health care provider verifying no TB risk factors.*
- *Proof of a negative Mantoux skin test or Interferon-Gamma Release Assays (IGRA) blood test and the date results were obtained.*
- *Results of a negative chest X-ray and the date it was read. Chest X-ray results will only be accepted with documented proof of a previous positive TB test.*

Q: I am a LAUSD employee. Where can I find my TB Clearance information?

A: *Your employee TB Clearance information can be found using the Employee Self Service tool at* https://ess.lausd.net.

Q: I haven't received my District-issued volunteer badge, may I begin volunteering at the school or office?

A: *No. Tier II and Tier III volunteers must receive their official volunteer badge in order to begin volunteering at a school or District office.*

Q: Can I use my fingerprint clearance from another organization for my volunteer service in LAUSD?

A: *No. Fingerprints must be obtained at one of the approved LAUSD fingerprint sites.*

Q: How does my school request fingerprint clearance if I have already been fingerprinted and cleared at another LAUSD school?

A: *Please have the administrator or administrative designee contact the Office of Parent and Community Services at (213) 481-3350 for assistance.*

ATTACHMENT M2

PREGUNTAS FRECUENTES

Pregunta: **Quiero apoyar a mi escuela por medio de ser voluntario, pero tengo un niño de dos años de edad. ¿Puedo traer a mi hijo mientras hago mi asignación como voluntario?**

Respuesta: *No. No se permite que los voluntarios tengan consigo a niños durante las horas que prestan su servicio como voluntario.*

Pregunta: **Si mi nombre aparece en el sitio de Internet de la ley Megan del estado de California, ¿Aún puedo ser voluntario en la escuela de mi hijo?**

Respuesta: *No. Se prohíbe que cualquier solicitante para el programa de voluntariado cuyo nombre aparece en el sitio de Internet de la Ley Megan del estado de California, preste su servicio como voluntario en una oficina del Distrito y en un plantel de una escuela cumpliendo con cualquier deber, en cualquier momento, lo cual incluye actividades dentro del Nivel I. No obstante, un voluntario puede prestar su tiempo como voluntario desde su hogar que puede incluir cortar, clasificar u ordenar alfabéticamente papeles para un maestro, etc.*

Pregunta: **¿Qué documentos necesito entregar como constancia negativa de la tuberculosis?**

Respuesta: *Los voluntarios deben entregar uno de los siguientes:*

- *Un Formulario de Tuberculosis para el Médico/Clínica (Adjuntos I1/I2), u otro formulario de un examen físico, completado y firmado por un proveedor de atención médica dentro de un plazo de 60 días antes de empezar su servicio como voluntario. El proveedor de atención médica solamente debe marcar solamente una caja que sea apropiada.*
- *Una Evaluación de factores de riesgo de tuberculosis (adjunto J) realizada por un proveedor de atención médica la cual verifica que no existen factores de riego de tuberculosis.*
- *Constancia de examen cutáneo mantoux negativo o una prueba de sangre de ensayo de liberación de interferón gamma (IGRA, por sus siglas en inglés o ELISPOT en español) y la fecha cuando se determinaron los resultados.*
- *Los resultados negativos de una radiografía del tórax y la fecha en que se hizo la determinación. Solamente se aceptarán los resultados de la radiografía del tórax con una constancia de una prueba positiva de la tuberculosis.*

Pregunta: **Soy un empleado de LAUSD. ¿Dónde puedo adquirir mi información para la constancia negativa del examen de la tuberculosis?**

Respuesta: Puede encontrar su constancia negativa del examen de la tuberculosis en la herramienta en el servicio individual para empleados en el enlace https://ess.lausd.net..

Pregunta: **No he recibido el gafete de voluntarios emitido por el Distrito, ¿puedo iniciar como voluntario en la escuela u oficina?**

Respuesta: *No. Los voluntarios de Nivel II y Nivel III deben primero recibir su gafete oficial para voluntarios antes de comenzar a prestarse como voluntario en una escuela u oficina del Distrito.*

Pregunta: **¿Puedo presentar mi verificación de antecedentes de otra organización para el servicio como voluntario en LAUSD?**

ATTACHMENT M2

Respuesta: *No. La toma de huellas dactilares se debe de realizar en una de las ubicaciones de toma de huellas dactilares aprobadas por el LAUSD.*

Pregunta: ¿Cómo puede mi escuela solicitar la verificación de la toma de huellas dactilares si otra escuela de LAUSD ya cuenta con mi toma de huellas dactilares?

Respuesta: *Favor de pedir al administrador o las persona designada administrativa que se comunique con la Oficina de Servicios para los Padres y la Comunidad al (213) 481-3350 para obtener ayuda.*

ATTACHMENT N1

LAUSD VOLUNTEER TIERS

The duties and responsibilities outlined below are a **summary** only and ***are NOT intended to be all-inclusive***.

Tier I Volunteer *
Required: California Megan's Law Website Clearance
Not Required: TB Clearance or Fingerprinting Clearance
Must be directly supervised at ALL times by school staff
Single Event or On-Demand Application and Volunteer Commitment Form are submitted to the principal for approval.
Tier I volunteer application cannot be used for overnight events.

Single Event Volunteer – Volunteers for one day only in the entire school year. Potential volunteers fill out the Single Event Volunteer Application.

On-Demand Safety Parent/Guardian/Extended Family Volunteer – Only parents, guardians and extended family, **at the discretion of the principal,** can participate as Tier I "On Demand Safety Volunteers". Volunteers support schools in case the Superintendent or Local District Superintendent declares an ***on-demand safety need*** that requires safety support from parents/guardians/extended family whose child attends the public school. The volunteer would fill out the On-Demand Volunteer Application and submit it to the principal or designee. Principals in anticipation of such a safety demand may, within a reasonable period of time, invite parents/guardians/extended family to fill out an On-Demand Safety Volunteer application with the understanding that their support will not be implemented until the declaration is made by the Superintendent or Local District Superintendent.

Tier II Volunteer *
Required: California Megan's Law Website Clearance
TB Clearance
Not Required: Fingerprinting Clearance
Must be directly supervised at ALL times by school staff
Volunteers must fill out the Volunteer Application on the District's on-line Volunteer Management System and sign the Volunteer Commitment Form.

Classroom Volunteer – Supervised by: Principal/Teacher
- Assists the classroom teacher
- Works in the classroom with small groups of students (2 or more) to reinforce skills
- Performs clerical or record-keeping tasks for the teacher in the classroom (e.g., classroom assignments, homework collected, etc.). Volunteers are not to have access to student, family, or employee records.
- Presents information to class in areas of specialized expertise

Room Parent – Supervised by: Principal/Teacher
- Assists teacher in communicating with parents who agree to be contacted
- Plans, coordinates and seeks help from other parents for classroom celebrations in compliance with the school's policy

Campus Volunteer – Supervised by: Principal/Certificated Staff Assigned by Principal
- Safety Valet / School Tours / Playground Volunteer

Office Volunteer – Supervised by: Principal/Office Staff
- Assists school staff with duplicating and preparing outgoing or instructional materials. Volunteers are not to have access to student, family, or employee records.

Parent and Family Center Volunteer – Supervised by: Principal/Parent and Family Center Staff
- Assists with parent workshops and resources

Field Trip/Event Chaperone Volunteer – Supervised by: Teacher/Certificated Staff Assigned by Principal
Assists during field trips under the direct supervision of certificated staff

Tier III Volunteer *
Required: California Megan's Law Website Clearance
TB Clearance
Fingerprint Clearance
Must be directly supervised at ALL times by school staff
Volunteers must fill out the Volunteer Application on the District's on-line Volunteer Management System and sign the Volunteer Commitment Form.

ATTACHMENT N1

One-on-One Tutor – Supervised by: Principal/Teacher/Certificated Staff Assigned by Principal

- Provides directed assistance to assigned students one-on-one in identified target academic areas with the teacher or Certificated Staff Assigned by the principal in the classroom

Cafeteria Volunteer – Supervised by: Principal/Cafeteria Manager/Teacher/Staff Assigned by Principal

- Assists children and staff with the distribution of food, clean up, and assists in maintaining an orderly and safe environment during meal times in the school cafeteria and during Breakfast in the Classroom

Overnight Field Trip Chaperone Volunteer – Supervised by: Teacher/Certificated Staff Assigned by Principal

- Assists designated teacher in the supervision of an assigned group of students on overnight field trips

Student Activities Volunteer – Supervised by: Principal/Certificated Staff Assigned by Principal

- Assists with administratively approved student sports activities, band, clubs, culinary groups, etc.

* Based on Pasadena Unified School District's Volunteer Handbook

ATTACHMENT N2

NIVELES DE LAUSD DE VOLUNTARIOS

Los deberes y las responsabilidades enumeradas a continuación son un **resumen** solamente y ***NO se propone ser una lista exhaustiva.***

Voluntario de Nivel I*
Requerido: Verificación del sitio de Internet de la Ley Megan en California
No se requiere: Constancia negativa de la tuberculosis y verificación de antecedentes con la toma de huellas dactilares
Debe ser supervisado EN TODO momento por el personal escolar
Se entrega al Director Escolar para aprobación la Solicitud de Voluntario para Evento Único o de Voluntario de Seguridad Conforme Se Exija.
No se puede presentar un solicitud como voluntario de Nivel I para evento con estancia nocturna.

Voluntarios para solo un evento – Voluntarios por un día solamente durante todo el año escolar. Los voluntarios potenciales llenan la Solicitud como voluntario de evento único.

Voluntario padre/tutor legal/familia extendida de seguridad conforme se exija– Solamente los padres, tutores legales y familia extendida, **a voluntad del director escolar,** pueden participar como voluntarios de seguridad conforme se exija de Nivel I. Los voluntarios apoyan a las escuelas en caso que el Superintendente o el Superintendente del Distrito Local declare la ***necesidad que exija apoyo con la seguridad*** por parte de los padres/tutores legales/familia extendida cuyos niños asisten a la escuela pública. El voluntario llenaría una Solicitud para voluntario conforme se exija y la entrega al director escolar o persona designada. Los directores escolares al anticipar dicha necesidad de seguridad, dentro de un plazo razonable de tiempo, deben de invitar a los padres/tutores legales/familia extendida para que llenen la Solicitud para voluntarios de seguridad conforme se exija con el conocimiento que su apoyo no se implementaría hasta el Superintendente o el Superintendente del Distrito Local haga la declaración.

Voluntario de Nivel II*
Requerido: Verificación con la base de datos por Internet de agresores sexuales de la Ley Megan en California
Constancia negativa del examen de la tuberculosis
No se requiere. Toma de huellas dactilares
Debe ser supervisado EN TODO momento por el personal escolar
Los voluntarios deben llenar una Solicitud para Voluntarios por medio del Sistema por Internet de Administración de Voluntarios y firmar el Formulario de compromiso como voluntario.

Voluntario del salón de clases– Supervisado por: Director escolar/Maestro
- Ayuda al maestro del salón de clases
- Trabaja en el salón de clases con grupos pequeños de estudiantes (2 o más) para fortalecer las destrezas
- Desempeña deberes oficinistas o de archivos para el maestro dentro del salón de clases (como puede ser, asignaciones de los salones de clases, tarea colectada, etc.) Los voluntarios no deben tener acceso a los registros de los estudiantes, las familias o los empleados.
- Presenta información a la clase en las áreas de experiencia específica

Padre representante del salón de clases– Supervisado por: Director escolar/Maestro
- Ayuda al maestro en comunicarse con los padres quienes están de acuerdo con ser contactados.
- Planifica, coordina, y solicita ayuda de otros padres para las celebraciones del salón de clases de conformidad con la política de la escuela

Voluntario del plantel escolar– Supervisado por: Director escolar/empleado certificado asignado por el director escolar
- Carril seguro de descarga/ recorridos escolares/voluntario del patio de juego

Voluntario de la oficina– Supervisado por: Director escolar/oficinistas
- Ayuda al personal escolar con la duplicación o la preparación de materiales por repartir o de instrucción Los voluntarios no deben tener acceso a los registros de los estudiantes, las familias o los empleados.

Voluntarios de Centro de Padres y Familias– Supervisado por: Director escolar/ Personal del Centro de padres y familias
- Ayuda con los talleres y recursos para padres

Chaperón voluntario de excursiones escolares/eventos– Supervisado por: Maestro/empleado certificado asignado por el director escolar
Ayuda durante las excursiones escolares bajo la supervisión directa del personal certificado

Voluntario de Nivel III*
Requerido: Verificación con el sitio de Internet de la Ley Megan en California
Constancia negativa del examen de la tuberculosis
Toma de huellas dactilares
Debe ser supervisado EN TODO momento por el personal escolar

ATTACHMENT N2

Los voluntarios deben llenar una Solicitud para Voluntarios por medio del Sistema por Internet de Administración de Voluntarios y firmar el Formulario de compromiso como voluntario.
Tutoría uno a uno– Supervisado por: Director escolar/ maestro/empleado certificado asignado por el director escolar • Proporciona ayuda directa a los estudiantes que se le asignan uno a uno en áreas académicas específicas dentro de los salones de clases con un el maestro o empleado certificado asignado por el director escolar **Voluntario de la cafetería** – Supervisado por: Director escolar/gerente de la cafetería/maestro/empleado asignado por el director escolar • Ayuda a los niños y el personal con la distribución de los alimentos, limpieza, y ayuda a mantener el ambiente organizado y seguro durante los tiempos de comida en la cafetería escolar y durante *Breakfast in the Classroom*. **Chaperón voluntario de excursiones escolares/eventos con estancia nocturna**– Supervisado por: Maestro/empleado certificado asignado por el director escolar • Ayuda al maestro asignado con la supervisión de un grupo de niños asignados durante excursiones con estancia nocturna. **Voluntario de actividades estudiantiles**– Supervisado por: Director escolar/empleado certificado asignado por el director escolar • Ayuda con las actividades de deportes, banda sonora, clubes, y grupos culinarios etc. aprobadas por la administranción

*Basado en el Manual para voluntarios del distrito unificado de Pasadena