



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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**TITLE:** Establishing and Administering School/  
Office Volunteer Programs

**NUMBER:** BUL-6746.3

**ISSUER:** Pedro Salcido, Interim Deputy Superintendent  
Office of the Deputy Superintendent

Antonio Plascencia, Jr., Director  
Office of Parent and Community Services

**DATE:** August 16, 2021

**POLICY:** The 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) goals. LAUSD values volunteers as important partners in supporting student achievement. This volunteer program policy has been established in order to provide a safe environment for all and support the involvement of parents and community members in LAUSD public schools. 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 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 6746.3 replaces BUL-6746.2, *Establishing and Administering School Volunteer Programs*, dated January 11, 2019, from the Office of Parent and Community Services (PCS). This revised policy includes the option for parents/guardians and members of the community to volunteer in a virtual environment. This bulletin also outlines a new procedure for fingerprinting volunteers, the addition of a liability waiver, and introduces a fourth Tier for at-home and virtual volunteers who are not serving on campus and who will not have classroom and student interaction.

**ROUTING**  
All Employees  
All Locations



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## **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/guardians who are unable to volunteer at the school site during the day due to certain circumstances may apply to be an at-home or virtual volunteer, where they can participate in the virtual environment, or may support volunteer activities from their homes. A tiered system of health and safety requirements is provided below for virtual and on-campus volunteers.

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.”* It is recommended for a school administrator to meet with the parent and dialogue about what both parties agree to be reasonable.

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 services.

## **II. PURPOSE OF THE LAUSD SCHOOL/OFFICE VOLUNTEER PROGRAMS**



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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/guardians 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 the classrooms
- Assisting 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. FOUR-TIERED VOLUNTEER SYSTEM

The four-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*.

<p><b>Tier I Volunteer *</b> <b>Required: California Megan’s Law Website Clearance Liability Waiver</b> Not Required: TB Clearance or Fingerprint Clearance</p> <p>Must be directly supervised at ALL times by school staff Single Event or On-Demand Application and Volunteer Commitment</p>
<p><b><u>Single Event Volunteer</u></b> Volunteers for one day only in the entire school year. Potential volunteers fill out the Single Event Volunteer Application.</p> <p><b><u>On-Demand Safety Parent/Guardian/Extended Family Volunteer</u></b> Only parents, guardians and extended family, <b>at the discretion of the principal</b>, can participate as Tier I “On-Demand Safety Volunteers”. Volunteers support schools in case the Superintendent or Local District Superintendent declares an <i>on-demand safety need</i> that requires safety support from parents/guardians/extended family whose child attend 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 the Local District Superintendent.</p>



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<p><b>Tier II Volunteer *</b> <b>Required: California Megan’s Law Website Clearance</b> <b>TB Clearance</b> <b>Liability Waiver</b> Not Required: Fingerprint Clearance</p> <p>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.</p>
<p><b><u>Classroom Volunteer</u></b> – Supervised by: Principal/Teacher</p> <ul style="list-style-type: none"><li>• Assists the classroom teacher</li><li>• Works in the classroom with small groups of students (2 or more) to reinforce skills</li><li>• 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.</li><li>• Present information to class in areas of specialized expertise</li></ul> <p><b><u>Room Parent</u></b> – Supervised by: Principal/Teacher</p> <ul style="list-style-type: none"><li>• Assists teacher in communicating with parents who agree to be contacted</li><li>• Plans, coordinates and seeks help from other parents for classroom celebrations in compliance with the school’s policy</li></ul> <p><b><u>Campus Volunteer</u></b> – Supervised by: Principal/Certificated Staff Assigned by Principal</p> <ul style="list-style-type: none"><li>• Safety Valet / School Tours/ Playground Volunteer</li></ul> <p><b><u>Office Volunteer</u></b> – Supervised by: Principal/Office Staff</p> <ul style="list-style-type: none"><li>• Assists school staff with duplicating and preparing outgoing or instructional materials. Volunteers are not to have access to student, family, or employee records.</li></ul> <p><b><u>Parent and Family Center Volunteer</u></b> – Supervised by: Principal/Parent and Family Center Staff</p> <ul style="list-style-type: none"><li>• Assists with parent workshops and resources</li></ul> <p><b><u>Field Trip/Event Chaperone Volunteer</u></b> – Supervised by: Teacher/Certificated Staff Assigned by Principal</p> <ul style="list-style-type: none"><li>• Assists during field trips under the direct supervision of certificated staff</li></ul>
<p><b>Tier III Volunteers *</b> <b>Required: California Megan’s Law Website Clearance</b> <b>TB Clearance</b> <b>Fingerprint Clearance</b> <b>Liability Waiver</b></p> <p>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.</p>
<p><b><u>One-on-One Tutor (Virtual or On-Campus)</u></b> – Supervised by: Principal/Teacher/Certificated Staff Assigned by Principal</p> <ul style="list-style-type: none"><li>• Provides directed assistance to assigned students one-on-one virtually or on-campus in identified target academic areas with the teacher or Certificated Staff Assigned by Principal in the classroom or breakout room</li></ul>



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**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.

### **Tier IV Volunteer \***

**Required: California Megan's Law Website Clearance**

Not Required: TB Clearance, Liability Waiver, Fingerprint Clearance

Volunteers must fill out the Volunteer Application on the District's on-line Volunteer Management System and sign the Volunteer Commitment Form.

### **Virtual or At-Home Volunteer**

- Assists the school or office from home or other non-campus or non-office location
- Does not interact with or have access to students

**Note:** Volunteers who will interact with students in a virtual environment, such as a classroom, should be processed as Tier II volunteers. Volunteers who will interact with students in a virtual environment in breakout rooms should be processed as Tier III volunteers.

\* 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 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



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database. The District is precluded from sharing or divulging 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 another authorized administrator for approval. These instances are rare. 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 on-line Volunteer Management System (Attachment D1/D2). In addition, Tier II and Tier III Volunteers must sign and submit the Volunteer Commitment Forms. 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 II volunteer opportunities before submitting a Volunteer Application in the Volunteer Management System.

- All applicants will be asked to accept the School Volunteer Program waiver of liability.
- Virtual Volunteers approved by PCS will not receive a LAUSD Volunteer Badge. Virtual Volunteers will be cleared to begin service once they receive an approval email from PCS.



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- Tier I volunteer opportunities require principal or other administrator approval.
- 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 On-Campus 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.
- On-Campus Tier II and Tier II Volunteers will receive a temporary badge via email once PCS has approved the application. An official LAUSD Volunteer Badge will be issued by PCS and sent through school mail to the school site within the following weeks.
- Once a person receives the temporary LAUSD Volunteer Badge, provided by PCS, the person is approved to provide On-Campus Tier II or Tier III volunteer services at the designated school or office until the end of the school year or until the principals or designee determines volunteer services are no longer required.
- The temporary and the permanent LAUSD Volunteer Badges are non-transferable between volunteers or between school and office sites. Badges must be visible while volunteers are providing service on campus.
- Volunteer badges not provided by PCS but generated by a school, District office or school photography company are not official LAUSD Volunteer Badges.



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- 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 that the volunteer has all the required health and safety clearances before clicking on the approve button in the Volunteer Management System. The PCS office will process the information and send, to the principal and volunteer, an approval letter with a temporary badge for On-Campus volunteers. Schools will receive a current school year LAUSD Volunteer Badge for each On-Campus volunteer via school mail. The volunteer badge indicates that the volunteer is ready to begin their duties. The current LAUSD Volunteer Badge, sent via school mail by PCS, must remain at the school in a secure location. The school will notify the prospective volunteer when their badge has arrived at 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 California Megan's Law Website will not be cleared to volunteer at the school or District office.





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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 and any new health requirements communicated to volunteers and staff at <https://achieve.lausd.net/Page/10443>.
- For Tier I volunteers, a signed copy of the appropriate Single Event or On-Demand Volunteer Application Form, signed Liability Waiver 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 on-line 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.
- On-Campus Tier II and Tier III volunteers must not begin service until they have received an LAUSD Volunteer Badge, issued by the PCS office.
- The volunteer badge, for On-Campus 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.
- An On-Campus Tier II or Tier III volunteer must be notified by the school when the LAUSD Volunteer Badge is received from PCS through school mail.
- All Tier II and Tier III volunteers in the on-line Volunteer Management System must be approved or denied by the administrator or designee by the end of the school year.



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- Administrators and administrative designees of year-round Early Education Centers must approve all On-Campus volunteers prior to the last day of instruction for the Spring semester.

### **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. In the case of unforeseen circumstances, like a pandemic, the roll over process may be placed on hold to enable volunteers to update records and consent. 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, by entering the date in the on-line Volunteer Management System, that the volunteer's name has been checked against the California Megan's Law Website at <https://meganslaw.ca.gov/>.
- Document in the on-line Volunteer Management System that the volunteer's TB clearances has not expired.
- Ensure roll over applications are complete and approved in the on-line Volunteer Management System 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



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may discontinue a person's volunteer services 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 services. 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, Tier III, and Tier IV volunteers, including all on-campus and virtual volunteers, 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 Single Event activities.

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

Tier III volunteers must be fingerprinted. Volunteer applicants needs 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. Volunteers



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may choose to make their own appointment for fingerprinting through LAUSD-contracted fingerprint sites by visiting <http://www.applicantservices.com/LAUVOL> and carefully follow the prompts to set up an appointment. Upon request, school/office staff may contact an 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 the 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 on-campus volunteer services (Attachment I1/I2 or Attachment J). Valid forms of TB clearance include a letter from a medical professional stating that the patient does not have Tuberculosis.

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.

On-Campus volunteers in schools and classrooms with preschool age students have additional requirements regarding influenza vaccinations (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:



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### Extended Family Members

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

### Community Members

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 10<sup>th</sup> through 12<sup>th</sup> grade may volunteer with permission of their parent/guardian and the school administrator or designee (Attached 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 on-line Volunteer Management System application. The health and safety clearance have been met since the District requires employees to submit a TB clearance forms and a Live Scan fingerprint clearance form before being hired. Employees may show proof of TB clearance by logging into the LAUSD Employee Self Service, <https://ess.lausd.net>, and selecting "My TB Compliance".

### 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



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includes fingerprint clearance. Provisions in applicable Memorandum of Understanding or agency agreements for internships and the applicable District's Human Resources policies and procedures pertaining to fingerprinting processes and fees will be followed.

**AUTHORITY:** This is a policy of the 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  
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 the Office of Parent and Community Services at listed below:

Office of Parent and Community Services (PCS)	(213) 481-3350
Local District Central	(213) 241-0126
Local District East	(323) 224-3100
Local District Northeast	(818) 252-5400
Local District Northwest	(818) 654-3600
Local District South	(310) 352-3400
Local District West	(310) 914-2100



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## 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 on-line Volunteer Application 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 purposes.*

*I am choosing to participate voluntarily at my own risk as a volunteer of the Los Angeles Unified School District through its School Volunteer Program.*

*COVID-19 is a highly contagious lethal virus with no known cure. The Los Angeles Unified School District (LAUSD) has no control over the virus and cannot guarantee that the school or site is safe from exposure to COVID-19. Please seriously consider the risk of your voluntary participation is contracting COVID-19.*



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## ATTACHMENT A1

*I acknowledge that I can be exposed to or contract COVID-19 while participating on campus as a volunteer. I have read and understood the above warning concerning COVID-19. I choose to accept and assume the risk of contracting COVID-19 to participate as a parent/guardian volunteer. The parent volunteer activity is of such value to me that I accept and assume the risk of being exposed to, contracting, and/or spreading COVID-19 in order to participate in the volunteer activities. I understand that if I do not execute this Waiver/Release, I will not be permitted to serve as a parent/guardian volunteer at any LAUSD school or site.*

*I hereby expressly waive and release the LAUSD, the Board of Education of LAUSD, and its members, employees and agents, from any and all liability, claims, lawsuits or damages of any nature whatsoever arising directly or indirectly from COVID-19 infection or transmission related to my participation as a parent/guardian volunteer. I understand that this waiver means that I forever give up any rights to bring any claims or lawsuits for personal injuries, death, disease, or any other loss, including, but not limited to, claims of negligence, and forever give up any claim that I may have to seek damages, whether known or unknown, foreseen or unforeseen, in connection with COVID-19. I understand and agree that this waiver and release is intended to be interpreted broadly in favor of LAUSD.*

*I attest that I am over 18 years of age and am the parent or legal guardian of an LAUSD student. By submitting the School Volunteer application, I am agreeing to the terms in the waiver and release of liability.*

*By signing, I acknowledge reading and agreeing to the terms in the waiver and release of liability.*

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

*Do not write below this line. Staff use only.*

California Megan's Law Website Clearance Date: \_\_\_\_\_

Checked by: \_\_\_\_\_  
Name & Title

Volunteer Commitment Form Date Signed: \_\_\_\_\_

Application Approved: \_\_\_\_\_

Application Not Approved: \_\_\_\_\_

Administrator or Designee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_





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ATTACHMENT A2



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.

## 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 a los estudiantes.*

*Opto por participar voluntariamente por cuenta y riesgo propio como voluntario del Distrito Unificado de Los Ángeles por medio de su Programa de Voluntariado Escolar.*

*COVID-19 es un virus letal y altamente contagioso sin cura conocida. El Distrito Escolar Unificado de Los Ángeles (LAUSD) no tiene control sobre el virus y no puede garantizar que la escuela o el sitio estén libres de la exposición a COVID-19. Considere seriamente el riesgo de contraer COVID-19 al participar de forma voluntaria.*



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

## ATTACHMENT A2

Reconozco que puedo estar expuesto a COVID-19, o contraerlo, mientras participo en el plantel escolar como voluntario. He leído y entiendo la advertencia anterior sobre COVID-19. Acepto y asumo el riesgo de contraer COVID-19 al participar como padre/tutor legal voluntario. La actividad del voluntariado de los padres es de tal valor para mí que acepto y asumo el riesgo de estar expuesto a, contraer y/o propagar COVID-19 para poder participar en las actividades de voluntariado. Entiendo que si no acepto esta Exención/Renuncia de derechos, no se me permitirá servir como padre/tutor legal voluntario en ninguna escuela o plantel de LAUSD.

Por la presente, acepto renunciar a mis derechos y eximir al LAUSD, la Junta de Educación de LAUSD, y sus miembros, empleados y agentes, de cualquier responsabilidad, reclamación, pleito o daño de cualquier índole que surja directa o indirectamente de la infección o transmisión de COVID-19 relacionada con mi participación como padre/tutor legal voluntario. Entiendo que esta exención significa que renuncio para siempre a cualquier derecho a presentar reclamaciones o demandas por lesiones personales, muerte, enfermedad o cualquier otra pérdida, incluyendo, pero no limitado a, reclamaciones por negligencia, y renuncio para siempre a cualquier recurso del que disponga para reclamar daños y perjuicios, ya sean conocidos o desconocidos, previstos o imprevistos, con relación a COVID-19. Entiendo y estoy de acuerdo en que esta exención y renuncia de derechos tiene como fin ser interpretada ampliamente a favor del LAUSD.

Certifico que tengo más de 18 años de edad y soy el padre o tutor legal de un estudiante de LAUSD. Al presentar la solicitud de Voluntariado Escolar estoy de acuerdo con los términos en la exención de responsabilidad y renuncia de derechos.

Al firmar confirmo que he leído y que acepto los términos de la exención y la renuncia de responsabilidad.

\_\_\_\_\_  
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 & Title

Volunteer Commitment Form Date Signed: \_\_\_\_\_

Application Approved: \_\_\_\_\_

Application Not Approved: \_\_\_\_\_

Administrator or Designee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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 parent/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.*

*I am choosing to participate voluntarily at my own risk as a volunteer of the Los Angeles Unified School District through its School Volunteer Program.*

*COVID-19 is a highly contagious lethal virus with no known cure. The Los Angeles Unified School District (LAUSD) has no control over the virus and cannot guarantee that the school or site is safe from exposure to COVID-19. Please seriously consider that the risk of your voluntary participation is contracting COVID-19.*

*I acknowledge that I can be exposed to or contract COVID-19 while participating on campus as a volunteer. I have read and understood the above warning concerning COVID-19. I choose to accept and assume the risk of contracting COVID-19 to participate as a parent/guardian volunteer. The parent volunteer activity is of such value to me that I accept and assume the risk of being exposed to, contracting, and/or spreading COVID-19 in order to participate in the volunteer activities. I understand that if I do not execute this Waiver/Release, I will not be permitted to serve as a parent/guardian volunteer at any LAUSD school or site.*



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

## ATTACHMENT B1

*I hereby expressly waive and release the LAUSD, the Board of Education of LAUSD, and its members, employees and agents, from any and all liability, claims, lawsuits or damages of any nature whatsoever arising directly or indirectly from COVID-19 infections or transmission related to my participation as a parent/guardian volunteer. I understand that this waiver means that I forever give up any rights to bring any claims or lawsuits for personal injuries, death, disease, or any other loss, including, but not limited to, claims of negligence, and forever give up any claim that I may have to seek damages, whether known or unknown, foreseen or unforeseen, in connection with COVID-19. I understand and agree that this waiver and release is intended to be interpreted broadly in favor of LAUSD.*

*I attest that I am over 18 years of age and am the parent or legal guardian of an LAUSD student. By submitting the School Volunteer application, I am agreeing to the terms in the waiver and release of liability.*

*By signing, I acknowledge reading and agreeing to the terms in the waiver and release of liability.*

**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: \_\_\_\_\_



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT B2

No se necesita presentar esta solicitud al Sistema por Internet de Administración de Voluntarios.

Este formulario no incluye eventos durante la noche.

Los voluntarios que ayudarán en eventos con estancia nocturna deben completar la solicitud por Internet y deben hacerse la toma de huellas dactilares.

## SOLICITUD DE LAUSD PARA VOLUNTARIOS DE SEGURIDA 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 presente una necesidad a nivel distrito/ distrito local de la necesidad exige 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 voluntario 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 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 a los estudiantes.*

*Opto por participar voluntariamente por cuenta y riesgo propio como voluntario del Distrito Escolar Unificado de Los Ángeles por medio de su Programa de Voluntariado Escolar.*

*COVID-19 es un virus letal y altamente contagioso sin cura conocida. El Distrito Escolar Unificado de Los Ángeles (LAUSD) no tiene control sobre el virus y no puede garantizar que la escuela o el sitio estén libres de la exposición a COVID-19. Considere seriamente el riesgo de contraer COVID-19 al participar de forma voluntaria.*

*Reconozco que puedo estar expuesto a COVID-19, o contraerlo, mientras participo en el plantel escolar como voluntario. He leído y entiendo la advertencia anterior sobre COVID-19. Acepto y asumo el riesgo de contraer COVID-19 al participar como padre/tutor legal voluntario. La actividad del voluntariado de los padres es de tal valor para mí que acepto y asumo el riesgo de estar expuesto a, contraer y/o propagar COVID-19 para poder participar en las actividades de voluntariado. Entiendo que si no acepto esta Exención/Renuncia de derechos, no se me permitirá servir como padre/tutor legal voluntario en ninguna escuela o plantel de LAUSD.*



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

## ATTACHMENT B2

*Por la presente, acepto renunciar a mis derechos y eximir al LAUSD, la Junta de Educación de LAUSD, y sus miembros, empleados y agentes, de cualquier responsabilidad, reclamación, pleito o daño de cualquier índole que surja directa o indirectamente de las infecciones o transmisión de COVID-19 relacionada con mi participación como padre/tutor legal. voluntario. Entiendo que esta exención significa que renuncio para siempre a cualquier derecho a presentar reclamaciones o demandas por lesiones personales, muerte, enfermedad o cualquier otra pérdida, incluyendo, pero no limitado a, reclamaciones por negligencia, y renuncio para siempre a cualquier recurso del que disponga para reclamar daños y perjuicios, ya sean conocidos o desconocidos, previstos o imprevistos, con relación a COVID-19. Entiendo y estoy de acuerdo en que esta exención y renuncia de derechos tiene como fin ser interpretada ampliamente a favor del LAUSD.*

*Certifico que tengo más de 18 años de edad y soy el padre o tutor legal de un estudiante de LAUSD. Al presentar la solicitud de Voluntariado Escolar estoy de acuerdo con los términos en la exención de responsabilidad y renuncia de derechos.*

*Al firmar confirmo que he leído y que acepto los términos de la exención y la renuncia de responsabilidad.*

**Firma del Voluntario**

**Fecha**

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

**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: \_\_\_\_\_



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN



ATTACHMENT C1

## LAUSD VOLUNTEER COMMITMENT FORM

(Tier I, Tier II, Tier III, and Tier IV Virtual and On-Campus Volunteers must read and sign this form.)

\_\_\_\_\_  
Print First Name and Last Name

\_\_\_\_\_  
School or Office Name

I agree to abide by the following commitments that apply to my assignment.

1. I will sign in at the main office upon arrival and sign out when I leave for the day. (*On-Campus volunteers only*)
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. (*On-Campus volunteers only*)
5. Except in the case of an emergency, I will give 24-hour notices 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. (*On-Campus volunteers only*)
9. I will never be alone with a student without supervision by staff employed by LAUSD.
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 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 authority of all school and office personnel.
18. I will learn the rules regarding drills and emergencies and follow the directions of District office or school staff. (*On-Campus volunteers only*)
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 Signature

\_\_\_\_\_  
Date



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN



ATTACHMENT C2

## FORMULARIO DE LAUSD DE COMPROMISO COMO VOLUNTARIO

(Los voluntarios de Nivel I, Nivel II, Nivel III y Nivel IV en el plantel y virtuales deben leer y firmar este formulario.)

Nombre y apellido en letra de molde

Nombre de la escuela u oficina

Estoy de acuerdo con respetar los siguientes cometidos que estén relacionados con mis deberes.

1. Me registraré en la oficina principal inmediatamente al llegar y salir. *(Solo voluntarios en el plantel)*
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. *(Solo voluntarios en el plantel)*
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. *(Solo voluntarios en el plantel)*
9. Nunca estaré solo con un estudiante sin la supervisión de un empleado de LAUSD.
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 las emergencias y seguiré las instrucciones del personal de la oficina del Distrito o escolar. *(Solo voluntarios en el plantel)*
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





# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT D1

This application **must be** populated into the on-line Volunteer Management System by the volunteer or school staff. **Volunteers for overnight events must complete this application online and be fingerprinted.**

**Los Angeles Unified School District  
Volunteer Application**  
(Tier II and Tier III Volunteers) This paper application is For illustrative purposes only. An electronic application must be submitted in the Volunteer Management System.



### 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.)



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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

## LIABILITY WAIVER FOR ON-CAMPUS VOLUNTEER

I am choosing to participate voluntarily at my own risk as a volunteer of the Los Angeles Unified School District through its School Volunteer program.

COVID-19 is a highly contagious lethal virus with no known cure. The Los Angeles Unified School District (LAUSD) has no control over the virus and cannot guarantee that the school or site is safe from exposure to COVID-19. Please seriously consider that the risk of your voluntary participation is contracting COVID-19.

I acknowledge that I can be exposed to or contract COVID-19 while participating on campus as a volunteer. I have read and understood the above warning concerning COVID-19. I choose to accept and assume the risk of contracting COVID-19 to participate as a parent/guardian volunteer. The parent volunteer activity is of such value to me that I accept and assume the risk of being exposed to, contracting, and/or spreading COVID-19 in order to participate in the volunteer activities. I understand that if I do not execute this Waiver/Release, I will not be permitted to serve as a parent/guardian volunteer at any LAUSD school or site.

I hereby expressly waive and release the LAUSD, the Board of Education of LAUSD, and its members, employees and agents, from any and all liability, claims, lawsuits or damages of any nature whatsoever arising directly or indirectly from COVID-19 infection or transmission related to my participating as a parent/guardian volunteer. I understand that this waiver means that I forever give up any rights to bring any claims or lawsuits for personal injuries, death, disease, or any other loss, including, but not limited to, claims of negligence, and forever give up any claim that I may have to seek damages, whether known or unknown, foreseen or unforeseen, in connection with COVID-19. I understand and agree that this waiver and release is intended to be interpreted broadly in favor of LAUSD.

I attest that I am over 18 year of age and am the parent or legal guardian of an LAUSD student or a member of the school community. By submitting the School Volunteer application, I am agreeing to the terms in the waiver and release of liability.

By signing, I acknowledge reading and agreeing to the terms in the waiver and release of liability.

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



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT D2



Esta solicitud **debe** ser ingresada al Sistema de Administración de Voluntarios por el voluntario o el personal escolar.  
**Los voluntarios que participarán en evento con estancia nocturna deben completar esta solicitud por Internet y deben hacerse la toma de huellas dactilares.**

**Distrito Escolar Unificado de Los Ángeles**  
**Instrucciones para la Solicitud de Voluntarios**  
(Voluntario de Nivel II y Nivel III) Esta aplicación en papel solamente se incluye por motivo de dar una muestra. Se debe entregar una solicitud electrónica dentro del Sistema de Administración de Voluntarios.

Nombre: \_\_\_\_\_ Segundo Nombre/Inicial: \_\_\_\_\_  
Apellido: \_\_\_\_\_ Otros Nombres: \_\_\_\_\_  
Fecha de nacimiento: \_\_\_\_\_ Género: \_\_\_\_\_

### INFORMACIÓN DE CONTACTO

Domicilio: \_\_\_\_\_  
Ciudad: \_\_\_\_\_ Estado: \_\_\_\_\_ Código Postal: \_\_\_\_\_  
Teléfono del hogar: \_\_\_\_\_ Teléfono 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 comunitaria **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 UBICACIÓN ASIGNADA

¿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.)



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT D2

## DISPONIBILIDAD

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

Mañana  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 ser voluntario como:

Voluntario de salones de clases  Voluntario en la oficina  Voluntario como chaperón de excursiones escolares/ eventos  Tutor personal\*  Voluntario como chaperón durante excursiones escolares por la noche

Voluntario en el plantel 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 la base de datos para agresores sexuales de la Ley Megan, se requiere la toma de huellas dactilares

## RENUNCIA DE RESPONSABILIDAD CIVIL PARA EL VOLUNTARIO EN EL PLANTEL ESCOLAR

Opto por participar voluntariamente por cuenta y riesgo propio como voluntario del Distrito Unificado de Los Ángeles por medio de su Programa de Voluntariado Escolar.

COVID-19 es un virus letal y altamente contagioso sin cura conocida. El Distrito Escolar Unificado de Los Ángeles (LAUSD) no tiene control sobre el virus y no puede garantizar que la escuela o el sitio estén libres de la exposición a COVID-19. Considere seriamente el riesgo de contraer COVID-19 al participar de forma voluntaria.

Reconozco que puedo estar expuesto a COVID-19, o contraerlo, mientras participo en el plantel escolar como voluntario. He leído y entiendo la advertencia anterior sobre COVID-19. Acepto y asumo el riesgo de contraer COVID-19 al participar como padre/tutor legal voluntario. La actividad del voluntariado de los padres es de tal valor para mí que acepto y asumo el riesgo de estar expuesto a, contraer y/o propagar COVID-19 para poder participar en las actividades de voluntariado. Entiendo que si no acepto esta Exención/Renuncia de derechos, no se me permitirá servir como padre/tutor legal voluntario en ninguna escuela o plantel de LAUSD.

Por la presente, acepto renunciar a mis derechos y eximir al LAUSD, la Junta de Educación de LAUSD, y sus miembros, empleados y agentes, de cualquier responsabilidad, reclamación, pleito o daño de cualquier índole que surja directa o indirectamente de las infecciones o transmisión de COVID-19 relacionada con mi participación como padre/tutor legal voluntario. Entiendo que esta exención significa que renuncio para siempre a cualquier derecho a presentar reclamaciones o demandas por lesiones personales, muerte, enfermedad o cualquier otra pérdida, incluyendo, pero no limitado a, reclamaciones por negligencia, y renuncio para siempre a cualquier recurso del que disponga para reclamar daños y perjuicios, ya sean conocidos o desconocidos, previstos o imprevistos, con relación a COVID-19. Entiendo y estoy de acuerdo en que esta exención y renuncia de derechos tiene como fin ser interpretada ampliamente a favor del LAUSD.

Certifico que tengo más de 18 años de edad y soy el padre o tutor legal de un estudiante de LAUSD o miembro de la comunidad escolar. Al presentar la solicitud de Voluntariado Escolar estoy de acuerdo con los términos en la exención de responsabilidad y renuncia de derechos.

Al firmar confirmo que he leído y que acepto los términos de la exención y la renuncia de responsabilidad.

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

\_\_\_\_\_  
Firma del Potencial Voluntario

\_\_\_\_\_  
Fecha



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN



ATTACHMENT E1

## LAUSD TIER II and III VOLUNTEERS APPLICATION PROCESS:

### STEP-BY-STEP for On-Campus and Virtual Volunteering

#### New Volunteers:

1. If you are registered on the LAUSD Parent Portal, you may use your Parent Portal email address (username) and password to log into the Volunteer Management System.

Those who do not have a Parent Portal account may 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.
2. If you do not have an email account, you may complete a paper Volunteer Application (Attachment D1/D2), and school staff will enter the information into the Volunteer Management System for you. Note: if a liability waiver is required, you will be asked to verify that you agree with the liability waiver statement.
  3. Once an account has been created, visit <https://volunteerapp.lausd.net>. Enter your email address and password, and click on “Log in”. Note: If you have a valid Parent Portal account, you may use those credentials to log into the Volunteer Management System.
  4. 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.
  5. 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.
  6. The school will ask for your 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 you have been approved to volunteer on campus. You will also receive a temporary badge via email, which you may use until the physical badge arrives. If it has been three weeks and you have not heard that your District-issued badge has arrived, give the school a call. You may also log into your Volunteer Management



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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### ATTACHMENT E1

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 updated TB clearance. Volunteers will be asked to sign the updated application and liability waiver, if applicable.

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



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT E2



## VOLUNTARIO DE NIVEL II Y NIVEL III DE LAUSD PROCESO PARA LAS SOLICITUDES:

### PASO A PASO para los Voluntarios en el Plantel y Virtuales

#### Voluntarios Nuevos:

7. Si se inscribió para el Portal para Padres de LAUSD, puede usar su dirección de correo electrónico del Portal para Padres (nombre de usuario) y la contraseña para ingresar al Sistema de Administración de Voluntarios.

Los que no se hayan inscrito para una cuenta del Portal para Padres pueden inscribirse para una cuenta de Voluntario de LAUSD por medio del Sistema de Administración de Voluntarios en <https://volunteerapp.lausd.net>.

- f) Seleccione "Padre/tutor legal de LAUSD" o "Miembro de la comunidad de LAUSD."
  - g) Hacer clic en "Inscribirse"
  - h) Ingrese toda la información requerida
  - i) 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.
  - j) Siga al enlace incluido en el mensaje electrónico y cree una contraseña que tenga de 10 a 24 símbolos.
8. Si no cuenta con una dirección de correo electrónico, puede completar la Solicitud como voluntario en papel (Adjunto D1/D2), y el personal escolar ingresará la información que entregó al Sistema por Internet de Administración de Voluntarios. Nota: si se requiere una renuncia de responsabilidad civil, se le pedirá que verifique que acepte la declaración de la renuncia de responsabilidad civil.
  9. 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." Nota: Si tiene una cuenta válida del Portal para padres, puede usar la información para iniciar sesión para ingresar al Sistema de Administración de Voluntarios.
  10. 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.
  11. 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.
  12. 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 emitirá y enviará por correo regular una identificación oficial emitida por el Distrito al



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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### ATTACHMENT E2

plantel escolar si se le otorga la aprobación para ser voluntario en el plantel. También recibirá una identificación temporal por correo electrónico, la cual puede usar hasta que reciba su identificación. Si han pasado tres semanas y no ha recibido comunicación que ha llegado su identificación oficial de emitida por el Distrito, comuníquese por teléfono con la escuela. También puede ingresar a su cuenta dentro del Sistema de Administración de Voluntarios.

Sabrás 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 se haya el Distrito emita su identificación como voluntario,

#### **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 actualizada de la tuberculosis. Se les pedirá a los voluntarios que firmen una solicitud actualizada una renuncia de responsabilidad civil, si procede.

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.





# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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ATTACHMENT F



## LAUSD VOLUNTEER APPLICATION PROCESS: STEP-BY-STEP JOB AID 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 or email [families@lausd.net](mailto:families@lausd.net).
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 "AAPID".
5. Scroll down to the section marked, "Clearance Info". Verify that the volunteer has been checks, within the school year, through the online California Megan's Law Website 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, and liability waiver 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, proof of TB clearance, liability waiver and fingerprint clearance letter, as applicable, 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 email a temporary badge to On-Campus volunteers and the school administrator. Within a few weeks, the official LAUSD volunteer badge will be mailed to the school or office site.
11. Once the volunteer badge is received at the school or District office from PCS, inform the volunteer about the procedure for badge check in and check out.



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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 services. 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.

Fingerprint clearance by the FBI and 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 Avenue	Woodland Hills	CA	91367	(818) 587-4300
2.	6505 Zelzah Avenue	Reseda	CA	91335	(818) 654-1600
3.	944 West 77 <sup>th</sup> Street	Los Angeles	CA	90044	(323) 753-3321
4.	611 Jackson Street	Los Angeles	CA	90012	(213) 633-3500
5.	2060 West 156 <sup>th</sup> Street	Gardena	CA	90249	(310) 515-3010
6.	312 N. Garey Street	Los Angeles	CA	90012	(213) 346-2160
7.	333. S. Beaudry Avenue	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.

Alternatively, volunteers may schedule their own Live Scan appointments by following the steps below:

**Step 1:** Visit [www.applicantservices.com/LAUVOL](http://www.applicantservices.com/LAUVOL).

**Step 2:** Fill out the required fields, clicking "Next" to move to the next page. Note that many of the fields are already populated. There should be no fees associated with fingerprinting using this process, so please double check that all steps have been followed closely.

**Step 3:** When you get to the section which asks for your desired fingerprint location, type in the zip code or address of the area where you would like to fingerprint. Take note of their hours of operation, required documents and health/safety precautions required.

**Step 4:** Once you have made your appointment, you AND the fingerprint location will get a reminder by email and/or text message 24 hours prior to your appointment.

**Step 5:** LAUSD will notify the school of your fingerprint clearance.



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

## 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 Justicia (DOJ, por sus siglas en inglés)

Los solicitantes para voluntarios deben hacerse la toma de huellas dactilares solamente una vez durante sus servicios como voluntario. No obstante, si el voluntario para de prestar su servicio como voluntario por un periodo de dos años 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 la 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/ oficinas:

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

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

Alternativamente, los voluntarios pueden programar sus propias citas de Live Scan por medio de completar los siguientes pasos:

**Paso 1:** Visite [www.applicantservices.com/LAUVOL](http://www.applicantservices.com/LAUVOL)

**Paso 2:** Complete los espacios necesarios, haciendo clic en "Siguiente" para pasar a la página siguiente. Tenga en cuenta que muchos de los espacios ya están completados. No se le debe cobrar ningún costo por la toma de huellas dactilares por medio de este proceso, así que verifique bien que ha seguido detenidamente todos los pasos.

**Paso 3:** Cuando llegue a la sección que le pide la ubicación deseada para la toma de huellas dactilares, ingrese el código postal o la dirección del área donde le gustaría hacer la toma de huellas dactilares. Tenga en cuenta el horario en que están abiertos, los documentos requeridos y las precauciones de salud/seguridad requeridas.

**Paso 4:** Una vez que haya hecho su cita, usted y la ubicación de la toma de huellas dactilares recibirán un recordatorio por correo electrónico y/o mensaje de texto 24 horas antes de su cita.

**Paso 5:** LAUSD notificará a la escuela una vez se reciba la autorización de huellas dactilares.



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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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.



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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## 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/index.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.



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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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 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 los nuevos potenciales voluntarios se les 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:

- Un Formulario de la Tuberculosis para el Médico/Clínica (Adjunto I1/I2), u otro formulario del médico, 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 solo 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 riesgo 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 en



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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### ATTACHMENT H2

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>

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, Capítulo. 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://thelatruster.org/wellness-centers/>
- Departamento de Salubridad Pública en Los Ángeles:  
<http://publichealth.lacounty.gov/tb/index.htm>



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### 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.





# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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: \_\_\_\_\_



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT I2

## *Distrito Escolar Unificado de Los Angeles* 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 una 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: \_\_\_\_\_

### MÉDICO/CLÍNICA DEBE LLENAR

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: \_\_\_\_\_



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT J



## Adult Tuberculosis (TB) Risk Assessment Questionnaire<sup>1</sup>

(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. <sup>2</sup>	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Close contact with someone with infectious TB disease	Yes <input type="checkbox"/> No <input type="checkbox"/>
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 <input type="checkbox"/> No <input type="checkbox"/>
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 <input type="checkbox"/> No <input type="checkbox"/>
5. Current or former residence or work in a correctional facility, long-term care facility, hospital, or homeless shelter	Yes <input type="checkbox"/> No <input type="checkbox"/>

\*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.

<sup>1</sup> Adapted from a form developed by Minnesota Department of Health TB Prevention and Control Program and Centers for Disease Control and Prevention.

<sup>2</sup> 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



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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:

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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: \_\_\_\_\_



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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.



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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ATTACHMENT M1

## FREQUENTLY ASKED QUESTIONS

**Q: I want to support my school by being an On-Campus 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:** *Tier II and Tier III on-campus volunteers will receive a temporary badge by email from the Office of Parent and Community Services when your application has been approved. Your principal will also receive a copy of the email. You may begin services when you receive the temporary badge, and the school is ready to have you begin the volunteer assignment.*

**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 or by using an LAUSD approved site through [www.ApplicantServices.com/LAUVOL](http://www.ApplicantServices.com/LAUVOL).*

**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 or email [families@lausd.net](mailto:families@lausd.net) for assistance.*



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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ATTACHMENT M2

## PREGUNTAS FRECUENTES

- Pregunta:** Quiero apoyar a mi escuela por medio de ser voluntario en el plantel escolar, 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 traigan 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 la Tuberculosis para el Médico/Clinica (Adjunto I1/I2), u otro formulario del médico, 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 solo 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 riesgo 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 la identificación de voluntario emitido por el Distrito, ¿puedo iniciar como voluntario en la escuela u oficina?
- Respuesta:** *Los voluntarios en el plantel escolar de nivel II y nivel III recibirán una identificación temporal por correo electrónico por parte de la Oficina de Servicios para los Padres y la Comunidad cuando su solicitud haya sido aprobada. Su director escolar también recibirá una copia de este correo electrónico. Puede iniciar sus servicios cuando reciba la identificación temporal y la escuela esté lista para que inicie su deber como voluntario.*



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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### ATTACHMENT M2

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

**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 por medio de [www.ApplicantServices.com/LAUVOL](http://www.ApplicantServices.com/LAUVOL)*

**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 la persona designada administrativa que se comuniquen con la Oficina de Servicios para los Padres y la Comunidad al (213) 481-3350 o a [families@lausd.net](mailto:families@lausd.net) para obtener ayuda.*





# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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 and Liability Waiver**

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, Liability Waiver**

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



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

## ATTACHMENT N1

### Tier III Volunteer \*

**Required: California Megan's Law Website Clearance  
TB Clearance, Liability Waiver (On-Campus only)  
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 (Virtual or In-Person)** – 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 mealtimes 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.

### Tier IV Volunteer \*

**Required: California Megan's Law Website Clearance**

Not required: TB Clearance, Liability Waiver, Fingerprint Clearance

Volunteers must fill out the Volunteer Application on the District's on-line Volunteer Management System and sign the Volunteer Commitment Form.

**Virtual or At-Home Volunteer** –

- Assist the school or office from home or other non-campus or non-office location
- Does not interact with or have access to students

**Note:** Volunteers who will interact with students in a virtual environment, such as a classroom, should be processed as Tier II volunteers.

Volunteers who will interact with students in a virtual environment in breakout rooms should be processed as Tier III volunteers.

\* Based on Pasadena Unified School District's Volunteer Handbook



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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 con la base de datos por Internet de agresores sexuales de la Ley Megan en California y Exoneración de Responsabilidad Civil**

No se requiere. Constancia negativa de la tuberculosis y verificación de antecedentes con la toma de huellas dactilares

Debe estar bajo supervisión directa en TODO momento de un empleado escolar

La Solicitud para Evento Único\* o Conforme se Necesiten y el Formulario de Compromiso como Voluntario se entregan al director escolar para su aprobación.

No se puede presentar una 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.

**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 de 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, Exoneración de responsabilidad civil**

No se requiere. Toma de huellas dactilares

Debe estar bajo supervisión directa en TODO momento de un empleado 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/Maestro

- Ayudar al 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/Maestro

- Ayuda al maestro en comunicarse con los padres quienes están de acuerdo con ser contactados.
- Planea, coordina y obtiene ayuda de otros padres para las celebraciones del salón de clases en concordancia con la política escolar

**Voluntario del plantel escolar** – Supervisado por: Director escolar/empleado certificado asignado por el director escolar

- Voluntario del Carril Seguro de Descarga para los Estudiantes / Recorridos escolares / Patio de juego

**Voluntario de la oficina** – Supervisado por: Director escolar/personal de oficina

- 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 de los Centros 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 los paseos escolares bajo la supervisión directa del personal certificado



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

## ATTACHMENT N2

### Voluntario de Nivel III\*

**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, Exoneración de responsabilidad civil (Solamente para voluntario en el  
plantel)**

#### Toma de huellas dactilares

Debe estar bajo supervisión directa en TODO momento de un empleado 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.

**Tutoría individual (Virtual o en persona)** – 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 designado con la supervisión de un grupo asignado de estudiantes en paseos escolares 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 administrativamente

### Voluntario de Nivel IV\*

**Requerido: Verificación con la base de datos por Internet de agresores sexuales de la Ley Megan en California**

No se requiere: Constancia negativa del examen de la tuberculosis, Exoneración de responsabilidad civil, verificación de la toma de huellas dactilares

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 Virtual o En el Plantel -**

- Ayuda a la escuela u oficina desde la casa u otra ubicación no en un plantel o no en una oficina
- No interactúa con o tiene acceso a los estudiantes

**Nota:** Los voluntarios quienes tendrán interacciones con los estudiantes en un entorno virtual, como en un salón de clases, debería de ser procesado como voluntarios de Nivel II. Los voluntarios quienes tendrán interacciones con los estudiantes en las salas de grupos, como en un salón de clases, debería de ser procesado como voluntarios de Nivel III.

\*Basado en el Manual para Voluntarios del Distrito Escolar Unificado de Pasadena



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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ATTACHMENT O1

## WAIVER AND RELEASE OF LIABILITY AND STATEMENT OF UNDERSTANDING REGARDING COVID-19 INFECTION (WAIVER/RELEASE)

I am choosing to participate voluntarily at my own risk as a volunteer of the Los Angeles Unified School District through its School Volunteer Program.

COVID-19 is a highly contagious lethal virus with no known cure. The Los Angeles Unified School District (LAUSD) has no control over the virus and cannot guarantee that the school or site is safe from exposure to COVID-19. Please seriously consider that the risk of your voluntary participation is contracting COVID-19.

I acknowledge that I can be exposed to or contract COVID-19 while participating on campus as a volunteer. I have read and understood the above warning concerning COVID-19. I choose to accept and assume the risk of contracting COVID-19 in order to participate as a parent/guardian volunteer. The parent volunteer activity is of such value to me that I accept and assume the risk of being exposed to, contracting, and/or spreading COVID-19 in order to participate in the volunteer activities. I understand that if I do not execute this Waiver/Release, I will not be permitted to serve as a parent/guardian volunteer at any LAUSD school or site.

I hereby expressly waive and release the LAUSD, the Board of Education of LAUSD, and its members, employees and agents, from any and all liability, claims, lawsuits or damages of any nature whatsoever arising directly or indirectly from COVID-19 infections or transmission related to my participation as a parent/guardian volunteer. I understand that this waiver means that I forever give up any rights to bring any claims or lawsuits for personal injuries, death, disease, or any other loss, including, but not limited to, claims of negligence, and forever give up any claim that I may have to seek damages, whether known or unknown, foreseen or unforeseen, in connection with COVID-19. I understand and agree that this waiver and release is intended to be interpreted broadly in favor of LAUSD.

I attest that I am over 18 years of age and am the parent or legal guardian of a LAUSD student. By submitting the School Volunteer application, I am agreeing to the terms in the waiver and release of liability.

By signing, I acknowledge reading and agreeing to the terms in the waiver and release of liability.

\_\_\_\_\_  
Print First Name and Last Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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ATTACHMENT O2

### EXENCIÓN DE RESPONSABILIDAD, RENUNCIA VOLUNTARIA Y DECLARACIÓN DE ENTENDIMIENTO CON RESPECTO A INFECCIÓN POR COVID-19 (EXENCIÓN/RENUNCIA DE DERECHOS)

Opto por participar voluntariamente por cuenta y riesgo propio como voluntario del Distrito Escolar Unificado de Los Ángeles por medio de su Programa de Voluntariado Escolar.

COVID-19 es un virus letal y altamente contagioso sin cura conocida. El Distrito Escolar Unificado de Los Ángeles (LAUSD) no tiene control sobre el virus y no puede garantizar que la escuela o el sitio estén libres de la exposición a COVID-19. Considere seriamente el riesgo de contraer COVID-19 al participar de forma voluntaria.

Reconozco que puedo estar expuesto a COVID-19, o contraerlo, mientras participo en el plantel escolar como voluntario. He leído y entiendo la advertencia anterior sobre COVID-19. Acepto y asumo el riesgo de contraer COVID-19 para participar como padre/tutor legal voluntario. La actividad del voluntariado de los padres es de tal valor para mí que acepto y asumo el riesgo de estar expuesto a, contraer y/o propagar COVID-19 para poder participar en las actividades de voluntariado. Entiendo que si no acepto esta Exención/Renuncia de derechos, no se me permitirá servir como padre/tutor legal voluntario en ninguna escuela o plantel de LAUSD.

Por la presente, acepto renunciar a mis derechos y eximir al LAUSD, la Junta de Educación de LAUSD, y sus miembros, empleados y agentes, de cualquier responsabilidad, reclamación, pleito o daño de cualquier índole que surja directa o indirectamente de la infección o transmisión de COVID-19 relacionada con mi participación como padre/tutor legal voluntario. Entiendo que esta exención significa que renuncio para siempre a cualquier derecho a presentar reclamaciones o demandas por lesiones personales, muerte, enfermedad o cualquier otra pérdida, incluyendo, pero no limitado a, reclamaciones por negligencia, y renuncio para siempre a cualquier recurso del que disponga para reclamar daños y perjuicios, ya sean conocidos o desconocidos, previstos o imprevistos, con relación a COVID-19. Entiendo y estoy de acuerdo en que esta exención y renuncia de derechos tiene como fin ser interpretada ampliamente a favor del LAUSD.

Consto que tengo más de 18 años de edad y soy el padre o tutor legal de un estudiante de LAUSD. Al presentar la solicitud de Voluntariado Escolar estoy de acuerdo con los términos en la exención de responsabilidad y renuncia de derechos.

Al firmar confirmo que he leído y que acepto los términos de la exención y la renuncia de responsabilidad.

\_\_\_\_\_  
Nombre y Apellido en Letra de Molde

\_\_\_\_\_  
Firma

\_\_\_\_\_  
Fecha