

TITLE: Establishing and Administering School/Office Volunteer Programs

NUMBER: BUL-6746.5

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ROUTING
All Employees
All Locations

PURPOSE: The policy provides guidance to school and District office administrators about establishing and administering volunteer programs that support the Los Angeles Unified School District’s (LAUSD) goals. LAUSD values volunteers as essential partners in supporting student achievement. This volunteer program policy is established to provide a safe environment for all and support the involvement of parents/legal guardians and community members in LAUSD public schools. Parents/legal guardians have the right to be included in the educational process and access the system on behalf of their children. These rights are outlined in the California Education Code, Section 51101(a)(3), indicating parents/legal 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: This bulletin replaces BUL-6746.4 of the same name, dated August 15, 2022. This revised policy explains the enhancements to the Volunteer Management System, new procedures for Live Scan fingerprinting, updates procedure of the former Tier I Single Event Volunteer option with a new form and includes mandatory school site Volunteer Orientation that school sites must use to train volunteers. Each school must submit the names of their volunteer designees to the Principal Portal by the fourth Friday in September of each school year. The bulletin also updates procedures due to the Los Angeles Unified rescinding the COVID-19 vaccine mandate on September 26, 2023, and updates the timeframe of

fingerprint requirements for volunteers who have been inactive. This version begins to transition credential seeking candidates to the processing arrangement made by the Human Resources Division and establishes procedures for school sites to host single event volunteer opportunities with external organizations.

GUIDELINES: I. LAUSD SCHOOL/OFFICE VOLUNTEER PROGRAMS

What is a volunteer?

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 who are **assisting** classified and certificated personnel.

Parents/legal guardians who cannot volunteer at the school site during the day due to various 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.

In addition, the school administrator or administrative designee can decide if volunteer services are needed or to deny any person on-campus volunteer service opportunities. When the volunteer is a parent/legal guardian of a child at the school, the school administrator is encouraged to identify ways that the parent/legal guardian can volunteer from home. The administrator or administrative designee can also determine when volunteer services are no longer needed and discontinue volunteer services with the guidance of Region Family and Community Engagement Administrator. A comment should be included in the Volunteer Management System with the rationale used to discontinue volunteer service.

II. PURPOSE OF THE LAUSD SCHOOL/OFFICE VOLUNTEER PROGRAMS

The LAUSD School Volunteer Program aims to augment and enhance educational and support services to schools and offices by leveraging the rich talents and expertise of parents/legal guardians and members of the school community. Volunteers contribute to schools and District offices in the following ways:

- a. Enrich the school experience for students and staff.
- b. Assist teachers in the classroom.
- c. Assist students, staff, parents, and community with activities.
- d. Promote partnerships between the school, the District, the home, and the community.
- e. Serve as positive role models for students.
- f. Assist school personnel in promoting District programs and services such as Parent Portal, the School Volunteer Program, and school events, to name a few.

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 only a summary and are ***NOT intended to be all-inclusive***.

Tier 1	Tier II	Tier III	Tier IV
On-Demand Safety Volunteer (activated by Superintendent for emergencies)	Classroom Volunteer	One-on-One Tutor	Virtual or At-Home Volunteer
	Room Parent	Cafeteria Volunteer	
	Campus Volunteer	Overnight Field Trip Chaperone Volunteer	
	Office Volunteer	Student Activities Volunteer	
	Parent and Family Center Volunteer		
	Field Trip/Event Chaperone Volunteer		

Tier I Volunteer *

Required: California Megan’s Law Website Clearance by School Site Administration

Not Required: TB Clearance or Fingerprint Clearance

Must be supervised by a certificated staff member at ALL times. Volunteers must submit an On-Demand Application and sign the Volunteer Commitment Form and Liability Waiver.

On-Demand Safety Volunteer

In an emergency, the Superintendent may declare an on-demand safety need that requires support from parents/legal guardians, or extended family members whose child attends the public school.

Parents, guardians, and extended family can participate as Tier I “On-Demand Safety Volunteers” at the principal’s discretion.

The volunteer completes the On-Demand Volunteer Application and submits it to the principal or designee. Principals, in anticipation of such a safety demand, may invite parents/legal guardians, and extended family to complete an On-Demand Safety Volunteer Application within a reasonable period with the understanding that their support will not be implemented until the Superintendent makes the declaration.

Tier II Volunteer *

Required: California Megan’s Law Website Clearance by School Site Administration

TB Clearance

Not Required: Fingerprint Clearance

Must be supervised by a certificated staff member at ALL times. Volunteers must complete an online application in the Volunteer Management System, electronically sign the Volunteer Commitment Form and the Liability Waiver.

Classroom Volunteer – Supervised by a certificated staff member.

Sample duties:

- Assists the classroom teacher.
- Provides support in the classroom with two or more students to

reinforce skills.

- Performs tasks for the teacher in the classroom such as organizing classroom materials, collecting homework, organizing bulletin boards, preparing homework packets, and presenting information to the class in areas of specialized expertise.

* Volunteers should not have access to student, family, or employee records.

Room Parent – Supervised by a certificated staff member.

Sample duties:

- Helps the teacher communicate general information to other families.
- Plans, coordinates, and recruits other parent volunteers to help with class events, activities, projects, and celebrations in compliance with the school and District policies.

Campus Volunteer – Supervised by a certificated staff member.

Sample duties:

- Support the safety valet program.
- Lead or help conduct school tours.
- Assist on the playground.
- Promote District initiatives such as Parent Portal.

Office Volunteer – Supervised by a certificated staff member or the school administrative assistant.

Sample duties:

- Assists school staff with duplicating and preparing outgoing correspondence or instructional materials.
- Help to organize and distribute classroom supplies.
- Inform other parents about resources available at the school site.

* Volunteers should not have access to student, family, or employee records.

Parent and Family Center Volunteer – Supervised by a certificated staff member or the Parent and Family Center staff. It

is important for volunteers to be provided with a schedule with the required time to sign-out once their volunteer service is completed for the day.

Sample duties:

- Assist with parent workshops.
- Supporting small groups.
- Helping families with technology.
- General maintenance of the space.

Field Trip/Event Chaperoning Volunteer – Supervised by a certificated staff member.

Sample duties:

- Assist during field trips under the direct supervision of certificated staff.

* If you are not a selected and an approved volunteer, you cannot be in contact with the field trip group during the excursion.

Tier III Volunteers *

**Required: California Megan's Law Website Clearance by School Site Administration
TB Clearance by School Site Administration
Live Scan Fingerprint Clearance**

Must be supervised by a certificated staff member at ALL times. Volunteers must complete the online application on the Volunteer Management System, electronically sign the Volunteer Commitment Form and Liability Waiver.

To ensure volunteers do not experience a gap in service exceeding 60-days during the summer recess, their applications will remain active until the first day of instruction. This process will offer a grace period at the start of the new school year to reapply as a Tier III volunteer.

NOTE: The fingerprint process can take up to 30 days to complete *after* school site approval. Schools must plan in advance for Tier III Volunteers.

One-on-One Tutor (Virtual or On-Campus) – Supervised by a certificated staff member.

Sample duties:

- Provides direct one-on-one assistance to assigned students in identified targeted academic areas with the teacher or other certificated staff in the classroom or virtually in a breakout room.

Cafeteria Volunteer – Supervised by the Principal, Cafeteria Manager, Teacher, or staff member assigned by the Principal.

Sample Duties:

- Assists students and staff with the distribution of food and clean-up.
- Assists in maintaining an orderly and safe environment during mealtimes in the school cafeteria and Breakfast in the Classroom.

Overnight Field Trip Chaperone Volunteer – Supervised by a certificated staff member.

Sample duties:

- Assists designated teacher in supervising an assigned group of students on overnight field trips.

Student Activities Volunteer – Supervised by a certificated staff member.

Sample duties:

- 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 complete the online application on the Volunteer Management System and electronically sign the Volunteer Commitment Form.

Virtual or At-Home Volunteer

Sample duties:

- Assists the school or office from home or other off-site location.
- Does not interact with or have access to students.

Note: Volunteers who 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 that includes breakout rooms should be **processed as Tier III** volunteers. A volunteer must complete required procedures if they are processed initially as a virtual Tier IV volunteer and decide at a future date to expand their service to the physical campus.

Athletic Coach

Individuals 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.

Fingerprinting

Fingerprints are captured electronically through the Live Scan process. The fingerprint data is submitted to the California Department of Justice (DOJ) to perform a statewide criminal record search. The DOJ also sends fingerprints to the Federal Bureau of Investigation (FBI) to check against the national criminal history database. The District is precluded from sharing or divulging criminal record history, unless expressly authorized, to outside entities. Information received is kept confidential and destroyed once a determination is made. Attachment G1/G2 includes steps volunteers must follow to ensure Los Angeles Unified receives fingerprinting results and updates. A job aid is available by visiting lausd.org/volunteer to ensure volunteers submit a unique code which links the candidates volunteer service to the Los Angeles Unified.

In the case the Live Scan results are determined to be of low quality by the DOJ, a school administrator will receive a letter from SFACE by email advising the volunteer they need to reprint at the same location. The letter should be given to the volunteer for them to revisit the same Live Scan location to complete fingerprinting requirements. The original ATI number **must be** utilized by the LiveScan vendor to ensure the DOJ is able to differentiate the processing of fingerprints.

Additionally, if Live Scan results have not been recorded on the Volunteer Application within 60 days, the volunteer must schedule another fingerprint appointment to complete the Live Scan process.

NOTE: The fingerprint clearance can take up to 30 days to complete *after* school site approval. Schools must plan in advance for Tier III Volunteers.

IV. VOLUNTEER APPLICATION PROCESS

Tier I Volunteers complete the On-Demand Safety Volunteer Application (Attachments 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 Regional Office for approval. In addition, Tier I Volunteers must sign and submit the Volunteer Commitment Form (Attachments C1/C2) and Liability Waiver. Administrators must ensure these volunteer applications are locked in a secure locked location in the main office for five years.

Tier II and Tier III Volunteers must have an application on file in the online Volunteer Management System (Attachments D1/D2). In addition, Tier II and Tier III Volunteers must sign and submit the electronic copy of the Volunteer Commitment Form and Liability Waiver. Schools must provide support if volunteers require assistance completing the application online. Attachments E1/E2 and Attachment F contain step-by-step details regarding the application process.

Approved Tier II volunteers seeking to become Tier III volunteers must fulfill additional Tier III requirements before providing Tier III services.

Information for Volunteers

- Individuals interested in volunteering must check with the school administrator or designee regarding available Tier II and Tier III volunteer opportunities before submitting an application in the Volunteer Management System.
- All applicants must accept the School Volunteer Program waiver of liability.
- Volunteers must electronically sign and abide by the LAUSD Volunteer Commitment Form.
- Volunteers must attend the school's Volunteer Orientation and follow all school and District policies, including the LAUSD Code of Conduct with Students and the LAUSD Employee Code of Ethics.
- Volunteers do not receive compensation for the services they provide.
- Volunteers must meet specific health and safety requirements, including Tuberculosis (TB) clearance.
- Volunteers may not replace the direct job duties of a LAUSD employee.
- On-Campus volunteers are **NOT** permitted to bring children during their service hours.
- Only approved Tier II and Tier III volunteers shall chaperone students on a field trip for the day. Tier III volunteers may also chaperone overnight field trips.
- On-Campus Tier II and Tier III Volunteers will receive a temporary badge via email once the Office of SFACE has approved the application. An official LAUSD volunteer badge will be issued by the Office of SFACE and sent through school mail to the school site within the following weeks.
- Virtual volunteers approved by the Office of SFACE will not receive a LAUSD Volunteer Badge. Virtual Volunteers have

clearance to begin service once they receive an approval letter via email from the Office of SFACE.

- Once a person receives the temporary LAUSD volunteer badge provided by the Office of SFACE and they complete the Volunteer Orientation, 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. The principal or their designee may also determine when volunteer services are no longer required.
- On-Campus Tier II and Tier III Volunteers must sign-in and pick up their LAUSD volunteer badge upon entering the campus. School volunteers are to sign-out when they exit the campus and must leave their LAUSD volunteer badge at the designated school location at the end of the day.
- The temporary and the permanent LAUSD volunteer badge are not transferable between volunteers or between school and office sites. The volunteer badge must always be visible while the volunteer is providing service on campus.
- Volunteer badges not provided by the Office of SFACE but generated by a school, District office, or school photography company are not official LAUSD volunteer badges.
- Volunteers needing to schedule a fingerprint appointment with a LAUSD-approved third-party fingerprint vendor must have the first five (5) digits of their Volunteer Application Identification Number.
- To avoid any fees for fingerprinting, the volunteer must bring the QR code provided by the LAUSD-approved third-party fingerprint vendor to their appointment. A job aid is available by visiting <https://www.lausd.org/volunteer>.

V. THE ROLE OF THE APPROVER AND DESIGNEE

- The school or District office administrator shall assume general authority and responsibility over all volunteers or may designate other staff to coordinate and support the volunteer program. The administrator must contact the SFACE office by emailing families@lausd.net to identify a designee or additional Approver

who will be granted access to the online Volunteer Management System. The email to request designee or additional approver access should include the employee's legal first and last name, employee ID number, LAUSD email address, title, class code, name of the school, and location code. Non-district employees may not serve as approvers.

- **The site administrator is the only automatic Approver.** The Approver must ensure that the volunteer has all the required health and safety clearances before approving the application in the Volunteer Management System. The SFACE staff will complete the final review and approval of the application. The volunteer will receive an email with an approval letter. On-Campus volunteers will also receive a temporary badge via email. The volunteer badge indicates that the volunteer is ready to begin their duties. Schools will receive a current school year LAUSD volunteer badge for each On-Campus volunteer via school mail. The school will notify the prospective volunteer when their badge has arrived at the school. The current LAUSD volunteer badge must remain at the school in a secure location.

The Approver must also ensure the following occurs:

- a. 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 approved to volunteer through the District's School Volunteer Program. Megan's Law review must be completed by the school site through the following website:
meganslaw.ca.gov.
- b. Health and safety clearance requirements, including Tuberculosis clearance and any new health requirement communicated to volunteers and staff are met.
- c. Paper copies of the signed Tier I On-Demand Volunteer Application Forms, Liability Waivers, and Volunteer Commitment Forms are kept on file in the main office in a secure and locked location for five (5) years.
Note: All Tier II and Tier III electronically signed Online Applications, Volunteer Commitment Forms, and Liability Waivers are on file in the Volunteer Management System.

- d. On-Campus Tier II and Tier III Volunteers must not begin service until they have received an email with an approval letter and temporary LAUSD volunteer badge, issued by the Office of SFACE. Volunteers must also complete the required orientation. A module is available for school personnel by visiting lausd.org/sface under the Tools for Schools tab.
- e. Volunteers are notified when the school receives the official volunteer badge from the SFACE office via school mail.
- f. The volunteer badges for On-Campus Tier II and Tier III Volunteers are returned to the school at the end of each day.
- g. Appropriate supervision of volunteers is always provided. Depending on the type of volunteer, a volunteer may be assigned to a classroom teacher, Parent and Family Center staff, or other school staff.
- h. Assigned volunteer duties do not conflict with those of LAUSD employees.
- i. Volunteer does not have access to student, family, or employee records.
- j. All Tier II and Tier III volunteers in the Volunteer Management System must be approved or denied by the administrator or designee within thirty (30) days of the school site having collected all required information. If the application is denied, the administrator or designee must include comments in the Volunteer Management System explaining why the application was denied.
- k. School sites are to communicate volunteer assignments and hours of services in public spaces such as the Parent and Family Center, main office, or the site designated for volunteer sign-in and sign-out.
- l. Process field trip volunteers' weeks in advance to ensure appropriate support is available to supervise students.

Volunteer Management System Color Coding System

The Volunteer Management System includes a color-coding system to inform users of the status of an application.

Pending

The application is pending school site approval. This means the documentation required for the volunteer was cleared, and the administrator or school designee must offer one final approval in the in the Volunteer Management System.

Processing

The application is in process. It has been approved by the school site administrator or designee and is pending final review and approval by the office of SFACE.

Approved

The application has been approved by the SFACE, and the volunteer may begin service.

***Hover over the purple Approved button to print the volunteer letter and temporary badge**

Denied

The application has not been approved by the school site administrator. Principals have the discretion to deny the volunteer application.

Incomplete or Error

The application requires initial school site review and action. The application is incomplete and may contain errors such as missing Tuberculosis (TB) clearance or the Megan's Law review date.

***Hover over the yellow Incomplete or Error button to see the explanation.**

Fingerprints Pending

This Tier III application is missing fingerprint clearance. Once the fingerprint results are received, the Office of SFACE will enter the clearance date in the Volunteer Management System and the school can approve the application.

Volunteer Management System Pre-Population of Data Process

Prospective volunteers are invited to create a new application when the application opens for the new school year. This process will ensure that all on-campus applicants agree to the Waiver and Release of Liability and the Statement of Understanding Regarding

COVID-19 Infection. Additionally, prospective volunteers must submit proof of TB clearance to the volunteer site.

Continuing Volunteers

The Volunteer Management System stores applicant contact information, such as name, address, phone number, email address, fingerprint, and TB clearances. This data will prepopulate from one application to the next for continuing volunteers. Volunteers will review that all information is correct and select the type of volunteer service they wish to provide in addition to the volunteer location. Volunteers must continue using the same user authentication email account used to register as a volunteer the previous year(s) to see their data pre-populate. Volunteers who want to provide service at multiple locations can do so.

Designees and Approvers must annually enter the date they verified when each applicant did not appear on the California Megan's Law Website. TB clearance dates may be re-entered and are valid for up to four years from the initial clearance date. If volunteers have not had more than a two-year gap in service, SFACE will enter the Fingerprint Clearance dates.

VI. DISCONTINUATION OF VOLUNTEER SERVICES

Volunteers who violate District's policies, including, but not limited to discrimination, harassment, child abuse and neglect, corporal punishment, drugs and alcohol, attendance and dependability, confidentiality, violence, safety, and posing a danger or threat to staff, students, or other adults, or violating the privacy of students or any other person on the school site, may be subject to dismissal from the volunteer program. Further, school or District administration have the discretion to dismiss volunteers for failure to follow the Respectful Treatment of Others Board Resolution, the LAUSD Code of Conduct with Students, and the LAUSD Employee Code of Ethics. Additionally, the failure to abide by the signed Volunteer Commitment Form may also cause a volunteer's services to be discontinued. This includes someone who has been issued a disruptive person letter during the current school year. A District approved letter to discontinue the service of a volunteer is available by contacting Region Family and Community Engagement (FACE)

Administrative Coordinators. Prior to discontinuing the service of a volunteer, it is advised that the school Principal obtain the approval from Region leadership.

The SFACE office must be informed in writing of such action.

VII. SAFETY CLEARANCE REQUIREMENTS

California Megan's Law Website Clearance

Per District policy, the administrator or administrative designee must check all volunteers, including 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) Fingerprint Clearance

Tier III volunteers must be fingerprinted. Volunteer applicants need to be fingerprinted only once during their volunteer services. However, a new fingerprint clearance is required if the volunteer surpasses a 60-day gap in service. LAUSD adheres to the California State statutes on supervised volunteerism in public schools. Fingerprinting is free of charge for parents and community volunteers by using the District's third-party provider. To ensure volunteers do not experience a gap in service exceeding 60-days during the summer recess, their applications will remain active until the first day of instruction. This process will offer a grace period at the start of the new school year to reapply as a Tier III volunteer.

Active LAUSD employees may use their District employment start date as their volunteer fingerprint clearance date. District employees who separate from the LAUSD and wish to volunteer must be fingerprinted.

Volunteers need to make their appointment for fingerprinting through LAUSD approved fingerprint sites by visiting <http://www.applicantservices.com/LAUVOL> and carefully following the prompts to set up an appointment. This process was put in place

Districtwide at the start of the 2022-23 school year. A step-by-step resource is available by visiting <https://lausd.org/volunteer>. The process references a code that must be populated by volunteers to ensure Los Angeles Unified receives fingerprinting results and information.

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

VIII. HEALTH CLEARANCE REQUIREMENTS

Health clearances (Attachments H1/H2) are required for all volunteers except active LAUSD employees. Tier II and Tier III Volunteers must provide clearance of TB before starting on-campus volunteer services (Attachments 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.

TB test results for new LAUSD volunteers are valid for up to 60 days prior to starting volunteer services. TB clearance for continuing volunteers is valid for up to four years. Prospective volunteers may speak to their medical provider to determine if they are to complete a medical screening, TB test, or X-Ray. School sites are to maintain a record of volunteers who will need to provide a TB clearance when it expires during the school year. If a new clearance is not provided by the volunteer, their service is to be paused by the school site administrator until new documentation is provided.

On-Campus volunteers in schools and classrooms with preschool-age students have additional requirements regarding influenza vaccinations (Attachment K). The Early Education programs include:

- a. Universal Transitional Kindergarten
- b. Universal Transitional Kindergarten/Preschool Collaborative Classroom (UTK/PCC)
- c. Early Education Centers (EEC)
- d. 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:

Community Members

Community members are defined as anyone who lives in the school's surrounding community. Community members must submit the appropriate application based on the type of volunteerism they will provide, and electronically sign the LAUSD Volunteer Commitment Form and Liability Waiver. Individuals who want to offer their services at no-cost to a school site through a third-party organization are to establish a no-cost MOU with Los Angeles Unified.

Extended Family Members

Extended family members who are not a child's legal guardian, including grandparents, uncles, aunts, cousins, and siblings, must submit the application as community, sign and submit the electronic or paper LAUSD Volunteer Commitment Form and Liability Waiver.

LAUSD High School Students

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

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

High School students not enrolled in a LAUSD High School are not permitted to volunteer in LAUSD schools through this program.

LAUSD Active Employees

LAUSD employees who volunteer must complete the online Volunteer Management System application. The District requires employees to submit fingerprint and TB clearances before the hire

date to meet the health and safety requirements. Employees may show proof of TB clearance by logging into the LAUSD Employee Self Service, <https://ess.lausd.net>, and selecting "My TB Compliance." Employees must also provide their employee ID number by typing the information in the application in addition to providing their hiring start date at Los Angeles Unified.

One Time Event Volunteer, Third-Party Philanthropic Project, And School Speakers

School sites and third-party organizations can host a service project for one activity lasting for a period of less than three days, which may involve tasks such as campus beautification and gardening, movie screenings, and public speaker related volunteerism. District programs such as CTE Link Learning and activities such as Read Across America may coordinate for classroom presenters to be speakers for a day through this process. To participate, schools and District offices need to provide the organization and person(s) with the "One Time Event Volunteer, Third-Party Philanthropic Project, And School Speakers" (Attachment M). The volunteers must complete all information on the Volunteer Commitment Form, including a COVID-19 liability waiver. Each volunteer must also have a Megan's Law clearance that is verified by the school site administration. This form may not be used for field trip related volunteerism.

Third-party organizations and school sites planning to offer campus beautification projects may contact the Facilities Services Division at 213-241-4811 to learn procedures in place to support these types of in-kind projects. They may organize their volunteers to support the project by using Attachment M as referenced above.

If the volunteer event using the One Time Event Volunteer, Third-Party Philanthropic Project, And School Speakers process will include media-related recording, filming, and communications please refer to the Facilities Services Division for guidance <https://www.lausd.org/Page/18956>.

Specialized District Initiatives, Including Tutoring

Specialized programs that recruit volunteers from the broader community will be required to fulfill Tier III requirements.

College and University Interns Volunteering for Service Hour Completion

Candidates completing the School Mental Health (SMH) and Pupil Services and Attendance (PSA) intern program are the only credential seeking candidates who can complete hours through the school Volunteer Management System through the first day of instruction of the 2024-25 school year. They are to select the “Other type of volunteer” from the volunteer categories included in the application and must also click on “an intern.”

University students aged 18 or older and who are not serving as part of credentialing requirements are welcome to apply as Tier II community members.

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

RELATED RESOURCES: REF-2111.1 *Field Trip Handbook and Revised Procedures*, dated December 14, 2015 [REF-2111.1 Field Trip Handbook and Revised Procedures](#)

BUL-3872.0 *Fingerprinting and Criminal Background Compliance for Contractors*, dated August 7, 2007 [BUL-3872.0 Fingerprinting and Criminal Background Compliance for Contractors](#)

BUL-6492.2 *Visitors to School Campuses and Locked Campuses During Class Hours at All Schools*, dated February 21, 2017 [BUL-6492.2 Visitors to School Campuses and Locked Campuses During Class Hours at All Schools](#)

REF-5496.1, *Implementing a Safety Valet Program at Schools*, dated June 24, 2011 [REF-5496.1 Implementing a Safety Valet Program at Schools](#)

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

ATTACHMENTS: Attachment A1 – Fingerprint Requirements (Eng)

- Attachment A2 – Fingerprint Requirements (Span)

- Attachment B1 – LAUSD Tier I On-Demand Safety Volunteer Application (Eng)
- Attachment B2 – LAUSD Tier I On-Demand Safety Volunteer Application (Span)

- Attachment C1 – LAUSD Volunteer Commitment Form (Eng)
- Attachment C2 – LAUSD Volunteer Commitment Form (Span)

- Attachment D1 – Waiver and Release of Liability and Statement of Understanding Regarding COVID-19 Infection (Waiver/Release) (Eng)
- Attachment D2 – Waiver and Release of Liability and Statement of Understanding Regarding COVID-19 Infection (Waiver/Release) (Span)

- Attachment E1 – Los Angeles Unified School District Volunteer Application (Eng)
- Attachment E2 – Los Angeles Unified School District Volunteer Application (Span)
- Attachment F1 – LAUSD Tier II and Tier III Volunteers Application Process Step-By-Step for On-Campus and Virtual Volunteering (Eng)
- Attachment F2 – LAUSD Tier II and Tier III Volunteers Application Process Step-By-Step for On-Campus and Virtual Volunteering (Span)

- Attachment G – LAUSD Volunteer Application Process: Step-By-Step Job Aid for Designees and Approvers

- Attachment H1 – Health Clearance Requirements Tier II and Tier III Volunteers (Eng)
- Attachment H2 – Health Clearance Requirements Tier II and Tier III Volunteers (Span)

- Attachment I1 – Tuberculosis Physician/Clinic Form (Eng)
- Attachment I2 – Tuberculosis Physician/Clinic Form (Span)
- Attachment J1 – Adult Tuberculosis (TB) Risk Assessment Questionnaire (Eng)
- Attachment J2 – Adult Tuberculosis (TB) Risk Assessment Questionnaire (Span)
- Attachment K – Influenza Vaccine Declination
- Attachment L – LAUSD Student Volunteer Permission Form
- Attachment M – One Time Event Volunteer, Third-Party Philanthropic Project, and School Speakers
- Attachment N1 – Frequently Asked Questions (Eng)
- Attachment N2 – Frequently Asked Questions (Span)
- Attachment O1 – LAUSD Volunteer Tiers (Eng)
- Attachment O2 – LAUSD Volunteer Tiers (Span)

ASSISTANCE: For further information, please contact the Region Family and Community Engagement (FACE) team listed below:

Region East FACE Team	(323) 224-3382
Region North FACE Team	(818) 654-3608
Region South FACE Team	(310) 354-3224
Region West FACE Team	(310) 914-2100

For additional assistance, please contact the Office of SFACE (SFACE) at (213) 481-3350 or email families@lausd.net.



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, 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. Parents and community volunteers are fingerprinted at no cost.

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

Fingerprint clearance by the FBI and DOJ is required for Tier III Volunteers (Attachments O1/O2).

Fingerprinting must be conducted through a LAUSD-approved location to ensure the District is notified if a volunteer has been arrested during their volunteer service.

Scheduling Fingerprint Appointments

Volunteers may schedule their own Live Scan appointments through an LAUSD-approved third party site by following the steps below:

- Step 1:** Visit www.applicantservices.com/LAUVOL.
- Step 2:** **Complete** the required fields, clicking "Next" to move to the next page. The first five digits of the AppID are required to complete the application. Note that many of the fields are prepopulated. There should be no fees associated with fingerprinting using this process, so double-check that all steps have been followed closely.
- Step 3:** **Type** in the zip code or address of the area where you would like to fingerprint when you get to the section which asks for your desired fingerprint location. Note their operation hours, required documents, and health/safety precautions.
- Step 4:** **Review** the application and print out the QR Code. To avoid charges, bring the QR code with you on the day of your appointment.
- Step 5:** **Look** for a reminder email or text message 24 hours before your appointment from the LAUSD-approved third-party site.



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 de voluntariado deberán realizar la toma de huellas dactilares solamente una vez durante su servicio como voluntarios. No obstante, si el voluntario deja 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 que hayan dejado de ser empleados de LAUSD y deseen ser voluntarios deberán realizar la toma de huellas dactilares. LAUSD se rige por las leyes del estado de California relacionadas con el voluntariado supervisado en las escuelas públicas. Los padres y voluntarios de la comunidad realizan en proceso de toma de huellas dactilares sin costo alguno.

En cualquier momento, el administrador o la persona designada administrativa puede requerir que todos los voluntarios, a excepción de empleados vigentes del Distrito, realicen el proceso de toma de huellas dactilares para verificar si es necesario.

Se requiere la verificación de las huellas dactilares a cargo del FBI y DOJ para voluntarios de Nivel III (Adjunto O1/O2).

La toma de huellas debe ser efectuada en sedes aprobada por LAUSD. El programa de toma de huellas dactilares de *Live Scan* dirigido por LAUSD notifica al Distrito si un voluntario ha sido arrestado o ha cometido un delito por cualquier motivo.

Programación de citas para huellas dactilares

Los voluntarios pueden programar sus propias citas de *Live Scan* a través de un sitio de terceros aprobado por LAUSD siguiendo los pasos a continuación:

- Paso 1:** Visitar www.applicantservices.com/LAUVOL.
- Paso 2:** Completar los espacios necesarios, haciendo clic en "Siguiente" para pasar a la página siguiente. Los primeros cinco dígitos del AppID son necesarios para completar la solicitud. Tener en cuenta que muchos de los espacios ya están completados. No se debe cobrar ningún costo por la toma de huellas dactilares por medio de este proceso, por lo tanto, favor de verificar que se hayan seguido detenidamente todos los pasos.
- Paso 3:** Escribir el código postal o la dirección del área donde se desee realizar la toma de huella dactilar al llegar a la sección que solicita la ubicación deseada para el proceso. Tener en cuenta las horas de atención al cliente, los documentos necesarios, y las precauciones de salud/seguridad.
- Paso 4:** Revisar la solicitud e imprimir el código QR. Para evitar cargos, lleve el código QR con usted el día de su cita.
- Paso 5:** Estar pendiente de un mensaje de recordatorio por correo electrónico o texto 24 horas antes de su cita en el sitio de terceros aprobado por LAUSD.

This application does not need to be entered in the Volunteer Management System online.

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



In an emergency, the Superintendent or Region Superintendent may declare an on-demand safety need that requires support from parents, guardians, or extended family members whose child attends the public school.

Parents, guardians, and extended family can participate as Tier I "On-Demand Safety Volunteers" at the principal's discretion.

School Name: _____ **On-Demand Situation:** _____

Legal First Name **Legal 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.

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 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 Region Superintendent declares an On-Demand Safety Need.

DATE ON-DEMAND NEED DECLARED: _____

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

Liability Waiver Date Signed: _____

Volunteer Commitment Form Date Signed: _____

Application Approved: _____ Application Not Approved: _____

Administrator or Designee's Signature: _____ Date: _____

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

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 Región declare que se necesidad a nivel distrito/región de apoyo con la seguridad por parte de los padres/tutores legales/familia extendida cuyos niños asisten a la escuela pública. Los padres tutores legales y familia extendida pueden participar como “Voluntarios de Seguridad Conforme se Solicite” de Nivel I a determinación del director escolar.

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

Nombre **Apellido**

Teléfono de casa **Teléfono Celular**

Domicilio **Ciudad** **Estado** **Código 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 sobre 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 del virus y no puede garantizar que la escuela o el sitio estén libres de la exposición a COVID-19. Favor de considerar 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 prestar servicio como padre/tutor legal voluntario en ninguna escuela o plantel de LAUSD.

Por la presente, expresamente eximo de responsabilidad al LAUSD, la Junta de Educación de LAUSD, y sus miembros, empleados y agentes, por cualquier responsabilidad civil, reclamos, demandas, o daño de cualquier índole que surja directa o indirectamente de las 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 al 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 escribe después de la siguiente línea. Para uso únicamente 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: _____



LAUSD VOLUNTEER COMMITMENT FORM

Tier I On-Demand, *Tier II, *Tier III, and *Tier IV
Virtual and On-Campus Volunteers must read and sign this form.
*Tiers II, III, and IV must electronically sign this form.

Print Legal 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 pick up my badge. I will return my badge and sign out when I leave each day. (*On-campus volunteers only*)
2. I will always wear my volunteer identification badge while participating in volunteer activities. (*On-Campus volunteers only*)
3. I will follow the assignment schedule given to me by the principal or designee.
4. I will use words and phrases that are appropriate and be a good role model for students.
5. I will give 24-hour notice when I cannot keep a scheduled assignment, except in the case of an emergency.
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. I will immediately and confidentially notify the principal or designee if I have reason to suspect child abuse.
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 people 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 the 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 permission of the administrator or designee, and I will not use school property or equipment for personal gain.
20. I understand my volunteer assignment may be suspended if I do not follow school & district policies & procedures.
21. I will not photograph or videotape students for any purpose.

Volunteer Signature

Date

Administrator Signature

Date



FORMULARIO DE LAUSD DE COMPROMISO COMO VOLUNTARIO

Nivel I bajo demanda, *Nivel II, *Nivel III y *Nivel IV.

Los voluntarios de plantel y virtuales deben leer y firmar este formulario.

*Los niveles II, III y IV deben firmar electrónicamente este formulario.

 Nombre y apellido con letra de molde

 Nombre de la escuela u oficina

Estoy de acuerdo con respetar los siguientes compromisos relacionados con mis responsabilidades.

1. Apuntaré mi llegada en la oficina principal y recogeré mi gafete. Devolveré mi gafete y apuntaré mi salida cuando me vaya cada día. *(Solo voluntarios en el plantel)*
2. Siempre llevaré a la vista mi gafete de identificación de voluntario en todo mientras esté participando en actividades como voluntario *(Solo voluntarios en el plantel)*
3. Seguiré el horario de mis responsabilidades que establezca el director escolar o la persona designada.
4. Usaré palabras y frases que sean apropiadas y seré buen ejemplo para los estudiantes.
5. Daré aviso 24 horas antes cuando no pueda mantener una asignación programada, salvo en casos de emergencia.
6. Seguiré el código de vestimenta de la escuela u oficina.
7. Seguiré el Código de Conducta del Distrito y el Código de Ética para Empleados del Distrito.
8. Solo usaré las instalaciones de baños para adultos. *(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, ni intercambiaré información de contacto.
11. Notificaré de inmediato y confidencialmente al director o a la persona designada si tengo motivos para sospechar de abuso infantil.
12. Trataré a todos los estudiantes, familias y empleados con respeto, independientemente de su origen racial, género, clase, religión, orientación sexual, identidad de género, discapacidad o estatus migratorio.
13. Trataré a todos los niños y personas de manera imparcial y con respeto.
14. Mantendré toda confidencialidad en cuanto a la salud, conducta e información de estudiantes.
15. Mantendré toda confidencialidad en cuanto a la salud, conducta e información de padres/tutores.
16. Reportaré comportamientos inapropiados 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 sobre simulacros y para 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 el permiso del administrador o persona designada y no utilizaré propiedad o equipo escolar para beneficio personal.
20. Entiendo que mi asignación de voluntario puede ser suspendida si no sigo las políticas y procedimientos de las escuela y distrito.
21. Por ningún motivo tomaré fotografías o grabaré a los estudiantes.

 Firma del Voluntario

 Fecha

 Firma del administrador

 Fecha

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

Print First Name

Print Last Name

Date

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.

El COVID-19 es un virus letal y altamente contagioso sin cura conocida. El Distrito Escolar Unificado de Los Ángeles (LAUSD) no tiene control del virus y no puede garantizar que la escuela o el sitio estén libres de la exposición a COVID-19. Favor de considerar 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 prestar servicio 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, demanda 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 permanentemente 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 al 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 o un miembro de la comunidad. Al firmar confirmo que he leído y que acepto los términos de la exención de y la renuncia de responsabilidad.

Nombre con letra de Molde

Apellido con letra de Molde

Fecha

This application **must be** populated into the online Volunteer Management System by the volunteer.

Volunteers for overnight events must 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

Legal First Name: _____

Legal Middle Name: _____

Legal Last Name: _____

Other Names: _____

Maiden Name: _____

Gender: Male Female

Date of Birth: _____

I would like to receive electronic communication from SFACE

CONTACT INFORMATION

Address: _____

City: _____

State: _____

Zip Code: _____

Email Address: _____

Cell Phone #: _____

Primary Phone #: _____

Home Phone #: _____

Work Phone #: _____

EMERGENCY CONTACTS

Emergency Contact Name: _____

Relationship: _____

Phone #: _____

Alternate Emergency Contact Name: _____

Relationship: _____

Phone #: _____

VOLUNTEER TYPE

I am a New Volunteer
 Returning Volunteer

Applying for Summer 2024
 Everyone Mentors LA 2024-2025
 On-Campus Volunteer 2024-2025
 Virtual Volunteer 2024-2025



Applying for

- School volunteer
- LA’s BEST Afterschool Enriched Program
- Everyone Mentors LA

PARENTS/LEGAL GUARDIANS, STUDENTS, AND FAMILIES

- I am a
- Parent/legal guardian of a child at a LAUSD school
 - Community member or non-custodial family member
 - Other type of volunteer

- I am
- an intern (**Interns, course service hours, and general volunteering**) ***For teacher and pupil credentialing programs contact Human Resources**
 - employed by LAUSD
- Employee ID# _____
Employee Email _____
Hiring Date _____

INTAKE FORM

Have you ever been convicted of a crime involving children? Yes No

I want to volunteer at _____
I have children attending this school Yes No

AVAILABILITY

I want to volunteer the following times and days:

- | | | |
|-------------------------------------|------------------------------------|-----------------------------------|
| <input type="checkbox"/> Mornings | <input type="checkbox"/> Monday | <input type="checkbox"/> Thursday |
| <input type="checkbox"/> Afternoons | <input type="checkbox"/> Tuesday | <input type="checkbox"/> Friday |
| <input type="checkbox"/> Evenings | <input type="checkbox"/> Wednesday | <input type="checkbox"/> Saturday |

Maximum number of hours I can serve each week: _____

****Request times and days are subject to availability.***



I would like to volunteer in the following areas:

Tier II Volunteers

- Classroom Volunteer
- Campus Volunteer
- Field Trip/Event Chaperone
- Office Volunteer
- Room Parent
- Parent and Family Center Volunteer

Tier III Volunteers

(*Please contact your school to confirm Tier III Volunteer opportunities. In addition to TB and CA Megan’s Law clearances, fingerprint clearance is also required for Tier III service.)**

- One-on-One Tutoring**
- Overnight Field Trip Chaperone**
- Cafeteria Volunteer**
- Student Activities Volunteer**

ADDITIONAL INFORMATION

Languages Spoken

- | | | |
|-----------------------------------|-------------------------------------|--|
| <input type="checkbox"/> English | <input type="checkbox"/> Cantonese | <input type="checkbox"/> Cambodian |
| <input type="checkbox"/> Spanish | <input type="checkbox"/> Tagalog | <input type="checkbox"/> Thai |
| <input type="checkbox"/> Korean | <input type="checkbox"/> Vietnamese | <input type="checkbox"/> Pashto/Pashtu |
| <input type="checkbox"/> Armenian | <input type="checkbox"/> Farsi | <input type="checkbox"/> Persian (Farsi) |
| <input type="checkbox"/> Mandarin | <input type="checkbox"/> Japanese | <input type="checkbox"/> Ukrainian |
| <input type="checkbox"/> Russian | <input type="checkbox"/> Laotian | <input type="checkbox"/> Other |



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 years of age and am the parent or legal guardian of an LAUSD student or a community member. 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: _____

El voluntario debe completar esta solicitud en el Sistema de gestión de voluntarios en línea.

A los voluntarios para eventos nocturnos se les deben tomar las huellas

**Distrito Escolar Unificado de Los Ángeles
Solicitud de voluntariado**

(Voluntarios de Nivel II y Nivel III)

Esta solicitud en papel tiene únicamente fines ilustrativos.
La solicitud electrónica deberá presentarse en el Sistema de Gestión de Voluntariado.



INFORMACION PERSONAL

Nombre Legal: _____

Segundo Nombre Legal: _____

Apellido Legal: _____

Otros Nombres: _____

Nombre de Soltera: _____

Género: Masculino Femenino

Date of Birth: _____

Me gustaría recibir comunicación electrónica de SFACE

INFORMACIÓN DEL CONTACTO

Dirección: _____

Ciudad: _____

Estado: _____

Código postal: _____

Correo Electrónico: _____

Número de teléfono celular: _____

Número de teléfono principal: _____

Número de teléfono de casa: _____

Número de teléfono del trabajo: _____

CONTACTOS DE EMERGENCIA

Nombre del Contacto de Emergencia: _____ Relación: _____

Número de Teléfono: _____

Nombre de Contacto de Emergencia Alternativo: _____ Relación: _____

Número de Teléfono: _____

Número de Teléfono: _____

TIPO DE VOLUNTARIO

Soy un Nuevo Voluntario
 Voluntario que Regresa

Solicitando Verano 2024
 Everyone Mentors LA 2024-2025
 Voluntariado en el Campus 2024-2025
 Voluntariado Virtual 2024-2025



Solicitar

- Voluntario Escolar
- LA's BEST Afterschool Enriched Program
- Everyone Mentors LA

PADRES/TUTORES LEGALES, ESTUDIANTES Y FAMILIAS

- Soy Padre/Tutor legal de un niño en una escuela del LAUSD
- Miembro de la comunidad o familiar sin custodia
- Otro tipo de voluntario

Soy Pasante **pasantes, horas de servicio de cursos y voluntariado general) *Para programas de acreditación de maestros y alumnos, comuníquese con Recursos Humanos**

empleado por LAUSD

Número de identificación del empleado _____

Correo electrónico del empleado _____

Fecha de contratación _____

FORMULARIO DE ADMISIÓN

¿Alguna vez ha sido condenado por un delito que involucre a niños? Sí No

Quiero ser voluntario en _____

Tengo hijos que asisten a esta escuela Sí No

DISPONIBILIDAD

Quiero ser voluntario en los siguientes horarios y días:

- | | | |
|----------------------------------|------------------------------------|----------------------------------|
| <input type="checkbox"/> Mañanas | <input type="checkbox"/> Lunes | <input type="checkbox"/> Jueves |
| <input type="checkbox"/> Tardes | <input type="checkbox"/> Martes | <input type="checkbox"/> Viernes |
| | <input type="checkbox"/> Miércoles | <input type="checkbox"/> Sábado |

Número máximo de horas que puedo servir cada semana: _____

** Los horarios y días de solicitud están sujetos a disponibilidad.*



Me gustaría ser voluntario en las siguientes áreas:

Voluntarios de Nivel II

Voluntarios de Nivel III

(*Comuníquese con su escuela para confirmar las oportunidades de voluntariado de Nivel III. Además de las autorizaciones de la Ley Megan de TB y CA, también se requiere autorización de huellas dactilares para el servicio de Nivel III)**

- | | |
|---|--|
| <input type="checkbox"/> Voluntaria en el aula | <input type="checkbox"/> Tutoría Individual** |
| <input type="checkbox"/> Voluntario del campus | <input type="checkbox"/> Acompañante de excursión nocturna** |
| <input type="checkbox"/> Acompañante de excursión/evento | <input type="checkbox"/> Voluntario de la cafetería** |
| <input type="checkbox"/> Padre de salón | <input type="checkbox"/> Voluntario de actividades estudiantiles** |
| <input type="checkbox"/> Voluntario del Centro de Padres y Familias | |

INFORMACIÓN ADICIONAL

Idiomas hablados

- | | | |
|-----------------------------------|-------------------------------------|--|
| <input type="checkbox"/> Inglés | <input type="checkbox"/> Cantonés | <input type="checkbox"/> Camboyano |
| <input type="checkbox"/> Español | <input type="checkbox"/> Tagalo | <input type="checkbox"/> Tailandés |
| <input type="checkbox"/> Coreano | <input type="checkbox"/> Vietnamita | <input type="checkbox"/> Pashto/Pashtu |
| <input type="checkbox"/> Armenio | <input type="checkbox"/> Farsi | <input type="checkbox"/> Persian (Farsi) |
| <input type="checkbox"/> Mandarín | <input type="checkbox"/> Japanese | <input type="checkbox"/> Ukrainian |
| <input type="checkbox"/> Ruso | <input type="checkbox"/> Laosiano | <input type="checkbox"/> Other |



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.

El COVID-19 es un virus letal y altamente contagioso sin cura conocida. El Distrito Escolar Unificado de Los Ángeles (LAUSD) no tiene control del virus y no puede garantizar que la escuela o el sitio estén libres de la exposición a COVID-19. Favor de considerar 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 prestar servicio 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, demandas 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 permanentemente 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.

Hago constar que tengo más de 18 años de edad y soy el padre o tutor legal de un estudiante de LAUSD o un miembro de la comunidad. Al firmar confirmo que leído y que acepto los términos de la exención y la renuncia de responsabilidad.

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

Firma del Potencial Voluntario: _____ Fecha: _____

**LAUSD TIER II AND TIER III VOLUNTEERS
APPLICATION PROCESS****STEP-BY-STEP for On-Campus
and Virtual Volunteering****New Volunteers:**

1. You must 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 at <http://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. Contact school staff if you do not have an email account or need access to a computer device. NOTE: You will be asked to verify that you agree with the liability waiver statement when required.
 3. Once an account has been created, visit <https://volunteerapp.lausd.net>. Enter your email address and password and click "Log In".
 4. Select "New Application" and follow the prompts to complete your application. At the end of each page, select "Next" to continue. You will be asked to review your application before you select "Submit". Your application is now "Pending" administrator approval.
 5. You must electronically sign the Volunteer Commitment Form and the Liability Waiver. Write down your volunteer identification number for safekeeping. Contact the school if you have any questions.
 6. The school will ask for your proof of Tuberculosis (TB) clearance and may ask you to be fingerprinted if you are selected to perform Tier III activities. Call or visit the school for the next steps.
 7. Once the application is approved, you will receive an approval letter and temporary badge by email from the Office of SFACE. An official District Volunteer Badge will be sent to the school/office by school mail. You may also log into your Volunteer Management System account to monitor the progress of your application. Your application has been approved when the status changes from "Pending" to "Approved".
 8. Contact your school to receive the date of the Volunteer Orientation, where school and District expectations and procedures will be reviewed.

Continuing Volunteers:

Submission of an online application is required for each school or District office Tier II, III, and IV volunteer assignments each school year.

**VOLUNTARIO DE NIVEL II Y NIVEL III DE LAUSD
PROCESO PARA LAS SOLICITUDES:****Pasos para el Voluntariado en el Plantel y Virtual****Voluntarios Nuevos:**

1. Los padres pueden usar el correo electrónico (nombre de usuario) y contraseña del Portal para Padres para ingresar al Sistema de Administración de Voluntarios.

Las personas 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>.

- a. Seleccione "Padre/tutor legal de LAUSD" o "Miembro de la comunidad de LAUSD."
 - b. Hacer clic en "Inscribirse"
 - c. Ingrese toda la información que se solicite.
 - d. Para completar el proceso de inscripción, recibirá un mensaje en la dirección de correo electrónico que ingresó, e incluirá instrucciones para crear una contraseña para la cuenta.
 - e. Siga el enlace incluido en el mensaje electrónico y cree una contraseña que tenga de 10 a 24 caracteres.
2. Comuníquese con el personal de la escuela si no tiene una cuenta de correo electrónico o necesita acceso a un dispositivo informático. AVISO: Se le pedirá que verifique que acepte la declaración de la renuncia de responsabilidad civil cuando se requiera.
 3. 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."
 4. Seleccione "Nueva solicitud" 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 "Entregar". Su solicitud quedará "pendiente" a la aprobación de un administrador.
 5. Usted debe firmar de manera electrónica el Formulario de Compromiso de Voluntariado y la Renuncia de Responsabilidad. Escriba su número de identificación de voluntario y guárdelo. Comuníquese con la escuela si tiene alguna pregunta.
 6. La escuela le pedirá una constancia de resultado negativo de tuberculosis y le puede pedir que se haga la toma de huellas dactilares si se le selecciona para actividades de Nivel III. Llame o visite la escuela para conocer los siguientes pasos.
 7. Una vez que se aprueba la solicitud, recibirá una carta de aprobación y un gafete temporal por correo electrónico de la Oficina para la Participación de los Estudiantes, las Familias y la Comunidad. Se enviará un gafete oficial de voluntario del distrito a la escuela/oficina por correo escolar. También puede iniciar sesión en su cuenta del Sistema de Administración de Voluntarios para ver el progreso de su solicitud. Sabrá si se aprobó su solicitud al ver si el estatus de su solicitud cambia de "pendiente" a "aprobada".

8. Comuníquese con su escuela para conocer la fecha de la Orientación de Voluntarios, donde se dará un repaso de las expectativas y procedimientos de la escuela y el Distrito.

Voluntarios previos:

Se requiere la solicitud por Internet para cada asignación como voluntario de Nivel II, III y IV en cada escuela u oficina del Distrito.

**LAUSD VOLUNTEER APPLICATION PROCESS:
STEP-BY-STEP JOB AID FOR Designees and Approvers**

The LAUSD Strategic Plan calls for principals to process volunteer applications within 30 days after receiving all documents and information from the volunteer. To assign a volunteer designee or designees to monitor volunteer applications and assist parents with completing the online application. Submit the name of your volunteer designee to the Principal Portal by the fourth Friday in September of every year. If you are a school or office administrator and want to designate a new volunteer designee, please email families@lausd.net with the following information about the designee:

- Legal First and Last Name
- Employee ID
- Employee Email
- Title and Class Code
- School Name and Location Code(s)

Steps to Approve:

1. Access the Volunteer Management System at <https://volunteerapp.lausd.net>.
2. Click on “Administrator/Designee” and enter your LAUSD Single Sign-On Information.
3. Select an application by clicking on “VolunteerID” number.
4. Scroll down to the section marked “Clearance Information” and verify that the Tuberculosis (TB) or X-ray clearance date has been entered for new applications or prepopulated for returning applicants. Proof of TB clearance must be kept in a secure, locked location in the main office for five (5) years.
5. Verify that the volunteer does not appear on the California Megan’s Law Website at <http://www.meganslaw.ca.gov>. Input the clearance date in the Volunteer Management System.
6. Determine if this applicant will be utilized for Tier III activities. If not, the “Fingerprint needed” box should be marked “No”. If the applicant will be engaged in Tier III activities, the “Fingerprint needed” box should be marked “Yes”; and the school must ensure that the volunteer has received the information required to make an appointment to be fingerprinted at no cost using this link to a LAUSD-approved third-party vendor website <http://www.applicantservices.com/LAUVOL>. To avoid any fees, please remind volunteers to bring the QR code, generated when scheduling their appointment, with them on the day of their fingerprinting appointment.

Note: Fingerprint clearance can take up to thirty (30) days to receive. Once the results are received by LAUSD, the Office of SFACE will input the fingerprint clearance date in the Volunteer Management System. The school administrator or designee approves the application after the clearance date has been entered. **Volunteers may only engage in TIER III activities if they have fingerprint clearance.**

7. List the volunteer's assignment in the "School Profile" section of the application.
8. In the "Administrator Certification" section of the application:
 - a. Click on the first box to certify that you have informed the prospective volunteer that their application will not be processed by the Office of SFACE for on-campus volunteering until their COVID-19 vaccination records are uploaded in the Daily Pass and cleared by the Community Engagement Team.
 - b. Click on the second box to certify that you have reviewed the application and the required clearances and approve this volunteer for on-campus duties at your site.
9. Notify the volunteer that an email will be sent to them from the Office of SFACE with an approval letter and temporary badge. An official District Volunteer Badge will be sent to the school/office via school mail.
10. Inform the volunteer of the date of the Volunteer Orientation, where District and school expectations and procedures will be reviewed. The presentation can be found on the Tools for Schools tab on the Office of SFACE webpage <https://lausd.org/volunteer>.

HEALTH CLEARANCE REQUIREMENTS
(Tier II and Tier III Volunteers)

1. Tuberculosis (TB) Clearance

Volunteers must submit clearance of TB before starting volunteer service. TB clearance is valid at all LAUSD schools for up to four years if 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 before beginning volunteer service.

All new prospective volunteers must have a TB clearance provided by a licensed healthcare 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 healthcare provider within 60 days prior to beginning volunteer service. Only one appropriate box is to be checked by the healthcare 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 by a qualifying healthcare provider within 60 days prior to beginning volunteer service.

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

TB clearance is valid for up to four years from the date of the physician's negative clearance. The school must enter the date on the online application each year for new volunteers. The date will prepopulate in the Volunteer Management System for returning volunteers. Active LAUSD employees with current TB results on file may access their TB clearance information using the Employee Self-Service tool at <https://ess.lausd.net>. Active LAUSD employees must submit a printout of the TB clearance information to the volunteer site. The school will enter the dates in the Volunteer Management System.

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 a school district's governing board, this section shall not apply to volunteers whose functions do not require frequent or prolonged contact with pupils.

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 must be kept on file in the main office at the school or District office in a secure and locked location for five (5) years. For additional questions regarding TB requirements for LAUSD volunteer applicants, contact your Region Family and Community Engagement team (see page 20).

3. Prospective volunteers may be able to obtain TB screenings from:

- A private healthcare 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 daycare 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 by a declination letter (see Attachment K) written by the volunteer annually.

REQUISITOS DE SALUD PARA LA AUTORIZACIÓN
(Voluntarios de Nivel II y Nivel III)

1. Constancia de resultado negativo de Tuberculosis (TB):

Los voluntarios deben entregar una constancia negativa de la tuberculosis antes de iniciar sus servicios como voluntario. La constancia de resultado negativo de tuberculosis es válida en todas las escuelas del LAUSD hasta cuatro años si el voluntario es un voluntario aprobado. Si el servicio voluntario cesa por un año, el voluntario debe proporcionar una nueva constancia de resultado negativo de tuberculosis dentro del marco de 60 días antes de comenzar el servicio como voluntariado.

Todos los nuevos candidatos al voluntariado deben tener una constancia de resultado negativo de tuberculosis proporcionada por un profesional de atención médica con licencia. Los voluntarios deben entregar uno de lo siguiente:

- Un Formulario de médico/clínica sobre la tuberculosis (Adjunto I1/I2), u otro formulario de un médico cumplimentado y firmado por un profesional de atención médica calificado dentro de los 60 días antes de comenzar el servicio de voluntario. El profesional de atención médica sólo debe marcar una casilla correspondiente.
- Una Evaluación de factores de riesgo de tuberculosis (Adjunto J) a cargo de un profesional de atención médica verificando la ausencia de 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.
- Resultados de una radiografía de tórax negativa en que analizó el profesional de atención médica calificado dentro de los 60 días previos a comenzar el servicio de voluntario.

El voluntario candidato debe presentar una copia de la autorización por resultado negativa de tuberculosis al administrador de la escuela o a la persona designada.

La autorización de tuberculosis es válida hasta cuatro años a partir de la fecha de autorización del médico por resultado negativo. La escuela debe ingresar la fecha en la solicitud en línea cada año para voluntarios nuevos. La fecha se poblará previamente en el Sistema de Administración de Voluntarios para los voluntarios que regresan.

Los empleados activos del LAUSD con resultados de tuberculosis actuales en el archivo pueden acceder a su información de autorización de tuberculosis utilizando el sistema de Autoservicio para Empleados en <https://ess.lausd.net>. Los empleados activos del LAUSD deben enviar una copia impresa de la información de autorización de tuberculosis al plantel del voluntariado. La escuela ingresará las fechas en el Sistema de Administración de Voluntarios.

Código de Educación de Californian 49406 (m). También se requerirá que un voluntario en una escuela tenga archivado en la escuela un certificado que demuestre que, en el momento de la asignación inicial como voluntario, la persona se sometió a una evaluación de riesgo de tuberculosis y, si se identificaron factores de riesgo de tuberculosis, fue examinada y se comprobó que estaba libre de tuberculosis infecciosas. Si no se identifican factores de riesgo, no se requiere un examen. A determinación de la

junta directiva de un distrito escolar, esta sección no corresponde a voluntarios cuyas funciones no requieran contacto frecuente o prolongado con los estudiantes.

El Código 121545 de California para la 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 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 corresponde a voluntarios cuyas funciones no requieren contacto frecuente y prolongado con los estudiantes. *(Modificado por Stats. 2014, capítulo 329, sección 4. (AB 1667) vigente a partir del 1 de enero de 2015.)*

2. Registro de constancias de la tuberculosis

La constancia de resultado negativo de tuberculosis debe guardarse en el archivo en la oficina principal de la escuela o la oficina del distrito en un lugar seguro y bajo llave durante cinco (5) años. Para preguntas adicionales con respecto a los requisitos de constancias de tuberculosis para los solicitantes de voluntariado en LAUSD, comunicarse con su Equipo de Enlace Comunitario de la Región (ver la página 20).

3. Los candidatos voluntarios pueden hacerse la prueba de la tuberculosis con:

- Un profesional de atención médica privado
- Centros de Bienestar LAUSD: <http://thelatrust.org/wellness-centers/>
- El Departamento de Salud Pública en Los Ángeles: <http://publichealth.lacounty.gov/tb/index.htm>
- Centro de Inscripción, Colocación y Evaluación (SEPA) de LAUSD localizado 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 permitirá a nadie trabajar o ser voluntario en una guardería o en un centro del programa de Educación Temprana si no ha sido vacunado/a contra la tos ferina, el sarampión y la gripe. Solamente se requiere una dosis previa de la vacuna contra la tos ferina y el sarampión. Cada empleado y voluntario deberá recibir la vacuna anual contra la gripe entre el plazo del 1 de agosto y el 1 de diciembre del año en curso. La vacunación contra la gripe es la única que puede rechazarse, pero debe ir acompañada de una carta que rechazo (ver Adjunto K) redactada anualmente por el voluntario.

**LOS ANGELES UNIFIED SCHOOL DISTRICT
OFFICE OF THE CHIEF MEDICAL DIRECTOR
EMPLOYEE HEALTH SERVICES
TB COMPLIANCE PROGRAM**



Name: _____

Date of Birth: _____

Job Title: _____

Phone: _____

Social Security No.: _____ or Employee No.: _____

Email Address: _____

TUBERCULOSIS CERTIFICATE OF COMPLETION

Check One:

- The patient does not have TB risk factors per the **ADULT TUBERCULOSIS RISK ASSESSMENT**.
- The patient had a negative skin or blood test on _____ (date).
APPLICANTS: Date of test must be within 60 days prior to date of hire.
- The patient had a positive skin or blood test, followed by a negative chest x-ray on _____ (date).
APPLICANTS: Date of x-ray must be within six months prior to date of hire.

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

Health Care Provider's Signature (MD, DO, PA, NP, RN Only)

Date

Print Health Care Provider's Name

Title

License No.

Address

City

Zip Code

Telephone

Fax

RETURN ORIGINAL COMPLETED FORM TO:
LAUSD Employee Health Services – TB Compliance Program
333 S. Beaudry Avenue, 14-110, Los Angeles, CA 90017
Phone: (213) 241-6326 Fax: (213) 241-8918
E-mail: employeehealth@lausd.net

MEDICAL FACILITY STAMP (REQUIRED):

Refer to <http://publichealth.lacounty.gov/TB> for more information.



DISTRITO ESCOLAR UNIFICADO DE LOS ÁNGELES
OFICINA DEL DIRECTOR MÉDICO EN JEFE
SERVICIOS DE SALUD DE LOS EMPLEADOS
PROGRAMA DE CUMPLIMIENTO CON LA PRUEBA DE LA TUBERCULOSIS (TB)

Nombre: _____ Fecha de Nacimiento: _____
 Puesto: _____ Teléfono: _____
 Núm. de la Seguridad Social.: _____ or Núm. De Empleado.: _____ Dirección de correo electrónico: _____

CERTIFICADO DE CUMPLIMIENTO CON LA PRUEBA DE LA TUBERCULOSIS

Check One:

- El paciente no tiene factores de riesgo de tuberculosis según la **EVALUACIÓN DEL RIESGO DE TUBERCULOSIS EN ADULTOS.**
- El paciente obtuvo una prueba de sangre o cutánea negativa el _____ (fecha).
SOLICITANTE: La fecha de la prueba debe ser dentro de los 60 días anteriores a la fecha de contratación.
- El paciente obtuvo un resultado positivo en una prueba cutánea o un análisis de sangre, seguido de una radiografía de tórax negativa el _____ (fecha).
SOLICITANTE: La fecha de la radiografía debe ser dentro de los seis meses anteriores a la fecha de contratación.

El paciente mencionado anteriormente mp toeme factpres de riesgo, o si se identificaron factores de riesgo, se examinó al paciente y se ha determinado que está libre de tuberculosis infecciosa.

Firma del proveedor de atención médica (SOLAMENTE: MD, DO, PA, NP, RN) Fecha

Nombre del proveedor de atención médica en letra de molde Título Licencia No.

Dirección Ciudad Código postal de la ciudad

Teléfono Fax

ENTREGAR EL FORMULARIO ORIGINAL COMPLETADO A:
Servicios de Salud para Empleados del LAUSD – Programa de Cumplimiento de la Prueba de Tuberculosis (TB)
 333 S. Beaudry Avenue, 14-110, Los Ángeles, CA 90017
 Teléfono: (213) 241-6326 Fax: (213) 241-8918
 Correo electrónico: employeehealth@lausd.net

SELLO DE LA INSTALACIÓN MÉDICA (REQUERIDO):

Para más información, consulte <http://publichealth.lacounty.gov/TB>.



Adult Tuberculosis (TB) Risk Assessment Questionnaire¹

(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)

- The purpose of this tool is to identify **adults** with infectious tuberculosis (TB) to prevent them from spreading disease.
- **Do not repeat testing** unless there are **new risk factors since the last negative test.**
- **Do not treat for latent TB infection (LTBI) until active TB disease has been excluded:**
For individuals with signs or symptoms of TB disease or abnormal chest x-ray consistent with TB disease, evaluate for active TB disease with a chest x-ray, symptom screen, and if indicated, sputum AFB smears, cultures, and nucleic acid amplification testing.
A negative tuberculin skin test (TST) or interferon gamma release assay (IGRA) does not rule out active TB disease.

Name of Person Assessed for TB Risk Factors: _____

Assessment Date: _____ Date of Birth: _____ Employee #: _____

History of Tuberculosis Disease or Infection (Check appropriate box below)

- Yes**
- If there is a documented history of positive TB test or TB disease, then a symptom review and chest x-ray (if none performed in the previous 6 months) should be performed at initial hire by a physician, physician assistant, or nurse practitioner. If the x-ray does not have evidence of TB, the person is no longer required to submit to a TB risk assessment or repeat chest x-rays.
- No** (Assess for Risk Factors for Tuberculosis using box below).

TB testing is recommended if any of the 3 boxes below are checked

- One or more sign(s) or symptom(s) of TB disease**
- TB symptoms include prolonged cough, coughing up blood, fever, night sweats, weight loss, or excessive fatigue.
- Birth, travel, or residence** in a country with an elevated TB rate for at least 1 month
- Includes countries other than the United States, Canada, Australia, New Zealand, or Western and North European countries.
 - Interferon gamma release assay (IGRA) is preferred over tuberculin skin test (TST) for non-US-born persons.
- Close contact** to someone with infectious TB disease during lifetime.

Treat for LTBI if TB test result is positive and active TB disease is ruled out

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



Cuestionario de Evaluación de Riesgos de Tuberculosis en Adultos (TB)¹

(Para cumplir con la Sección 49406 del Código de Educación de California y las Secciones 121525-121555 del Código de Salud y Seguridad)
Para ser administrado por un proveedor de atención médica autorizado (médico, asistente médico, enfermera practicante, enfermera registrada)

- El propósito de esta herramienta es identificar a los **adultos** con tuberculosis infecciosa (TB) para evitar que se propague la enfermedad.
- **No repetir la prueba** a menos que Surjan **nuevos factores de riesgo desde la última prueba negativa.**
- **No tartar la Infección de Tuberculosis Latente (LTBI) hasta que se excluya la enfermedad de tuberculosis activa:**
Para las personas con signos o síntomas de la enfermedad de tuberculosis o radiografías anormales de tórax compatibles con la enfermedad de tuberculosis, evaluar la enfermedad de tuberculosis activa con radiografías de tórax, exámenes de los síntomas y, si se indica, frotis de esputo para prueba de detección de bacilos, cultivos, y pruebas de amplificación de ácido nucleico.
Una Prueba Cutánea de Tuberculina (TST) negative o una Prueba de Liberación de Interferón Gamma (IGRA) no descartan la enfermedad de tuberculosis activa.

Nombre de la persona evaluada para los factores de riesgo de TB: _____

Fecha de la Evaluación: _____ Fecha de Nacimiento: _____ Núm. De Empleado(a): _____

Antecedentes de enfermedad o infección por tuberculosis (marque la casilla correspondiente abajo)

- Sí**
- Si hay un historial documentado de prueba de tuberculosis (TB) positiva o enfermedad de tuberculosis, entonces para la contratación inicial un médico, asistente médico, o enfermera practicante deberá hacer una revisión de los síntomas y una radiografía de tórax (si no se obtuvieron durante los 6 meses anteriores). Si la radiografía no muestra evidencia de tuberculosis, la persona ya no está obligada a someterse a una evaluación del riesgo de TB o a repetir radiografías de tórax.
- No** (Evaluar los factores de riesgo para la tuberculosis utilizando el recuadro a continuación).

Se recomienda realizar pruebas de TB si se marca cualquiera de las 3 casillas a continuación

- Uno o más signos o síntomas de la enfermedad de tuberculosis**
- Los síntomas de la tuberculosis incluyen tos prolongada, tos con sangre, fiebre, sudores nocturnos, pérdida de peso, o cansancio excesivo.
- Nacimiento, viaje o residencia**, durante al menos 1 mes, en un país con una tasa elevada de tuberculosis
- Incluye países que no sean Estados Unidos, Canadá, Australia, Nueva Zelando o países de Europa Occidental y del Norte.
 - La Prueba de Liberación de Interferón Gamma (IGRA) se prefiere sobre la Prueba Cutánea de Tuberculina (TST) para personas no nacidas en Los Estados Unidos.
- Contacto cercano** con alguien con la enfermedad infecciosa de tuberculosis durante toda la vida.

Tratamiento de la Infección de Tuberculosis Latente (LTBI) si el resultado de la prueba de tuberculosis es positivo y se descarta la enfermedad de tuberculosis activa

No enviar el Cuestionario de Evaluación de Riesgo de Tuberculosis en Adultos (TB) al LAUSD

Influenza Vaccine Declination

Senate Bill (SB) 792

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

I acknowledge that I am aware of the following facts:

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

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

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

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

Signature: _____ Date: _____

PrintName: _____

Los Angeles Unified School Volunteer Program
LAUSD STUDENT VOLUNTEER PERMISSION FORM
(Tier II)

Student Information		
_____	_____	_____
<i>Legal First Name</i>	<i>Legal Last Name</i>	<i>Date of Birth</i>
_____		_____
<i>LAUSD School of Attendance</i>		<i>Region</i>
Circle current grade:	10	11 12
Parent/Legal Guardian Contact Name: _____		
	<i>First Name</i>	<i>Last Name</i>
(____) _____	_____	
Contact Phone Number	Email Address	
I give my permission for my daughter/son _____		
	<i>(Insert Student Name)</i>	
to volunteer at _____.		
	<i>(Insert School Name)</i>	
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: _____

Administrator Signature: _____

Date: _____

Please return this completed form and your signed Volunteer Commitment Form to the school administrator, school volunteer designee or main office.

**ONE TIME EVENT VOLUNTEER,
THIRD-PARTY PHILANTHROPIC PROJECT,
AND SCHOOL SPEAKERS
(NOT TO BE USED FOR FIELD TRIPS)**

This application must be signed by the Region Family and Community Engagement Administrative Coordinator in consultation with the SFACE.

School Name: _____

Name of Organization: _____

Legal First Name	Legal Last Name	Date of Birth
------------------	-----------------	---------------

Home Phone Number	Cell Phone
-------------------	------------

Email Address _____

Address	City	State	Zip Code
---------	------	-------	----------

Type of Event	Date of Event*
---------------	----------------

Organization's Point of Contact Name	Telephone Number
--------------------------------------	------------------

Emergency Contact Name	Relationship	Telephone Number
------------------------	--------------	------------------

If you would like to serve as a regular volunteer, please complete the online 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 purpose.

**Project must be less than three days and volunteers may not interact with pupils. If volunteers will interact with pupils, school site administrators may contact Risk Management for guidance.*

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 not 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 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/legal 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/legal 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/legal 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 for 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 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. School staff use only.

California Megan's Law Website Clearance Date _____

Checked by _____
 Name and Title

Volunteer Commitment Form Date Signed _____

Application Approved _____

Application Not Approved _____

Signature _____
 Administrator or Designee

Date _____

Signature _____
 Administrative Coordinator, Region Family and Community Engagement OR
 Director, Office of SFACE

Date _____

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 with me while 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 service from their residence, including 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 healthcare 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 have not 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 SFACE when your application has been approved. You may begin services when you receive the temporary badge **and** have completed the Volunteer Orientation provided by your school.*

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

A: *No. Fingerprints must be obtained by using an LAUSD-approved location through 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 school contact the SFACE by emailing families@lausd.net with your legal first and last name, date of birth, last 4-digits of your social security number, and the date and location of your appointment for assistance.*

PREGUNTAS FRECUENTES

Pregunta: Quiero apoyar a mi escuela como voluntario en el plantel, pero tengo un niño de dos años. ¿Puedo traer a mi hijo conmigo mientras soy voluntario?

Respuesta: *No. No se permite que los voluntarios lleven niños durante las horas que presten 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/Clínica (Adjunto II/I2), u otro formulario del médico, completado y firmado por un profesional de atención médica dentro de un plazo de 60 días antes de empezar su servicio como voluntario. El profesional de atención médica solo debe marcar una casilla correspondiente.*
- *Una Evaluación de factores de riesgo de tuberculosis (Adjunto J) a cargo de un profesional de atención médica verificando la ausencia de 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: *Su información de la constancia de resultado negativo de tuberculosis se puede obtener usando la herramienta de Autoservicio para Empleadas <https://ess.lausd.net>.*

Pregunta: No he recibido mi gafete de voluntario que emite el Distrito, ¿Puedo comenzar a ser voluntario en la escuela u oficina?

Respuesta: *Los voluntarios de Nivel II y Nivel III en el plantel recibirán una identificación temporal por correo electrónico por parte de la Oficina para la Participación de los Estudiantes, las Familias y la Comunidad cuando se haya aprobado su solicitud. Su director escolar también recibirá una copia de este correo electrónico. Usted puede comenzar los servicios cuando recibe el gafete temporal y haya completado la Orientación de Voluntariado proporcionada por su escuela.*

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

Respuesta: *No. Las huellas dactilares deben obtenerse utilizando una ubicación aprobada por LAUSD a través 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 solicitar que la escuela se comuniqué con la Oficina para la Participación de los Estudiantes, las Familias y Comunidad enviado un correo electrónico a families@lausd.net con su nombre y apellido legal, fecha de nacimiento, los últimos 4 dígitos de su número de seguro social y la fecha y lugar de su cita para obtener ayuda.*

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 by School Site Administration

Not Required: TB Clearance or Fingerprint Clearance

Must be supervised by a certificated staff member at ALL times.

Volunteers must submit an On-Demand Application, sign the Volunteer Commitment Form and Liability Waiver.

On-Demand Safety Volunteer

In an emergency, the Superintendent or Region Superintendent may declare an on-demand safety need that requires support from parents/legal guardians, or extended family members whose child attends the public school.

Parents, guardians, and extended family can participate as Tier I “On-Demand Safety Volunteers” at the principal’s discretion.

The volunteer completes the On-Demand Volunteer Application and submits it to the principal or designee. Principals, in anticipation of such a safety demand, may invite parents/legal guardians, and extended family to complete an On-Demand Safety Volunteer Application within a reasonable period with the understanding that their support will not be implemented until the Superintendent makes the declaration.

Tier II Volunteer *

**Required: California Megan’s Law Website Clearance by School Administration
TB Clearance**

Not Required: Fingerprint Clearance

Must be supervised by a certificated staff member at ALL times. Volunteers must complete an online application in the Volunteer Management System, electronically sign the Volunteer Commitment Form and the Liability Waiver.

Classroom Volunteer – Supervised by a certificated staff member.

Sample duties:

- Assists the classroom teacher.
- Provides support in the classroom with two or more students to reinforce skills.
- Performs tasks for the teacher in the classroom such as: classroom assignments, collecting homework, organizing bulletin boards, preparing homework packets, and presenting information to the class in areas of specialized expertise.

* Volunteers should not have access to student, family, or employee records.

Room Parent – Supervised by a certificated staff member.

Sample duties:

- Helps the teacher communicate between the school and other parents who agree to be contacted.
- Plans, coordinates, and recruits other parent volunteers to help with class events, activities, projects, and celebrations in compliance with the school and district policies.

Campus Volunteer – Supervised by a certificated staff member.

Sample duties:

- Support the safety valet program.
- Lead or help conduct school tours.
- Assist on the playground.

Office Volunteer – Supervised by a certificated staff member or the school administrative assistant.

Sample duties:

- Assists school staff with duplicating and preparing outgoing correspondence or instructional materials.
- Help to organize and distribute classroom supplies.

*Volunteers should not have access to student, family, or employee records.

Parent and Family Center Volunteer – Supervised by a certificated staff member or the parent and family center staff. It is important for volunteers to be provided with a schedule with the required sign-out once a volunteer completes their service for the day.

Sample duties:

- Assist with parent workshops.
- Supporting small groups.
- Helping families with technology.
- General maintenance of the space.

Field Trip/Event Chaperone Volunteer – Supervised by a certificated staff member.

Sample duties:

- Assists during field trips under the direct supervision of certificated staff.

*If you are not an approved volunteer, you cannot be in contact with the field trip group during the excursion.

Tier III Volunteers *

**Required: California Megan's Law Website Clearance by School Administration
TB Clearance
Fingerprint Clearance**

Must be supervised by a certificated staff member at ALL times.

Volunteers must complete the online application on the Volunteer Management System, electronically sign the Volunteer Commitment Form and Liability Waiver.

To ensure volunteers do not experience a gap in service exceeding 60-days during the summer recess, their applications will remain active until the first day of instruction. This process will offer a grace period at the start of the new school year to reapply as a Tier III volunteer.

NOTE: The fingerprint process can take up to 30 days to complete *after* school site approval. Schools must plan in advance for Tier III Volunteers.

One-on-One Tutor (Virtual or On-Campus) – Supervised by a certificated staff member.

Sample duties:

- Provides direct one-on-one assistance to assigned students in identified targeted academic areas with the teacher or other certificated staff in the classroom or virtually in a breakout room.

Cafeteria Volunteer – Supervised by the Principal, Cafeteria Manager, Teacher, or staff member assigned by Principal.

Sample Duties:

- Assists students and staff with the distribution of food and clean-up.
- Assists in maintaining an orderly and safe environment during mealtimes in the school cafeteria and *Breakfast in the Classroom*.

Overnight Field Trip Chaperone Volunteer – Supervised by a certificated staff member.

Sample duties:

- Assists designated teacher in supervising an assigned group of students on overnight field trips.

Student Activities Volunteer – Supervised by a certificated staff member.

Sample duties:

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

Tier IV Volunteer *

Required: California Megan's Law Website Clearance by School Administration

Not Required: TB Clearance, Liability Waiver,
Fingerprint Clearance

Volunteers must complete the online application on the Volunteer Management System and electronically sign the Volunteer Commitment Form.

Virtual or At-Home Volunteer

Sample duties:

- Assists the school or office from home or other off-site.
- Does not interact with or have access to students.

Note: Volunteers who 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.

NIVELES DE VOLUNTARIOS EN LAUSD

Los funciones y responsabilidades que se describen a continuación con sólo un **resumen** y **NO pretenden ser exhaustivas**.

Voluntario de Nivel I *

Se requiere: Verificación dirigida por la administración escolar mediante el sitio web de la Ley Megan de California

No se requiere: Constancia negativa de tuberculosis y verificación mediante huellas dactilares

Debe ser supervisado por un miembro del personal certificado en TODO momento. Los voluntarios deben presentar una solicitud para ser voluntario conforme se solicite, proporcionar prueba de la vacunación COVID-19, firmar el Formulario de Compromiso de Voluntarios y la Renuncia de Responsabilidad.

Voluntarios de seguridad conforme se solicite

Durante una emergencia, el Superintendente o el Superintendente Regional puede declarar la necesidad de solicitar apoyo con la seguridad por parte de los padres/tutores legales o familia extendida cuyos niños asisten a la escuela pública.

Los padres, tutores legales y familia extendida pueden participar como “Voluntarios de Seguridad Conforme se Solicite” de Nivel I a determinación del director escolar.

El voluntario llena una Solicitud para Voluntarios conforme se solicite y la entrega a director escolar o persona designada. Los directores escolares, en anticipación de tal solicitud debido a la seguridad, pueden invitar a los padres/tutores legales y la familia extendida a llenar una Solicitud de Voluntariado de Seguridad Según se Solicite dentro de un período razonable con el entendimiento de que su apoyo no se implementará hasta que el Superintendente o el Superintendente de la Región lo declare.

Voluntario de Nivel II *

Se requiere: Verificación dirigida por la administración escolar mediante el sitio web de la Ley Megan de California

Constancia de resultado negativo de tuberculosis

No se requiere. Toma de huellas dactilares

Debe ser supervisado por un miembro del personal certificad en TODO momento. Los voluntarios deben completar una solicitud en línea en el Sistema de Administración de Voluntarios, firmar electrónicamente el Formulario de Compromiso de Voluntarios y la Exención de Responsabilidad.

Voluntario del salones de clases – Supervisado por un miembro del personal certificado.

Ejemplos de responsabilidades:

- Ayudar al maestro del salón de clases.
- Proporcionar apoyo en el salón de clases con dos o más estudiantes para reforzar destrezas.
- Desempeña deberes para el maestro en salón de clases, tales como trabajos escolares, recolección de tareas, organización de pizarras de anuncios, preparación de paquetes de tareas, presentación de información a la clase áreas de especialización.

* Los voluntarios no deberán tener acceso a los registros de los estudiantes, las familias o los empleados.

Padre representante del salón de clases – Supervisado por un miembro del personal certificado.

Ejemplos de responsabilidades:

- Ayuda al maestro a comunicarse entre la escuela y otros padres que acepten ser contactados.
- Planificar, coordinar y reclutar a otros padres voluntarios para ayudar con eventos de clase, actividades, proyectos, y celebraciones de acuerdo con las políticas de la escuela y distrito.

Voluntario en el plantel escolar – Supervisado por un miembro del personal certificado.

Ejemplos de responsabilidades:

- Apoyar el programa de carril seguro (valet) para que los estudiantes bajen de los vehículos.
- Dirigir o ayudar a realizar recorridos escolares.
- Ayudar en el patio de recreo.

Voluntario de la oficina – Supervisado por un miembro del personal certificado o el asistente administrativo de la escuela.

Ejemplos de responsabilidades:

- Ayudar al personal escolar con la duplicación o preparación de materiales de correspondencia o de instrucción.
- Ayudar a organizar y distribuir materiales del salón de clases.

* Los voluntarios no deberán tener acceso a los registros de los estudiantes, las familias, o los empleados.

Voluntario de Centro de Padres y Familias – Supervisado por un miembro del personal certificado o el personal del centro de padres y familias. Es importante que los voluntarios reciban un horario en el que firmen su salida una vez que termine su servicio del día.

Ejemplos de responsabilidades:

- Ayudar con los talleres para padres.
- Apoyar a los grupos pequeños.
- Ayudar a las familias con la tecnología.
- Mantenimiento general del área.

Voluntario chaperón durante paseo/eventos – Supervisado por un miembro del personal certificado.

Ejemplos de responsabilidades:

- Apoyar durante los paseos escolares bajo la supervisión directa del personal certificado.

*Si usted no es un voluntario aprobado, no puede estar en contacto con el grupo del paseo durante la excursión.

Voluntario de Nivel III *

**Se requiere: Verificación dirigida por la administración escolar mediante el sitio web de la Ley Megan de California
Constancia de resultado negativo de tuberculosis
Toma de huellas dactilares**

Deber ser supervisado por un miembro del personal certificado en TODO momento. Los voluntarios deben completar la solicitud en línea en el Sistema de Administración de Voluntarios, firmar electrónicamente el Formulario de Compromiso de Voluntarios y la Exención de Responsabilidad.

Para garantizar que los voluntarios no experimenten una interrupción en el servicio de voluntariado que exceda los 60 días durante el receso de verano, sus solicitudes permanecerán activas hasta el primer día de instrucción. Este proceso ofrecerá un período de gracia al comienzo del nuevo año escolar para volver a postularse como voluntario de Nivel III.

AVISO: El proceso de huellas dactilares puede tardar hasta 30 días en completarse después de la aprobación del plantel escolar. Las escuelas deben planificar con anticipación para los Voluntarios de Nivel III.

Tutor individual (Virtual o en el plantel) – Supervisado por un miembro del personal certificado.

Ejemplos de responsabilidades:

- Proporcionar ayuda directa e individual a los estudiantes asignados dentro de los temas académicos específicos que fueron identificados con el maestro u otro empleado certificado en el salón de clases o en una sala virtual.

Voluntario de cafetería – Supervisado por el Director, Gerente de cafetería, Maestro o miembro del personal asignado por el Director.

Ejemplos de responsabilidades:

- Ayudar a los estudiantes y al personal con la distribución de alimentos y la limpieza.
- Ayuda a mantener un ambiente ordenado y seguro durante las comidas en la cafetería de la escuela y el *Desayuno en el aula*.

Voluntario chaperón durante paseo escolar con pernocta – Supervisado por un miembro del personal certificado.

Ejemplos de responsabilidades:

- Ayudar al maestro designado con la supervisión de un grupo asignado de estudiantes en paseos escolares con pernocta.

Voluntario de actividades estudiantiles – Supervisado por un miembro del personal certificado.

Ejemplos de responsabilidades:

- Ayudar con actividades de deportes, banda musical, clubes, y grupos culinarios etc. que se aprueben administrativamente.

Voluntario de Nivel IV *

Se requiere: Verificación dirigida por la administración escolar mediante el sitio web de la Ley Megan de California

No se requiere: Constancia de resultado negativo de tuberculosis, Exención de responsabilidad civil, toma de huellas dactilares.

Los voluntarios deben completar la solicitud en línea en el Sistema de Administración de Voluntarios y firmar electrónicamente el Formulario de Compromiso de Voluntarios.

Voluntario virtual o en casa

Ejemplos de responsabilidades:

- Ayudar a la escuela u oficina desde la casa u otra ubicación fuera del plantel.
- No interactúa con o tiene acceso a los estudiantes.

Nota: Los voluntarios que tendrán interacciones con los estudiantes en un entorno virtual, como un salón de clases, deberán procesarse como Voluntarios de Nivel II. Los voluntarios que interactúen con los estudiantes en las salas de grupos virtuales deberán ser procesados como Voluntarios de Nivel III.