

INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Office of Parent and Community Services

TO: School Site Administrators

DATE: August 12, 2020

FROM: Antonio Plascencia, Jr.
Director

SUBJECT: PARENT AND COMMUNITY VOLUNTEER PROGRAM GUIDANCE

The following guidelines are designed to assist school leaders with continuing to engage families as part of the Los Angeles Unified Parent and Community Volunteer Program during distance learning. Los Angeles Unified *Bulletin 6746.2: Establishing and Administering School/Office Volunteer Programs* provides guidance for school and District office administrators in establishing and administering volunteer programs. Provisions of the policy were adapted and aligned Los Angeles County Public Health recommendations for implementation beginning August 2020. Los Angeles County Public Health has communicated the following: “Use of school facilities for non-school purposes (community meeting or events, on-site clinic visits by people who are neither students nor staff, etc.) is not permitted¹. However, Los Angeles Unified remains committed to supporting the role parent and community volunteers play in school communities and will continue to encourage schools to offer opportunities for volunteering from home as a safety precaution until further guidance is communicated.

Highlights referenced in the attached document include:

- Volunteers may participate in assignments that may be performed in the safety of their home.
- Schools and offices have the option to process their Tier II and Tier III volunteers through the Volunteer Management System, <https://volunteerapp.lausd.net>, although school site activities, including interaction with other persons at a school site, will not be offered until new health guidance is communicated.
- Principals will receive emails identifying volunteers approved for virtual volunteer opportunities and the Volunteer Management System will reflect approvals.

Please review the attached document for specific details regarding the coordination of the Los Angeles Unified Parent Volunteer Program beginning August 2020.

For assistance, contact Local District Parent & Community Administrators and the Office of Parent & Community Services at:

Office of Parent & Community Services: families@lausd.net
Local District Central: Theresa Arreguin, iarregui@lausd.net;
Local District East: Elsa Tinoco, evt6292@lausd.net
Local District Northeast: Patrizia Puccio, ppuccio@lausd.net
Local District Northwest: Gonsalo Garay, ggg9445@lausd.net
Local District South: Debbie Siriwardene, dsiriwar@lausd.net
Local District West: Dr. Traci L. Calhoun, tlc4182@lausd.net

¹ http://publichealth.lacounty.gov/media/Coronavirus/docs/protocols/Reopening_K12Schools.pdf



LAUSD Volunteer Program Guidance for Schools and Offices During COVID-19 Distance Learning

School and office volunteers provide a wealth of talents and service to Los Angeles Unified. To support the role of parent volunteers, the Office of Parent & Community Services developed opportunities for volunteers during the Fall semester aligned to COVID-19 health and safety measures communicated by the school district. While some of the volunteer activities performed at schools will not be available for a period of time, note that Los Angeles Unified schools and offices will continue to benefit by the service offered by volunteers. To learn about the Los Angeles Unified Parent Volunteer Program and read updated volunteer guidelines, visit <https://achieve.lausd.net/Page/9647>.

Staff Guidelines for Parent/Community Volunteers

- All volunteers must submit an application and be approved by the school/office administrator or administrative designee in the Los Angeles Unified Online Volunteer Management System, <https://volunteerapp.lausd.net>.
- Schools must adhere to guidelines in *BUL-6746.2 Establishing and Administering School/Office Volunteer Programs* regarding sharing of student and family data with volunteers.
- Final approval for volunteers is issued by the Office of Parent and Community Services (PCS). Once PCS approves the volunteer, the individual may begin service.
- Volunteers may not perform duties which would otherwise be performed by staff such as student instruction, custodial work, and meal preparation.
- Volunteers must be supervised at all times while working with students; this includes interaction within a virtual setting such as Zoom. ***Volunteers may not be in Chat rooms or virtual breakout rooms with students where there is no certificated staff present.***
- Schools are to limit the exchange of materials from homes to schools for distribution to families in order to reduce the risk of spreading the virus through porous and non-porous surfaces.

How Can Parents & Families Assist with Volunteering From Home?

- Researching resources and enrichment opportunities within the school community and developing a list to be shared with families in the school.
- Maintaining/updating web-based resources – sifting through the school webpage for links that are no longer in service and suggesting resources that can be added.
- Assisting with the preparation of teacher projects in a manner that does not require student interaction, e.g. compiling a list of online books available through the Los Angeles Public Library.
- Editing/proof-reading documents.
- Typing or recreating documents that need to be typed.
- Volunteering in the virtual main classroom with certificated staff present. Volunteers must adhere to all classroom policies and guidelines.
- For other opportunities, consult with Local District Parent and Community Engagement Administrators and the Office of Parent and Community Services.

Accessing the School Site/Office Volunteer Roster

- Principals and office administrators may view their approved volunteers at <https://volunteerapp.lausd.net>.
- The Office of Parent and Community Services will send principals and office administrators an email notice when volunteers have been cleared and approved for volunteer service. No badges will be issued at this time and until it is safe to return to the school site.
- Volunteers whose TB Clearance is expired, or who do not choose to provide proof of TB clearance while COVID-19 safety precautions are in effect, may be approved as virtual (Distance Learning) volunteers only.
- When schools reopen, if volunteers would like to continue volunteering on-campus, they must submit a new application with a valid TB clearance date if one is not provided while COVID-19 safety precautions are in effect.