



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
POLICY BULLETIN**

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

**NUMBER:** BUL-6746.0

**ISSUER:** Frances Gipson, Ph.D., Chief Academic Officer  
Division of Instruction

Rowena Lagrosa, Senior Executive Director  
Parent, Community and Student Services

**DATE:** January 23, 2017

<p><b>ROUTING</b></p> <p>Local District Superintendents Instructional Directors Operations Administrators Operations Coordinators Parent and Community Engagement Administrators District Categorical Coordinators Principals School Administrative Assistants School Categorical Coordinators School English Learner Designees</p>
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**PURPOSE:** This policy provides guidance to school and District office administrators in establishing and administering effective volunteer programs that support the Los Angeles Unified School District’s (LAUSD) educational mission and meet LAUSD requirements. The school principal and District office administrator are charged with the responsibility of ensuring applicable volunteers meet all requirements and that the appropriate supervision of volunteers is provided at all times. The school principal and District office administrator have the authority to approve or deny any person from participation in a school or office volunteer program.

**MAJOR CHANGES:** This Bulletin replaces BUL-6542.0, *Establishing and Administering School Volunteer Programs*, dated July 30, 2015, from the Parent, Community and Student Services (PCSS). It outlines the supervision required from schools in order to ensure the health and welfare of all students and employees, while clarifying the definition of and requirements for volunteers. The principal may require all volunteers, at any time, to arrange for fingerprint clearances if deemed necessary.

This Bulletin directs volunteer coaches for high school athletics to be approved through LAUSD’s Interscholastic Athletic Department.



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## GUIDELINES: I. PURPOSE OF THE LAUSD SCHOOL VOLUNTEER PROGRAM

### A. Purpose

The purpose of the LAUSD School Volunteer Program is to augment and enhance educational and support services to schools and offices by leveraging the rich talents and expertise of parents and members of the school community. School volunteers contribute to schools and offices in the following ways:

1. Enriching the school experience for students and staff
2. Assisting teachers in classrooms
3. Assisting with student, staff, parent and community activities
4. Promoting partnerships between the school, the District, the home and community
5. Serving as positive role models for students

### B. Important Reminders

1. Volunteers do not receive compensation for services they provide and are not employees of the LAUSD.
2. Volunteers must meet certain health and safety requirements.
3. Volunteers are not permitted to bring children during their service hours.
4. Administrators must monitor the volunteer program to ensure that volunteers are appropriately assigned to duties and supervised by designated staff.
5. In schools, volunteers usually perform their duties under the *direct supervision* of a certificated staff member or under the *immediate supervision* of a non-certificated staff member.
6. In District offices, volunteers are assigned duties and supervised by the District office administrator.



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### II. THE ROLE OF THE SCHOOL PRINCIPAL

The school principal shall assume general authority and responsibility over all volunteers serving at the school site or may designate an appropriate administrator to assume this task. The principal may assign other certificated and/or classified staff to coordinate and support the volunteer program. The principal and/or designee must ensure the following:

- A. With the exception of active LAUSD employees, all volunteers must have provided clearance of tuberculosis (TB) prior to starting volunteer service. Clearance for TB is valid for a period of up to four (4) years.
- B. All volunteer applicants, including LAUSD employees and continuing volunteers, must be checked annually against the California Megan's Law online database for sex offenders.
- C. Health and safety clearances have been met and an application has been submitted for each volunteer.
- D. Each volunteer has received a welcome letter and an active volunteer identification badge for the current school year issued by the PCSS, which must be returned to the school at the end of each day.
- E. No person has provided volunteer service until all necessary clearances have been verified by the school principal, the principal's administrative designee or District office administrator; the volunteer has signed both a copy of Part A of the online application and the Volunteer Commitment Form (Attachment E); and a welcome letter and a volunteer identification badge, issued by the PCSS, has been received by the school and volunteer.
- F. Volunteer duties have been assigned and are not in conflict with those of employees.
- G. Appropriate supervision of volunteers is provided at all times.
- H. A Volunteer Commitment Form (Attachment E1 or E2) must be signed annually by each volunteer and is maintained on file at the school for five (5) years.
- I. Copies of the signed volunteer applications and clearances have been maintained on file at the school for five (5) years.



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- J. Volunteer services are terminated by the principal or the administrative designee when necessary. The PCSS volunteer program administrator must be informed in writing of such action.
- K. Continuing volunteers or volunteer program designees must update the online application annually.

NOTE: The principal or administrative designee may terminate a person's volunteer service when that person poses a danger or threat to the staff, students, and/or parents or when the volunteer violates the privacy of students or any other person on the school site. This includes if the person has been issued a disruptive parent letter. The principal has the option to deny any person on-campus volunteer service. Also, the principal can determine when volunteer services are no longer needed.

### III. HEALTH CLEARANCE REQUIREMENTS

#### A. Tuberculosis (TB) Clearance:

Volunteers must submit clearance of TB prior to starting volunteer service. Clearance for TB is valid at all LAUSD schools for a period of up to four (4) years as long as the volunteer is an approved volunteer. If the volunteer service ceases for one year, the volunteer will need a new TB clearance.

1. All new prospective volunteers are required to have a TB clearance provided by a licensed health care provider. Volunteers must submit a copy of one of the following to the school or District office:
  - a. A Risk Assessment Questionnaire result showing no risk of TB
  - b. Mantoux Skin Test
  - c. Chest X-ray
2. Once the health care provider determines that the individual is free from infectious TB, a Certificate of Completion will be issued. The prospective volunteer must submit a copy of the certificate to the school principal or designee or to the District office administrator.
3. Volunteers with documented positive skin tests must subsequently show proof of a negative chest X-ray.



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4. Prospective volunteers with positive skin tests and normal chest X-rays must furnish written proof from a healthcare provider.
5. A prospective volunteer, who is unable to take the Mantoux skin test or receive a chest X-ray due to medical or other reasons, must provide a signed statement from a licensed physician stating that the individual is not carrying the TB virus and is not at risk of spreading TB to the greater population. Signed statements must be re-certified by a physician every four (4) years.
6. Newly prospective volunteer applicants may provide TB clearance using their physicians' forms or using the Tuberculosis Physician/Clinic Form (Attachment C).
7. A continuing volunteer's TB clearance date from the previous year that is on file with school must be re-entered on the online application for up to four (4) years.
8. Current LAUSD employees who want to participate in a volunteer program are not required to submit a TB clearance form for volunteer service. However, the TB clearance date on file with LAUSD has to be entered on the online application.

### B. TB Record Keeping

The TB clearance form must be kept on file at the school or District office for five (5) years along with a copy of the signed volunteer application. For additional questions regarding TB requirements for LAUSD volunteer applicants, contact LAUSD Nursing Services.

### C. Locations that Provide TB Screening

Prospective volunteers may be able to obtain TB screenings for a reduced cost through the following organizations:

The LAUSD Wellness Centers

<http://thelatruster.org/wellness-centers/>

The Los Angeles Department of Public Health

<http://publichealth.lacounty.gov/tb/TBTesting.htm>



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### IV. SAFETY/SECURITY CLEARANCE REQUIREMENTS

#### A. Megan's Law/Sex Offender Clearance

In accordance with District policy, the school principal or designee must check all volunteer applicants, including LAUSD employee volunteers and continuing volunteers annually, at the beginning of the school year, against the California Megan's Law online database for sex offenders at <http://www.meganslaw.ca.gov/>. This includes District offices.

Any volunteer applicant whose name appears on the Megan's Law online database is prohibited from serving as a District volunteer and as an on-campus school volunteer in any capacity for any length of time, including for one-time activities.

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

1. Volunteer applicants need to be fingerprinted only once during their volunteer service. However, if the volunteer ceases to volunteer for a period of two years or longer, a fingerprint clearance must be required again. District certificated employees who separate from the LAUSD and wish to volunteer must be fingerprinted. Classified employees who separate from the LAUSD for more than 60 days and wish to volunteer must be fingerprinted. LAUSD adheres to the California State statutes pertaining to supervised volunteerism in public schools.
2. Fingerprinting clearance by the FBI and the DOJ is required for the following persons:
  - a. Persons providing direct instruction to students regardless of the number of hours engaged in such activity, even if supervised by a certificated employee
  - b. Persons volunteering in any school for more than 16 hours per week, regardless of supervision
  - c. All interns, including college students, must be fingerprinted through the LAUSD regardless of the number of hours they will be volunteering per week



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- d. Persons volunteering for less than 16 hours per week under immediate supervision and whose duties require significant contact with students, as determined by the school principal, including but not limited to the following examples:
  - i. Breakfast in the Classroom (BIC) assistant
  - ii. Playground assistants
  - iii. Lunch supervision assistants
  - iv. Safety Valet program assistants
  - v. The Village Movement program volunteers
  - vi. General individual or group support volunteers

The District requires employees to submit a TB clearance form and a Live Scan fingerprint clearance form before being hired. These also meet the requirements of the volunteer program.

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

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

Fingerprinting for parent volunteers is available by appointment at various District locations. School or District office personnel will call the requested location to schedule an appointment for the prospective volunteer. Applicants are required to present a Social Security Number and a State of California Driver’s License or Identification Card. When these documents are not available, alternate forms of legal documents may be accepted. When a Social Security Number is not available, a temporary PIN will be generated for the purpose of fingerprinting only. Money orders or cashier’s checks made out to LAUSD are the only accepted forms of payment.

The following are approved LAUSD fingerprinting locations:

- |    |                      |                |    |       |                |
|----|----------------------|----------------|----|-------|----------------|
| 1. | 5607 Capistrano Ave. | Woodland Hills | CA | 91367 | (818) 587-4300 |
| 2. | 6505 Zelzah Ave.     | Reseda         | CA | 91335 | (818) 654-1600 |
| 3. | 944 West 77th St.    | Los Angeles    | CA | 90044 | (323) 753-3321 |
| 4. | 611 Jackson St.      | Los Angeles    | CA | 90012 | (213) 633-3500 |
| 5. | 2060 West 156th St.  | Gardena        | CA | 90249 | (310) 515-3010 |



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6. 312 N. Garey St. Los Angeles CA 90012 (213) 346-2160
7. 333 S. Beaudry Ave., Los Angeles CA 90017 (213) 241-6140  
15th Floor

The fingerprinting fee is currently \$56.00. Neither LAUSD nor the school pays this cost. If available, funds provided by the Parent Teacher Association (PTA), Parent Teacher Student Organization (PTSO), a school's Booster Club and/or other donated funding may be used. The \$56.00 is required by the FBI and DOJ. The District does not charge any fee for processing.

### V. APPLICATION PROCESS

#### A. Online Application Part A – Submitted By Prospective Volunteer

1. Any person interested in participating in a school's volunteer program, including continuing volunteers, LAUSD employees, community members and interns must first check with the school principal or designee, or District office administrator, to inquire about possible volunteer opportunities.
2. Next, the prospective volunteer should fill out Part A of the online Volunteer Application (see Attachment A). The online application may be accessed at <https://volunteerapp.lausd.net>.
3. Next, all prospective volunteers must register for a LAUSD Volunteer Parent/Guardian Account in the following way:
  - a. Access the LAUSD Parent/Guardian Account registration page at <https://volunteerapp.lausd.net>.
  - b. Select "I am a LAUSD parent/guardian" or "I am a LAUSD community member."
  - c. Click on "Register for a LAUSD Parent/Guardian Account."
4. Once on the LAUSD Parent/Guardian Account registration site, a prospective volunteer will be required to enter his name and a valid email account. The prospective volunteer will receive an email to complete the registration process, including the creation of an account password.





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5. The online Volunteer Application should be submitted electronically. A copy of the online Volunteer Application and a Volunteer Commitment Form (Attachment E) must be printed, signed and delivered to the school principal, the principal's designee, or District office administrator. Volunteers must update their online application at the beginning of each school year.
6. Volunteers for a single event, that takes place for the duration of one day only, do not need to submit an application but may complete the Single Event Form (Attachment G) and be checked against the CA Megan's Law online database.

Continuing volunteers may reapply to serve as volunteers for the next school year starting on July 1 through May 1 of the new school year. A new volunteer identification badge will be issued each school year.

7. If a person does not have access to the necessary technology to complete the online Volunteer Application, the school or office may designate an employee to assist in filling out and submitting Part A of the online application on the person's behalf. Volunteers serving at more than one LAUSD school or office must have a completed online application (Part A), printed and signed, for each school or District office.

### B. Online Application Part B – Submitted by School or District Office

The school or District office must submit Part B (Attachment B) of the online application for all individuals applying to become certified volunteers. The school principal, the principal administrator designee or District office administrator must confirm and verify that the volunteer has met all requirements, including:

1. Online Volunteer Application (Part A), printed and signed
2. Megan's Law Clearance
3. TB Clearance
4. Fingerprinting (when applicable)
5. Signed Volunteer Commitment Form (Attachment E1 or E2)



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### C. Additional Guidelines

1. The principal, the principal's administrative designee or District office administrator must review and approve each online Volunteer Application by logging into the Volunteer Application system and marking the appropriate boxes.
2. Principals, the principal's administrative designee and District office administrators may delegate the task of approving volunteers to approved administrator designees by calling the PCSS office.
3. The principal, the principal's administrative designee or District office administrators must also indicate:
  - a. Where the volunteer will be assigned
  - b. The type of supervision required
  - c. How many hours the person will serve on a weekly basis
4. Part A of the online application, printed and signed, must be kept on file at the school for five (5) years.
5. School volunteers are required to sign in at the school office upon entering the campus and sign out when they exit the campus. Schools must require volunteers to leave their volunteer identification badges at the school when not in use. Volunteer badges provided by the school or school photograph companies are not the official badges provided by the PCSS office.
6. The principal, the principal's administrative designee, or District office administrator must submit Part B of the application by logging in to the Volunteer Application system using their employee Single Sign-On (SSO) account and verify all clearances/requirements have been met. The approved staff for schools to input the volunteer's information include the following:
  - a. Assistant Principals
  - b. Title I and EL, TSP Coordinators
  - c. Categorical Programs Advisors



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- d. School Administrative Assistants
  - e. Community Representatives
  - f. Parent Resource Liaisons
  - g. Parent Resource Assistants
7. Once a person receives a volunteer identification badge, the person is approved to provide service as a volunteer for no longer than a period of one school year at the designated school or office.
  8. The District Worker's Compensation Insurance covers only approved school and office volunteers injured during the course of a volunteer assignment.

### D. Other Types of Volunteers

PLEASE NOTE: Parents/guardians observing in classrooms or attending other school activities are not considered volunteers; nevertheless, they must always be under immediate supervision in the classroom and under immediate supervision during other activities.

#### 1. Parent/Guardian

All parents/guardians fall under the requirements of this Bulletin and have the right to volunteer for their children's schools. Parents/guardians not allowed on campus, or unable to travel to campus, should be assigned duties that they are able to perform from their homes. An off-campus volunteer must fill out a volunteer application. The principal determines which health and safety requirements the off-campus volunteer must fulfill.

#### 2. Community Members

Community members, employees of community-based organizations and agencies, as well as business representatives, must follow the same application and clearance processes that parents/guardians follow.

#### 3. High School Students

Currently enrolled 10<sup>th</sup> through 12<sup>th</sup> grade high school students may



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volunteer with permission of the parent (Attachment F) and the selected school principal or the principal's administrative designee. Student volunteers must be supervised at all times.

#### 4. LAUSD Active Employees

District employees must complete Part A of the online Volunteer Application and be checked against the Megan's Law online database.

The District requires employees to submit a TB clearance form and a Live Scan fingerprint clearance form before being hired. These meet the requirements of the volunteer program.

#### 5. Interns/Unpaid Interns

Unpaid interns associated with accredited university programs are required to complete the LAUSD volunteer application and health and safety screening process. Unpaid interns completing their time in schools or in locations having contact with students, regardless of the number of hours per week, are to be processed as volunteers and must be fingerprinted and cleared through the DOJ and FBI. All interns must be fingerprinted through the LAUSD regardless of the number of hours they will be volunteering per week.

#### 6. Safety Valet Program

Individuals volunteering for the Safety Valet Program are required to fill out a volunteer application and meet the required health and safety screenings. Principals will decide if fingerprinting is required. The Safety Valet Program is implemented by the LAUSD Office of Environmental Health and Safety (OEHS). Volunteers in the Safety Valet Program receive additional training from the LAUSD's Los Angeles School Police Department Motor Unit. For more information on the Safety Valet Program, please contact the LAUSD Office of Environmental Health and Safety.

#### 7. Volunteer Athletic Coaches

Individuals who are interested in applying to volunteer at a high school as an athletic coach need to contact the school's Athletic Director or administrative designee in charge of athletics. Athletic volunteer applications are processed through the LAUSD's Interscholastic Athletic



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Department which certifies that volunteers have met all requirements. For more information on volunteering as an athletic coach, please contact the Interscholastic Athletic Department.



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- AUTHORITY:** This is a policy of Los Angeles Unified School District.
- RELATED RESOURCES:** REF- 2111.0, *Field Trips Handbook and Revised Procedures*, dated July 24, 2006  
BUL-3872.0, *Fingerprinting and Criminal Background Compliance for Contractors*, dated August 7, 2007  
BUL-6492.0, *Visitors to School Campuses and Locked Campuses During School Hours*, dated April 22, 2015  
BUL-3422.0, *Sex Offender Notification*, dated February 21, 2007  
REF-5496.1, *Implementing a Safety Valet Program at Schools*, dated June 24, 2011  
AB 1667, Williams. Tuberculosis testing in schools  
Education Code §35160, §49406 (f), §35021.1-3, and §45349
- ASSISTANCE:** For assistance or further information, contact the Local District Parent and Community Engagement office as indicated below.
- Local District Northwest: (818) 654-3600  
Local District Northeast: (818) 252-5400  
Local District South: (310) 354-3400  
Local District East: (323) 224-3100  
Local District West: (310) 914-2100  
Local District Central: (213) 241-0100
- ATTACHMENTS:**
- Attachment A: Online Volunteer Application, Part A
- Attachment B: Online Volunteer Application, Part B
- Attachment C1: Tuberculosis Physician /Clinic Form  
Attachment C2: Formulario Medico / Clinico de la Prueba de Tuberculosis
- Attachment D: Volunteer Application Instructions
- Attachment E1: Volunteer Commitment Form  
Attachment E2: Formulario de Compromiso como Voluntario
- Attachment F: Student Volunteer Permission Form
- Attachment G: Single Event Application
- Attachment H: Definitions and Frequently Asked Questions



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ATTACHMENT A

## Los Angeles Unified School District Volunteer Application

This application must be printed, signed and delivered to the District office administrator or principal of the school where you want to volunteer. The office or school can assist you in printing the application.

**PART A: To be completed by applicant**

New Volunteer

Continuing Volunteer

You will be identified by your birthdate and Volunteer Identification (ID) Number.			
Birthdate:		Volunteer ID Number:	

If continuing, please list the office(s) or school(s) where you have volunteered: \_\_\_\_\_

**MY PROFILE**

First Name: \_\_\_\_\_ Middle Name/Initial: \_\_\_\_\_  
 Last Name: \_\_\_\_\_ Other Names: \_\_\_\_\_

**TYPES OF VOLUNTEERS: (Please check all that apply)**

I am a:  parent/legal guardian of a child at this school.

I am a:  community member or non-custodial family member.

other

I am:  employed by LAUSD.

**Employee number:** \_\_\_\_\_

I am:  a student at a college or university.

**Name of institution:** \_\_\_\_\_

I am:  an intern.

**Name of institution:** \_\_\_\_\_

I am:  employed at a community-based organization.

**Name of organization:** \_\_\_\_\_

I am:  volunteering in a LAUSD office.

**Name of unit/office:** \_\_\_\_\_

**CONTACT INFORMATION**

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone

Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Email: \_\_\_\_\_

Emergency Contact 1 Name: \_\_\_\_\_ Contact 1 Phone: \_\_\_\_\_

Emergency Contact 2 Name: \_\_\_\_\_ Contact 2 Phone: \_\_\_\_\_

Are you employed?	<input type="checkbox"/> yes <input type="checkbox"/> no
If so, where?	_____
Occupation:	_____







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ATTACHMENT B

**PART B:** *To be completed by school or office personnel*

**HEALTH/SAFETY CLEARANCES**

Date of TB skin test: \_\_\_\_\_ Date of CA Megan's Law review: \_\_\_\_\_  
 Date of X-ray: \_\_\_\_\_ Fingerprint needed?  no  yes  
 Doctor's clearance: \_\_\_\_\_ Date of fingerprint clearance: \_\_\_\_\_

**SCHOOL OR OFFICE PROFILE**

Name of School or Office: \_\_\_\_\_ School Year: \_\_\_\_\_

Volunteer assigned to: \_\_\_\_\_ Number of hours assigned: \_\_\_\_\_

Type of supervision:  immediate supervision  certificated supervision  off-campus non-student only

**Administrative Designee:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Employee Number: \_\_\_\_\_ Classroom/Office: \_\_\_\_\_

**Principal or District Office Administrator Verification:**

I certify that I have reviewed this application, the attached clearances, and approved this volunteer.  
 Application denied. (*Please identify reason below.*)  
 disruptive parent letter on file  felony conviction  other: *see below*  
 Reason: \_\_\_\_\_

**Principal or District Office Administrator:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Employee Number: \_\_\_\_\_

[ Complete ]





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ADJUNTO C2

## Distrito Escolar Unificado de Los Ángeles FORMULARIO MEDICO/CLINICO DE LA PRUEBA DE TUBERCULOSIS

Estimado Voluntario:

Antes de iniciar como voluntario, usted debe estar libre de tuberculosis (TB) activa. Una prueba de la tuberculosis (prueba cutánea de Mantoux) es obligatoria, como lo dicta el Código de Salud Pública y Seguridad del Estado de California §12145, Prueba de la Tuberculosis para los Voluntarios Escolares. No se aceptan exámenes de punción múltiples. Si la prueba cutánea de Mantoux resulta positiva, se exigirán radiografías del tórax. No se aceptarán constancias de radiografías del tórax sin documentación que verifique anteriormente una prueba positiva cutánea de Mantoux.

Por favor lleve este formulario a un médico particular, a una clínica o a una entidad de salud pública. Usted puede solicitar a la entidad prestadora de servicios médicos exención de la tarifa. Si se le niega la exención, usted tendrá que cubrir el costo.

\_\_\_\_\_  
Firma del Director o Administrador \_\_\_\_\_ Fecha

Escuela o Oficina \_\_\_\_\_

**PARA USO DEL MEDICO/CLINICA SOLAMENTE:**

Nombre del Paciente \_\_\_\_\_ Fecha del Nacimiento \_\_\_\_\_

**NO HAY EVIDENCIA DE TUBERCULOSIS ACTIVA SEGÚN EL RESULTADO DE:**

\_\_\_\_\_ Cuestionario para evaluar el riesgo de la tuberculosis suministrado por un proveedor titulado en cuidado de la salud

\_\_\_\_\_ Prueba epidérmica MANTOUX (5 TU PPD)

\_\_\_\_\_ Radiografía del Pecho (Solo se acepta si la Prueba MANTOUX resultó positiva)

Fecha de <b>Administración</b>	Fecha de Lectura	Fecha de Radiografía
Administrado por _____	_____	_____
		Resultado (mm) _____

Impresión de Rayos X \_\_\_\_\_

Resultado positivo de la Prueba MANTOUX \_\_\_\_\_

Firma del Médico / Enfermera _____	Fecha _____
Nombre del Médico/Enfermera _____	Número de Licencia Estatal _____
Domicilio de la Clínica/Agencia _____	Título _____
Número Telefónico _____	_____



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ATTACHMENT D

**VOLUNTEER APPLICATION INSTRUCTIONS**

**NEW VOLUNTEERS**

Individuals interested in becoming a volunteer will need to complete the following steps:

1. Ask the school principal or District office administrator if there are any volunteer opportunities available.
2. Fill out Part A of the online application at <http://families.lausd.net/volunteers> . Save your Volunteer Identification (ID) Number.
3. Notify the principal or District office administrator that you have filled out the application and are interested in becoming a volunteer.
4. Obtain TB clearance from your healthcare provider after you have been informed of available volunteering opportunities.
5. Obtain fingerprint clearance when applicable. Ask school personnel to call to schedule an appointment at 213-241-6591. The fee is \$56.00 and in some cases may be covered through PTA/PTSO funds. Fingerprinting can only be paid for by money orders or cashier's checks made out to *LAUSD*.
6. The principal or administrative designee will check your name against the Megan's Law online database. Once the principal or administrative designee has approved your application, it will be forwarded to the Parent, Community and Student Services for processing. Upon approval, a volunteer identification badge will be issued, and you may begin your volunteer assignment at the school where you applied.

*(Note: An online application is required per school.)*

**CONTINUING VOLUNTEERS**

If you would like to return to a school or office in the Fall and continue as an approved volunteer, or apply to an additional school or office, you will need to complete the following steps:

1. Ask the school principal or District office administrator if there are any volunteer opportunities available.
2. Fill out Part A of the online application at <http://families.lausd.net/volunteers> .
3. Notify the principal or District office administrator at the school or office where you have applied that you have filled out the application and obtained your health and safety clearances.
4. District staff must verify TB clearance prior to starting volunteer service. Clearance for TB is valid for a period of up to four (4) years.
5. If you have been fingerprinted through the District, you do not need to be fingerprinted again.
  - a) If you have not been fingerprinted, you may need to obtain fingerprint clearance. Check with the school or office with which you are applying.
  - b) Ask personnel to call to schedule an appointment to be fingerprinted at 213-241-6591. The fee is \$56.00 and in some cases may be covered through PTA/PTSO funds. Fingerprinting can only be paid for by money orders or cashier's checks made out to *LAUSD*.
6. The principal or District office administrator will check your name against the Megan's Law online database. Once your application has been approved, it will be forwarded to the Parent, Community and Student Services for processing. Upon approval, a volunteer identification badge will be issued, and you may begin your volunteer assignment at the school or office where you applied.



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ATTACHMENT E1

VOLUNTEER COMMITMENT FORM

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

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

I agree to abide by the following:

1. I will sign in at the main office upon arrival and sign out when I leave for the day.
2. I will wear my volunteer identification badge at all times while participating in volunteer activities.
3. Except in the case of an emergency, I will give 24-hour notice when I cannot keep a scheduled assignment.
4. I will follow the dress code of the school or office.
5. I will only use the adult bathroom facilities.
6. I will never be alone with individual students unless supervised by a teacher or other school staff.
7. I will not contact students outside of school hours, or exchange contact information, without written permission of the student’s parents.
8. If I have reason to suspect child abuse, I will report this immediately and confidentially to the principal or designee.
9. 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.
10. I will treat all children and persons equally.
11. I will not share confidential information with anyone inside or outside of the school or office without the permission of the principal or other administrator.
12. I will report children’s behavior problems to the teacher or other supervising school personnel.
13. I will respect the authority of all school and office personnel.
14. I will learn the rules regarding drills and emergencies and follow the direction of District office or school staff.
15. I will not use school property or equipment for personal gain or without the authority of the principal or designee.

\_\_\_\_\_  
Volunteer’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal’s Signature

\_\_\_\_\_  
Date



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
POLICY BULLETIN**

ADJUNTO E2

**Formulario de Compromiso como Voluntario**

\_\_\_\_\_  
Nombre y apellido

\_\_\_\_\_  
Nombre de la escuela u oficina

Me comprometo a obedecer lo siguiente:

1. Me registraré en la oficina principal inmediatamente al llegar y salir.
2. Llevaré a la vista mi tarjeta de identificación de voluntario en todo momento mientras esté participando en actividades como voluntario.
3. Excepto en casos de emergencia, proporcionaré una notificación con 24 horas de anticipación cuando yo no pueda asistir a mi asignación regular.
4. Seguiré las normas de vestimenta de la escuela u oficina.
5. Usaré solamente los sanitarios designados para las personas adultas.
6. Nunca estaré solo con un estudiante a menos que esté bajo la supervisión de un maestro u otro personal escolar.
7. No me comunicaré con los estudiantes fuera de los horarios escolares o intercambiaré información de contacto, sin la autorización escrita de los padres del estudiante.
8. Si tengo motivos para sospechar abuso infantil, se lo reportaré inmediatamente y confidencialmente al director o persona designada.
9. Trataré a los padres, las familias y los empleados con respeto sin importar su raza, género, estatus social, religión, preferencia sexual, identidad de género, discapacidad o estado migratorio.
10. Trataré a todos los niños y personas de manera imparcial.
11. No compartiré información confidencial con nadie dentro o fuera de la escuela u oficina sin la autorización por escrito del director u otro administrador.
12. Reportaré problemas de conducta estudiantil al maestro u otro personal escolar de supervisión.
13. Respetaré la autoridad de todo el personal escolar y personal de la oficina.
14. Aprenderé las reglas acerca de los simulacros y para las emergencias y seguiré las instrucciones del personal de la oficina del Distrito o escolar.
15. No usaré propiedad o equipo de la escuela para beneficio personal o sin la autoridad del director o su designado.

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

\_\_\_\_\_  
Fecha

\_\_\_\_\_  
Firma del Director o Persona Designada

\_\_\_\_\_  
Fecha





# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT G

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

INSERT YOUR SCHOOL NAME  
ADDRESS



### SINGLE EVENT VOLUNTEER APPLICATION

This application is not to be used for reoccurring events.

First Name	Last Name	Birthdate	
Home Phone Number		Cell Number	
Email Address			
Address	City	State	Zip Code
Type of Event		Date of Event	
Name of Person to Contact in Case of Emergency/Relationship		Person's Phone Number	
Relationship to Student			

If you would like to serve as a regular volunteer, please complete the Volunteer Application online at <https://volunteerapp.lausd.net>.

Please read the following agreement and sign below:

I agree to comply with the Los Angeles Unified School District's current policies regarding volunteers. Any and all information concerning or identifying a student should not to be disclosed without proper principal authorization. Photographing students is prohibited for any purpose.

Volunteer Signature	Date
---------------------	------

Do not write below this line. Staff use only.

Megan's Law checked on \_\_\_\_\_ by \_\_\_\_\_  
Name and Title

Form Signed  Approved \_\_\_\_\_ Not Approved \_\_\_\_\_  
Principal or Designee Signature





# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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ATTACHMENT H

## DEFINITIONS AND FREQUENTLY ASKED QUESTIONS

### Definitions

- Direct Instruction:** A volunteer who is working directly with students such as providing one-to-one tutoring, reading in small groups, etc.
- Immediate Supervision:** Refers to level of supervision where certificated personnel needs to be in volunteer's immediate area or within eyesight of the volunteer. This includes, but is not limited to, volunteers who work with an independent group while teacher is in the same classroom or yard supervision.
- Certificated Staff:** Staff person who is a teacher, administrator, librarian, etc.
- Classified Staff:** A person who is a full-time employee and is not a certificated employee
- Unclassified:** A person who is not employed full time and does not receive benefits
- Single Event:** An event that takes place for the duration of one day only. One application needs to be completed per school year. If applicants wish to volunteer more than once, they must complete the Volunteer Application Form.

### Frequently Asked Questions

- Q:** I am an intern and I only volunteer for 2 hours a day. Do I need to be fingerprinted?  
**A:** *All interns, including college students, must be fingerprinted by the LAUSD regardless of the number of hours they will be volunteering per week.*
- Q:** I want to support my school by being a volunteer, but I have a 2 year old child. Can I bring my child when I am volunteering?  
**A:** *Volunteers are not permitted to bring children during their volunteer hours. School principals and District office administrators must monitor the volunteer program to ensure that volunteers are appropriately assigned to duties and supervised by designated staff. However, any exception must be approved by the administrator or designee.*
- Q:** I want to volunteer 21 hours per week at my child's school, but I cannot afford the \$56.00 to be fingerprinted. Can the school use its categorical or general funds to pay the fee for me?  
**A:** *Neither LAUSD nor the school pays this cost. If available, funds provided by the Parent Teacher Association (PTA), Parent Teacher Student Organization (PTSO), a school's Booster Club and/or other donated funding may be used.*



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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### ATTACHMENT H (Continued)

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

A: *Any volunteer applicant whose name appears on the Megan's Law online database 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 for one-time activities (page 5). However a parent volunteer may provide volunteer service from their residence, which may include cutting, sorting, or alphabetizing paper for a teacher, etc.*

Q: Do I have to get a shot for the TB Screening?

A: *No. There are three ways to obtain TB clearance. You can complete the Risk Assessment Questionnaire; however, if you answer yes to any of the questions, this questionnaire cannot be used as clearance for you. Another way consists of getting a chest X-ray, which will be offered to you if, in the past, you have had a positive skin test result. Finally, you may get an injection to test for TB.*