



SCHOOL VOLUNTEER PROGRAM



Volunteer Orientation

The mission of the **LAUSD School Volunteer Program** is to enhance the school's learning environment and educational program by utilizing the talents and resources found in our local communities.



PARENT COMMUNITY STUDENT SERVICES BRANCH

*SCHOOLS AND FAMILIES WORKING TOGETHER TO ENSURE
ALL STUDENTS ARE COLLEGE- AND CAREER-READY*

Welcome!



INTRODUCTION

- Why are we here?

GROUND RULES

- Respect everyone
- Raise your hand
- One speaker at a time

OUTCOME...

- Increase the number of school volunteers
- Promote the safety and success of our students



Why Become a Volunteer....



- ❖ To help students succeed in the classroom.
- ❖ To carry out a variety of duties ranging from chaperoning on field trips to tutoring and mentoring children or assisting with fundraising efforts.
- ❖ To ensure and assist in the safety of our children.
- ❖ To help create safe and welcoming environments at every school.
- ❖ To communicate high expectations, and help students set goals and solve learning problems.
- ❖ Strengthen relationships between the home, parents and school.



Typical Volunteers



SCHOOL
VOLUNTEER
PROGRAM



Parents

Community members

Students

Retired Individuals

Community Organizations



Common Volunteer Activities



SCHOOL
VOLUNTEER
PROGRAM



- ❖ Assist with classroom activities
- ❖ Support the Breakfast in the Classroom program
- ❖ Read to children
- ❖ Assist in the main office
- ❖ Assist with school events or special day schedules
- ❖ Support and promote Parent and Family Center programs
- ❖ Promote broad participation in Parent Advisory Committees
- ❖ Helping create a PTA or Booster Club
- ❖ Helping to recruit, process and train new school volunteers
- ❖ Participating in parking valet program
- ❖ Supporting student/teacher recognition events
- ❖ Playground assistance
- ❖ Participating in the school's mentoring program



Becoming a Volunteer



STEP 1

Complete a volunteer application and return it to the school's main office.

STEP 2

Provide all required safety documentation including:

- ❖ Mantoux Skin Test (TB) requirement.
- ❖ Fingerprint, if applicable.
- ❖ Megan's Law Clearance.

STEP 3

Parent Community Student Services Branch will send the school a letter congratulating you with an official volunteer badge, a handbook, and a code of conduct for you to sign.



Tuberculosis Clearance



- ❖ All volunteers must have an initial TB examination that consist of a Mantoux Skin Test.
- ❖ Documentation of tuberculosis clearance **MUST** be on file at the school.
- ❖ A chest x-ray is acceptable if required due to a skin reaction or a medical circumstance.
- ❖ A TB examination is required every four (4) years.
- ❖ All TB clearances must be within six (6) months prior to the individual starting volunteer service.



Policy Bulletin 5678.1: Fingerprinting



LAUSD adheres to State statutes pertaining to supervised volunteerism in public schools. Fingerprinting by the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) is required for the following volunteers and must be conducted by LAUSD:

- ❖ Persons volunteering in any school for more than 16 hours per week, regardless of supervision by certificated or classified staff members.
- ❖ Volunteer coaches, regardless of the number of hours served.
- ❖ Persons volunteering for less than 16 hours per week under general supervision* and whose duties require *more than limited contact with students (as determined by the school principal)*. For example:
 - ❖ Playground Assistants
 - ❖ Mentors
 - ❖ Tutors
- ❖ Examples of persons volunteering for less than 16 hours per week under general supervision whose duties require very limited contact with students (thereby, exempting such individuals from the fingerprinting requirement) include:
 - ❖ Parent Center volunteers
 - ❖ Parking valets volunteers

**General Supervision is defined as supervision from an LAUSD employee who is not a certificated member of the staff.*

Megan's Law



Megan's Law requires law enforcement authorities to make information available to the public regarding registered sex offenders via an online database.

To ensure the safety of all our children while on school campuses, all volunteers must be checked against the database.



Processing



STEP 1:

Ask the front office staff at a school of your choice for an application and more information on the application process.

STEP 2:

Begin filling out a hard copy of the volunteer application. Complete and submit (with principal's signature) to school personnel.

STEP 3:

Provide school personnel with written documentation of Tuberculosis Mantoux skin test or a chest X-Ray clearance from your physician. For more information, speak with your school site.

STEP 4:

If applicable, submit a background clearance with fingerprints to school site.

STEP 5:

Read and sign the Volunteer Code of Conduct, and make sure your school has submitted an online application.

STEP 6:

Your completed online application will be submitted by school personnel to the Parent Community Student Services Branch. After processing, you will be notified with a welcome packet that includes a badge and a code of conduct for you to sign.

Thank You!



Remember...
WE NEED YOU!



Volunteerism is a rewarding experience
that is valued and recognized!



**On behalf of the
Los Angeles Unified School District
we would like to thank you for
becoming a school volunteer**



PARENT COMMUNITY STUDENT SERVICES BRANCH

*SCHOOLS AND FAMILIES WORKING TOGETHER TO ENSURE
ALL STUDENTS ARE COLLEGE- AND CAREER-READY*