



Volunteer Handbook

2024-2025

11321 Bullis Road, Lynwood, CA 90262

Welcome

The volunteer program at Lynwood Unified School District is designed to encourage parent volunteers, while ensuring that steps are taken to protect the interests of our students.

A school volunteer is a person willing to take time to share wisdom and experience with those on the threshold of the future, our students. A school volunteer helps to expand and enrich the students' learning experiences by working under the direction of teachers and school staff. Education is a team effort and volunteers are a very critical part of the school team that helps to achieve our goals:

1| Unlocking Brilliance

Preparing students for a world that doesn't yet exist. Manage the relationship between college and career. Help students develop great character.

2| Cultivating Talent

Prepare and support staff to meet challenges. Attract and retain the best staff. Establish feedback loops to inform our talent efforts.

3| Uplifting Community

Embrace our role as a leader in the city. Spur general economic development in our city to benefit students. Make an impact on the city of Lynwood. Mobilize efforts to build our vision of the future for our students.

4| Modeling Excellence

Serve as a model for urban education. Align resources to what students need. Develop a balance between school site autonomy and uniformity.

It is our hope that this handbook will serve as a reference for our volunteers. These guidelines have been established to provide an effective volunteer program that ensures a safe environment for you, the children, and our staff. We are extremely appreciative of our community resources and thank you for providing your precious time, individual talents, and expertise as a school volunteer.

What is a volunteer?

A volunteer is a person, 18 years or older (21 years or older for overnight activities), who renders service to the District and its programs without receiving monetary compensation of any kind. A volunteer may be a parent, District employee (outside of course and scope of employment), or community member who submits an application to participate in the volunteer program. All volunteers must be approved by the District to participate in the program prior to providing a service. Volunteers may include classroom helpers, tutors, mentors, and field trip chaperones. Volunteer work always requires the advance approval of the school principal or designee.





Getting Started

In order to sustain a safe environment for our students, the District requires that all prospective volunteers complete a Volunteer Application, Participation Agreement (for each school year), Handbook Acknowledgement, Tuberculosis Clearance, and background check (for Tier III only). We encourage all prospective volunteers to complete all the requirements so their volunteer opportunities are not limited. We also encourage volunteers to complete the required forms as soon as possible to avoid any delays.

Please note that all school sites have unique needs and may not always require the support of volunteers. Each site has discretion as to how many volunteers are needed or not needed to support their school.

Documents are included in this packet as well as on our website at mylUSD.org under Parents.

Step 1

Complete and submit the Volunteer Application, Handbook Receipt and Acknowledgement, Participation Agreement, Volunteer Confidentiality and Code of Conduct, and Tuberculosis Clearance to your Site Secretary or School Community Liaison.

Preschool volunteers will need to show proof of immunization against pertussis (Tdap) and measles (MMR) and must obtain an influenza shot by December 1st of each year (as required by Senate Bill 792).

All Tier III volunteers, must go through a background check. This is a necessary requirement to ensure the welfare and safety of our students. Education Code 45125 prohibits contact with students by anyone who has been convicted of a serious or violent felony.

Step 2

Once the process is complete, your Site Secretary or School Community Liaison or Human Resources will contact you.

The Principal at each school site, in cooperation with Human Resources, shall be responsible for verifying that the appropriate clearance processes have been performed before an individual can begin his/her volunteer service or assignment for the school district.

TIER I VOLUNTEER

Limited to No Student Contact Volunteers

Tier I Volunteer: Volunteer activity takes place in highly visible public settings under supervision and involves little or no student contact. Tier I volunteers are required to abide by the procedures for involvement established by the site principals. Such procedures include signing-in and signing-out when volunteering.

Activities May Include:

- Field Day
- Book Fairs
- Resource Speakers
- PTA Fundraising Events
- Campus Beautification Days
- Facilities Projects
- School Fairs
- Being a Guest Reader in a Classroom
- Help with Promotion Activities
- Committee Volunteer
- Graduation Activities

Tier I Volunteer Requirements:

1. Submit signed Volunteer Application to school site
2. Be approved by site principal
3. Read Lynwood USD Volunteer Handbook
4. Sign a Handbook Receipt and Acknowledgement
5. Sign a Volunteer Confidentiality and Code of Conduct Agreement
6. Sign a Participation Agreement
7. Megan's Law review
8. Submit to a tuberculosis risk assessment within the 60 days of turning in school volunteer application then update every 4 years.

TIER II VOLUNTEER

Supervised Student Contact Volunteers

Tier II Volunteer: These volunteers may work on projects pursuant to Governing Board Policy and Administrative Regulations and under the direct supervision of LUSD certificated or classified staff. Volunteers should abide by the procedures for involvement established by the site principals. This level of volunteer will receive a school issued identification badge. Volunteers should sign-in and sign-out at the front office and display site issued identification badge when volunteering.

Tier II volunteers work in a highly public setting under LUSD staff supervision and have little or no contact student contact.

Activities May Include:

- Room Parents who are directly supervised by the teacher
- Test Proctor
- Media Center Volunteer (with access to confidential information)
- Office Volunteer
- Hall Monitor Volunteer
- Campus Monitor Volunteer

Tier II Volunteer Requirements:

1. Submit signed Volunteer Application to school site
2. Be approved by site principal
3. Read Lynwood USD Volunteer Handbook
4. Sign a Handbook Receipt and Acknowledgement
5. Sign a Volunteer Confidentiality and Code of Conduct Agreement
6. Sign a Participation Agreement
7. Megan's Law review
8. Submit to a tuberculosis risk assessment within the 60 days of turning in school volunteer application then update every 4 years.

TIER III VOLUNTEER

Student Contact and Preschool Volunteers

Tier III Volunteer: This level of volunteer may assist personnel in the performance of their duties that, in the judgment of the personnel to who the volunteer is assigned, may be performed by a person not licensed as a classroom teacher. Volunteer activity involves direct or unsupervised contact with students on or off campus. Please allow two weeks for our fingerprints to clear through the Department of Justice. After two weeks, volunteers will need to contact their individual school sites to verify that they have received clearance and are in our volunteer database.

Activities May Include:

- Classroom Helper (parents who, under the teacher's guidance, offer support in the classroom during instructional time)
- Any volunteer activity that may require access to student information
- Attending or chaperoning field trips or school dances with students or overnight school sponsored trips
- Coach/Assistant coach
- Co-curriculum assistants
- Tutoring or mentoring inside or outside the classroom
- Activities engaged in by parents in child care programs
- Job Shadowing
- Any other volunteer activity where the funding agency requires such a criminal record clearance

Tier III Volunteer Requirements:

1. Be sponsored or approved by a staff member and by site principal
2. Submit signed Volunteer Application to school site
3. Present a form of current, government-issued photo identification
4. Background Check: Live Scan Fingerprinting completed at District Office
5. Read Lynwood USD Volunteer Handbook
6. Sign a Handbook Receipt and Acknowledgement
7. Sign a Volunteer Confidentiality and Code of Conduct Agreement
8. Sign a Participation Agreement
9. Megan's Law review
10. Submit to a tuberculosis risk assessment with in the 60 days of turning in school volunteer application then update every 4 years.
11. PRESCHOOL ONLY - Submit Proof of Immunization records

Volunteers - Required Documents

Preschool, TK - 12th Grade	Additional Requirements for ECE, TK, and Preschool Only
1. Photo Identification 2. Volunteer Application 3. Handbook Receipt & Acknowledgement 4. Volunteer Confidentiality and Code of Conduct Agreement 5. Participation Agreement 6. Megan's Law Review 7. Proof of Tuberculosis Clearance 8. LiveScan fingerprinting as needed for Tier III	1. Proof of Immunization against pertussis (Tdap) 2. Proof of immunization against measles (MMR) 3. Obtain an influenza shot by December 1 of each year

Background Check

Volunteers that take on the considerable responsibility of working with students outside the supervision of Certificated Staff are fingerprinted (EC §45125). Fingerprints are obtained through a computerized "Live Scan" method. The fingers do not need to be inked. The scanned fingerprints are sent to the State of California's Department of Justice. Live Scan clearance is good for up to a maximum of 4 years provided the volunteer maintains consecutive (year to year) volunteer service evidenced by initial application followed by updated renewal application annually each school year. A break in continuous service will require resubmission of the annual application and Live Scan clearance process.

Fingerprinting is available upon administrator approval and by appointment only at the Lynwood Unified School District office at no cost to volunteers. Volunteers that will work closely with a certificated staff member of the district do not need to complete the Live Scan process and are instead checked against the California Megan's Law online database.

Tuberculosis & Immunization

All volunteers are required to have negative Tuberculosis screening taken within 6 months of initial service and each 4 years thereafter (AR 1240). A volunteer can obtain a Tuberculosis screening from their personal physician, by the Health Department (if eligibility requirements are met), or from any other local health clinic. If the PPD Tuberculin screening yields "positive" results, the volunteer will be required to have a chest x-ray. Volunteers may submit a Tuberculosis Risk Assessment in lieu of a PPD Tuberculosis screening. The Risk Assessment must be certified and signed by a licensed medical professional. There are immunization requirements (SB 277) for parents and community members who volunteer for early childhood education (Preschool, Transitional Kinder). Preschool and TK Volunteers are now required to have a current Tuberculosis screening and an immunization record showing a Measles, Pertussis and Flu vaccine. All other volunteers only require a Tuberculosis screening. Please note, the District does not reimburse any costs associated with these screenings.

Volunteers Guidelines

Students observe and learn from the behavior of the adults around them. Volunteers are expected to exhibit proper decorum, good manners, and respect and kindness towards children and adults alike. Volunteers should not try to be a peer or buddy to students; children are best served when grown-ups act like adults.

Volunteers serve at the discretion of the teacher or other supervisor and should not substitute their own personal judgment for that of the teacher or supervisor. For example, volunteers should not introduce new concepts, assign grades to students, or call a student's parents, unless instructed to do so. Personal privacy and student safety are of great concern.



Volunteers may not:

- Leave students unsupervised
- Bring infants or toddlers while they are volunteering
- Give out information about any student; requests for student information should be referred to the school office
- Post students or student activities on social media such as Facebook, Instagram, etc.
- Place their hands on a student
- Give any food or candy to a student
- Loan or borrow money from any students, or hold student's property
- Talk to students about the volunteer's personal life
- Share personal phone numbers with students
- Engage in Social Media or email with students
- Use inappropriate language
- Transport student in your vehicle
- Complete tasks outside of the scope of work identified by the school principal

Whenever you have questions, ask your supervisor. At all times, the site administrator has the right to guide or terminate a volunteer's service on campus. Volunteers who believe they have been treated unfairly may speak to the school principal or site administrator.

Volunteering Responsibilities

By volunteering with our School District, you have a responsibility to the District and to your fellow volunteers, to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to be certain that the learning environment is not compromised. When a person is aware that he or she can fully depend upon others to follow the rules of conduct, then our organization is a better place to work for everyone.

Volunteers should become familiar with the specific rules at the site(s) at which they volunteer. Volunteers should review Board Policy or their School Handbook when clarification is needed regarding the following:

- Develop a partnership with the teacher or staff member you are assigned to
- Always report any suspected child abuse to the Principal/Designee immediately
- Dress professionally according to Board Policy to contribute to a productive learning environment and model positive behavior (wear closed toe shoes, no sandals, no offensive or political attire).
- Become familiar with the bell schedule at your school
- Become familiar with the school's leadership team and key staff for concerns or suggestions.
- Use the school map to become familiar with the location of restrooms, playgrounds, parking areas, etc.
- Review the school's emergency disaster, fire and evacuation procedures.
- Become familiar with the school policies and procedures
- Abide by all applicable school rules and District policies and regulations
- Maintain a drug-free workplace. Employees and volunteers are prohibited from being intoxicated or under the influence of controlled substances while volunteering; use, possession, or sale of a controlled substance in any quantity while on District premises (except medications prescribed by a physician which do not impair volunteer performance) will result in immediate dismissal per Board Policy.
- Agree to "Not" solicit or sell products, services, etc., on District property without the prior written approval of the Superintendent or her designee.
- Only use adult bathroom facilities
- Agree to "Not" post, transmit, publish or display harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit or that could be construed as any form of harassment.
- Agree to "Not" engage in Social Media with students.
- Agree to "Not" exchange telephone numbers, home addresses, or email addresses, including social network information with students for any purpose.
- "Not" disclose, use or disseminate student photographs or personal information about students, self or others.
- If an accident occurs, immediately notify a staff member. Never move a child involved in an accident. A member of the school staff will initiate proper procedures.
- Do not engage with other adults or students in negative comments about staff or students.



Safety Rules for Volunteers

The Lynwood Unified School District takes a proactive stance on the safety and wellbeing of all its students and staff. Here is a list of general safety rules that all volunteers and District employees are required to follow. The School Safety Plan is available for review by contacting the Principal of the school you are assigned. Below are Safety Tips to help keep you safe.

- Work areas (on or off site) are to be kept neat, orderly, and clean. Report unsafe conditions to your supervisor or District staff member immediately.
- Under no circumstances, shall a volunteer place themselves, a co-worker, or a student in a hazardous situation.
- Never use, chairs, desks, tables, etc., when accessing overhead storage. Always use the appropriate sized stepladder or have a District employee access the overhead storage items for you.
- Follow good lifting practices. Ask for help when needed and help others lift or carry heavy or bulky objects when necessary. Stack materials safely.
- Use tools and school machines only for their intended purpose.
- Do not use defective tools, equipment, or machinery. Do not remove guards or safety devices on power tools or equipment.
- Do not start or attempt to repair defective electrical equipment.
- Personal protective equipment (goggles, shoes, gloves, respirators, etc.) must be worn at all times when specifically required by a District staff member.
- Be familiar with the location of fire extinguishers and fire alarms. Most often times you will see them mounted on the wall near exit doors.
- Never leave lower desk or cabinet drawers open that presents a tripping hazard. Use care when opening and closing drawers to avoid pinching fingers. Do not open more than one upper drawer at a time, particularly the top two drawers on a file cabinet.
- All District schools and facilities are a "Smoke free zone." Smoking and vaping are not permitted on school grounds.
- All volunteers are to familiarize themselves with school site emergency procedures such as, fire, earthquake and intruders on campus.
- All injuries shall be reported promptly to your supervisor so medical or first aid treatment can be provided.

Procedures

- **Signing In/Out** - All volunteers must sign in each day and pick up a volunteer badge at the school office. The badge is to be worn at all times while on school grounds. We also request that volunteers sign-out and return the badge when they have completed their volunteer time for the day.
- **Attendance** - Punctuality and reliability are expected since students are counting on you. Please inform teachers in advance of planned absences and call the school for unforeseen absences.
- **Confidentiality** – You are responsible for respecting the confidentiality of all students, staff, and privileged information which they may be exposed to as a volunteer. Our students and their families entrust the District with important information relating to their personal lives. The nature of this relationship requires maintenance of confidentiality. Your volunteering with the District assumes an obligation to maintain this confidentiality. It is essential that you not share any information about students, even with your own family, friends, or acquaintances. Because of its seriousness, disclosure of confidential information could lead to dismissal.
- **Siblings** – As a general rule, younger siblings should not accompany parent volunteers to school when they are volunteering. Preschoolers and younger siblings can be a distraction to students, staff, and parent volunteers in the classroom. Additionally, younger siblings need to be supervised carefully for their own safety in the school environment. Some of the equipment that is used by volunteers should not be accessible and is not safe for preschoolers (laminating machines, paper cutters, scissors, staplers, copy machines, etc.).
- **Driving & Parking at the Schools** – Great care must be taken and drivers must watch closely for students and others at all times when driving near schools and or in school parking lots. You should also check with the school office for information on where you should park. Pay particular attention when students are arriving and leaving the school premises.
- **Computer Software** - Lynwood Unified School District does not allow the illegal duplication of software.
- **Copyright** - The copyright law is clear. Title 17 of the U.S. Code states that, “It is illegal to make or distribute copies of copyrighted materials without authorization.” The only exception is the users’ right to make a backup copy for archival purposes.
- **Theft** - No item purchased or supplied by the District should ever be removed from school sites without the express authorization of your site Principal or administrator. Theft of personal items has not been a problem for the District, but it is highly recommended that volunteers not bring excessive amounts of money on campus or valuable property. If you carry a purse, ask to place it in a secure place.
- **Suspected Child Abuse or Neglect** - If at any time you suspect child abuse, you should report it to the Principal, Instructional Lead, site administrator or Health Office staff immediately. There are different types of child abuse; Physical Abuse, Sexual Abuse, Emotional Abuse, Self-Abuse, and Child Neglect; Any incident or visible sign of abuse should be reported immediately so staff can report it to the proper authorities.
- **Worker’s Compensation** - Once cleared and approved for volunteer status, you are considered employees of the District for Workers’ Compensation Insurance purposes. If injured while serving as a volunteer at the District or at any school site, you are to follow the same reporting procedures, in a timely manner as do all regular District employees. Qualification for Workers’ Compensation benefits is subject to volunteers who follow the District’s Safety, rules, policies and procedures.

Working with Students

When working with students, it is important to consider the following guidance:

- Call students by name at each opportunity. A child's name is very important.
- Make every effort to pronounce and spell each child's name correctly.
- Observe the techniques used by the teacher. Try to model these instructional methods when working with students.
- Accept children as they are. Each child is unique and may be very different from your own child. Be ready to accept the differences in background, values and aspirations.
- Encourage and praise students. Your positive words of encouragement will go a long way in helping students feel good about themselves even when they are having difficulty. Be ready to praise children for even the smallest successes! Let each child know that you care about him/her through the use of verbal affirmation. Younger children may also enjoy stars, stickers, stamps, etc. You and the teacher should discuss the use of motivational materials.
- Children never forget. If you promise them something, be prepared to keep the promise. Be careful not to make promises that you will be unable to keep.
- Encourage students to do their own thinking. Try not to give students the answers before they have had an opportunity to solve problems on their own. Give children plenty of time to answer your questions. Silence often means that a child is thinking. Beware of the occasional student who may try to get you to do their work for them.
- Follow the teacher's lead. Be consistent with the teacher's rules for classroom behavior. Remember the teacher is always available and ready to handle discipline problems.
- Reinforce good behavior. When children are behaving well, let them know how proud you are and how much you appreciate their effort. This will encourage them to try even harder. If possible, do not pay attention to a child who shows minor misbehavior problems, but do note things the child is doing well and praise him/her for it.
- It's OK if you don't know all the answers. Admit to the children that you don't know the answer or aren't sure what to do. Work the answers out together with students or feel free to ask the teacher for assistance.
- Keep students on task. You'll want the children to learn as much as possible during the time they spend with you. Keep the lesson or activity moving; avoid letting anyone get the group off the task by discussing topics that have nothing to do with the lesson.
- Supervise students carefully. Under no circumstances should you leave students without supervision. Be aware of what students are doing at all times.



Characteristics of Children

A five-year-old

- Is helpful around the house
- Needs some assistance with coats, etc.
- Is close-mouthed at home about school activities
- Has short bursts of energy
- Changes from one activity to another with relative ease
- Has vague concepts of time
- Is not fearful
- Asks many questions about how things work
- Loves to play dress-up

A six-year-old

- Handles and attempts to use tools and materials
- Is self-centered, domineering, stubborn, and aggressive
- Is usually better-behaved away from home
- Is very domineering and bossy
- Is interested in simple games
- Carries on long conversations
- Is restless, overactive, exuberant
- Usually likes his teacher
- Wants to win

A seven-year-old

- Does not respond promptly
- May forget easily
- Fights with playmates
- Plays in pairs or in groups
- Is concerned about being good
- Is easier to discipline, sensitive to praise
- Complains and sulks
- Thinks teacher is really paramount in school
- Is interested in magic, puzzles, collecting and exchanging baseball cards, etc.

An eight-year-old

- Is expansive and speedy
- Has a longer attention span
- Has feelings easily hurt by careless remarks
- Understands time and money concepts
- Likes team games
- Is critical of siblings
- Needs frequent reminders about responsibilities
- Is sensitive to criticism
- Needs adult praise and encouragement
- Is alert, friendly, and interested in people but sometimes argumentative

A nine-year-old

- Has new forms of self-independence
- Has increasing self-motivation
- Likes secret codes and languages
- Has a strong sense of right and wrong
- Is easily discouraged
- Is competitive in work and in play, and is afraid of failure
- Is anxious to please
- Makes fewer demands on parents
- Is more interested in talking and listening than in working

A ten-year-old

- Is relaxed, casual, and alert
- Is in one of the happiest ages
- Has a strong sense of justice
- Truly enjoys friends
- Needs schedules
- Loves the outdoors
- Is a hero worshipper
- Is critical of teachers
- Wants teacher to be fair

Pre-adolescents (eleven and twelve years old)

- In need of a feeling of belonging and acceptance
- In need of increasing opportunities for independence
- In need of warm affection and a sense of humor from adults
- Turned off by nagging, condemnation, and being talked down to or disrespected
- Antagonistic and teasing towards others
- Over-critical, rebellious, and uncooperative
- Awkward, lazy, and restless because of rapid and uneven growth

Adolescents (thirteen and over)

- Using aggressiveness in seeking independence
- Concerned about popularity
- Going to extremes in activities, thinking, and emotional reactions
- Becoming attached to worthy causes, and are idealistic in value judgments
- Showing an acute sense of injustice
- A step toward adulthood by asserting independence
- In need of acceptance by peer group
- In need of adult guidance that is kind and does not threaten freedom

Some useful expressions to boost a student's self-image:

"I like the way you're working." "That's right! Good for you!"
"That's quite an improvement."

"I'm very proud of the way you worked today." "It looks like you put a lot of thinking into this."
"That's respectful behavior. Thank You!"

Frequently Asked Questions

How do I become a volunteer?

The district has established volunteer guidelines to provide for an effective program that ensures a safe environment for you, the children, and our staff. To begin:

1. Contact the School Community Liaison or site Secretary at the school or program where you would like to volunteer at to ensure there is an assignment available.
2. Complete the volunteer application and meet the applicable health and safety requirements.

After you submit your application and the applicable health requirement (Tuberculosis, Immunizations), the School Community Liaison or Site Secretary will review your application and complete the safety requirements. Depending on the nature of your volunteer assignment, you may be scheduled for Live Scan fingerprinting (EC §45125). There are immunization requirements ([SB 277](#)) for parents and community members who volunteer for early childhood education (Preschool, Transitional Kinder). Preschool and TK Volunteers are now required to have a current Tuberculosis screening and an immunization record showing a Measles, Pertussis and Flu vaccine. All other volunteers only require a Tuberculosis screening.

What is Live Scan?

Live Scan is a system for the electronic submission of fingerprints to the California Department of Justice and Federal Bureau of Investigation (if required). Fingerprints are digitized through an electronic process (Live Scan), enabling the secure electronic transfer of the fingerprint image data, in combination with personal descriptor information, to central computers at the Department of Justice.

Live Scan is conducted at the Lynwood Unified School District Office in the Human Resources Department by referral from the School Community Liaison or site Secretary only. All records associated with LiveScan, including criminal offender records, are maintained by the Human Resources department in accordance with district regulations.

How long does LiveScan take?

After you complete the Live Scan process, your fingerprints will be transmitted to the Department of Justice. Typically, results are received within 72 hours, but can take up to 30+ days if there are any delays. Delays occur for many reasons and require manual intervention from the Department of Justice, which takes time. Once results are received and reviewed, the department or school site will be notified of your clearance status.

Do all volunteers have to be fingerprinted?

No. Volunteers that work under the close supervision of an LUSD certificated staff member do not have to be fingerprinted. Volunteers that take on the considerable responsibility of working with students outside the supervision of Certificated Staff are fingerprinted (EC §45125).

What if I have an old DUI or parking violations on my records?

Not everyone with an offense on their record is excluded from volunteering. Each situation is handled confidentially on a case-by-case basis in accordance with board policy and State/Federal laws. Please note, prospective volunteers are asked to disclose any and all prior history of criminal convictions other than minor traffic violations.

Will my fingerprints be passed to any other government agency?

Your fingerprints are cleared with the Department of Justice and the FBI. Beyond that, your fingerprints will not be used for any other purpose than to make sure you are safe to work with students and will not be passed to any other agency.

I was fingerprinted with another organization, do I still need to be fingerprinted?

Yes. Each agency must LiveScan (fingerprint) individually.

Why do I need to get screened for Tuberculosis?

In accordance with Health and Safety Code §121545, volunteers must show proof of a negative Tuberculosis screening prior to volunteering.

Where can I get a Tuberculosis screening?

Individuals can utilize their own healthcare provider or use free/low cost community clinics to obtain a Tuberculosis screening. If you volunteer at multiple schools in the district, just let each School Community Liaison know so that they transfer your application.

Do I need to complete a volunteer application each school year?

No. You only need to complete a new application if your information has changed or if there is a break in service greater than one year.

Do current or retired employees of the district need to register as volunteers?

Yes, all volunteers go through the same process. Depending on the volunteer assignment, you may be referred for fingerprint clearance by the School Community Liaison.



Uniform Complaint Procedures Annual Notice

For students, employees, parents/guardians, school and district advisory committee members, private school officials, and other interested parties

The Lynwood Unified School District annually notifies our students, employees, parents or guardians of its students, the district advisory committee, school advisory committees, appropriate private school officials, and other interested parties of the Uniform Complaint Procedures (UCP) process.

The Lynwood Unified School District is primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation or bullying against any protected group, and all programs and activities that are subject to the UCP in:

Adult Education	Economic Impact Aid
After School Education and Safety	Education of Pupils in Foster Care, Pupils who are Homeless, and former Juvenile Court Pupils now enrolled in a school district
Agricultural Vocational Education	English Learner Programs
American Indian Education Centers and Early Childhood Education Program Assessments	Every Student Succeeds Act / No Child Left Behind (Titles I–VII)
Bilingual Education	Local Control and Accountability Plans (LCAP)
California Peer Assistance and Review Programs for Teachers	Migrant Education
Career Technical and Technical Education; Career Technical; Technical Training	Physical Education Instructional Minutes (for grades one through six)
Career Technical Education	Pupil Fees
Child Care and Development	Reasonable Accommodations to a Lactating Pupil
Child Nutrition	Regional Occupational Centers and Programs
Compensatory Education	School Safety Plans
Consolidated Categorical Aid	Special Education
Course Periods without Educational Content (for grades nine through twelve)	State Preschool
	Tobacco-Use Prevention Education

Uniform Complaint Procedures Annual Notice Cont.

A pupil fee complaint includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fees complaint may be filed with the principal of a school or our superintendent or his or her designee. A pupil fees and/or an LCAP complaint may be filed anonymously, however, the complainant must provide evidence or information leading to evidence to support the complaint. A pupil enrolled in a school in our district shall not be required to pay a pupil fee for participation in an educational activity. A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred.

We shall post a standardized notice of the educational rights of pupils in foster care, pupils who are homeless, and former juvenile court pupils now enrolled in a school district as specified in EC Sections 48853, 48853.5, 49069.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable.

The staff member, position, or unit responsible to receive UCP complaints in our agency is:

Carlos Zaragoza, Assistant Superintendent, Human Resources
Lynwood Unified School District Office 11321 Bullis Road, Lynwood, CA 90262
Phone: (310) 866-1600 || Fax: (310) 604-3092 || Email: czaragoza@mylUSD.org

Complaints will be investigated and a written report with a decision will be sent to the complainant within sixty (60) days from the receipt of the complaint. This time period may be extended by written agreement of the complainant. The person responsible for investigating the complaint shall conduct and complete the investigation in accordance with our UCP policies and procedures.

The complainant has a right to appeal our Decision of complaints regarding specific programs and activities subject to the UCP, pupil fees and the LCAP to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving our Decision. The appeal must be accompanied by a copy of the originally-filed complaint and a copy of our Decision.

We advise any complainant of civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

Copies of our Uniform Complaint Procedures process shall be available free of charge.

Child Abuse Prevention and Reporting

Mandated reporters include, but are not limited to, teachers; instructional assistants; classified employees; administrative officers or supervisors of child attendance; administrators and employees of a licensed day care facility; preschool teachers; district police or security officers; licensed nurses or health care providers; and administrators, presenters, and counselors of a child abuse prevention program.

Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience, to suspect child abuse or neglect [\[BP 5141.4; AR 5141.4\]](#)

Child abuse or neglect includes the following:

1. A physical injury inflicted by other than accidental means on a child by another person
2. Sexual abuse of a child as defined in Penal Code 11165.1
3. Neglect as defined in Penal Code 11165.2
4. Willful harming or injuring of a child or the endangering of the person or health of a child as defined in Penal Code 11165.3
5. Unlawful corporal punishment or injury as defined in Penal Code 11165.4

Child abuse or neglect does not include:

1. A mutual affray between minors.
2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his/her employment.
3. An injury resulting from the exercise by a teacher, vice principal, principal, or other certificated employee of the same degree of physical control over a student that a parent/guardian would be privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning (Education Code 44807).

District Network and Internet Access Acceptable Use Agreement

The District's Acceptable Use Policy ("AUP") is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children's Internet Protection Act ("CIPA"). As used in this policy, "user" includes anyone using the computers, Internet, email, chat rooms and other forms of direct electronic communications or equipment provided by the District (the "network."). Only current students or employees are authorized to use the network.

The District will use technology protection measures to block or filter, to the extent practicable, access of visual depictions that are obscene, pornographic, and harmful to minors over the network. The District reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of District property, network and/or Internet access or files, including email.

Acceptable Uses of the LUSD Computer Network or the Internet

Employees and other users are required to follow this policy. Employees are required to confirm their consent to this policy when they activate their account or change passwords. Even without this confirmation, all users must follow this policy and report any misuse of the network or Internet to a supervisor or other appropriate District personnel. Access is provided primarily for education and District business. Staff may use the Internet, for incidental personal use during duty-free time. By using the network, users have agreed to this policy. If a user is uncertain about whether a particular use is acceptable or appropriate, he or she should consult a supervisor or other appropriate District personnel.

Unacceptable Uses of the Computer Network or Internet

These are examples of inappropriate activity on the District website, but the District reserves the right to take immediate action regarding activities (1) that create security and/or safety issues for the District, students, employees, schools, network or computer resources, or (2) that expend District resources on content the District in its sole discretion determines lacks legitimate educational content/purpose, or (3) other activities as determined by District as inappropriate.

Violating any state or federal law or municipal ordinance, such as: accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials; criminal activities that can be punished under law; selling or purchasing illegal items or substances; obtaining and/or using anonymous email sites; spamming; spreading viruses; causing harm to others or damage to their property, such as:

1. Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
2. Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email;
3. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
4. Using any District computer to pursue "hacking," internal or external to the District, or attempting to access information protected by privacy laws; or
5. Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes".

Engaging in uses that jeopardize access or lead to unauthorized access into others' accounts or other computer networks, such as:

1. Using another's account password(s) or identifier(s);
2. Interfering with other users' ability to access their account(s); or
3. Disclosing anyone's password to others or allowing them to use another's account(s).

Using the network or Internet for Commercial purposes:

1. Using the Internet for personal financial gain;
2. Using the Internet for personal advertising, promotion, or financial gain; or
3. Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.

Student Internet Safety

1. Students under the age of eighteen should only access LUSD net accounts outside of school if a parent or legal guardian supervises their usage at all times. The student's parent or guardian is responsible for monitoring the minor's use;
2. Students shall not reveal on the Internet personal information about themselves or other persons. For example, students should not reveal their name, home address, telephone number, or display photographs of themselves or others;
3. Students shall not meet in person anyone they have met only on the Internet; and
4. Students must abide by all laws, this Acceptable Use Policy and all District security policies.

Penalties for Improper Use

The use of a District account is a privilege, not a right, and misuse will result in the restriction or cancellation of the account. Misuse may also lead to disciplinary and/or legal action for both students and employees, including suspension, expulsion, dismissal from District employment, or criminal prosecution by government authorities. The District will attempt to tailor any disciplinary action to the specific issues related to each violation.

Disclaimer

The District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of the District's network are to be borne by the user. The District also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the District, its affiliates, or employees.

Mandated Reporter/Reportable Offenses

A mandated reporter shall make a report using the procedures provided below whenever, in his/her professional capacity or within the scope of his/her employment, he/she has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect.

Any mandated reporter who has knowledge of or who reasonably suspects that a child is suffering serious emotional damage or is at a substantial risk of suffering serious emotional damage, based on evidence of severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others, may make a report to the appropriate agency. Any person shall notify a peace officer if he/she reasonably believes that he/she has observed the commission of a murder, rape, or lewd or lascivious act by use of force, violence, duress, menace, or fear of immediate and unlawful bodily injury, where the victim is a child under age 14.

Responsibility for Reporting

The reporting duties of mandated reporters are individual and cannot be delegated to another person.

When two or more mandated reporters jointly have knowledge of a known or suspected instance of child abuse or neglect, the report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report. No supervisor or administrator shall impede or inhibit a mandated reporter from making a report.

Any person not identified as a mandated reporter who has knowledge of or observes a child whom he/she knows or reasonably suspects has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect to the appropriate agency.

Reporting Procedures

1. Initial Telephone Report

Immediately or as soon as practicable after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an initial report by telephone to any police department (excluding a school district police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or county welfare department. When the initial telephone report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

Within 36 hours of receiving the information concerning the incident, the mandated reporter shall then prepare and either send, fax, or electronically submit to the appropriate agency a written follow-up report, which includes a completed Department of Justice form (SS 8572). Mandated reporters may obtain copies of the Department of Justice form from either the district or the appropriate agency.

Reports of suspected child abuse or neglect shall include, if known:

- a. The name, business address, and telephone number of the person making the report and the capacity that makes the person a mandated reporter
- b. The child's name and address, present location and, where applicable, school, grade, and class
- c. The names, addresses, and telephone numbers of the child's parents/guardians
- d. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information
- e. The name, address, telephone number, and other relevant personal information about the person(s) who might have abused or neglected the child

The mandated reporter shall make a report even if some of this information is not known or is uncertain to him/her. Information relevant to the incident of child abuse or neglect also may be given to an investigator from an agency that is investigating the case.

Drug and Alcohol Free Workplace

The Board of Trustees believes that the maintenance of drug- and alcohol-free workplaces are essential to school and district operations. No employee shall unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, drug or controlled substance at any school district workplace. These prohibitions apply before, during and after school hours. A school district workplace is any place where school district work is performed, any school-owned or school-approved vehicle used to transport students to and from school or school activities; any off-school sites when accommodating a school-sponsored or school-approved activity or function where students are under district jurisdiction; or during any period of time when an employee is supervising students on behalf of the district or otherwise engaged in district business [[BP 4020](#)]

Tobacco Free Workplace Policy

The Board of Trustees recognizes that smoking and other uses of tobacco and nicotine products, including the breathing of second-hand smoke, constitute a serious public health hazard and are inconsistent with district goals to provide a healthy environment for students and staff [[BP 3513.3](#)]. The Board prohibits smoking and the use of tobacco products at any time in district-owned or leased buildings, on district property, and in district vehicles. (Health and Safety Code [104420, 104559](#)) This prohibition applies to all employees, students, and visitors at any school-sponsored instructional program, activity, or athletic event held on or off district property. Any written joint use agreement governing community use of district facilities or grounds shall include notice of the district's tobacco-free schools policy and consequences for violations of the policy.

Smoking means inhaling, exhaling, burning, or carrying of any lighted or heated cigar, cigarette, pipe, tobacco, or plant product intended for inhalation, whether natural or synthetic, in any manner or form, and includes the use of an electronic smoking device that creates aerosol or vapor or of any oral smoking device for the purpose of circumventing the prohibition of smoking. (Business and Professions Code [22950.5](#); Education Code [48901](#))

Tobacco products include (Business and Professions Code [22950.5](#); Education Code [48901](#)):

1. Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, or snuff
2. An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah.
3. Any component, part, or accessory of a tobacco product, whether or not sold separately

This policy does not prohibit the use or possession of prescription products and other cessation aids that have been approved by the U.S. Department of Health and Human Services, Food and Drug Administration, such as nicotine patch or gum.

Smoking or use of any tobacco-related products and disposal of any tobacco-related waste are prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground. In addition, any form of intimidation, threat, or retaliation against a person for attempting to enforce this policy is prohibited. (Health and Safety Code [104495](#)).

Sexual Harassment

The Board of Trustees prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation. This policy shall apply to all district employees and, when applicable, to interns, volunteers, and job applicants [BP 4119.11, AR 4119.11, BP 4219.11, AR 4219.11].

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation and correction of sexual harassment, including but not limited to:

1. Providing periodic training to all staff regarding the district's sexual harassment policy, particularly the procedures for filing complaints and employees' duty to use the district's complaint procedures in order to avoid harm.
2. Publicizing and disseminating the district's sexual harassment policy to staff.
3. Ensuring prompt, thorough and fair investigation of complaints.
4. Taking timely and appropriate corrective/remedial actions after completion of investigation.

This which may require interim separation of the complainant and the alleged harasser, and subsequent monitoring of developments.

Any district employee or job applicant who feels that he/she has been sexually harassed, or who has knowledge of any incident of sexual harassment by or against another employee, a job applicant or a student, shall immediately contact his/her supervisor, the principal, district administrator or Superintendent to obtain procedures for filing a complaint. Complaints of sexual harassment shall be filed in accordance with AR 4031 4030-Complaints Concerning Discrimination in Employment.

A supervisor, principal, or other district administrator who receives a harassment complaint shall promptly notify the Superintendent or designee. An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint. A supervisor, principal or other district administrator who receives a harassment complaint shall promptly notify the Superintendent or designee. Complaints of sexual harassment shall be filed in accordance with AR 4030-Nondiscrimination in Employment.

An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint. All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or take other subsequent necessary action.

All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions.

Any district employee who engages or participates in sexual harassment, or who aids, abets, incites, compels or coerces another to commit sexual harassment against a district employee, job applicant or student, is in violation of this policy and is subject to disciplinary action, up to and including dismissal.

Health & Safety Considerations

The Lynwood Unified School District adheres to the protocols issued by the Los Angeles County Department of Public Health (LACDPH) and California Occupational Safety and Health Administration (Cal/OSHA) as it relates to health and safety. It is the policy of the District that all visitors, including volunteers, adhere to the latest protocols in order to maintain a safe and healthy environment. This includes the following protocols, which are subject to change:

- **Masking:** recommended, but not required.
- **Wellness:** stay home when you are sick. If you are displaying symptoms of respiratory illness, you should not enter the school campus.
- **Etiquette:** practice good hand and respiratory hygiene and etiquette by washing your hands regularly and covering coughs and sneezes.
- **More information:** visit our website for the latest updates regarding health and safety protocols.



Handbook Receipt & Acknowledgement

La Recepción Manual y Reconocimiento

Receipt and Acknowledgement of the Lynwood Unified School District Volunteer Handbook

The Volunteer Handbook is an important document intended to help you become acquainted with our District. This Handbook will serve as a guide; it is not the final word in all cases. Individual circumstances may require additional information.

Please read the following statements and sign below to acknowledge your review of the Lynwood Unified School District ("LUSD") Volunteer Handbook.

- ☐ I have obtained and read a copy of the LUSD Volunteer Handbook. I understand that the policies, rules, and responsibilities as a volunteer described in it may be subject to change at the sole discretion of the District at any time.
- ☐ I understand that as a LUSD Volunteer, I may or may not have direct contact with students in unsupervised settings, and will be required to submit to a criminal record check for the District office.
- ☐ I am aware that during the course of my volunteering, confidential information may be made available to me. I understand that it is critical that this information not be disseminated within or outside the school community.
- ☐ I understand that my volunteer services are terminable at will, either by myself or LUSD, regardless of the length of my service with the District.
- ☐ I understand I must dress according to District dress code and professional standards.

Recibo y Reconocimiento del Distrito Manual de Voluntarios Distrito de Lynwood

El Manual de Voluntarios es un importante documento destinado ayudar a que se familiaricen con nuestro Distrito. Este manual servirá como una guía; no es la última palabra en todos los casos. Las circunstancias individuales pueden requerir información adicional.

Por favor, lea las siguientes declaraciones y firme abajo a reconocer su revisión del Distrito de Lynwood Manual del Distrito Voluntarios.

- ☐ He obtenido y leído una copia del Manual de Voluntarios de LUSD. Entiendo que las pólizas, reglas y responsabilidades como voluntario descrito en ella pueden estar sujetos a cambios a discreción del Distrito en cualquier momento.
- ☐ Entiendo que como Voluntario en LUSD, puedo o no puedo tener contacto directo con los estudiantes sin supervisión, y se requerirá someterse una verificación de antecedentes penales para la oficina del Distrito.
- ☐ Soy consciente de que en el curso de mi trabajo voluntario, información confidencial puede estar disponible a mí. Entiendo que es muy importante que esta información no sea diseminado dentro o fuera de la comunidad escolar.
- ☐ Entiendo que mis servicios voluntarios son rescindible a voluntad, ya sea por mí o el Distrito Escolar de Lynwood, independientemente de la duración de mi trabajo con el Distrito.
- ☐ Entiendo que debo vestir de acuerdo con el código de vestimenta del Distrito y los estándares profesionales.

Volunteer Name <i>Nombre del Voluntario</i>	
Volunteer Signature <i>Firma del Voluntario</i>	
Date <i>La Fecha</i>	

SCHOOL VOLUNTEER APPLICATION					
VOLUNTEER SITE REQUESTED: _____					
PLEASE SELECT ONE OF THE FOLLOWING: ☐ TIER I - ☐ TIER II - ☐ TIER III					
PLEASE SELECT ONE OF THE FOLLOWING: ☐ PARENT ☐ COMMUNITY ☐ STAFF ☐ LUSD PARTNER ORGANIZATION					
LAST NAME		FIRST NAME		PHONE NUMBER	EMAIL ADDRESS:
HOME ADDRESS			CITY	STATE	ZIP CODE
IN CASE OF AN EMERGENCY, PLEASE CALL:				RELATIONSHIP	
DAYS OF THE WEEK I CAN VOLUNTEER:				I CAN SERVE:	
☐ MONDAY ☐ TUESDAY ☐ WEDNESDAY ☐ THURSDAY ☐ FRIDAY				☐ MORNING ☐ AFTERNOON ☐ EVENING	
HAVE YOU EVER BEEN CONVICTED OF A FELONY OR MISDEMEANOR? ☐ YES ☐ NO					
MY SIGNATURE CERTIFIES THAT ALL STATEMENTS WITHIN THE APPLICATION ARE TRUE.					
VOLUNTEER'S SIGNATURE: _____ DATE: ____/____/____					
APPLICATION CHECKLIST (ALL TIER III DESIGNATED VOLUNTEER MUST BE PROCESSED BY THE CLASSIFIED PERSONNEL DEPARTMENT)					
☐ COMPLETED SCHOOL VOLUNTEER APPLICATION					
☐ CALIFORNIA DRIVER'S LICENSE OR CALIFORNIA IDENTIFICATION CARD					
☐ SIGNED HANDBOOK RECEIPT & ACKNOWLEDGEMENT (TIERS 1, 2, OR 3)					
☐ SIGNED VOLUNTEER CONFIDENTIALITY AND CODE OF CONDUCT AGREEMENT (TIERS 1,2, AND 3)					
☐ SIGNED ADULT PARTICIPATION AGREEMENT (TIERS 1, 2, OR 3)					
☐ TB TEST RESULTS – MUST BE COMPLETED SIXTY (60) DAYS FROM SUBMISSION DATE					
☐ FINGERPRINTING CLEARANCE (APPLICABLE ONLY TO TIER III)					
MY SIGNATURE CERTIFIES ALL STEPS REQUIRED OF ME WERE CORRECTLY COMPLETED RESULTING IN THE REFERRAL OF THE ABOVE-MENTIONED CANDIDATE.					
SITE ADMINISTRATOR'S SIGNATURE: _____					
PRINT NAME: _____ DATE: ____/____/____					
DISTRICT OFFICE USE ONLY					
APPLICATION APPROVED: ☐ YES ☐ NO					
REOCCURRING APPLICATION: ☐ YES ☐ NO					
PRESCHOOL VOLUNTEERS: ☐ TDAP ☐ MMR ☐ INFLUENZA ☐ NO					
MEGAN'S LAW COMPLETE: ☐ YES ☐ NO					
START DATE: ____/____/____		END DATE: ____/____/____		TB DATE: ____/____/____	
AUTHORIZING SIGNATURE:				DATE:	

School Volunteer

DEAR POTENTIAL VOLUNTEER,

THE LYNWOOD UNIFIED SCHOOL DISTRICT KNOWS THAT VOLUNTEERS ARE AN IMPORTANT PART OF OUR STUDENTS' SUCCESS. WE THANK YOU FOR YOUR INTEREST IN BECOMING A VOLUNTEER. YOU AND YOUR SERVICE ARE GREATLY APPRECIATED. YOU WILL NEED TO COMPLETE AN APPLICATION AND SUBMIT SUPPORTING DOCUMENTS. THIS IS DONE TO ENSURE THE SAFETY OF OUR STUDENTS.

VOLUNTEERS INCLUDE PARENTS AND COMMUNITY MEMBERS WHO ASSIST AT A SCHOOL SITE OR PROGRAM ON A REGULAR OR SEMI-REGULAR BASIS DURING SCHOOL HOURS. THIS MAY INVOLVE SUPERVISED OR UNSUPERVISED CONTACT WITH STUDENTS ON OR OFF CAMPUS. VOLUNTEERS WILL BE ASSIGNED TO EMPLOYEES (CERTIFICATED OR CLASSIFIED) TO ASSIST IN THE PERFORMANCE OF THEIR DUTIES. VOLUNTEERS WISHING TO CONTINUE THEIR SERVICE THE NEXT ACADEMIC YEAR, MUST RESUBMIT ALL REQUIRED VERIFICATION TO DETERMINE ELIGIBILITY*.

THIS APPLICATION MUST BE COMPLETED AND RETURNED TO THE SCHOOL SITE WITH ALL REQUIRED DOCUMENTS. TIER I AND TIER 2 VOLUNTEER APPLICATIONS ARE SUBMITTED TO THE SCHOOL SITE AND PROCESSED AT THE SCHOOL SITE. TIER 3 VOLUNTEER APPLICATIONS ARE FORWARDED TO THE DISTRICT OFFICE, CLASSIFIED PERSONNEL DEPARTMENT. THE SITE ADMINISTRATOR WILL BE NOTIFIED BY THE DISTRICT OFFICE WHEN CLEARANCE IS RECEIVED. THE APPLICATION MUST BE PROCESSED BEFORE VOLUNTEER SERVICE BEGINS.

VOLUNTEERS CAN SERVE WITHIN THE PARAMETER OF THREE DIFFERENT TIERS. ALL THREE TIERS REQUIRE TB CLEARANCE, MUST BE COMPLETED SIXTY (60) DAYS FROM DATE OF SUBMISSION. ONLY TIER 3 REQUIRES TB CLEARANCE, LIVE SCAN (FINGERPRINTING CLEARANCE BY THE DEPARTMENT OF JUSTICE (DOJ) AND THE FEDERAL BUREAU OF INVESTIGATIONS (FBI), COVID-19 VACCINATION CARD, AND DRUG SCREEN CLEARANCE.

TIER I: VOLUNTEER ACTIVITY TAKES PLACE IN HIGHLY PUBLIC SETTINGS UNDER THE SUPERVISION OF LUSD CERTIFICATED OR CLASSIFIED STAFF. VOLUNTEER SERVICE INVOLVES LITTLE OR NO STUDENT CONTACT. TIER I ACTIVITIES INCLUDE PARTICIPATION IN BOOK FAIRS AND BEAUTIFICATION DAYS. THIS TIER REQUIRES A TB TEST. LIVE SCAN IS NOT REQUIRED.

TIER 2: VOLUNTEER ACTIVITY TAKES PLACE IN PUBLIC SETTING UNDER THE SUPERVISION OF LUSD CERTIFICATED OR CLASSIFIED STAFF. THERE IS LITTLE OR NO STUDENT CONTACT. ACTIVITIES MAY INCLUDE ROOM PARENT, CAMPUS MONITOR, OR OFFICE VOLUNTEER. THIS TIER REQUIRES A TB TEST. LIVE SCAN IS NOT REQUIRED.

TIER 3: VOLUNTEER ACTIVITIES INVOLVE STUDENT CONTACT. THIS INCLUDES VOLUNTEER COACHES AND ASSISTANTS (SUBJECT TO COACHING REQUIREMENTS), BOOSTER PARENT, STUDENT TUTORS (SUBJECT TO STUDENT TUTOR REQUIREMENTS, EVENT/FIELD TRIP CHAPERONE, AND SUPERVISION ACTIVITIES INVOLVING CHILDREN. PERSONS WHO VOLUNTEERS FOR MORE THAN 16 HOURS PER WEEK OR SERVE IN AN UNSUPERVISED CAPACITY MUST ALSO MEET THIS REQUIREMENT.

ALL DESIGNATED TIER III VOLUNTEERS MUST PROVIDE THE COMPLETED VOLUNTEER APPLICATION, CALIFORNIA DRIVER'S LICENSE OR CALIFORNIA IDENTIFICATION CARD, & TB CLEARANCE TO THE CLASSIFIED PERSONNEL DEPARTMENT. ONCE ALL REQUIRED DOCUMENTS ARE RECEIVED THE LIVE SCAN FORM WILL BE PROVIDED. SITE WILL BE NOTIFIED ONCE THE VOLUNTEER SUCCESSFULLY COMPLETES ALL REQUIREMENTS.

APPLICATION CHECKLIST:

- _____ **COMPLETED SCHOOL VOLUNTEER APPLICATION (TIERS 1, 2, OR 3)**
- _____ **CALIFORNIA DRIVER'S LICENSE OR CALIFORNIA IDENTIFICATION CARD (TIERS 1, 2, OR 3)**
- _____ **SIGNED VOLUNTEER CONFIDENTIALITY AND CODE OF CONDUCT AGREEMENT (TIERS 1,2, AND 3)**
- _____ **TB TEST RESULTS* (TIERS 1, 2, OR 3) – MUST BE COMPLETED SIXTY (60) DAYS FROM DATE OF SUBMISSION**
- _____ **FINGERPRINTING CLEARANCE BY DOJ & FBI (TIER 3)**

*TB SCREENING IS REQUIRED EVERY FOUR (4) YEARS. PROOF OF TB SCREENING NEEDS TO BE SUBMITTED WITH AN APPLICATION EACH YEAR.

VOLUNTEER CONFIDENTIALITY & CODE OF CONDUCT AGREEMENT

YOUR SERVICE AS A VOLUNTEER FOR LYNWOOD UNIFIED SCHOOL DISTRICT (LUSD) IS GREATLY APPRECIATED. IN YOUR ASSOCIATION WITH TEACHERS AND STUDENTS, YOU MAY HAVE ACCESS TO STUDENT INFORMATION THAT IS NOT TO BE SHARED OR DISCUSSED WITH ANYONE OTHER THAN DESIGNATED PERSONNEL. CONFIDENTIALITY IS OF THE UTMOST IMPORTANCE IN YOUR WORK WITH TEACHERS AND STUDENTS. YOU MAY NOT DISCUSS A CHILD EVEN WITH THAT CHILD'S PARENTS/GUARDIANS; NOR ARE YOU TO CONTACT PARENTS/GUARDIANS REGARDING THE BEHAVIOR OR PERFORMANCE OF STUDENTS. YOU MUST ALWAYS REFER ANY QUESTIONS REGARDING STUDENTS TO THE STUDENT'S TEACHER OR SCHOOL PRINCIPAL. IF YOU NEED HELP WITH A STUDENT, DISCUSS THE MATTER PROFESSIONALLY WITH ONLY THE CHILD'S TEACHER, PRINCIPAL, OR HIS OR HER DESIGNEE.

BEFORE BEGINNING SERVICE AS A VOLUNTEER FOR THE LYNWOOD UNIFIED SCHOOL DISTRICT (LUSD), IT IS REQUESTED THAT YOU ACKNOWLEDGE YOUR INTENT TO FULFILL THIS RESPONSIBILITY BY ENDORSING THE STATEMENT BELOW.

1. I WILL NOT DISCUSS WITH OTHERS, WHEN SERVING AS A VOLUNTEER OR WHEN NO LONGER IN A VOLUNTEER ROLE, THE CONTENT OF ANY CONFIDENTIAL STUDENT INFORMATION WHICH WAS LEARNED IN THE COURSE OF OR BECAUSE OF MY VOLUNTEER WORK IN THE SCHOOL; NOR WILL I DISCLOSE OR PERMIT TO BE DISCLOSED DIRECTLY OR INDIRECTLY, STUDENT EDUCATION RECORDS, PERSONALLY IDENTIFIABLE STUDENT INFORMATION IN SUCH RECORDS, OR OTHER CONFIDENTIAL INFORMATION REGARDING ANY STUDENT. EXCEPTIONS TO THIS RULE INCLUDE MY ABILITY TO DISCUSS STUDENT INFORMATION WITH DESIGNATED STAFF MEMBERS AND/OR AS AUTHORIZED BY THE PRINCIPAL OR HIS OR HER DESIGNEE.
2. THE CONFIDENTIALITY OF STUDENT'S INFORMATION SHALL INCLUDE, BUT NOT BE LIMITED TO, THE FOLLOWING TOPICS:
 - a. ACADEMIC STANDING (INCLUDING STUDENT GRADES AND TEST SCORES)
 - b. ATTENDANCE
 - c. FINANCIAL STATUS
 - d. PHYSICAL/MENTAL HEALTH IDENTITY AND HISTORY
 - e. DISCIPLINARY STATUS/RECORDS
3. I FURTHER UNDERSTAND THAT, IN ACCORDANCE WITH THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA), "EDUCATION RECORDS" (GENERALLY DEFINED AS "THOSE RECORDS, FILES, DOCUMENTS, AND OTHER MATERIAL WHICH CONTAIN INFORMATION DIRECTLY RELATED TO A STUDENT; AND ARE MAINTAINED BY AN EDUCATIONAL AGENCY OR INSTITUTION OR BY A PERSON ACTING FOR SUCH AGENCY OR INSTITUTION") CANNOT BE RELEASED, EXCEPT AS ENUMERATED IN LAW, WITHOUT PARENT/GUARDIAN PERMISSION.
4. AS A VOLUNTEER, I UNDERSTAND THAT I AM NOT AUTHORIZED TO EXAMINE, RELEASE OR COMMENT ON STUDENT RECORDS/INFORMATION UNLESS EXPRESSLY DIRECTED TO DO SO BY A SCHOOL OFFICIAL AND ONLY IN ACCORDANCE WITH APPLICABLE LAW.
5. WHILE IN THE POSSESSION AND CONTROL OF CONFIDENTIAL STUDENT DATA, I UNDERSTAND THAT I MUST PROTECT THOSE DOCUMENTS FROM BEING VIEWED OR OBTAINED BY NON-AUTHORIZED INDIVIDUALS.
6. I WILL NEVER TAKE ANY CONFIDENTIAL STUDENT DATA OFF CAMPUS UNLESS AUTHORIZED BY THE SCHOOL PRINCIPAL OR HIS/HER DESIGNEE.
7. CONCERNS OR QUESTIONS REGARDING STUDENT RECORDS OR ISSUES OF CONFIDENTIALITY SHOULD BE BROUGHT TO THE ATTENTION OF THE SCHOOL ADMINISTRATOR AND/OR STAFF MEMBER THAT SUPERVISES THE VOLUNTEER.
8. I MUST REPORT ANY BREACH OR SUSPECTED BREACH IN THIS CONFIDENTIALITY AGREEMENT TO THE SCHOOL PRINCIPAL OR HIS/HER DESIGNEE.

VOLUNTEERS IN LUSD SHALL PERFORM TASKS ONLY UNDER THE SUPERVISION AND GUIDANCE OF APPROPRIATE STAFF AS ASSIGNED BY THE SITE ADMINISTRATOR, AND ARE EXPECTED TO COMPLY WITH ALL LUSD RULES AND REGULATIONS. AT ALL TIMES, VOLUNTEERS WILL ONLY PARTICIPATE IN ASSIGNED TASKS. VOLUNTEERS WILL NOT PARTICIPATE IN ACTIONS OR BEHAVIORS BEYOND THE SCOPE OF THEIR ASSIGNED VOLUNTEER TASKS AND RESPONSIBILITIES. ORIENTATION AND/OR IN-SERVICE TRAINING WILL BE PROVIDED BY APPROPRIATE STAFF TO HELP ENSURE VOLUNTEER AWARENESS OF THEIR DUTIES, RESPONSIBILITIES, AND EXPECTATIONS. VOLUNTEERS SHALL BE GIVEN SELECT MATERIALS, WHICH MAY INCLUDE APPLICABLE BOARD POLICIES AND/OR ADMINISTRATIVE REGULATIONS THAT ADDRESS THE ROLE OF THE VOLUNTEER. IF, AT ANY TIME, YOU HAVE QUESTIONS ABOUT APPROPRIATE VOLUNTEER RESPONSIBILITIES AND INAPPROPRIATE ACTIONS, YOU MUST IMMEDIATELY OBTAIN CLARITY FROM YOUR SITE ADMINISTRATOR OR DESIGNEE. IT IS YOUR RESPONSIBILITY TO OBTAIN CLARITY.

VIOLATION OF ANY OF THESE GUIDELINES MAY CAUSE IMMEDIATE TERMINATION OF THE VOLUNTEER'S SERVICES. SITE ADMINISTRATORS ARE RESPONSIBLE FOR DECISIONS CONCERNING CONTINUATION OR DISCONTINUANCE OF A VOLUNTEER'S ACTIVITIES.

MY SIGNATURE CERTIFIES THAT I ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND, AND WILL COMPLY WITH THE CONFIDENTIALITY & CODE OF CONDUCT STATEMENT:

APPLICANT'S SIGNATURE: _____

PRINT NAME: _____

DATE: _____/_____/_____

LUSD Volunteer Handbook Receipt and Acknowledgement

The Volunteer Handbook is an important document intended to help you become acquainted with Lynwood Unified School District. This Handbook will serve as a guide; it is not the final word in all cases. Individual circumstances may require additional information.

Please read the following statements and sign below to acknowledge your review of the Lynwood Unified School District Volunteer Handbook.

- I have received a copy or accessed the website version of the Lynwood Unified School District Volunteer Handbook.
- I understand and agree that it is my responsibility to read and familiarize myself with the provisions of the Volunteer Handbook and to abide by the rules, policies, and standards set forth in the Volunteer Handbook.
- I understand that District policies and procedures are contained in the Volunteer Handbook and agree that I am accountable for complying with District policies and procedures and further agree that if I have any questions about any District policy or procedure I will ask a District administrator for clarity so that I follow all policies and procedures in an appropriate manner.
- I understand that the policies, rules, and benefits described in it may be subject to change at the sole discretion of Lynwood Unified School District at any time.
- I understand that as a Lynwood Unified School District Tier I or II volunteer, I will not have unsupervised direct contact with students, and will be supervised at all times by Lynwood Unified School District personnel, and understand that personal information will be entered into the Megan's Law website.
- I understand that as a Lynwood Unified School District Tier III volunteer, I will have direct contact with students in unsupervised settings, and I am required to submit to a Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) check. The check will be submitted to the District office.
- I am aware that during the course of my volunteering, confidential information may be made available to me. I understand that it is critical that this information not be shared or disclosed within or outside the school community.
- I understand that my volunteer services are terminable at will, either by myself or Lynwood Unified School District, regardless of the length of my volunteering.

Print Full Name:	
Signature:	
Date:	

LUSD Volunteer Confidentiality and Code of Conduct Agreement

Your service as a volunteer for Lynwood Unified School District is greatly appreciated. In your association with teachers and students, you may have access to student information that is not to be shared or discussed with anyone other than designated personnel. Confidentiality is of the utmost importance in your work with teachers and students. You may not discuss a child even with that child's parents/guardians; nor are you to contact parents/guardians regarding the behavior or performance of students. You must always refer any questions regarding students to the student's teacher or school principal. If you need help with a student, discuss the matter professionally with only the child's teacher, principal, or his or her designee.

Before beginning service as a volunteer for the Lynwood Unified School District, it is requested that you acknowledge your intent to fulfill this responsibility by endorsing the statement below.

1. I will not discuss with others, when serving as a volunteer or when no longer in a volunteer role, the content of any confidential student information which was learned in the course of or because of my volunteer work in the school; nor will I disclose or permit to be disclosed directly or indirectly, student education records, personally identifiable student information in such records, or other confidential information regarding any student. exceptions to this rule include my ability to discuss student information with designated staff members and/or as authorized by the principal or his or her designee.
2. The confidentiality of student's information shall include, but not be limited to, the following topics: Academic standing (including student grades and test scores), Attendance, Financial status, Physical/mental health identity and history, and Disciplinary status/records.
3. I further understand that, in accordance with the family educational rights and privacy act (FERPA), "education records" (generally defined as "those records, files, documents, and other material which contain information directly related to a student; and are maintained by an educational agency or institution or by a person acting for such agency or institution") cannot be released, except as enumerated in law, without parent/guardian permission.
4. As a volunteer, I understand that I am not authorized to examine, release or comment on student records/information unless expressly directed to do so by a school official and only in accordance with applicable law.
5. While in the possession and control of confidential student data, I understand that I must protect those documents from being viewed or obtained by non-authorized individuals.
6. I will never take any confidential student data off campus unless authorized by the school principal or his/her designee.
7. Concerns or questions regarding student records or issues of confidentiality should be brought to the attention of the school administrator and/or staff member that supervises the volunteer.
8. I must report any breach or suspected breach in this confidentiality agreement to the school principal or his/her designee.

Volunteers in LUSD shall perform tasks only under the supervision and guidance of appropriate staff as assigned by the site administrator, and are expected to comply with all lUSD rules and regulations. At all times, volunteers will only participate in assigned tasks. Volunteers will not participate in actions or behaviors beyond the scope of their assigned volunteer tasks and responsibilities. Orientation and/or in-service training will be provided by appropriate staff to help ensure volunteer awareness of their duties, responsibilities, and expectations. Volunteers shall be given select materials, which may include applicable board policies and/or administrative regulations that address the role of the volunteer. It is your responsibility if you have questions about appropriate volunteer responsibilities and inappropriate actions, you must immediately obtain clarity from your site administrator or designee.

Violation of any of these guidelines may cause immediate termination of the volunteer's services. Site administrators are responsible for decisions concerning continuation or discontinuance of a volunteer's activities.

Print Full Name:

Signature:

Date:

Adult Participation Agreement

The undersigned individual hereby requests to participate as a volunteer in the following activity:

Description of Activity (volunteer type): Chaperone, Classroom Volunteer, Garden, etc.	
Date(s) of Activity: Month/Year – Month/Year	

In consideration of the Lynwood Unified School District's agreement to allow me to participate as a volunteer in the above-described activity, the receipt and sufficiency of which consideration is hereby acknowledged, on behalf of myself and my heirs, executors, administrators, successors, assigns, and personal representatives, I agree as follows:

Assumption of Risk: I understand that participation in the above-described activity, by its very nature, includes certain inherent risks, known and unknown, that cannot be eliminated regardless of the care taken to avoid injuries. The specific risks vary, but may involve property damage, bodily injury, emotional injury, personal injury, death, and financial damage. Specific risks associated with this activity include, but are not limited to the following (list field trip/activity hazards and risks here): all general risks associated with participation on school grounds and around students.

I understand and appreciate the risks that are inherent in this activity, and, to the fullest extent permitted by law, I agree to assume any and all risks of injury or harm that be sustained by while or in connection with such activity.

Waiver of Liability: I understand that, as a result of my participation as a volunteer in the above-described activity, limited coverage, if any, may be available to me through the District's workers' compensation program. This means that, in case of illness or injury arising out of my participation in the above-described activity, I may be entitled to workers compensation benefits in accordance with the terms of the District's workers' compensation program. I acknowledge and agree that any benefits afforded to me by the District's workers' compensation program, whether or not any such coverage benefits are available, are my only recourse against the Lynwood Unified School District, and its affiliates, subsidiaries, divisions, Board Members, administrators, directors, officers, employees, agents, independent contractors, and volunteers (collectively referred to herein as the "District") for any injuries arising from or connected in any way with the above-described activity. I agree to hold the District completely harmless and not liable, and to release the District from all liability whatsoever, and agree not to sue the District, on account of or in connection with any claims, losses, demands causes of action, losses, costs, or expenses arising out of or connected in any way with my participation in the above-described activity. This release is intended to discharge the District against any and all liability whatsoever arising out of or connected in any way with the above-described activity, even though that liability may not occur on District-owned premises, and even though that liability may arise out of the negligence or carelessness on the part the District.

Indemnification: To the fullest extent permitted by law, I agree to immediately defend, indemnify, and hold the District harmless from and against all claims, demands, causes of action, suits, damages, costs, losses, expenses, and liabilities of every kind and nature arising out of or connected in any way with my participation in the above-described activity, including all amounts incurred by the District for defending any such all claims, suits, damages, costs, losses and expenses, including all attorney's fees and costs incurred. The indemnity shall apply regardless of any active and/or passive negligent act or omission of the District other responsible party, or their agents or employees.

Adult Participation Agreement

Video/Photo Release: During the above-described activity, photographs may be taken and videos may be produced and used for future publicity. I give permission for images of myself captured during the above-described activity, including but not limited to images captured by video, photo, and digital camera to be used for the purposes of the District, including in promotional materials and publications and agree to waive any rights of compensation or ownership thereto.

Authorization and Consent to Medical Treatment: By my signature below, I certify that I have no special health needs or medication needs of which the activity supervisor should be aware and that I have consulted with my physician and verify that I am medically fit to participate in the above-described activity. In the event that I am injured any time during my participation in the above-described activity, I hereby authorize and consent for District to administer general first aid treatment for any minor injuries or illnesses I may experience. If the injury or illness is life threatening or in need of emergency treatment, I authorize the District to summon any and all professional emergency personnel to attend, transport, and treat me, and to issue consent for any X-ray, anesthetic, blood transfusion, medication, or other medical diagnosis, treatment, or hospital care deemed advisable by, and to be rendered under the general supervision of, any licensed physician, surgeon, dentist, hospital, or other medical professional or institution duly licensed to practice in the state or country in which such treatment is rendered. I understand that this authorization and consent is given in advance of any specific diagnosis, treatment or hospital care which may become required, but is given to provide authority and power to the District to render care in the best judgment of the District upon the advice of any such medical, dental, or emergency personnel. I understand that efforts shall be made obtain my consent prior to rendering treatment, but that treatment will not be withheld if I am incapacitated, unavailable, or otherwise unable to provide consent.

Medical Insurance Acknowledgement: I acknowledge and understand that, aside from potential coverage which may be afforded by the District's workers compensation program, the District does not provide liability or medical insurance coverage for me in connection with my participation in the above-described activity. I acknowledge that I have my own medical insurance, and that I agree to assume all responsibility for payment for any treatment I may receive.

IN SIGNING BELOW, I HEREBY ACKNOWLEDGE AND REPRESENT THAT I AM AT LEAST 18 YEARS OF AGE OR OLDER, THAT I HAVE READ THIS ENTIRE DOCUMENT, THAT I UNDERSTAND ITS TERMS AND PROVISIONS, THAT I UNDERSTAND IT AFFECTS MY LEGAL RIGHTS, THAT IT IS A BINDING AGREEMENT, AND THAT I HAVE SIGNED IT KNOWINGLY AND VOLUNTARILY.

Print Full Name:	
Signature:	
Date:	
Medical Insurance Carrier: e.g., Blue Shield, Kaiser, etc.	
Policy Number:	