Volunteer Handbook

LAWNDALE
Elementary School District

4161 West 147th Street, Lawndale, CA 90260

Welcome

The volunteer program at Lawndale Elementary 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. **Increase Academic Achievement**: Ensure all students learn through access to high quality actions and services that increase academic achievement and civic, career, and college readiness.
2. **Ensure Access & Equity:** Provide high quality actions and services to eliminate barriers to student access to required and desired areas of study.
3. **Improve Parent & Student Engagement:** Ensure all school sites have safe, welcoming, healthy, and inspiring climates for all students and families, so that all students are behaviorally and academically engaged in school and ready to learn.
4. **Provide 21st Century Learning Environments:** Invest in optimal learning environments that enhance student learning and ensure safety.

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 remuneration (monetary compensation etc.) 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, athletic coaches, school garden assistants, mentors, and field trip chaperones.

Volunteer Opportunities

There are many ways to help our schools! Here are some examples:

Title	Description
Family Center	The Family Center volunteer assists in communicating with parents, planning classroom celebrations and parent workshops (in compliance with District policies).
Office	The office volunteer assists school staff with duplicating and/or preparing instructional material.
Classroom	The classroom volunteer assists the teacher, working in the classroom with individual or small groups of students, performs clerical tasks, or presenting information to the class in areas of expertise.
Car Line Valet	The car line valet assists students and parents during drop-off or pickup.
Coach	The coach volunteer assists the head coach with student sport and athletic activities.
Garden	The garden volunteer assists with school gardens and related activities.
Field Trip Chaperone	The chaperone volunteer assists during field trips by supervising groups of children.

Volunteer Requirements

Volunteers fall within three different categories depending on the duration of their assignment and/or contact with students. We have grouped these into:

Tier I: Short-Time Campus Visitor

1. No volunteer application required

Tier II: Classroom or Activity Helpers with limited or non-student contact

1. Volunteer application
2. TB test

Tier III: Classroom or Activity Helpers with Student Contact

1. Volunteer application
2. TB test
3. Live Scan

TIER I VOLUNTEER Short-Time Campus Visitor

A Tier I Volunteer

A campus visitor that is visiting a school campus for a short period of time. These persons have no unsupervised exposure or contact with children without the supervision of a district staff. Examples of Tier I Volunteers include:

- Guest readers
- Guest speakers
- One-time volunteers for school or classroom events such as Read Across America Day, Turkey Trot, etc.
- Parents/guardians who attend school to participate in a parent involvement activity with their children.

Tier I Volunteer Requirements

1. Be approved by a District employee
2. Sign-in/out of the office using the Raptor Visitor Management System and return badge
3. Present a form of current, government-issued photo identification

TIER II VOLUNTEER: Classroom or Activity Helpers with limited or non-student contact

Tier II Volunteer

A volunteer that frequently assists the school. These volunteers include individuals that will participate in activities that may or may not require student contact.

- **Non-Student Contact Volunteer:** Volunteers who frequently assist in activities that do not require student contact. Examples include:
  - Preparing classroom materials away from students and in a location such as the office or school work room.
  - Assisting in communicating with parents.
  - Planning classroom celebrations and parent workshops (in compliance with District policies).
- **Limited Student Contact Volunteer:** Volunteers who may have limited student contact in performing volunteer activities. These volunteers serve under the direct and constant supervision of a teacher or LESD staff member. Examples include:
  - Car line Valet
  - Reading to the whole class
  - Working with students at a learning center alongside the teacher
  - Classroom assistance
  - Performing clerical tasks
  - Presenting information to the class in areas of expertise
  - Duplicating and/or preparing instructional material
  - Participating in after-school programs, athletic practices, and events

Tier II Volunteer Requirements

1. Be approved by a District employee
2. Sign-in/out of the office using the Raptor Visitor Management System and return badge
3. Present a form of current, government-issued photo identification
4. **Read LESD Volunteer Handbook & Submit Acknowledgement**
5. **Submit signed Volunteer Application & Participation Agreement**
6. **Submit to a tuberculosis risk assessment (Required every four years)**

TIER III VOLUNTEER
Classroom or Activity Helpers with Student Contact

Tier III Volunteer

Volunteers who are primarily supervised by a teacher or any LESD staff member, but may have brief periods of working alone with students or out of the sightline of District staff. Examples of Tier III Volunteers include:

- Any off-campus event such as **field trips,** overnight field trips
- Working at a table with a small group of students
- Escorting small groups of students from the classroom to other locations on campus
- Mentoring activities
- Coach volunteer who assists the head coach with student sport and athletic activities
- Garden volunteer
- Working in a preschool classroom

Tier III Volunteer Requirements

1. Be sponsored or approved by a District employee
2. Sign-in/out of the office using the Raptor Visitor Management System and return badge
3. Present a form of current, government-issued photo identification
4. **Read LESD Volunteer Handbook & Submit Acknowledgement**
5. **Submit signed Volunteer Application & Participation Agreement**
6. **Submit to a tuberculosis risk assessment (Required every 4 years)**
7. **Background Check: Live Scan Fingerprinting (completed at District Office)**
8. **PRESCHOOL ONLY - Submit Proof of Immunization records**
    a. Proof of Immunization against pertussis (Tdap)
    b. Proof of immunization against measles (MMR)
    c. Obtain an influenza shot by December 1 of each year

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 **depending on the type of volunteer.**

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.

Documents are included in this packet as well as on our website.

Step 1

Complete and submit the **Volunteer Application, Participation Agreement, Handbook Receipt & Acknowledgement**, and Tuberculosis Clearance* to your school's **Community Liaison.**

Your application will be reviewed. If necessary, the Community Liaison will forward your information to Human Resources to schedule Live Scan (fingerprinting). Live Scan is conducted by appointment only.

Step 2

Once the process is complete, your school Community Liaison will contact you.

*Preschool volunteers will also need to show proof of immunization against pertussis (Tdap) and measles (MMR) and must obtain an influenza shot by December 1 of each year (as required by SB972).

About the Process

The Principal or designee 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.

All 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.

Additional Requirements

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 Lawndale Elementary 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 12 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. Beginning Sept. 1, 2016, there are new 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.

Volunteer 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 paramount concern.

Volunteers may not:

- Leave students unsupervised
- Give out information about any student; requests for student information should be referred to the school office
- 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

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.

Volunteer 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 according to District dress code and Professional Standards (see School Handbook and Board Policy)
- Become familiar with the bell schedule at your school
- Become familiar with the "Chain of Command". (Each school has its own chain of command; find out what it is.)
- 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 handbook
- 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.(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 Lawndale Elementary 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 District Safety Plan is available for review by contacting the Director of Maintenance. 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 is not permitted on school grounds.
- All volunteers and employees 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 designee so that arrangements can be made for medical or first aid treatment.

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. Students will be disappointed you cannot come, but will be reassured that you cared enough to call.
- **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** – Lawndale Elementary School District does not condone the illegal duplication of software. 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.

Procedures Continued

- **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. 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, site administrator or School Nurse 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 he or she may in turn 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 Districts, 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 these 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 (5 to 10 Years Old)

A five-year-old…

- is helpful around the house
- prefers mother as parent
- 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
- enjoys father
- 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
- girl likes dress-up, paper dolls, and jump rope
- 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.
- is more interested in talking and listening than in working

An eight-year-old…

- makes fewer complaints about teacher
- 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 brothers and sisters
- 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

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

Characteristics of Children (Pre-Adolescents)

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 toward the opposite sex
- 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 kindly 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 (FAQs)

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 **Community Liaison** 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 Community Liaison 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).
Note: Beginning Sept. 1, 2016, there are new 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 Lawndale Elementary School District Office in the Human Resources Department by referral from the Community Liaison 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 LESD 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.

Frequently Asked Questions (FAQs) Continued

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 Live Scan (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 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.

Uniform Complaint Procedures Annual Notice

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

The Lawndale Elementary School District annually notifies our its 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 Lawndale Elementary 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 Continued

A pupil fee 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:

Dr. Lisa Cooper, Assistant Superintendent, Human Resources
Lawndale Elementary School District Office 4161 West 147th Street, Lawndale, CA 90260
Phone: (310) 973-1300 || Fax: (323) 680-4991 || Email: lisa_cooper@Lawndalesd.net

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.

Professional Standards

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
6. Child abuse or neglect does not include:
    a. A mutual affray between minors.
    b. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his/her employment.
    c. 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 Board of Trustees recognizes that local and wide area network services provide a wide variety of opportunities to achieve educational goals and objectives and therefore provides network access to its staff and students. Access to the vast range of information resources on the Internet requires responsible use by each employee. As such, every Lawndale Elementary School District (LESD) employee shall act in an ethical and legal manner consistent with District goals and objectives and shall conform to appropriate use and network etiquette that includes being polite, using appropriate language, and respecting the privacy of others. The level of confidentiality on District-owned hardware, software, and network access will not be the same as that expected when using personal equipment or Internet services. Electronic communications, computer files and other Internet records may be examined at any time, without advance notice or consent. For purposes of this agreement, electronic communications include but are not limited to e-mail, chat, instant messaging, social media, and online file storage.

LESD shall take reasonable steps to ensure that network use is primarily for activities that support District goals and objectives. The District shall select a reliable and effective Internet Filtering System and shall specify the manner in which it will be configured. Computer security cannot be made perfect and it is likely that a user can make use of District computer resources and network access for inappropriate purposes. LESD believes that the benefits to staff from access to the Internet in the form of information resources and opportunities for online access and shared file access far exceed any disadvantages of that access. Use of the District network or the Internet is a privilege that may be revoked at any time for inappropriate conduct. District network use is strictly limited to District business and curriculum. Personal use, other than minor incidental use, is prohibited.

Professional Standards Continued.

Inappropriate online conduct includes, but is not limited to:

- Using the network for illegal activities, including unauthorized installation, use, storage, or distribution of copyrighted software or materials in violation of copyright laws;
- Accessing, posting, submitting, publishing or displaying harmful or inappropriate matter that is threatening, obscene, disruptive or sex could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, gender, sexual orientation, age, disability, religion or political beliefs;
- Attempting to disable or circumvent the filtering, firewall, or any other protective systems to expand access without direct authorization from the Technology Department;
- Using the network for private business or commercial enterprise;
- Using the network for political activities;
- Unauthorized use of another individual's name, access, account, username, and password or allowing another user access to your account or password;
- Disclosure, use or dissemination of personal identification information about any person when using electronic mail, chat rooms, or other forms of direct electronic communication, or by any other means to individuals or organizations over the Internet. Personal information includes a person's name, address, telephone number, Social Security number, birth date or other individually identifiable information;
- Attempting to read or tamper with other users' electronic mail or files or their ability to send or receive electronic mail, or the deletion, copying, modification, or forging other users' e-mail or electronic communications;
- Vandalizing equipment, data, or alteration of the configuration and settings of District data processing equipment;
- Sending or exchanging messages that are inconsistent with District policies.
- Distributing electronic media in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system (e.g., downloading files during prime time; sending mass electronic messages; downloading of video and audio files not directly related to District goals, excessive chat or instant message use for non-educational purposes).
- Distribution of chain letters.
- Sharing electronic mail account passwords, leaving passwords available in obvious locations, or leaving "signed on" computers unattended and accessible.
- Intentionally uploading, downloading or creating computer viruses and/or maliciously attempting to harm or destroy District equipment or materials or manipulating the data of any other user, including so-called "hacking."
- Use of electronic communication for other than school business purposes
- Any use of electronic communication with students, parents, and guardians other than school business or school activities.
- Responsibility - As an employee user of the Lawndale Elementary School District wide area and local area networks, I agree to:
    - Report any known misuse of the network to a responsible person, which may include any site or District-level administrator or Information Technology management employee.
    - Use my network access in an acceptable manner, following all District rules and regulations regarding network use, including being polite, using appropriate language, respecting others' privacy, and using electronic communications for business purposes only.

Professional Standards Continued..

- Use online time and other network resources efficiently.
- Assist in keeping the LESD network free from virus attack by refraining from opening attachments from unknown sources and being alert to virus warnings.
- Employees who violate the District Network and Internet Acceptable Use Agreement, misuse electronic resources, or violate state or federal laws shall be subject to disciplinary action up to and including dismissal, loss of access privileges and/or legal action in accordance with applicable law and Board policies.
- The District makes no warranties of any kind; either expressed or implied that the functions or the services provided by or through District networks or Internet access will be error-free or without defect. The District will not be responsible for any damage employees may suffer, including but not limited to, loss of data, interruptions of service or exposure to inappropriate material or people.
- The District is not responsible for the accuracy or quality of the information obtained through its networks or the Internet. The District will not be responsible for financial obligations arising through the unauthorized use of its systems. Employees will indemnify and hold the District harmless from any losses sustained as the result of misuse of District systems by the employee.

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 work- place. 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].

COVID-19 Considerations

The Lawndale Elementary 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 the COVID-19 pandemic. 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**: strongly 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 www.lawndalesd.net/readytogether for the latest updates regarding COVID-19 protocols.

Professional Standards Continued...

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)

Professional Standards Continued….

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.

Volunteer Application Packet

Please review the Volunteer Handbook in its entirety and complete the **Digital Volunteer Packet online**.

If you encounter any issues with the digital form, contact your Community Liaison for assistance.

The following pages include copies of the forms so you can see what information you will need before completing them online.

Handbook Receipt & Acknowledgement

Receipt and Acknowledgement of the Lawndale Elementary 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 Lawndale Elementary School District ("LESD") Volunteer Handbook.

- ❑ I have obtained and read a copy of the LESD 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 LESD 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 LESD, regardless of the length of my service with the District.
- ❑ I understand I must dress according to District dress code and professional standards.

Volunteer Name	
Volunteer Signature	

Lawndale Elementary School District

Volunteer Application | Applicación de Voluntario

School Year| Año escolar: _____

General Information | Información de Contacto			
Full Name | Nombre			
Address | Dirección			
Phone Number | Teléfono			
Email Address | Correo Electrónico			
Date of Birth | Fecha de Nacimiento			
Student Information (List all students) | Información del estudiante			
Student Name| Nombre del estudiante	Student ID #| Numero de identificación del estudiante	School and Teacher Name| Nombre de la escuela y del maestro(a)	Relationship to Student | Relación con el estudiante
Have you ever been convicted of a felony or misdemeanor? |¿Alguna vez ha sido condenado por un delito mayor o menor?	**No** **Yes: _____**		

Emergency Contact | Contacto de Emergencia			
Full Name | Nombre			
Phone Number | Teléfono		**Relationship | Relación**	

Volunteering Details | Detalles de Voluntad	
New Application | Nueva Aplicación Must attach TB results – adjunte resultados del examen TB	**Renewed Application| Renovar Aplicación** TB on file – TB en archivo
Volunteer Type | Tipo de Voluntarios **Classroom, Chaperone, etc.** | Ayudante de Clase, Chaperón de Excursión, etc.	
Volunteer Site| Sitio de voluntariado	

Volunteer Signature | Firma del Voluntario			
Signature | Firma		**Date | Fecha**	

School Use Only | Uso de la escuela solamente

☐ Handbook Receipt & Acknowledgement ☐ Treatment Authorization ☐ TB on file Date:

For Preschool Volunteers: ☐ TdAP ☐ MMR ☐ Influenza District Employee: ☐Yes ☐No If yes, job title:_____

Work Location:_____

Megan's Law Complete? ☐ No ☐ Yes Live Scan Required? ☐ No ☐ Yes

Community Liaison Signature: _____ Date:_____Principal Approval:_____ Date:_____

Adult Participation Agreement - Page 1

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 Lawndale Elementary 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 Lawndale Elementary 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 - Page 2

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 understand that the District does not provide medical insurance for volunteers and that I am responsible for any medical expenses that may arise from my participation, regardless of whether I have personal coverage.

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:	

Medical Insurance Carrier: e.g., Blue Shield, Kaiser, etc.	
Policy Number:	