



La Habra City School District School Volunteer Guidelines

PURPOSE OF THE LHCSO SCHOOL VOLUNTEER PROGRAM

The purpose of the LHCSO School Volunteer Program is to enhance student achievement by engaging and leveraging the rich talents and expertise of our local school communities.

School volunteers:

- Reinforce classroom learning by assisting teachers in classrooms with non-instructional tasks
- Support school personnel in the effective operation of schools
- Promote positive partnerships between the home, schools and the community
- Serve as positive role models for students by helping students develop a more positive attitude about themselves, schools and communities

SECTION I: VOLUNTEER APPLICATION PROCESS

- Individuals are not allowed to begin a volunteer school assignment until the following are completed:
 - Volunteer Application Form
 - Criminal History Declaration Form
 - Expectation and Requirement Form
- Volunteers serving at more than one LHCSO school must have a completed application for each school/office on file.
- Volunteers serving less than 16 hours per week at a site do not need fingerprinting clearance. They still need to be checked against the Megan's Law website.
- Student Teachers and School Counseling Interns shall be referred directly to the District's Human Resources Department at ext. 80103.

SECTION II: HEALTH AND SAFETY

- COVID-19 Information: The recent health mandates have been rescinded. Therefore, neither proof of COVID vaccination nor COVID screening tests of unvaccinated individuals is required.
- Tuberculosis Clearance: Tuberculosis (TB) clearance must be presented to school personnel as part of the application process. All TB clearances must be within the last four years prior to the individual starting volunteer service. TB clearances that are older than four years from the time the volunteer application is submitted will not be accepted. ***TB clearance is the responsibility of the volunteer.***



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- **Sex Offender Statement and Megan's Law:** The school principal or an acceptable designee must check all volunteer applicants against the California Megan's Law online database for sex offender clearance at <http://www.meganslaw.ca.gov/>. Any volunteer applicant whose name appears on the Megan's Law list and is required to register as a sex offender is prohibited from serving as a school volunteer in any capacity including individuals participating in one-time activities.
- **Required for persons volunteering for more than 16 hours per week:**
 - **Fingerprinting (Background Clearance):** Fingerprinting by the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) is required for the following persons prior to the school's submission of the individual's application:
 - Fingerprinting must be conducted through LHCSd. Schools with volunteer applicants requiring fingerprinting must contact Classified Personnel at ext. 80302.
 - LHCSd employees desiring to participate in a school volunteer program do not have to resubmit a Fingerprinting Application. However, LHCSd employees must complete a volunteer application.

SECTION III: EXCEPTIONS

Volunteer Applications **NOT** required but verification on Megan's Law website required for the following individuals:

- Parents observing their child's classroom and who remain under the direct supervision of an administrator or designee at all times.
 - Individuals participating in one-time activities where there is limited contact with students or staff and supervision is provided by a certificated District employee. Examples include:
 - Chaperoning dances or one-day field trips (under 16 hours in duration)
 - Providing clerical functions that do not involve access to confidential documents or information
 - Guest speaking engagements
 - Job-shadowing events from local universities (less than 16 hours in duration)
 - Field Day
 - School volunteers, like all campus guests, are required to sign in at the school office upon entering the school premises and sign out when they exit the campus.
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SCHOOL VOLUNTEER APPLICATION

School: _____ School Year: _____

Check One: ☐ Parent at Child's School ☐ Community-Other Adults ☐ Student Intern/Fieldwork Hours
☐ LHCS D Employee ☐ Mentor ☐ Other: _____

☐ New Volunteer ☐ Returning Volunteer

Title: ☐ Mrs. ☐ Ms. ☐ Mr. ☐ Dr.

First Name _____ Last Name _____

Address _____ City _____

State _____ Zip _____

Telephone #: Home _____ Cell _____ Work/Business _____

Email _____

In case of an emergency, please call:

Contact Name 1 _____ Contact 1 Phone _____

Contact Name 2 _____ Contact 2 Phone _____

Physician contact _____ Date of TB Clearance _____

Please list any health concerns: _____

Do you have a child or children in the school? ☐ Yes ☐ No

I can serve: ☐ Mornings ☐ Afternoons ☐ Unknown at this time

Days of week I can serve: ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

Maximum # of hours I can volunteer: _____ per week

Grade Level: ☐ TK-K ☐ Elementary (Primary) 1-3 ☐ Elementary (Upper) 4-6 ☐ Middle School

I would like to volunteer in the following areas: ☐ Reading ☐ English ☐ Social Studies ☐ Foreign Language
☐ Art ☐ Library ☐ Other _____

I have completed the above information truthfully and have read, understand, and will comply with LHCS D requirements and expectations for all volunteers. Please note: A person who is required to register as a sex offender shall not serve as a volunteer.

Print Name: _____ Signature _____ Date: _____

FOR SCHOOL USE ONLY

Verification of TB Clearance: ☐ Yes ☐ No

Megan's Law Database Clearance Date: _____ Fingerprinting Needed: ☐ Yes ☐ No

Completed forms: ☐ School Volunteer Application ☐ Criminal History Declaration ☐ Expectations and Requirements

Principal's Signature _____ Date _____



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CRIMINAL HISTORY DECLARATION

The La Habra City School District wants to encourage parents and others to volunteer their time and services to support the District and our children. The donation of your time is greatly appreciated. The District also desires to ensure a safe school environment for our children. In order to accomplish this objective, it is necessary to prevent those individuals who are registered as a sex offender or who have been convicted of a violent felony or other inappropriate criminal conviction from volunteering in our schools.

Education Code sections 35021 and 35021.1 prohibit persons who are required to register as a sex offender under Penal Code section 290 from volunteering in public schools. Penal Code section 290.95 requires all persons who are required to register as sex offenders to report such status when applying for or accepting a volunteer position in schools.

Are you a registered sex offender?

☐ Yes ☐ No

Have you ever been convicted of any felony or misdemeanor?

☐ Yes ☐ No

Are there any restraining orders in which you (or any of your family members) and any student(s) attending the school are involved?

☐ Yes ☐ No

If you answered yes to any of the above, please attach an explanation of the nature, date, location, and disposition of the case(s) related to the conviction.

I declare under penalty of perjury under the laws of the State of California that I have not been convicted of a crime that requires me to register as a sex offender, and if I am, subsequent to this date, convicted of such a crime, I agree to immediately notify the La Habra City School District of such conviction. I understand that the District reserves the right to conduct a criminal background check of school volunteers as permitted by the law. I further understand that if the information I have provided is not accurate, my volunteer services will be terminated.

Executed on _____, _____, ***at*** _____, ***California.***
(date) (year) (city)

Print Name

Signature



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EXPECTATIONS AND REQUIREMENTS

1. The La Habra City School District's Board of Education encourages parents, guardians and other members of the community to share their time, knowledge and abilities with our students.
2. To ensure the safety and well-being of our children, the District has developed several expectations and requirements for our volunteers. Safety is our first concern.
3. Each volunteer is expected to complete the District Volunteer Application Form. The completed form must be on file in the principal's office prior to commencement of services. This form includes a requirement to disclose any prior criminal convictions. Failure to provide accurate information will result in termination of services.
4. It is required that each volunteer keep TB clearance up-to-date. TB clearance is the responsibility of the volunteer.
5. Each volunteer is expected to maintain confidentiality regarding each student and family.
6. If volunteers hear about or observe evidence of child abuse, volunteers shall report the information to the site principal or designee immediately.
7. Education Code 35021 provides that a person who is required to register as a sex offender pursuant to Penal Code section 290 shall not serve as a volunteer or chaperone for fieldtrips or other school activities.
8. Volunteers are to conduct themselves in a manner that will not be distracting from the educational process.
9. Volunteers will not bring children with them during volunteer hours.
10. Volunteers understand that student discipline is the responsibility of the school personnel. Volunteers will consult with the school personnel regarding discipline procedures.
11. Volunteers understand that their service activity as a volunteer is determined by the administrator and/or teacher and may be discontinued at any time.
12. Volunteers will adhere to the District's COVID-19 Safety Protocols, including but not limited to self-monitoring of symptoms prior to school arrival and reporting of positive COVID-19 diagnosis or close contact exposure to school administration.

I have read and understand the information above. I agree to follow these guidelines.

Print Name: _____

Signature: _____

Date: _____