

Coffee with the
Principal

Thursday, October
4th

@ 8:15AM -

Library

Focus: Come

Learn More about

Bullying

Prevention

And Chat about

school

events/concerns





Join us at

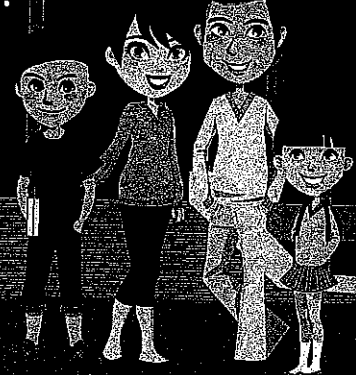
FERIA DE EDUCACIÓN

2018

Oct.

20

9:30 a.m. – 3 p.m.



ACTIVITIES FOR THE ENTIRE FAMILY



Free admission

On the CSUN campus



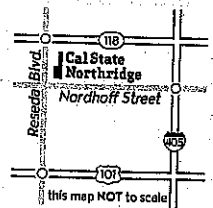
Free books



Experts in financial aid



csun.edu/feria



CSUN 18111 Nordhoff St, Northridge, CA 91330

TOPEKA'S GUIDE TO BECOMING A VOLUNTEER

Every parent is encouraged to volunteer to enrich the school experience for their student.

LAUSD has mandated new procedures for school volunteers to improve security and ensure the safety of students and school personnel. The following LAUSD procedures for volunteers bulletin (BUL-6746.0) has been implemented at Topeka. You can access the complete document here: <https://achieve.lausd.net/Page/10443>

Steps to Submitting the Volunteer Application – go to <https://volunteerapp.lausd.net>

1. Select "LAUSD parent/guardian"
2. Click "Register" - The prospective volunteer will receive a confirmation email
3. Create a password
4. Log-in and complete the application
5. **Submit Online** - Ensure all fields of the applications are complete.
6. **Submit to Topeka (office)**
 - a. **Printed and Signed** - Application
 - b. **Printed and Signed** - Commitment Form
 - c. **Tuberculosis test clearance** cleared by a Health Care Provider up to 60 days prior to volunteer service for NEW volunteers. Continuing volunteers: TB clearance is valid for 4 years.

When can I start Volunteering?

- A. The Volunteer has Clearance by the administration when
- a. A volunteer has submitted the **Volunteer Application and Commitment Form**. <https://volunteerapp.lausd.net> and is TB cleared by a Health Care Provider.
 - b. A volunteer has been cleared on Megan's Law, processed, and a badge is received (usually 2-4 weeks). The volunteer will be notified via e-mail. Badges will be worn by volunteers while on campus and kept in the main office.
 - c. When fingerprint clearance is required, fingerprint clearance has been obtained (see below for guidelines)

HEALTH CLEARANCE REQUIREMENTS

Tuberculosis (TB) Clearance

Volunteers must submit clearance of TB prior to starting volunteer service. Clearance for TB is valid for up to 60 days prior to service for new volunteers and period of up to four (4) years for continuing volunteers.

All prospective volunteers are required to have the TB Risk Assessment Questionnaire administered by a licensed health care provider. If there are no risk factors identified, a Certificate of Completion is provided by the health care provider for clearance; and the prospective volunteer must submit a copy of this to the school or office.

Continuing volunteers with TB clearance must repeat the TB clearance certification every four (4) years.

For additional questions regarding TB requirements for LAUSD volunteer applicants, contact LAUSD Nursing Services at (213) 202-7580.

FAQ'S: (FREQUENTLY ASKED QUESTIONS)

Q. Do I need to do a Volunteer Application if I am going on a field trip? A. Yes

Q. I'm just volunteering occasionally in the classroom, do I still need to do an application and get fingerprinted? A. Yes, if you have direct contact with children. Please check with your child's teacher to find in what capacity you will be needed in the classroom.

Q. My child is having a party and I'd like to go, do I need to fill out an application? A. No

Q. I am only able to volunteer for a Single Event, what do I do? A. Fill out the Single Event Form, gets checked against CA Megan's Law, and must have Principal's approval at least a week in advance.

SAFETY/SECURITY CLEARANCE REQUIREMENTS

Megan's Law/Sex Offender Clearance

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

Federal Bureau of Investigation (FBI) / Department of Justice (DOJ) Fingerprinting Clearance

Volunteer applicants need to be fingerprinted only once during their volunteer service. Fingerprinting clearance by the FBI and the DOJ is required for the following persons:

- ✓ Persons providing direct instruction to students regardless of the number of hours engaged in such activity, even if supervised by a certificated employee
- ✓ Persons volunteering in any school for more than 16 hours per week, regardless of supervision
- ✓ Persons volunteering for less than 16 hours per week under general supervision and whose duties require significant contact with students, as determined by the school principal.

Fingerprinting must be conducted through LAUSD. Fingerprinting for parent volunteers is available by appointment at various District locations. A Topeka staff member will make a fingerprint appointment for you.

Applicants are required to present a Social Security number and a State of California driver's license or identification card. Money orders or cashier's checks made out to LAUSD are the only accepted form of payment. The fingerprinting fee is currently \$56.00. Neither LAUSD nor the school pays this cost. **You are only required to pay this fee once if you maintain a volunteer application with LAUSD on a yearly basis.**

Q: Why do I have to pay to get fingerprinted?

A: This is a fee charged by the DOJ, not LAUSD.