

Volunteer Handbook



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5371 Wilshire Boulevard, Suite 200
Los Angeles, CA 90036
www.cwclosangeles.org

Citizens of the World Hollywood
1316 N. Bronson Avenue
Los Angeles, CA 90028
323-464-4292

Citizens of the World Mar Vista
CWC MV TK-4th
11561 Gateway Boulevard
Los Angeles, CA 90064
424-248-0544

Citizens of the World Silver Lake
CWC SL TK - 5
110 N. Coronado Street
Los Angeles, CA 90026
323-462-2840

Citizens of the World Mar Vista
CWC MV 5th-8th
11330 West Graham Place
Los Angeles, CA 90064
424-248-0544

Citizens of the World Silver Lake
CWC SL 6th-8th
152 N. Vermont Avenue
Los Angeles, CA 90004
213-784-3519

Citizens of the World West Valley
CWC WV TK-1st
19452 Hart Street
Los Angeles, CA 91335

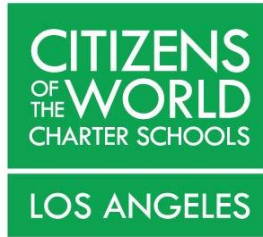
Citizens of the World East Valley
Location TBD
In proximity to Van Nuys, Sherman Oaks,
Studio City, Valley Village, Lake Balboa,
Valley Glen
818-698-3848

Disclaimer

These volunteer policies and practices are solely for the guidance of volunteers and are subject to change at any time at the sole discretion of Citizens of the World Los Angeles ("CWC LA"). Volunteers do not receive compensation or employee benefits. This Handbook supersedes and replaces all previous volunteer policies, practices, and guidelines. Any written changes to the Handbook will be distributed to all volunteers. No verbal statements can in any way alter the provisions of the Handbook.

This Handbook is the property of CWC LA and the CWC LA schools, and is intended for the use of volunteers for reference.

Approved by the board of Citizens of the World Los Angeles on November 6, 2019. Revision Date: November 04, 2020.



Welcome Letter

Dear School Volunteer:

On behalf of Citizens of the World Charter Schools Los Angeles (CWC LA) thank you for your dedication and support of your child's school. Your work directly impacts our mission to provide a socio-economically, culturally and racially diverse community of students in Los Angeles with an intellectually challenging, experiential learning environment that develops each student's confidence, potential, and individual responsibility as citizens of the world in which we live.

Volunteers play an important and valuable role at CWC LA schools. Students, teachers, staff, parents and the community all benefit from the work of individuals like you who contribute your time and talents. Volunteers help in many different ways: fundraising, tutoring, classroom assistants, playground supervision, library assistants, office assistants, field trip chaperones, team sports and special projects. We invite all members of our community to find a volunteering opportunity that works for you, and hope that you also will benefit deeply from this experience as well.

This Handbook is intended for all volunteers who wish to devote a portion of his or her time to our school and students. We want you to get the most out of your volunteer contributions while also ensuring that you are an informed volunteer.

We appreciate your hard work and dedication. Thank you for all that you do to support CWC LA schools!

If I can ever be of assistance to you, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark Kleger-Heine".

Mark Kleger-Heine
Executive Director

TABLE OF CONTENTS

<u>DEFINITION OF VOLUNTEERS</u>	<u>5</u>
<u>VOLUNTEER OPPORTUNITIES</u>	<u>5</u>
<u>VOLUNTEER REQUIREMENTS</u>	<u>5</u>
<u>SUGGESTIONS FOR MAKING YOUR VOLUNTEER EXPERIENCE SUCCESSFUL</u>	<u>7</u>
<u>LOGGING VOLUNTEER HOURS</u>	<u>9</u>
<u>NEW VOLUNTEER PROCEDURES/CHECKLIST</u>	<u>10</u>
<u>PROCEDURES FOR RETURNING VOLUNTEERS</u>	<u>10</u>
<u>FORMS</u>	<u>11</u>
FORM 1: VOLUNTEER CERTIFICATION	11
FORM 2: VOLUNTEER GUIDELINES AND AGREEMENT	12
FORM 3: VOLUNTEER CONFIDENTIALITY AGREEMENT	14
FORM 4: VOLUNTEER STATEMENT	16
FORM 5: TUBERCULOSIS CERTIFICATE OF COMPLETION	17
FORM 5A: TUBERCULOSIS RISK ASSESSMENT FORM (PAGE 1)	18
FORM 5A: TUBERCULOSIS RISK ASSESSMENT FORM (PAGE 2)	18
<u>FREQUENTLY ASKED QUESTIONS</u>	<u>22</u>
<u>LIVE SCAN FORM</u>	<u>25</u>

Due to Coronavirus (COVID-19), some of the policies included in the Volunteer Handbook may be modified to comply with current mandated and recommended health and safety protocols by the Department of Public Health or local health authorities. Citizens of the World Charter Schools Los Angeles reserves the right to modify its policies or implement additional measures for the protection of its school community.

For information regarding CWC LA's policies and procedures in place during CWC LA's distance learning program, please see CWC LA's Distance Learning Policy, which is available at the Main Office or accessible at www.cwclosangeles.org.

Definition of Volunteers

Volunteers are individuals who civic, charitable, and humanitarian reasons donate their time, without financial compensation, to benefit the CWC LA community. Volunteer participation may occur in a classroom setting during the school day or outside the school setting as part of an extracurricular activity. A person who comes to the school for a one-time special event (such as a guest speaker, presenter, or visitor) is considered a guest and is not required to complete the volunteer requirements. School policy prohibits discrimination and harassment on the basis of race, color, national origin, creed, marital status, gender (including gender identification or expression), sexual orientation, sex, religion, age, disability, military or veteran status or any other protected status as defined by federal, state or local law.

Volunteer Opportunities

Each school will define the volunteer opportunities most appropriate to that school site. CWC Volunteering opportunities include:

- Fundraising
- Tutoring
- Mentoring
- Athletics
- Classroom assistance
- School/classroom events like career fairs and field trips
- Before/After-school programs
- Non-classroom (main office, library/media center, etc.) assistance

Some opportunities require fingerprint, tuberculosis, and Megan's law clearance as outlined in the Volunteer Requirements section of this handbook.

Other opportunities do not require fingerprint and tuberculosis clearance if supervised by an administrator or staff member. All volunteers must still receive Megan's law clearance.

Tier 1: Single Event	
Single Event Volunteer	Volunteers are allowed to stay on campus to ensure student safety during special events.
Requirements	<ul style="list-style-type: none"> • Must be directly supervised at all times by school staff • California Megan's Law Website Clearance • Volunteer Handbook signature pages

	<ul style="list-style-type: none"> • Submit to Principal or administrative designee for approval
What Qualifies?	<ul style="list-style-type: none"> • Walk-a-thon • Lunar New Year Celebration • Whole School Event • Field Day

Tier 2: Recurring Event	
Single Event Volunteer	For volunteers who wish to be on campus for more than one instance or wish to volunteer as chaperones. This category does not allow volunteers to have one-on-one tutoring sessions with students.
Requirements	<ul style="list-style-type: none"> • Must be directly supervised at all times by school staff • California Megan's Law Website Clearance • Tuberculosis Clearance • Volunteer Handbook signature pages • Submit to Principal or administrative designee for approval
What Qualifies?	<ul style="list-style-type: none"> • Room parent • Classroom volunteer • Campus volunteer • Office volunteer (no access to student, family, or employee records) • Field Trip/Event chaperone

Tier 3: Extended Event	
Extended Event Volunteer	For volunteers who wish to participate in more comprehensive roles at the school site.
Requirements	<ul style="list-style-type: none"> • Must be directly supervised at all times by school staff • California Megan's Law Website Clearance • Tuberculosis Clearance • Fingerprint Clearance • Volunteer Handbook signature pages • Submit to Principal or administrative designee for approval
What Qualifies?	<ul style="list-style-type: none"> • One-on-One Tutor (with staff assigned by the Principal or administrative designee) • Lunch volunteer • Overnight field trip chaperone volunteer • Student activities volunteer

Visiting the school based on allowable visitor protocols outlined in the Family Handbook is not considered a volunteer activity. Visitors need to follow the process outlined in the Family Handbook.

Volunteer Requirements

No volunteer shall be assigned to work directly with students unless he/she has submitted his/her fingerprints to the California Department of Justice ("DOJ") and the school received written confirmation from the DOJ that the volunteer has no record of a criminal conviction indicating the volunteer may pose a safety risk to students based on the volunteer Tier system (refer to table above). CWC LA's policy is to pay for this service for families qualifying for Free and Reduced Price Lunch. Typically, there will be one day each year when a service will come to the school to provide a free criminal background check. The cost of the criminal background check will be paid by the volunteer for families not qualifying for Free and Reduced Price Lunch.

Additionally, prospective volunteers must submit evidence of a tuberculosis ("TB") examination or TB risk assessment within the past sixty (60) days. Volunteers who do not have any risk factors for exposure to TB or who test negative for TB shall thereafter be required to take a TB test every (4) four years. The cost of this TB clearance will be paid by the volunteer.

Acceptance of volunteers is based on other factors including, but not limited to:

- Megan's Law clearance;
- Submission of Volunteer Handbook signature pages
- Positive approach and enthusiasm for working with children;
- Ability to work cooperatively with school personnel and participate regularly; and
- Strong communication skills, character, dependability, health and personal hygiene

Please note that all volunteers serve on an "at-will" basis and at the pleasure of CWC LA. Accordingly, CWC LA retains the exclusive discretion to refuse a volunteer's services at any time for any reason. The "at-will" nature of volunteerism at CWC LA shall not be modified, changed, or otherwise altered without the prior written consent of the CWC LA Board of Directors.

Before volunteering, you must receive written notification (via a "Volunteer Clearance Form") that you have been approved as a volunteer and that you meet all volunteer requirements, including but not limited to those defined above.

Suggestions for Making Your Volunteer Experience Successful

The following are suggestions that should prove helpful in developing a successful partnership with CWC LA's students and staff.

1. Meet with the teacher/staff member before you start. Volunteers are placed with teachers or other staff members who have requested volunteer assistance. Some have specific roles and tasks for their volunteers, while others identify those tasks on an as-needed basis.

- a. Ask questions if you are unclear about something
 - b. Keep communication open and on-going
- 2. Get to know the school grounds.
 - a. Know the location and phone number of the school office
 - b. Know the location of important rooms such as the office, restrooms, staff lounge, etc.
 - c. Find out where to park, if necessary
- 3. If you are volunteering in a classroom, spend some time observing the class.
 - a. Become familiar with classroom routines
 - b. Identify location of supplies and materials within the classroom
- 4. If you are volunteering on the playground, spend some time observing staff and students.
 - a. Be well informed of the playground expectations. If you are unsure, ask a staff member.
- 5. Establish positive relationships with students.
 - a. Be friendly; let them know you are glad to be here!
 - b. Be encouraging to students
- 6. If you are experiencing challenges with your placement, try to resolve them first with the teacher or staff member with whom you are working. If you need more assistance with your problem, please contact an administrator.
- 7. When the teacher/staff member first orients you, the following should be discussed:
 - a. Days and time to work in classrooms/on campus
 - b. Procedures for you and the staff member(s) to be in communication
 - c. Alternate plans for the days when the teacher or staff member is absent
 - d. How you will be informed of your assignment each day
 - e. What name the students will call you
 - f. Teachers' own classroom management expectations
 - g. Where to leave your personal belongings
 - h. Where the lounge and adult restrooms are located
- 8. Be punctual. In the event that you must be absent, please notify the teacher or staff member as soon as possible.
- 9. Volunteers must comply with the sign-in procedures at the school site, which includes signing in and out in the main office upon arrival and departure.
- 10. Wear your nametag or school badge throughout your stay on campus. This badge or nametag will help students, staff and other volunteers recognize that you are a volunteer on campus.
- 11. Remember that you are a role model for students and the school community.
- 12. Remember that a volunteer is not a teacher or a teacher's aide, not a therapist or a counselor, but first of all a friend who accepts the students as they are. If a student shares information with you that may be concerning, please immediately inform the staff member with whom you are working.
- 13. Feel free to ask questions about programs, policies, materials and supplies. Talk to the staff member with whom you are working about any difficulties at appropriate times, not in front of students or parents.
- 14. Learn the names of students.
- 15. Help students tackle their work but do not do their work for them. If they get off-track, help them get back on track in a tactful manner.

16. Work at the student's level. Sit or stand with him/her. Show your interest and involvement.
17. Speak in a positive manner to students. Point out the things they have done right and the things they do well.
18. Remind students of appropriate behavior if they are disruptive. Remember though that corrective discipline is the responsibility of the teachers, counselors, principal and other staff members of CWC LA.
19. Always follow the direction of staff members during an emergency or when enacting safety procedures.

All volunteer work is done under the direction of an assigned teacher, site volunteer coordinator or principal/assistant principal.

Logging Volunteer Hours

Every hour of your time matters to us. Whenever you volunteer, please record your hours by logging them based on the policies and procedures established by each school and submit these hours within the deadlines set by the school:

CWC Hollywood – www.cwchollywood.org

- Website links: Home Page > Family Portal > Online Volunteer Log
- Contact: Randy Romero, romero@cwcclosangeles.org, 323-464-4292

CWC Silver Lake K-5th – www.cwcsilverlake.org

- Website links: Home Page > Parent Portal > Volunteer Corner
- Contact: Ricardo Carbajal, ricardo.carbajal@cwcsilverlake.org, 323-462-2840

CWC Silver Lake 6th – www.cwcsilverlake.org

- Website links: Home Page > CWC SL 6th Grade > Parent Portal > Volunteer
- Contact: Daniela Acosta-Perez, daniela.perez-acosta@cwcsilverlake.org, 213-784-3519

CWC Mar Vista – www.cwcmarvista.org

- Website links: Home Page > Family Portal > Volunteering > Log your hours!
- Contact: Rosa Garcia, rosa.garcia@cwcmarvista.org, 424-248-0544

CWC West Valley – www.cwcwestvalley.org

- Contact: Karla Duarte, kduarte@cwcclosangeles.org, 818-330-3050

CWC East Valley – www.cwceastvalley.org

- Contact: Roxanna Reyes, reyes@cwcclosangeles.org, 818-698-3848

We use this data for various reports throughout the school year, including grant applications that help provide funding for our schools. This data also allows the school community to celebrate the time invested by our volunteers.

New Volunteer/Procedures Checklist

All new volunteers will be required to take the following steps and provide documentation to the school's office in order to be approved for volunteer activities unless otherwise indicated.

- Provide a valid government issued photo identification card.
- Complete a Criminal Background check with Live Scan
 - Please see "Request for Live Scan Service Form" below.
- Provide Tuberculosis Clearance
 - Please see "Form 5" below.
- Obtain Megan's Law Clearance (to be conducted by CWC LA)
 - In accordance with LAUSD policy, "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 Megan's Law list and is required to register as a sex offender is prohibited from serving as a school volunteer in any capacity."
- Read and sign (as applicable):
 - Form 1: Volunteer Certification
 - Form 2: Volunteer Guidelines and Agreement
 - Form 3: Volunteer Confidentiality Agreement
 - Form 4: Volunteer Statement
 - Form 5: Tuberculosis Certificate of Completion
 - Form 5a: Tuberculosis Risk Assessment Form Page 1 and Page 2

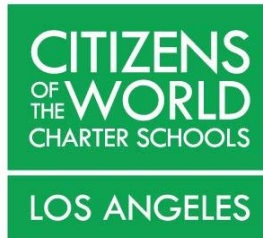
Procedures for Returning Volunteers

Returning volunteers that have previously been approved for fingerprinting and TB testing must confirm that the school has on file a certificate showing that within the last four (4) years, the person has been examined and has been found to be free of communicable tuberculosis.

Before volunteering each year, you must receive written notification (via a "Volunteer Clearance Form") that you remain approved as a volunteer and that you meet all volunteer requirements, including but not limited to those defined above. All returning volunteers may need to complete volunteer requirements each school year if any personal information has changed and may need to re-do the criminal history check.

Forms

Form 1: Volunteer Certification



- I will volunteer at:
- Citizens of the World Hollywood
 - Citizens of the World Silver Lake
 - Citizens of the World Mar Vista
 - Citizens of the World West Valley
 - Citizens of the World East Valley
 - Citizens of the World Los Angeles

Have you **EVER** been convicted of any sex offense for which you must register with any Law Enforcement Agency pursuant to Penal Code Section 290? Yes No

I authorize Citizens of the World Charter Schools Los Angeles to complete a background check as a condition of school volunteer service.

I understand that before I volunteer, CWC LA must provide me with written notification (via a "Volunteer Clearance Form") that I have been approved as a volunteer and that I must meet all volunteer requirements, including but not limited to those defined in the Volunteer Handbook.

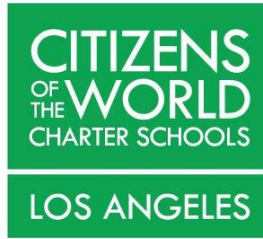
I understand and agree that, while performing in a volunteer capacity, I am not an employee of Citizens of the World Los Angeles ("CWC LA") and not entitled to salary, workers' compensation or other benefits of any kind or nature normally provided to employees of CWC LA.

I agree to defend, indemnify and hold harmless CWC LA, its Board of Trustees, employees and agents from any and all liability or loss arising in any way out of my negligence in the performance of my duties as a volunteer, including but not limited to any claim due to injury and/or damage sustained by me, and/or my younger dependents not yet enrolled in school.

I understand that CWC LA may terminate volunteer services at any time with or without cause or advance notice, at CWC LA's sole and unreviewable discretion. This agreement is not an employment contract and is not intended to support or initiate an employment relationship.

Signature: _____ Date: _____

Form 2: Volunteer Guidelines and Agreement



- I will volunteer at:
- Citizens of the World Hollywood
 - Citizens of the World Silver Lake
 - Citizens of the World Mar Vista
 - Citizens of the World West Valley
 - Citizens of the World East Valley
 - Citizens of the World Los Angeles

1. Immediately upon arrival, volunteers are to sign in at the main office or the designated sign-in station.
1. Volunteers will log their hours per the policies and procedures established by the schools and submit these within the deadlines set by the school.
2. Volunteers will follow all policies, procedures and other rules established by the school and all applicable laws.
3. Volunteers must wear the appropriate identification badge and will show volunteer identification whenever required by the school to do so.
4. Volunteers must follow the appropriate dress code applicable to staff.
5. Volunteers cannot smoke in any school facility or building or within fifty feet (50') of a school building.
6. Volunteers will not lend money, and/or bring gifts, to students without prior written authorization of the school principal or designee.
7. Volunteers are not permitted to transport any other person (with the exception of volunteer's child or other family members).
8. Volunteers will never be alone and unsupervised with any student for any reason.
9. Volunteers will not have access to student educational records. All volunteers will sign a confidentiality agreement.
10. Volunteers will not photograph or videotape students without prior written authorization by the principal or designee.
11. Volunteers will not dress, provide personal hygiene assistance, or supply medication to students.
12. Volunteers should not exchange telephone numbers, home addresses, e-mail addresses or any other home directory information with students for any purpose unless it is required as

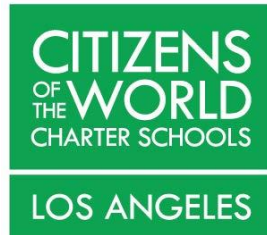
part of your role as a volunteer and you are directed to do so by the school principal or designee.

13. Volunteers will use universal precautions to avoid contact with bodily fluids.
14. Volunteers will use only restrooms designated for adult use.
15. Volunteers can monitor student behavior. However, if a situation is serious, the volunteer must seek immediate assistance from school personnel.
16. Volunteers will not discriminate against or harass any person and will report all harassment or discrimination observed, in accordance with CWC LA policy.
17. Volunteers will not search students or student property.
18. Volunteers will make every reasonable effort to make sure that the school's technology resources are used appropriately and responsibly.
19. Volunteers will make themselves familiar with and agree to follow the school's evacuation and lockdown procedures.
20. Volunteers will not direct a student to remove an emblem, insignia, or garment including a religious emblem, insignia, or garment. If the volunteer believes a student's clothing is disruptive or promotes disruptive behavior, the volunteer must contact a staff member immediately.
21. Volunteers must immediately report suspected cases of child abuse or neglect to the school administrator or professional staff.
22. The school administrator or designee will provide appropriate training for all volunteers.
23. Volunteers understand that CWC LA will not be responsible for lost or damaged personal items brought to school by the volunteer.
24. Volunteers understand that the school reserves the right to decline their volunteer services at any time, with or without advance notice.
25. Volunteers shall not be in possession of or under the influence of, alcoholic beverages and/or illegal drugs, or in possession of firearms while serving in a volunteer capacity.
26. Volunteers shall not use obscene or discriminatory language at school or at any school event.

I, _____, have read and agree to abide by the above guidelines.

Volunteer Signature: _____ Date: _____

Form 3: Volunteer Confidentiality Agreement



- I will volunteer at:
- Citizens of the World Hollywood
 - Citizens of the World Silver Lake
 - Citizens of the World Mar Vista
 - Citizens of the World West Valley
 - Citizens of the World East Valley
 - Citizens of the World Los Angeles

All school volunteers are expected to maintain confidentiality while working at the school. All things that are seen and heard at school about employees or children and their families should be considered privileged information. Trust must be established and maintained in order for our volunteer program to be successful. Volunteers can strengthen the bond between themselves and the school by following these guidelines:

- Treat all student and employee information as personal and confidential regardless of the source.
- Communicate relevant information about students to the respective classroom teacher or principal.
- Avoid discussing school matters with non-school personnel, including parents or other stakeholders.
- Retain a sense of perspective regarding comments heard and actions observed.
- Understand that not all information can and will be shared with volunteers, due to legal considerations.
- Deal impartially with students regardless of background, intelligence, physical or emotional maturity.
- Do not discuss student progress or behavior the student's parent/guardian. All relevant information should be referred to the teacher or the principal. Direct all inquiries about students to the school's professional staff.
- Speak constructively and professionally regarding all school staff; however, report concerns involving the welfare of students or the school to the principal.
- Do not discuss confidential information with anyone other than the relevant school employee. This information includes, but is not limited to:
 - Scholastic and health records
 - Test scores and grades
 - Discipline and classroom behavior
 - Character traits of children
 - Supports and services a student may receive
- All volunteers are required to sign a statement of confidentiality.

Discipline: Discipline of students is solely the responsibility of the teacher in charge. Volunteers should under no circumstances discipline students. Should students misbehave in your presence, you should report this immediately to the teacher in

charge. The teacher will then determine the necessary course of action. Also note that we expect students to treat volunteers with the same level of respect given to other school personnel. If you feel that students are not being respectful towards you, do not hesitate to discuss the matter with the teacher or principal.

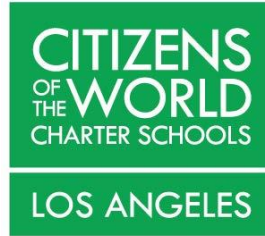
While all student information should be treated confidentially and sharing student information with others may be a violation of the law, do not make a promise to a student that you will keep confidential any information that pertains to the welfare of the student. Although the student is free to share confidential information with you, there are certain things you are required by law to tell the principal or school administrator. Any personal information learned from a student, should be held in strictest confidence **except:**

1. If a student confides that he or she is the victim of sexual, emotional, chemical or physical abuse, including bullying by other students or CWC LA personnel.
2. If a student confides that he or she is involved in or is contemplating becoming involved in any illegal activity.
3. If a student confides that he or she is considering homicide, suicide, or provides any other information indicating the student could be a danger to him or herself or others.
4. If a student provides any information suggesting that a third party has harmed or presents a risk of harming any CWC LA student or staff member.

Should one of these exceptions arise, you are required to immediately notify the school principal or administrator. Remember, this information is extremely personal and capable of damaging lives, so do not share it with anyone (including other school staff members) except the principal, school administrator or other appropriate authorities. If you have questions, please ask the principal or school administrator. Any student needs communicated to the volunteer should be referred to the appropriate staff person.

Volunteer Signature: _____ Date: _____

Form 4: Volunteer Statement



- I will volunteer at:
- Citizens of the World Hollywood
 - Citizens of the World Silver Lake
 - Citizens of the World Mar Vista
 - Citizens of the World West Valley
 - Citizens of the World East Valley
 - Citizens of the World Los Angeles

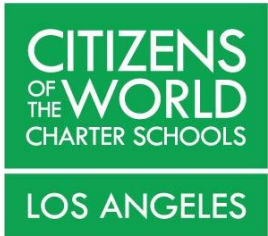
I, _____, understand that in the course of my association with Citizens of the World Charter Schools Los Angeles I am responsible for maintaining the confidentiality of all employee and student information (both written and verbal) that may become known to me during the course of my volunteer activities.

I further understand that in the performance of my volunteering, I am not to discuss academic or other confidential information regarding students or employees with anyone, including the parents of any student. Any breach of confidentiality will be carefully reviewed and if substantiated may result in termination of any and all volunteer involvement with the school and may be reported to the proper authorities. However, I agree to disclose any information that is required by CWC LA policy or the law.

I acknowledge that I have read and understand this statement of confidentiality.

Volunteer Signature: _____ Date: _____

Form 5: Tuberculosis Certificate of Completion



Name: _____ Date of Birth: _____

Job Title: Volunteer Phone Number: _____

CERTIFICATE OF COMPLETION

To be signed by the licensed health care provider completing the tuberculosis examination.

TB SKIN TESTS	Type	Date Given	Date Read	mm Induration	Impression
	<input type="checkbox"/> PPD Mantoux <input type="checkbox"/> Other				<input type="checkbox"/> Positive <input type="checkbox"/> Negative

CHEST X-RAY *(Necessary if skin test is positive)*

Film Date: _____ Impression: Normal Abnormal Person is free of communicable tuberculosis: Yes No

The above named patient has submitted to an **ADULT TUBERCULOSIS TEST**.

- The patient does not have TB Risk factors.
- The patient has TB risk factors, but had a negative sin or blood test on _____(date).
- The patient has ben examined, had a chest X-Ray on _____ (date) and is determined to be free of infectious tuberculosis.

Health Care Provider Signature _____ Date _____

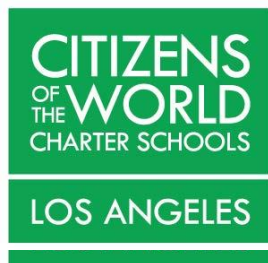
Print Health Care Provider's Name _____ Title _____ License No. _____

Address _____ City _____ State _____ Zip Code _____

Telephone _____ Fax _____

Seal or Stamp:

Form 5a: Tuberculosis Risk Assessment Form (Page 1)



Adult Tuberculosis (TB) Risk Assessment Questionnaire¹ (To satisfy California Education Code Section 49406 and health and Safety Code Sections 121525-121555)

*(To be administered by a licensed health care provider, physician, physician assistant,
nurse, nurse practitioner)*

Name: _____

Date of Birth: _____

Date of Risk Assessment: _____

History of positive TB test or TB disease Yes No

If yes, a symptom review and chest x-ray (if none performed in previous 6 months) should be performed at initial hire.

If there is a "Yes" response to any of the questions #1-5 below, then a tuberculin skin test (TST) or Interferon Gamma Release Assay (IGRA) should be performed. A positive test should be followed by a chest x-ray, and if normal, treatment for TB infection considered.

Risk Factors		
1	One or more signs and symptoms of TB (prolonged cough, coughing up blood, fever, night sweats, weight loss, excessive fatigue) Note: A chest x-ray and/or sputum examination may be necessary to rule out infection TB. ²	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	Close contact with someone with infectious TB disease.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	Foreign-born person. (Any country other than the United States, Canada, Australia, New Zealand, or a county in Western or Northern Europe).	<input type="checkbox"/> Yes <input type="checkbox"/> No
4	Traveler to high TB-prevalence country for more than 1 month. (Any country other than the United States, Canada, Australia, New Zealand, or a county in Western or Northern Europe).	<input type="checkbox"/> Yes <input type="checkbox"/> No
5	Current or former resident or employee of correctional facility, long-term care facility, hospital, or homeless shelter.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Once a person has a documented positive test for TB infection that has been followed by an x-ray that was deemed free of infections TB, the TB risk assessment is no longer required.

Form 5a: Tuberculosis Risk Assessment Form (Page 2)

¹ Adapted from a form developed by Minnesota Department of Health TB Prevention and Control Program and Centers for Disease Control and Prevention.

² Centers for Disease Control and Prevention (CDC). *Latent Tuberculosis Infection: A Guide for Primary Health Care Providers*, 2013.
(<http://www.cdc.gov/tb/publications/LTBI/default.htm>)

**ADULT TUBERCULOSIS (TB) RISK ASSESSMENT QUESTIONNAIRE
CERTIFICATE OF COMPLETION**

(To be signed by health care provider completing
the risk assessment and/or examination)

Name: _____

Date of Birth: _____

Date of Risk Assessment: _____

The above named patient has submitted to a tuberculosis risk assessment, and if tuberculosis risk factors were identified has been examined and determined to be free of infectious tuberculosis.

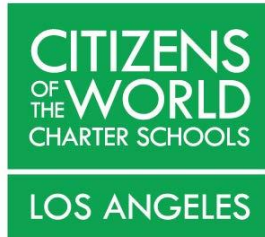
Health Care Provider Signature Date

Print Health Care Provider's Name Title

Office Address: Street City State Zip Code

Telephone Fax

Form 6: Assumption of Risk and Waiver of Liability



- I will volunteer at:
- Citizens of the World Hollywood
 - Citizens of the World Silver Lake
 - Citizens of the World Mar Vista
 - Citizens of the World West Valley
 - Citizens of the World East Valley
 - Citizens of the World Los Angeles

I understand and agree that in exchange for my voluntarily agreeing to this waiver and the other promises herein, the school will permit me to participate in the voluntary activity described above.

I fully understand that volunteers/participants are to abide by all rules and regulations governing conduct as directed by the school during the activity.

ASSUMPTION OF RISK AND WAIVER OF LIABILITY:

It is further agreed that the undersigned is fully aware of the nature and extent of the potential hazards of serving as a volunteer at the school, and agrees that the school shall not be responsible or liable for any and all injuries sustained by me, or for any loss, damage or expense arising out of my voluntary participation. As a volunteer, I understand that no compensation is expected in return for services I may contribute and that the school will not provide any benefits traditionally associated with employment, such as workers' compensation. In the event of personal injury or illness, I am responsible for my own costs, damages and expenses.

With respect to my participation as a volunteer, I release, hold harmless and waive all claims against Citizens of the World Charter Schools Los Angeles and its officers, agents, employees, and volunteers; without regard to negligence. I have no question regarding the scope or intent of this agreement, and have the right and authority to bind myself and any other family member, personal representative, assign, heir, trustee, or guardian to the terms herein.

Signature of Volunteer/Participant

Date

Form 7: Volunteer Clearance Form (For Staff Use Only)



Citizens of the World Charter Schools Los Angeles thanks you for offering to invest your time in our school community. We highly rely on our parent volunteers to support and help the schools in their effort to educate each child to meet his or her full potential.

Per California Education Code 45125.01 and California Education Code 49406 schools are required to ask volunteers to be fingerprinted and take a tuberculosis exam to help create a safe environment for the children we serve.

All volunteers must do the following before beginning their volunteer services:

1. Complete a Live Scan or Department of Justice Clearance (DOJ) and receive written confirmation from CWC LA that the volunteer applicant has been approved
2. Provide negative Tuberculosis (TB) exam results
3. Obtain Megan's Law Clearance in writing from CWC LA

VOLUNTEER CLEARANCE

Volunteer's Full Name: _____

DOJ Clearance Date: _____

TB Exam Clearance Date: _____

Megan's Law Clearance Date: _____

You have been cleared to volunteer at (insert school name) _____ as of _____.

We have received notification that your Live Scan requires manual intervention; therefore, your clearance will be placed on hold until the DOJ provides an update. In the meantime, you may volunteer for Level 2 opportunities ONLY until you have been cleared.

You did not clear 1 or more of the volunteer requirements. We regret to inform you that may not volunteer at this time.

Approver's Name – Print

Date

Principal's Signature

Date

Frequently Asked Questions

What is a Live Scan?

A Live Scan is a way to get inkless fingerprints, which are digitalized and transmitted directly to the Department of Justice (DOJ). The DOJ then checks criminal history records and sends a response to the agency requesting the Live Scan.

What do I need for a Live Scan?

You will need a Live Scan form provided by the school site. You will also need to go to an agency that will process the Live Scan. CWC LA schools may also run a Live Scan service on designated days each year. You may get a copy of the Live Scan form at the school's front office.

How much does a Live Scan cost?

Depending on where you get this service, the price for a Live Scan can range from \$20.00 to \$110.00. CWC LA will pay for Live Scan services for all families qualifying for Free or Reduced Price Lunch under the National School Lunch Program. Please see your school's front office for more information.

Will the school reimburse me for the Live Scan?

As described above, the school will only reimburse for Live Scan for households that qualify for Free or Reduced Price Lunch under the National School Lunch Program.

Do I need to do a Live Scan again if I have already done it for a CWC LA school before?

Please check with your school's office manager to ensure they have your clearance on file. Volunteers who already have this record on file do not need to get a Live Scan again; however, if your Live Scan record is not on file, you will have to go through the Live Scan process again.

Do I need to do a Live Scan again if I have already done it once or more before for another agency?

Yes. The DOJ does not share your information from other agencies with CWC LA. It is against the law for different agencies to share confidential fingerprinting results with each other. An applicant's Live Scan form acts as a release for a criminal history response to be sent to the specified requesting agency. This means that you must submit a new application each time a criminal history is requested of you; therefore you must go through the Live Scan process again. Previous Live Scan information cannot be utilized.

Can I get a copy of my results from the requesting agency?

No. By law, access to criminal history summary records maintained by the DOJ is restricted to legitimate law enforcement purposes and authorized applicant agencies. However, individuals have the right to request a copy of their own criminal history record from the DOJ to review for accuracy and completeness.

How do I request a copy of my own criminal history record from the DOJ?

To receive a copy of your criminal history record, individuals must submit fingerprint images, pay a \$25 processing fee to the DOJ, and follow the instructions below.

- Use the [Request for Live Scan Service \(Record Review or Foreign Adoption\)](#) form.
- Check "Record Review" as the "Type of Application."
- Fill out your personal information.
- Take the completed form to any Live Scan site for fingerprinting services.

How long does it take for the DOJ, FBI to process the fingerprints, and send results?

In most cases, the results from DOJ come back within forty-eight (48) hours. However, the process can take between three (3) to seven (7) calendar days and in some cases, results may be delayed for weeks. The results are either emailed or sent to the requesting agency listed on the Request for Live Scan Service form.

What does it mean if my Live Scan is delayed?

Due to various reasons, results can be delayed. The most common reasons are the applicant's fingerprints have characteristics that are difficult to capture in the Live Scan process; this would include items such as cuts, scars, and calluses. If your Live Scan is delayed, the process to clear your fingerprints may take up to thirty (30) days.

Where can I get the Live Scan processed?

Fingerprinting services are available at most local police departments, sheriff's offices or any public applicant Live Scan site. Below are some suggestions:

Certifix Live Scan
4470 Sunset Blvd
Los Angeles, CA 90027
(800) 710-1934

Mail and More On
Hollywood
7095 Hollywood Blvd# 104
Hollywood, CA 90028
(323) 850-5300

American LiveScan & Shipping
Center, Inc.
11209 National Blvd
Los Angeles, CA 90064
(310) 478-1050

The UPS Store #0012
10573 W. Pico Blvd
Los Angeles, CA 90064
(310) 474-7383

Mail & More California
2355 Westwood Blvd
Los Angeles, CA 90064
(310) 470-6423

Live Scan Los Angeles
419 N. Larchmont Blvd
Los Angeles, CA 90004
(323) 464-1300 or (323) 788-5637

The UPS Store #3939
8033 Sunset Blvd
Hollywood, CA 90046
(323) 848-8300

The Mail Shoppe
137 North Larchmont Blvd
Los Angeles, CA 90004
(323) 466-9050

The UPS Store #4381
5419 Hollywood Blvd
Hollywood, CA 90027
(323) 460-6323

Berkener Live Scan
5462 Beckfor Ave
Tarzana, CA 91356

Lock, Stock & Ship
17639 Sherman Way
Van Nuys, CA 91406

A&E Live Scan & Notary Services
7600 Balboa Blvd Ste 203
Van Nuys, CA 91406

Tuberculosis (TB)

Tuberculosis (TB) is a contagious disease that can be deadly if not treated properly. In order to volunteer with children, you need to be free of this disease

How can I get clearance for TB?

There are two (2) ways to get clearance for TB. You may:

1. Your doctor or a clinic can administer a TB exam and fill out "Form 5: Tuberculosis Certificate of Completion," and provide the completed form to your school site.
2. Your doctor can fill out "Form 5a: Tuberculosis Risk Assessment Form" page 1 and page 2. Once the form is completed, provide the completed form to your school site.

Do I need to take a TB exam again if I have already done it once or more before?

The TB exam or risk assessment results need to be administered and read with positive results within the last sixty (60) days prior to the first day of the volunteer assignment.

How soon will I have TB exam results?

For those individuals taking the TB exam, the skin test reaction should be read between forty-eight (48) and seventy-two (72) hours after administration. A person who does not return within seventy-two (72) hours will need to be rescheduled for another skin test.

Do I need to take a specific form to my doctor or clinic when I get the TB Exam?

No. Your doctor or clinic will provide you with the form you need after you return for your results. The form should include your name, the date you were given the exam, the date your exam was read, and the result. You may also use "Form 5: Tuberculosis Certificate of Completion" for your doctor or the clinic to complete.

What happens if the TB exam results come back positive? Does this mean I can't volunteer?

People who have a positive TB skin test with a normal chest x-ray may not be contagious, but may need medicine to prevent them from ever getting active TB. If you have a documented positive skin test, you must have an initial chest X-ray. After that, you still need to be screened every four years. You must present either a certificate from a health provider stating that you are *free from communicable TB*, or have your chest X-ray repeated.

How often do I have to get a TB exam?

TB exam results are good for a period of four (4) years; therefore, the exam must be updated every four (4) years and kept on file at the school.

How much does a tuberculosis exam cost?

Depending on where you get this service, the price for a tuberculosis exam can range from \$8.00 to \$75.00.

Will the school reimburse for the tuberculosis exam?

The school does not reimburse volunteers for the tuberculosis exam.

Where can I get a tuberculosis exam?

You may go to your family doctor, a local CVS Pharmacy, or low-cost tuberculosis clinics in the Los Angeles area.

Is there an alternative to taking the TB exam?

Yes. You may schedule a visit with your doctor to perform a TB Risk Assessment. Your doctor can fill out "Form 5a: Tuberculosis Risk Assessment Form" page 1 and page 2. Once the form is completed, provide the completed form to your school site.

What is a TB Risk Assessment?

A TB Risk Assessment is a tool to assess and document a patient's TB symptoms and/or risk factors. Completing this form will also help in determining the need for further medical testing and evaluation.

Where can I get the TB Risk Assessment Forms?

TB Risk Assessment Forms are included in this handbook, "Form 5a: Tuberculosis Risk Assessment Form" page 1 and page 2.

To whom do I submit TB exam results or TB Risk Assessment?

Submit your TB exam results or TB Risk Assessment to the designated volunteer coordinator at your school site.

When can I start volunteering?

You can start to volunteer at your school site once the school has provided you with written confirmation that they have received and approved your completion of the following:

- Received clearance from the DOJ;
- Has proof of negative TB test results; and
- Has Megan's Law clearance.

How will I know when I am cleared to start volunteering?

The school will:

- Call you to communicate you have been cleared and the date you can report to your volunteer post,
- Follow-up with a written notification of your clearance via email or paper notification.