

**CULVER CITY UNIFIED SCHOOL DISTRICT  
PROSPECTIVE VOLUNTEER PACKET  
AND PROCEDURES  
Updated 8/25/2025**



*"Somewhere on this planet, someone has a solution to each of the world's problems.  
It might be one of us. With your help, we can build a more hopeful world."  
-Marianne Larned-*

Thank you for your interest in volunteering at Culver City Unified School District. Your unique talents and abilities are extremely valuable to us and we look forward to a rewarding and successful association. Culver City Unified School District is proud of the professional services we provide to our students, faculty and community members. We believe that our volunteers are a valuable asset and that each of you directly contributes to our continued success.

In order to sustain a safe sanctuary for our students, Culver City Unified School District requires that all prospective volunteers complete a Prospective Volunteer Profile and Authorization, a Hold Harmless Agreement, A Statement of Volunteer Confidentiality and Child Abuse Reporting. In addition and pursuant to District policy, California Education Code and Enacted Laws AB 1667, SB 792, and SB 1038, all individuals interested in volunteering must submit a Certificate of Completion of a Tuberculosis Risk Assessment and/or Examination as well as a criminal background check (fingerprinting) through the Department of Justice (DOJ) and Federal Bureau of Investigation (FBI). **Please be sure that both boxes for DOJ and FBI are marked on the Livescan form.**

**Let's get started:**

1. Complete the prospective volunteer packet, include your certificate of completion Tuberculosis Risk Assessment and/or Examination signed by your Health Care Provider and return it to the site secretary at the site you are interested in volunteering. The Risk Assessment Questionnaire is attached to this packet. Volunteer applications can be downloaded on line at [www.ccusd.org](http://www.ccusd.org) (under the school site).
2. **Fingerprinting & Background Check:** The site secretary will give you a CCUSD LiveScan Request Form that you will take to a LiveScan facility for processing your fingerprints. **You must use the CCUSD LiveScan Request Form or your prints will not be processed to our account and will need to be redone.**

There is a rolling fee that is paid directly to the Livescan facility that you go to. Rolling fees vary at Livescan facilities, so you would want to call around to find the lowest price.

3. Once you are cleared to volunteer, your site secretary will notify you of your clearance.

Welcome Aboard!

CULVER CITY UNIFIED SCHOOL DISTRICT  
**Prospective Volunteer Profile and Authorization**

**Section I: Personal Data**

Name (First): \_\_\_\_\_ (M.I.) \_\_\_\_\_ (Last): \_\_\_\_\_

Address: \_\_\_\_\_ Apt.# \_\_\_\_\_  
Street City ZIP

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (Cell) \_\_\_\_\_ Email \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

☐ Parent/Guardian (check here) Student's Name \_\_\_\_\_ Student's Name \_\_\_\_\_

Are you currently, or have you ever been an employee or substitute of the Culver City Unified School District?

☐ Yes ☐ No If so, please provide the dates: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section II – Volunteer Interest & Availability/Site Location**

Please list site name(s) (ex. school site name, Youth Health Center, Family Center, etc) \_\_\_\_\_

Special Events Helper (ex. Young Storytellers, FAAST) \_\_\_\_\_

**Area of Interest Part 1:** (Non-teaching volunteer aides, parents who volunteer in a classroom or on a field trip, community volunteers providing non-instructional services are required to be fingerprinted through the Department of Justice - **\$47.00 fee DOJ/FBI**)

Please list any area(s) of interest (ex. Class Helper, Tutoring, Chaperone Field Trips, Story Telling, Other) \_\_\_\_\_

Are there any specific time periods you would prefer to volunteer (seasons, days, time, etc)? \_\_\_\_\_

**Area of Interest Part 2:** (Individuals who are working alone with students in school-sponsored activities ex: coaches, Spanish club leader, Chess Club leader, Band leader, cheerleading are required to be fingerprinted through both the Department of Justice and the FBI - **\$47.00 fee**)

Coach (head coach, assistant coach, auxiliary coach, etc) \_\_\_\_\_ (please list)

Club Leader (Spanish, chess club, band, cheerleading, etc) \_\_\_\_\_ (please list)

Volunteer Driver (Middle School & High School only) – must complete District Use of Private Vehicle Request Form

Other (please list) \_\_\_\_\_

Are there any specific time periods you would prefer to volunteer (season, days, time, etc)? \_\_\_\_\_

**Please return completed forms to your school's site secretary**

**To be completed by School Site Secretary/Administrator upon receipt.**

I have attached a copy of this volunteer's TB Clearance to this application.

I have collected the required fee of \$47.00 (DOJ & FBI) and entered it on the Volunteer Fee Log.

I have given the prospective volunteer the "Request For Livescan" form.

Secretary's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Fingerprint Clearance Date: \_\_\_\_\_ TB/CXR Clearance Expiration Date: \_\_\_\_\_

Orientation Date \_\_\_\_\_

## CCUSD VOLUNTEER DISCLOSURE

### The following persons may be disqualified from volunteering in Culver City Unified School District:

1. Anyone who makes a false statement on the volunteer paperwork or fails to disclose criminal convictions.
2. Anyone convicted of a felony committed within the previous seven years.
3. Anyone convicted of any crime against children or other persons.
4. Anyone convicted of committing or attempting to omit any crime of violence or crime of a sexual nature against a minor not listed above, regardless of whether the crime of conviction was a misdemeanor, gross misdemeanor, or felony, and regardless of when the crime was committed.

### Please answer the following questions completely and sign the declaration.

1. Have you ever (at any time) been convicted of any crime including DUI or negligent driving? ☐ Yes ☐ No

If "Yes" please identify the offense(s), provide the date(s) of the convictions(s), the name of the court and the sentence imposed:

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2. Have you ever had findings made against you for domestic violence, abuse, sexual abuse, neglect, exploitation, or financial exploitation of a child in any legal proceeding? These proceedings include judicial or administrative proceedings as well as findings by the Department of Social and Health Services or the Department of Health that you have not challenged or appealed?  
☐ Yes ☐ No

If "Yes" please identify the specific findings(s), which agency or court made the finding(s), the date(s) of the finding(s) and the penalty imposed:

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3. Do you currently have any outstanding criminal charges or warrants for your arrest pending against you? Are you presently under investigation for possible criminal charges? Yes No

If "Yes" please provide pertinent details to enable Culver City Unified School District to evaluate, including the charge(s), date(s), jurisdiction(s), and status:

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I hereby authorize and consent to Culver City Unified School District, its agents, officers and employees, to inquire into and undertake whatever background check of me that Culver City Unified School District, in its sole discretion, deems appropriate to determine as a volunteer.

I understand the inquiry may include database searches, interviews with people acquainted with me, employers or references. I understand the information will be kept confidential to the extent permitted by law, but that Culver City Unified School District, as a public entity, is subject to the State Public Disclosure Act.

I release and hold harmless Culver City Unified School District; its agents, officers and employees, and all references or other sources of information from any and all liability in obtaining or providing such information about me.

I agree that if Culver City Unified School District determines, in its sole discretion, that I have provided false or incomplete information in response to the above questions, or the district decides, with or without cause not to retain me as a volunteer for whatever reason, Culver City Unified School District may, without notice or other process, reject my application to serve as a volunteer.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Culver City Unified School District**  
Administration Building 4034 Irving Place Culver City, CA 90232-2810  
(310) 842-4220

## **Statement of Volunteer Confidentiality and Child Abuse Reporting**

Before you begin your assignment as a volunteer, you must be aware of the laws and penalties of breaching confidentiality and reporting child abuse.

Confidentiality is the preservation of privileged information and records concerning a student, which may be disclosed in a working relationship. Part of what you learn may be necessary to provide services to a student; other information is shared within the development of a helping, trusting relationship. Therefore, information gained about a student is confidential and disclosure can make you legally liable. Disclosing confidential information can damage your relationship with the student, and make it difficult to help the student.

The following information should be treated as confidential:

- Student record information including academic work such as daily assignments, tests and grades for that work;
- Discipline information such as referrals, investigative materials and information one might pick up in and around the office;
- Any student information gained by working with students that could be considered student record or discipline information.

All records and information regarding students must be treated as confidential. Any questions you may receive both in and out of the school setting about students should be redirected to the specific teacher or school site. Refrain from sharing stories about students with whom you come in contact.

Violation of the California Statutes regarding confidentiality of records is punishable upon conviction by a fine, by imprisonment or in the county jail.

### **REPORTING CHILD ABUSE**

As defined in California law, child abuse includes the following four categories:

Physical

Emotional

Neglect

Sexual

California law designates school employees and certain other professionals as mandatory reporters. Volunteers whose duties require direct contact with and supervision of children are not mandated reporters; however, the law encourages such volunteers to obtain training in the identification and reporting of child abuse and neglect and to report known or suspected incidences of child abuse or neglect. When there is reasonable cause to believe a student is being abused or a person has abused a student, volunteers are directed to report that information to a teacher or principal.

Please notify the school administrator immediately if:

- You hear students discussing issues that may be deemed dangerous to themselves or other students;
- You witness an act of bullying or harassment and you are the only adult in the room or area.

If you suspect abuse, or if a student reveals abuse, do not act shocked, but close the conversation as gracefully as possible and contact the school administrator or counselor as soon as possible.

My signature below certifies that I have read and understand the material above. I understand my duty to abide by the laws and policies regarding the preservation of confidential information.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

School \_\_\_\_\_

#### **BOARD OF EDUCATION**

Dr. Kelly Kent   Triston Ezidore   Ms. Stephanie Loreda   Mr. Brian Guerrero   Ms. Paula Amezola   Dr. Brian Lucas, Superintendent

**CULVER CITY UNIFIED SCHOOL DISTRICT**  
**ADULT VOLUNTEER PARTICIPATION IN VOLUNTARY ACTIVITY**  
**HOLD HARMLESS AND MEDICAL TREATMENT AUTHORIZATION**

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_ hereby requests participation in the following activity:

\_\_\_\_\_  
(Description of activity; please be specific)

I understand that this activity could cause serious illness and/or injury. In the event of illness or injury, I do hereby consent to whatever x-ray examination, anesthetic, medical, surgical or dental diagnosis or treatment and hospital care and emergency transportation considered necessary in the best judgment of the attending physician, surgeon, or dentist and performed under the supervision of a member of the medical staff of the hospital or facility furnishing medical or dental services.

As a condition of my participation as a Culver City Unified School District (District) volunteer in this activity, I acknowledge that the District does not provide property or medical coverage for volunteers for any death, bodily injury, personal injury, or illness, or insurance to cover any loss to property sustained during my course as a District volunteer. I agree to waive all claims against Culver City Unified School District and to indemnify and hold District, its officers, agents, and employees, harmless from any and all liability or claims, demands, losses, causes of action, suits or judgments of any kind whatsoever that I, my heirs, executors, administrators or assignees may have against the District or that any other person or entity may have against the District because of any death, bodily injury, personal injury, or illness, or because of any loss to property that may arise out of or in any way be connected with the above-described activity. This waiver shall not apply to any occurrences that may arise solely out of the negligence of the District, its employee or agents.

<input type="checkbox"/>	I have no special health needs the staff should be aware of, and no medication is required during this activity.
<input type="checkbox"/>	I have consulted with my physician and verify that I am medically fit to participate in this activity.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Please Print)

Family Medical

Insurance Carrier: \_\_\_\_\_

Policy Number: \_\_\_\_\_

(e.g. Blue Cross, Kaiser, etc)

\_\_\_\_\_  
In the event of an emergency, please contact:

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Relationship

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_



# El Marino Language School

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## **Volunteer Policies and Procedures Handbook**

El Marino Language School values the time, energy, and commitment of our cleared volunteers. Volunteers play an important role in supporting the academic, social, and emotional growth of all students. To ensure a safe, consistent, and respectful environment for our students and staff, the following policies and procedures apply to all cleared volunteers.

### **General Expectations**

- Volunteers support and extend the work of teachers and staff but do not replace their professional responsibilities.
- Volunteers are expected to follow the directions of the supervising teacher or staff member at all times.
- Volunteers serve all students, not just their own child or those they know.
- Favoritism toward one's own child or a particular group of students is not permitted.
- Volunteers should model respectful, inclusive, and professional behavior.
- Please arrive on time, follow sign-in/out procedures, and wear your volunteer badge at all times.

### **Confidentiality**

- Volunteers may not discuss or share information about individual students, families, or incidents observed at school with anyone outside of staff.
- All matters related to students are considered confidential.
- Volunteers may not photograph, record, or share images of students unless specifically authorized by school administration.

### **Student Discipline and Safety**

- Volunteers may not discipline students. If a situation arises, notify the supervising teacher or staff immediately.
- Volunteers should not raise their voice, physically handle students, or impose consequences.
- Volunteers must remain within sight of a staff member unless specifically authorized to work independently in designated areas.
- Volunteers should never be alone with a student in a private setting.
- If you observe unsafe behavior, bullying, or another concern, report it immediately to a staff member. Do not attempt to resolve the issue independently.

### **Boundaries and Conduct**

- Always treat students with kindness, patience, and encouragement.
- Avoid physical contact unless necessary for safety or as part of a staff-approved activity.

- Volunteers should avoid discussing personal beliefs, political views, or sensitive topics with students.
- If unable to attend your scheduled time, please notify the teacher or office staff as soon as possible.

### **Health and Safety**

- Volunteers must have completed all district-required clearance procedures, including background checks and TB testing.
- Badges must be worn at all times while on campus.
- In case of an emergency, follow staff directions and established school safety procedures.

### **Acknowledgment**

All cleared volunteers are required to read, understand, and adhere to these policies and procedures. Failure to follow these guidelines may result in revocation of volunteer privileges.

By signing below, you acknowledge that you have read and agree to abide by the El Marino Language School Volunteer Policies and Procedures.

Volunteer Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_