



Portola Valley School District

School Volunteer, Chaperone, and Visitor Guideline

In compliance with California Education Code §35021 and Board Policy/Administrative Regulation 1240, all school volunteers must be screened and authorized before working with students to help ensure student safety and well-being.

Effective January 1, 2026, under Senate Bill 848, certain school volunteers, visitors, and chaperones who interact with students outside the immediate supervision of a parent/guardian or school employee are classified as mandated reporters under California law. In alignment with this law and district expectations, these individuals are required to complete annual Mandated Reporter Training.

Use the chart below to determine your level of involvement and the associated training requirements:

	Volunteer/Chaperone	Visitor
Type of Contact with Students	<i>Alone with students / outside immediate supervision of parent or employee</i>	<i>Brief, supervised contact / <u>always</u> under parent or employee supervision</i>
Mandated Reporter Training (SB 848)	REQUIRED Vector Solutions: Child Abuse: Mandated Reporter Training for California	NOT REQUIRED
Frequency	Annual**	N/A
LiveScan/TB	REQUIRED	NOT REQUIRED
Examples	<ul style="list-style-type: none"> - General role title: <u>"Volunteer/Chaperone"</u> - Contractors working directly with students - Regular classroom volunteering - Field trip chaperone (single or recurring) - Room parent / teacher helper / library helper - Assisting with special events - Breakfast/lunch/recess supervision 	<ul style="list-style-type: none"> - <u>General role title: "Visitor"</u> - Attending events as audience - Visiting office for business - Career Day or guest lectures with certificated staff - Parent-staff conferences or IEP meetings - School events where parents supervise own children

Steps to Become a Volunteer in PVSD

Steps 1, 2, and 3 apply to VOLUNTEERS (not visitors):

Step 1: Submit the following three documents to your school office:

- “Volunteer Information Agreement and Authorization” [form must](#) be completed annually.
- “Adult Tuberculosis Risk Assessment [Questionnaire](#)” (or TB test result) signed by a U.S. physician or healthcare provider. The TB risk assessment must be renewed every 4 years.
[California School Employee Tuberculosis \(TB\) Risk Assessment Questionnaire](#)

Step 2: Complete the Live Scan Background Check

LiveScan only needs to be completed once for the PVSD. If you do not recall, or are not sure about your status, check with office staff.

- School offices will provide the Request for Live Scan Service form, and DOJ/FBI Privacy Notices.
- Take this form and valid domestic driver license (or other government issued I.D. to a LiveScan service provider location: [LiveScan Service Locator](#)).
- Complete the section titled ‘Applicant Information’.
- Notify the school office once LiveScan service is completed. The district office will notify the school office once background check clearance is received.

Step 3: Online training – Child Abuse: Mandated Reporter Training for California (EDU)

PVSD requires all volunteers with direct student contact to complete an online training on child abuse prevention and mandated reporting. Volunteers will need to provide a personal email address so a Vector Solutions account can be created for them. Once their account is set up, they can access and complete the training online.

Step 4: Review: PVSD Administrative [Regulation 5141.41](#) (signature required on Volunteer Form)

Questions? *Check with your school office.*

All volunteers and visitors are required to sign in at the administrative office before entering the campus and receive a badge, and sign out when leaving the school.

Thank you again for your generosity of time and support of PVSD Students!