



Portola Valley School District  
**Volunteer Guidelines**

*In compliance with California Education Code 35021 and Board Policy/Administrative Regulation 1240, school volunteers are required to be screened and authorized to volunteer. These requirements are in place to help ensure student safety and well-being.*

**Use this chart to determine your level of volunteer activity:**

| VOLUNTEERS<br><i>frequent or prolonged contact with students</i>  | Visitors  |
|---|---|
| LiveScan AND TB assessment <b>REQUIRED*</b>   | LiveScan, TB assessment <b>NOT REQUIRED</b>   |
| Any volunteer assignment involving contact with students and/or staff on a regular basis for 30 minutes or more.<br>Examples: <ul style="list-style-type: none"><li>regularly-scheduled classroom volunteering</li><li>field trip chaperone</li></ul> | When attending a musical, drama production, athletic, academic or art event as a member of the audience.<br>Visiting on a monthly or limited basis.         |
| <ul style="list-style-type: none"><li>classroom centers</li><li>room parent/ teacher helper/library helper.</li></ul>   | When presenting a “Career Day” (or any presentation) lecture with a certificated staff member (teacher or administrator) present.                           |
| Assisting with special events, including dances, school competitions, drama and musical productions, working at school book fair.   | When visiting the office for the purpose of conducting business there.  |
| Providing breakfast/lunchtime assistance, eating lunch on campus with children, providing recess/lunch time supervision on a regular basis for 30 minutes or more.  | When attending a parent-staff conference and/or IEP meeting, or when attending school events at which parents are expected to supervise their own children. |

*\*Note: The above chart is a guide applicable to most, but not every circumstance.*

## 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 trainings: Prevention of Adult Sexual Misconduct in Schools**

PVSD uses online training modules, which cover prevention of adult sexual misconduct, child abuse and neglect, and mandated reporting information. Volunteers whose duties involve direct contact with children are required to complete these two trainings. A link will be provided to all volunteers.

**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.***

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