Portola Valley School District

School Volunteer, Chaperone, and Visitor Guidelines

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, Senate Bill 848 expanded California's mandated reporter requirements to include certain adult school volunteers and chaperones who interact with students outside the immediate supervision and control of a parent/guardian or school employee.

Use the chart below as a general guide to determine your level of involvement and the applicable requirements. The school office or District Office will make the final determination based on the specific assignment.

	Volunteer/Chaperone	Visitor
Type of Contact with Students	**Direct contact with students, including situations where assisting or supervising a student without a parent/guardian or school employee immediately present**	**Brief, supervised contact with no assigned responsibility for working with or supervising students**
Examples	• Regular classroom volunteering • Field trip chaperone, whether single or recurring • Room parent, teacher helper, or library helper • Assisting with student activities or special events • Breakfast, lunch, or recess supervision	• Attending an event as an audience member • Visiting the school office for business • Guest presentation with staff present • Parent-staff conference or IEP meeting • School event where parents supervise their own children
Mandated Reporter Training (SB 848)	REQUIRED upon onboarding & **annually** thereafter *(See below for instructions)*	NOT REQUIRED
LiveScan (Fingerprinting)	REQUIRED **once** during initial onboarding	NOT REQUIRED
TB Clearance	REQUIRED upon onboarding; valid for 4 years	NOT REQUIRED
Volunteer Information & Agreement Form	REQUIRED upon onboarding & annually thereafter	NOT REQUIRED

Steps to Become a Volunteer in PVSD

Step 1: Submit Required Documents

Submit the following documents to your school office:

1. Volunteer Information Agreement and Authorization Form *(Must be completed annually)*
2. Adult Tuberculosis Risk Assessment Questionnaire or TB test result

The document must be signed by a licensed health care provider. The TB risk assessment must be renewed every 4 years.

Step 2: Complete the Live Scan Background Check

Live Scan only needs to be completed once for PVSD. Contact the school office if you do not recall or are unsure of your clearance status.

- The School Office will provide the *Request for Live Scan Service Form* and the required DOJ/FBI privacy notices.
- Take the form and a valid government-issued photo ID to a Live Scan service provider.
- Complete the section titled "Applicant Information".
- Notify the School Office after completing the Live Scan appointment.

Step 3: Complete the Online Training

Complete required training through the Mandated Reporter Training website *See below for the registration and access instructions*.

All volunteers and visitors must sign in at the school's administrative office before entering the campus, receive a visitor or volunteer badge, and sign out when leaving. Questions? Contact your school office.

Mandated Reporter Training Access

PVSD assigns the required online training through the Mandated Reporter Training website.

1. Submit the *Volunteer Information Agreement and Authorization Form* to the school where you intend to volunteer.
2. The school will provide your name and personal email address to the District Office so an account can be created.
3. You will receive an email from the platform with registration and login instructions.
4. Complete the assigned training before your first volunteer activity.
5. Once completed, your certification will be generated through the platform. Provide a copy of the certification to the office staff so it can be included with your onboarding documents.

Completion of the training does not, by itself, authorize an individual to volunteer. All applicable forms, clearances, and approvals must be completed before volunteer service begins.

Thank you for your generosity, dedication, and continued support of PVSD students. Your contributions make a meaningful difference in the lives of our students and our school community.