



**SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT  
699 Old Orchard Drive, Danville, California 94526**

Dear Parents and Caregivers,

In SRVUSD, we continue to prioritize student safety and improve our procedures for processing and clearing employees and volunteers. We are making some enhancements to SRVUSD's volunteer clearance process via our volunteer management system, [Be A Mentor \(BAM\)](#), effective for the beginning of the 2023-2024 school year. **Please review the important information below, but do not make any updates or apply as a new volunteer until after June 2nd.**

We are providing this information to all current SRVUSD parents and caregivers, regardless of whether you have been previously cleared. SRVUSD partners with BAM to allow parents and caregivers to be cleared as school volunteers at the level of their choosing. This includes:

- **Level One:** General School Volunteers and Day Field Trip Chaperones
- **Level Two:** Field Trip Drivers
- **Level Three:** Overnight Chaperones

**The following two (2) changes will be part of the approval process for the 2023-24 school year:**

1. Volunteers at all three levels will now be required to provide **proof of Tuberculosis (TB) clearance** every four (4) years. If you have proof of TB clearance within the last four (4) years, that is acceptable to meet this requirement.
  - Please consult directly with your medical provider to find out information about what TB test option is best for you.
  - You can also [locate community providers for testing](#) if you don't have access to your own medical provider.
  - We also encourage you to review more information on [Tuberculosis and TB testing](#) from Contra Costa Health Services.
2. Level Three volunteers will now be required to **complete Mandated Reporter training** annually (takes approximately 40 minutes to complete) and **Sexual Harassment training** every two (2) years (takes approximately 60 minutes to complete)

**If you have previously been cleared in BAM, the new requirements, including training (Category 3 only), will need to be uploaded to the BAM system before you can be cleared to volunteer for the 2023-2024 school year.** We strongly recommend you begin this process prior to June 30, 2023, to avoid delays in receiving clearance for the 23-24 school year! Volunteers in the BAM system who have not completed all of the updated requirements, will not be allowed to volunteer until they have done so.

We value your support and willingness to volunteer at SRVUSD schools, and we thank you for your shared commitment to the success and safety of all students. For more information and updates, please refer to and bookmark our [SRVUSD volunteer clearance page](#). Please reach out to Tami Castelluccio in Educational Services at [tcastelluccio@srvusd.net](mailto:tcastelluccio@srvusd.net) with any additional questions.

## Procedures:

- ❖ All volunteers, drivers, and/or chaperones must register through the district's online volunteer management system, [Be A Mentor](#).
- ❖ All volunteers, drivers, and/or chaperones will check in at the office and wear a school-issued badge before going onto campus.
- ❖ All volunteers, drivers, and/or chaperones are expected to engage and model safe behaviors, practice professionalism and observe all laws and regulations (please arrive on time, drive with care, silence cell phones, dress appropriately, etc.).
- ❖ All volunteers must meet with the school administrator or designee in charge of the trip to review policies and procedures that are specific to the trip being taken.
- ❖ In order to ensure safety and minimize distractions to the learning environment, please do not bring pets (except service animals), infants or non-school-age children to school with you when you are volunteering. Please make arrangements for off-campus child care.
- ❖ All volunteers, drivers, and/or chaperones are to use staff restrooms only.
- ❖ Confidentiality of information obtained through your volunteer efforts must remain confidential.
- ❖ Respect the privacy of everyone in the classroom. This includes materials you may see on the students' or teachers' desks (i.e. test scores, graded papers, notes, etc.).
- ❖ When addressing student behavior: ask politely twice, then inform the teacher.
- ❖ All volunteers, drivers, and/or chaperones shall not consume or have in their immediate possession the following items at any point during a school-sponsored trip or field trip:
  - alcoholic beverages
  - tobacco-based products
  - e-cigarettes
  - intoxicants of any sort
- ❖ The school reserves the right to revoke volunteer privileges at any time.

Thank you for your willingness to help enrich the learning experiences of all of our students. Adherence to these guidelines will help ensure that all students learn in a safe, secure learning environment and that your volunteer experience is as rewarding as possible.