

Volunteering in Our Schools

Volunteers play an important and valuable role in the Ross Valley School District. Students, teachers, staff, parents and the community benefit when volunteers share their talents, experience and resources. Volunteers support students in a variety of ways, including assisting in the classroom, on the playground and/or during lunch, as field trip drivers and chaperones, at school events, in afterschool activities/sports and a variety of special programs.

Due to recent changes in state regulations, our updated volunteer protocols will require additional information and/or action on the part of our volunteers. Effective with the start of the 2016-17 school year, all volunteers must submit a "Volunteer Application" along with written verification from a healthcare provider of negative tuberculosis within the last 4 years (i.e. skin test or Risk Assessment Questionnaire). Additional requirements apply for those who will be volunteering as field trip drivers and/or chaperones on overnight field trips. Please note that persons who visit our schools for one-time special events, such as guest speakers, are not considered "volunteers" for this purpose. If in doubt as to whether your participation in our schools constitutes volunteering, please check with your school's principal and/or administrative assistant.

We cannot imagine RVSD without the hard work and dedication of our volunteers!
On behalf of the students and staff, we appreciate all you give to support our schools!

Volunteer Requirements

Section 1: All Volunteers

All volunteers please submit the following to the school office. If you have students attending both an Elementary School and White Hill Middle School, please complete an application for each school.

1. "RVSD Volunteer Application"

This form must be completed and submitted each year by all volunteers prior to volunteering.

2. Evidence you are free from tuberculosis.

You must provide evidence that you are free from tuberculosis within thirty (30) days of the date you submit your completed Volunteer Application. Verification can be accomplished by either of the following methods:

- Proof of negative result from a tuberculosis (TB) skin test, administered within the last four (4) years, or negative chest x-ray.

Or

- Submit the Tuberculosis (TB) Risk Assessment Questionnaire completed by your physician or health care provider.

NOTE: If you are unable to have your physician or health care provider complete the questionnaire, you may have the TB risk assessment questionnaire processed by the RVSD school nurse. Please check with the school office regarding our school nurse's availability for scheduling an appointment to complete the questionnaire.

Section 2: Specialized Volunteers

In addition to the requirements listed above in Section 1, the following types of specialized volunteering require the item(s) indicated below:

Field Trip Driver

If you will be volunteering to drive on a field trip, in addition to the items in Section 1 above, please complete and submit the following:

- An "Educational Field Trip Driver Form" must be submitted annually and/or whenever information changes during the school year.
- A copy of your automobile insurance policy declaration page/coverage indicating types of coverage, coverage limits and the date coverage expires. The required insurance limits are: Bodily Injury - \$100,000/\$300,000 and Property Damage - \$25,000.

NOTE: Whether you are transporting other peoples' children or only your own, we must still have your completed "Educational Field Trip Driver Form" and copy of your automobile insurance policy declaration on file.

Overnight Field Trip Chaperone

If you will be volunteering to chaperone on an overnight field trip, in addition to the items in Section 1 above, please complete and submit the following:

- Fingerprint Clearance through the Department of Justice (DOJ) and Federal Bureau of Investigation (FBI).

Please contact Lori Ross (Human Resources Specialist) at 415-451-4063 or lross@rossvalleyschools.org, to obtain the "Live Scan Form" which must be taken to your fingerprint appointment. Lori will provide you information about the two locations where you may complete Live Scan fingerprinting, and the Ross Valley School District will be billed for the cost of your Live Scan report. Fingerprint clearance is valid for 10 years.

NOTE: Please be aware that once your fingerprints are on file, the DOJ and FBI will provide automatically any past or future arrest and conviction information to the Ross Valley School District Human Resources Office.

Thank you for your willingness to volunteer for our students! We know these requirements are new and different, but we have confidence they will ultimately provide additional safety and security for our students, staff, and families. We appreciate your understanding and cooperation. If you have any questions contact, Teri Louer, Director Student Services at (415) 451-4066 or tlouer@rossvalleyschools.org.