

Requirements to Volunteer

In order to protect our children, the Belmont-Redwood Shores School District has established procedures to verify that any person who volunteers is certified free of tuberculosis and not registered as a sex offender. A **volunteer** is defined as someone who *attends a field trip, works with or supervises students*.

Before September 30, 2009

- [Purple Form \(Complete form online or leave hardcopy in PTA box\)](#)
- Proof of negative tuberculosis (TB) test. (Intradermal PPD, not 4 prong tine test.) Those whose skin test positive **MUST** provide a chest x-ray, not a doctor's note. Skin tests and x-rays are valid for 4 years.
- Copy of current driver's license for registered sex offender screening.
- The District also requires mandatory fingerprinting of volunteers who are not parents, grandparents or legal guardians.

After September 30, 2009

- Volunteers must have a completed background check. This may be obtained by taking your photo ID and \$11 cash to:

San Mateo County
Office of Criminal Records
400 County Center
Redwood City, CA 94063
650.363.4525

[Click to see directions on map.](#)

- [Purple Form\(Complete form online or leave hardcopy in PTA box\)](#)
- Proof of negative tuberculosis (TB) test. (Intradermal PPD, not 4 prong tine test.) Those whose skin test positive **MUST** provide a chest x-ray, not a doctor's note. Skin tests and x-rays are valid for 4 years.
- Copy of current driver's license for registered sex offender screening.

*Without a TB certification, a completed purple **Be a School Volunteer at Fox School** form and clearance from the Department of Justice parents, grandparents or guardians cannot attend field trips, work with or supervise students. They can attend classroom parties or school-wide functions such as the Halloween parade, plays or concerts.*

Field Trips Drivers

In order to drive students on a field trip, you must have complete the above volunteer requirements and have a copy of your current auto insurance on file (minimum \$50,000 liability/\$100,000 accident.) If you do not meet this amount, auto insurance can be upgraded for the day. Such upgrades can be faxed to 650-637-4858. Without this coverage, you cannot drive any student, including your own.

Field Trip Policies

1. All decisions about a volunteer's assignment and role must be approved by the teacher.
2. Siblings, guests and /or pets are not allowed to attend field trips.
3. Drivers must follow all California Safety laws.
4. Drivers must only follow the designated field trip route. No detours or unscheduled stops.
5. Students and drivers are not allowed to be charged a fee for field trips or school activities. A donation not to exceed \$5 per trip may be solicited.
6. Participants must abide by all school rules and policies.
7. Parents, grandparents or legal guardians who turn in volunteer paperwork on the day of the event may not be able to participate.
8. Any student who attends a field trip must participate for the entire trip. Students may not be checked out of school before the field trip is completely over and the student has returned to Fox School.
9. A parent, grandparent or legal guardian can request to drive their child only, if they have the required volunteer paperwork and required auto insurance coverage.
10. Parents, grandparents or legal guardians who are not assigned by the teacher to volunteer or drive on a field trip may not be allowed to participate or attend. It is the parent, grandparent or legal guardian's responsibility to notify the teacher in advance (24 hours) that they would like to attend.
11. Participation will ultimately be determined by the principal, principal's designee or Teacher in Charge.

The volunteers are a vital part of the teaching and learning that occurs at Fox School. Thank you for taking on this responsibility. I truly appreciate the commitment that each of you have made to our school and our students.

Thank you for taking on this responsibility,

If you have any question please call 650-637-4850 or email cmarchetti@belmont.k12.ca.us

Sincerely,
Chris Marchetti