



24750 Main Street
Foresthill, CA 95631
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2018-19 School Year

Dear parents and valued volunteers:

As our children grow and mature in school, so too do our policies and procedures for dealing with safety. Always looking to make our schools more secure, I need to inform you of the policies that may affect those of you who work in our classrooms and assist with our fieldtrips.

The following requirements apply to those who volunteer at our school and on field trips:

1. All school volunteers must submit evidence that they are free from active tuberculosis and will bear the testing cost, if necessary.
2. All volunteers must obtain a fingerprint clearance through the Department of Justice before they are authorized to serve as a volunteer in the classroom or on any fieldtrip. Volunteers are responsible for the initial “finger-printing” fee (usually in the \$15-\$20 range) and the District will bear the remaining \$32 Department of Justice fee.
3. All volunteers will fill out a Volunteer/Chaperone Information Form **and** submit a copy of their valid driver’s license or California ID card.

Your volunteer/fingerprint clearance, once obtained, remains valid throughout all the years your student is enrolled in the Foresthill Union School District, unless a subsequent arrest notification is received. This information cannot be shared with any other agencies, organizations or schools. **The tuberculosis clearance must be updated every four years.**

The following requirements apply to those who transport students and/or wish to have their student transported by a cleared volunteer during school sponsored events:

All cleared school volunteers who wish to transport students shall complete a VOLUNTEER DRIVER INFORMATION Form. Additionally, the volunteer will need to submit a photocopy of his/her insurance “declarations page” indicating the expiration date and the coverage limits as described in the Volunteer Driver Information Form. This information will need to be updated upon expiration of coverage.

All students to be transported by a cleared school volunteer shall provide the school site with a completed PARENT/GUARDIAN AUTHORIZATION FOR CHILD TO BE TRANSPORTED BY AN AUTHORIZED PRIVATE DRIVER.

Necessary paperwork for volunteering or transporting students is available on our website or it can be picked up at the school office or District Office. **Please return completed paperwork and required documents to the District Office at 24750 Main Street, Foresthill, CA 95631.**

If you have any questions or need further information, please contact Debby La Porte at (530) 367-2966, Ext. 100.

Thank you for your understanding in this important matter.