



RISING SUN MONTESSORI SCHOOL

VOLUNTEER CLEARANCES

VOLUNTEERING IN THE CLASSROOM:

We encourage parents and guardians to volunteer in the classroom. You need to coordinate any participation in the classroom with your student's teacher before you arrive to help.

Always remember to sign-in in the office and pick up a volunteer lanyard before you go to the classroom and return it when you leave please.

Before any adult can volunteer in the classroom, two very important requirements must be met:

- Cleared DOJ/FBI *Live scan fingerprint report for Rising Sun Montessori School (required form available in school office)
- Cleared TB negative test result (required every four (4) years) or risk assessment clearance signed by a medical doctor or registered nurse.

*To receive your DOJ/FBI clearance, you will need a form from the office. Take it to any location that is authorized to take your fingerprints and process clearances. It is helpful to let the office know when you have begun the clearance process, so I can watch for your name when I receive clearance notifications.

ABOUT CHAPERONING ON A FIELD TRIP:

After the above two requirements are met, an adult may chaperone their student's field trip. All chaperones must be at least 21 years of age. As a chaperone, you will be assigned to a car, accompany the group/classroom to its destination, assist during the event and on the way back to school.

As per the RSMS Family Handbook, *parents are asked to avoid discussing students with others*. Discipline issues should be brought to the teacher's attention for appropriate follow-through. Other concerns regarding the field trip should be brought to the teacher or the Head of School.

DRIVING TO AND FROM A FIELD TRIP: (Parent drivers make field trips possible!)

Please note: In order to drive any student(s), including your own, you must be fully cleared according to the following requirements. Additionally, all drivers must be 25 years of age or older. If younger, and fully cleared, you may drive only your own child(ren).

All field trips begin and end at the school – “meeting up” at the location is not permitted; nor is leaving early or not returning to the school.

In addition to the two volunteer requirements listed above, adults who volunteer to drive students to and from any field trip, including their own child(ren), are required to provide the following:

- **Copy of current/valid California Driver's License**
- **DMV Driver's History Report** – available from the offices of the DMV. Please ask for an *official* 5-year driver history report that costs \$5.00 (last I checked). We **can only accept an official, stamped or watermarked report**, so please be specific with your request at the DMV. You may also order one by mail using the INF 1125 form, but you **must** check the box at the top to indicate that you want a certified copy. You will mail in the form with the \$5 fee but be aware that it may take weeks to receive the report.
I cannot accept your driving report as printed from the website or from an insurance company.

Any report indicating violations within the last three years will be reviewed by the Head of School to determine parent driver eligibility status. Any traffic accident that occurred within three years prior to report date will require a letter from your insurance company that states the date of the incident/accident, basic details, extent of damages and/or injuries, related violations/citations and the percentage of "at fault" for the accident. Your insurance letter should accompany the DMV report at the time you submit the paperwork for driver clearance. The reports will be reviewed and any restrictions will be noted. You will be notified of status.

- **Current copy of vehicle registration for all vehicles** that may be used for a field trip. If only one of your vehicles may be used, then we only need that registration.
- **Current copy of vehicle(s) insurance declaration page for all vehicles that may be used on a field trip** (*not a copy of the renewal card*)...required info includes minimum limits of coverage of \$100,000/person and \$300,000/occurrence, current coverage dates, with name(s) and address of permitted drivers.

NOTE: All of the above documentation must be kept current and up to date in our RSMS office. As paperwork expires, please submit renewed, current paperwork.

Adults participating in the field trip are asked to assist wherever needed and are expected to chaperone the group of students they are assigned, as well as be aware of safety concerns for all students. Drivers must drive directly to and from the field trip destination. ***Stops for food, gasoline, or anything outside of the trip itinerary are not permitted. Please arrive on time and be prepared with a tank full of gas, and anything else you may need. Friends, relatives and siblings may NOT accompany the driver, ride along in the car, attend the field trip or meet you there.***

RSMS policy states that only movies rated "G" may be shown in the vehicle. Additionally, only age appropriate music should be played.

Remember that California State law mandates that all parents/guardians must provide an appropriate car seat if their child is under 8 years of age or shorter than 4'9" tall. Please make sure your passengers are sitting in the appropriate seat if required.

~Jenn Short~

Administrative Assistant

Rising Sun Montessori School

916-936-2333 or 530-350-9500

jshort@risingsunmontessori.org



California School Employee Tuberculosis Risk Assessment Frequently Asked Questions



California law requires that school staff working with children and community college students be free of infectious tuberculosis (TB). These updated laws reflect current recommendations for targeted TB testing from the federal Centers for Disease Control and Prevention (CDC), the California Department of Public Health (CDPH), the California Conference of Local Health Officers and the California Tuberculosis Controllers Association (CTCA).

What specifically did **AB 1667** change on January 1, 2015?

1. Replaces the mandated TB examination on initial employment with a TB risk assessment, and TB testing based on the results of the TB risk assessment, for the following groups:
 - a. Persons initially employed by a school district, or employed under contract, in a certificated or classified position (California Education Code, Section 49406)
 - b. Persons initially employed, or employed under contract, by a private or parochial elementary or secondary school or any nursery school (California Health and Safety Code, Sections 121525 and 121555)
 - c. Persons providing for the transportation of pupils under authorized contract (California Health and Safety Code, Section 121525)
2. Replaces the mandated TB examination at least once each four years of school employees who have no identified TB risk factors or who test negative for TB infection with a TB risk assessment, and TB testing based on the TB risk assessment responses. (California Education Code, Section 49406 and California Health and Safety Code, Section 121525)
3. Replaces mandated TB examination (within the last four years) of volunteers with "frequent or prolonged contact with pupils" in private or parochial elementary or secondary schools, or nursery schools (California Health and Safety Code, Section 121545) with a TB risk assessment administered on initial volunteer assignment, and TB testing based on the results of the TB risk assessment.
4. For school district volunteers with "frequent or prolonged contact with pupils," mandates a TB risk assessment administered on initial volunteer assignment and TB testing based on the results of the TB risk assessment. (California Education Code, Section 49406)

What specifically did **SB 792** change on September 1, 2016?

California Health and Safety Code, Section 1597.055 requires that persons hired as a teacher in a child care center must provide evidence of a current certificate that indicates freedom from infectious TB as set forth in California Health Safety Code, Section 121525.

What specifically does **SB 1038** change on January 1, 2017?

California Education Code, Section 87408.6 requires persons employed by a community college in an academic or classified position to submit to a TB risk assessment developed by CDPH and CTCA and, if risk factors are present, an examination to determine that he or she is free of infectious TB; initially upon hire and every four years thereafter.



Certificate of Completion Tuberculosis Risk Assessment and/or Examination

*To satisfy **job-related requirements** in the California Education Code, Sections 49406 and 87408.6 and the California Health and Safety Code, Sections 1597.055, 121525, 121545 and 121555.*

First and Last Name of the person assessed and/or examined:

Date of assessment and/or examination: _____mo./_____day/_____yr.

Date of Birth: _____mo./_____day/_____yr.

The above named patient has submitted to a tuberculosis risk assessment. The patient does not have risk factors, or if tuberculosis risk factors were identified, the patient has been examined and determined to be free of infectious tuberculosis.

X _____

Signature of Health Care Provider completing the risk assessment and/or examination

Please print, place label or stamp with Health Care Provider Name and Address (include Number, Street, City, State, and Zip Code):



REQUEST FOR LIVE SCAN SERVICE
(Public Schools or Joint Powers Agencies)

Print Form

Reset Form

Applicant Submission

ORI: AI248 Type of Applicant: Classified School Employee Credentialed School Employee
Code assigned by DOJ

The following selections are for Public Schools only:

License, Certification, Permit Peace Officer Law Enforcement Officer Volunteer

Type of License/Certification/Permit OR Working Title: _____
(Maximum 30 characters - If assigned by DOJ, use exact title assigned)

Contributing Agency Information:

RISING SUN MONTESSORI SCHOOL
Agency Authorized to Receive Criminal Record Information
4940 ROBERT J. MATTHEWS PKWY.
Street Address or P.O. Box
EL DORADO HILLS CA 95762
City State ZIP Code

19202
Mail Code (five-digit code assigned by DOJ)
JENNIFER SHORT
Contact Name (mandatory for all school submissions)
9169362333
Contact Telephone Number

Applicant Information:

Last Name _____
Other Name _____
(AKA or Alias) Last
Date of Birth _____ Sex Male Female
Height _____ Weight _____ Eye Color _____ Hair Color _____
Place of Birth (State or Country) _____ Social Security Number _____
Home Address _____
Street Address or P.O. Box

First Name _____ Middle Initial _____ Suffix _____
First _____ Suffix _____
Driver's License Number _____
Billing Number _____
(Agency Billing Number)
Misc. Number _____
(Other Identification Number)
City _____ State _____ ZIP Code _____

Your Number: _____
(OCA Number (Agency Identifying Number))

Level of Service: DOJ FBI

If re-submission, list original ATI number:
(Must provide proof of rejection) _____
Original ATI Number

Live Scan Transaction Completed By:

Name of Operator _____ Date _____

Transmitting Agency _____ LSID _____ ATI Number _____ Amount Collected/Billed _____