



est. 1926

PENNGROVE ELEMENTARY

Penngrove Volunteers Rock!

Guidelines for school volunteers:

- Be on time
- Sign in at the office and put a sticker on, don't forget to write your name on your sticker!
- Make sure you engage in positive support interactions with children
- Anything you hear that is inappropriate or dangerous should be shared w/ a teacher, an office staff member, or the principal privately
- All student information must be kept confidential
- Direct any parent questions to the teacher
- Do not discuss anything regarding students with others
- When you're volunteering, refrain from conferencing about your child's progress w/ the teacher
- Give students think time, do not complete work for them but guide and facilitate learning
- Take guidance from the classroom teacher, they make final decisions
- Use adult bathroom facilities ONLY (we have 2 in admin building and 2 in the main hallway near admin building)
- All volunteers will participate in emergency drills
- Any questions should be directed to the classroom teacher or principal

Who needs to be fingerprinted:

- Any volunteer who is not a parent or grandparent
- All chaperones for overnight field trips

Who can drive on field trips?

- Cleared volunteer
- With all insurance updated with the office 48 hours prior to the field trip

PETALUMA CITY SCHOOLS

GUIDELINES FOR SCHOOL VOLUNTEERS

Welcome to Petaluma City Schools. We welcome parent and community volunteers and appreciate the time you are devoting to supporting our students' success. To help make your time in the classroom both enjoyable and productive, we ask that you adhere to the following guidelines.

- Upon arrival at the school, please check in at the office, sign in, and pick up your volunteer badge. Wear your badge at all times while you are on campus. It is important to come to the office, sign out, and return your badge before you leave the campus. This helps us know who is on our site, should we need to contact you while you are on campus.
- To support the flow of classroom instruction, it is important to be on time and come to school on the days that you have agreed to volunteer. Classroom teachers plan instruction based on your commitment to volunteer in the classroom on a specific date and time. It is helpful if you arrive a few minutes early so that the teacher can smoothly transition to the activities and lessons with which you will be helping.
- Children respond best to positive, supportive interactions with adults. Please keep this in mind while you are working with students.
- If you hear or observe inappropriate or dangerous situations, please share what you have heard or seen privately with the teacher or principal. Dangerous situations should be brought to the teacher's attention immediately.
- It is important that all student information be kept confidential. Please do not discuss other student's progress with other parents (including their own). Please direct any parent questions to the teacher. The best rule of thumb is to not discuss individual students with anyone but the classroom teacher.
- There may be a time when you have a concern about your own student's progress in the classroom or want to share information about your own child with the teacher. This is best done after class, at a time and place arranged with the teacher, when the teacher can give you full attention.
- Students learn best by doing. Students are at different educational levels and learn in different ways and at a different pace. When helping students, give them the time they need to think about the problem or project on their own. It is helpful to review instructions and respond to students' questions, but not to do the work for them.
- Please take your guidance from the classroom teacher. Teachers make final decisions concerning volunteers in the classroom. They select volunteers as needed in the classroom and give volunteers specific assignments and directions in the best interests of the students and to best utilize volunteer skills.

PETALUMA CITY SCHOOLS

VOLUNTEER APPLICATION

Information provided on this form is confidential and will be used for Volunteer Program purposes only.

Date: _____ School: _____

Full Name: _____
(First) (MI) (Last)

Address: _____
(Street) (City) (State) (Zip)

Date of Birth: _____ Home Phone: _____ Work phone: _____

Cell Phone _____ e-mail address _____

Emergency Contact Name/Phone Number _____

Drivers License (Photocopy Driver's License or California DMV ID and attach) OR
Physical Description (Height, Weight, Hair Color, Eye Color, Outstanding Features) (attach)

Do you have children or grandchildren in this school? Yes No

If yes, name(s) and grade(s) of child(ren): _____

Volunteer Experience: _____

Have you lived in California less than 12 months? _____ Yes _____ No
Have you ever been convicted of a felony? _____ Yes _____ No
Have you ever been convicted of a sex or drug related offense or crime
of violence? _____ Yes _____ No
Are you required to register as a sex offender under Penal Code 290.95? _____ Yes _____ No

"I understand that the District may research my personal and professional background. I give my permission to have my personal and professional references researched and hold the District and any individuals providing the District with information harmless. I also understand that I may have a criminal history check run by law enforcement if I serve as a volunteer. As a guest and volunteer of this school or District, I may have occasional or frequent contact with students. I understand that this requires me to disclose to school officials if I am a registered sex offender. As stated in Penal Code 290.95, my failure to disclose this fact could result in a fine and/or possible arrest, prosecution, and imprisonment.

By placing my name below, I declare under penalty of perjury, that I am not a registered sex offender required to register with school officials under Penal Code 290.95. I further declare that I have not been convicted of sex or drug related offenses or crimes of violence and that there are no criminal charges pending against me. I agree to abide by the District's safety and health rules and regulations."

Do you agree to maintain CONFIDENTIALITY of students' information? Yes No

SIGNATURE: _____ DATE: _____

TO BE COMPLETED BY SITE ADMINISTRATOR

Approved _____ Not Approved _____
Administrator's Signature Date