

**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

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.
- Wear comfortable clothing. We ask that adults adhere to the school dress code and model for students our expectations for behavior and dress. Please avoid "tank tops, spaghetti

strap tops, halter-tops, bare midriffs or chests, see-through outfits, or off-the-shoulder blouses”.

- Please use the adult bathroom facilities **only**.
- An evacuation chart for fire and emergency drills is located in the classroom by one of the exits. Please direct your attention to the classroom teacher when a drill or emergency occurs.
- Should you have any questions about these guidelines, please discuss them with the classroom teacher or principal.
- Thank you for volunteering and working together with our schools to maximize the educational opportunities and environment for our students!