



Field Trip & School Volunteer Clearance

Dear School Volunteer:

Thank you for your interest in volunteering at our school. Volunteers are an integral aspect of a great school/district. The Piedmont Unified School District has instituted the following guidelines for all who wish to volunteer their time at our schools. This includes field trips, classroom and office support, library support and any other volunteer support that may involve direct contact with students at a school.

The District expects that all volunteers follow the guidelines listed below:

- All volunteers will check-in at the office and wear a school-issued badge before going onto campus.
- All volunteers are expected to practice professionalism: arrive on time, turn off cell phones, dress appropriately, etc.
- In order to ensure safety and minimize distractions to the learning environment, volunteers should not bring infants or non school-age children to school when they are volunteering in the classroom or on a field trip. Volunteers are asked to make arrangements for off-campus child care.
- Volunteers need to be punctual for field trips. They should not run errands, get gas for the car, or make phone calls after the trip has started. Volunteers are asked to address these needs ahead of time.
- If a student needs to use the restroom while on a field trip, volunteers should send one or two students with him/her. A child should never be sent alone. Volunteers should wait near the restroom until all students return.
- Volunteers are to use staff restrooms only.
- Confidentiality of information obtained through the volunteer's efforts must be maintained.
- Volunteers must respect the privacy of everyone in the classroom. This includes materials seen on the students' or teachers' desks (e.g., test scores, graded papers, notes, etc.).
- Students are expected to have excellent behavior while on a field trip (e.g., students should sit quietly during performances), and volunteers are asked to uphold these rules.
- When a volunteer is addressing student behavior, they should twice ask the student politely, and if it becomes necessary, inform the teacher.
- School trip volunteer drivers must have on file an approved driver form (annually).
- Volunteers should not make stops on the way back to school from a field trip.
- When volunteers return to school, they must wait with their group until the teacher/coach arrives.
- The school reserves the right to revoke volunteer privileges at any time.

Adherence to these guidelines will help ensure that all students learn in a safe, secure environment.

By signing this form, I represent that I am not a registered sex offender as defined by Megan's Law, California Penal Code Section 290. I agree to allow the school to keep a copy of my driver's license/personal identification on file (information will not be used for any other purpose).

School: _____

Print Name: _____
Last First Middle

Volunteer Signature: _____ Date: _____

Student Name(s): _____ Grade/Teacher: _____
Last First

_____ Grade/Teacher: _____
Last First