



SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT

699 Old Orchard Drive, Danville, CA 94526

2009-10 VOLUNTEER CLEARANCE FORM

Dear School Volunteer:

Thank you for your interest in volunteering at our school. Volunteers are an integral aspect of a great school/district. The San Ramon Valley 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, please do not bring infants or non school-age children to school with you when you are volunteering in the classroom. Volunteers are asked to make arrangements for off-campus child care.
- ◆ Volunteers are to use staff restrooms only.
- ◆ Confidentiality of information obtained through your volunteer efforts must be maintained.
- ◆ Respect the privacy of everyone in the classroom. This includes materials you may see on the students' or teachers' desks (i.e. test scores, graded papers, notes, etc.).
- ◆ When addressing student behavior: ask politely twice, then inform the teacher.
- ◆ School trip drivers must have on file an approved driver form (annually).
- ◆ The school reserves the right to revoke volunteer privileges at any time.

We thank you for your willingness to help us help all students succeed. Adherence to these guidelines will help ensure that all students learn in a safe, secure environment.

By signing this form, I represent that I have not been convicted of a felony, and 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 or personal identification on file (this information will not be used for any other purpose).

School: _____

Print Name: _____

Last First Middle

Volunteer Signature: _____ Date: _____

Student Name(s): _____

(if parent/guardian) Last First

Grade/Teacher: _____

Grade/Teacher: _____

Last First

For Office Use Only: Copy of picture ID attached Received by: _____
 Training completed Date: _____