PALO ALTO
UNIFIED SCHOOL DISTRICT

Palo Alto Unified School District
Greene Middle School
750 N. California Avenue • Palo Alto, CA 94303
(650) 494-8120 FAX: (650) 858-1310

Greene Middle School Volunteer and Chaperone Information

For parents and community members who wish to volunteer on campus at Greene Middle School, or for Greene Middle School events, please read all of the information below. Links are included at the end of the document.

Parents and Guardians can volunteer as:

- Chaperones for field trips:
  - Need to complete the live scan process and
  - May chaperone only after the live scan clears
  - Need to read, sign and abide by the Greene Volunteer & Chaperone Agreement
- Drivers for field trips:
  - Need to complete the PAUSD Private Vehicle/Volunteer Adult Driver Form. Parents will return the form to the school secretary together with a copy of the driver's license and insurance policy. This information is housed at the school site.
  - Need to complete the live scan process
  - May drive for field trips only after all of the required documentation is received and the live scan clears.
  - Need to read, sign and abide by the Greene Volunteer & Chaperone Agreement
  - **IMPORTANT:** *A volunteer's live scan may be cleared only for chaperoning and not for driving. It is necessary for the school secretary to check if the volunteer has been cleared to drive.*

Parents, Guardians and Community Members can volunteer as:

- Campus supervisors and classroom volunteers
  - Need to register with the school as volunteers for school supervision: lunchtime angels, classroom & campus supervision either during regular class days or during special events
  - Need to complete the live scan process. Live scan is needed if a volunteer will be alone with any student, at any time. Campus supervision is usually done as a supplement to the staff's supervision before classes start, during brunch and lunch and at dismissal.
  - Need to read, sign and abide by the Greene Volunteer & Chaperone Agreement

NOTE REGARDING LIVE SCAN: *Once the live scan process has been completed, information will be shared with the district office. A parent with multiple children in the district will only need to complete and be cleared once to volunteer at multiple school sites within PAUSD.*

LINKS:

- Live Scan Form
- Live Scan Map & Voucher
- PAUSD Private Vehicle/Volunteer Adult Driver Form
- Greene Volunteer & Chaperone Agreement