

Glenoaks Elementary

Volunteer Policy

2023-2024

Note: GUSD Board Policy (BP) and Administrative Regulations (AR) are referenced throughout document.

Glenoaks Elementary encourages parent and community involvement in the school in order to enrich the instructional program by increasing learning opportunities, providing supportive services to teachers and staff and enhancing community understanding and support of public education. In order to protect instructional time and maintain a safe campus, parents/caregivers and volunteers shall adhere to the following guidelines (BP 1240; AR 1240; BP 1250).

Volunteer Requirements:

- All volunteers shall be tested for tuberculosis (TB) within 60 days before the volunteer service begins and present evidence of being free from tuberculosis (AR 1240: A.4) to the school office. The TB test is good for four years and then must be renewed.
- Volunteers planning to volunteer more than 15 hours are required to be finger printed. See the school office to make an appointment.
- Volunteers must sign the *Glenoaks Volunteer Affidavit* annually.
- Volunteers must sign in at the office and wear a badge when on campus.

Visiting Campus:

Student safety is a priority. Therefore, all parents/caregivers/visitors must sign-in and sign-out in the main office and visibly wear a badge at all times when on campus (*BP 1250: B*).

Parents/caregivers/visitors **should not** deliver lunches, books, homework, projects, etc. directly to the classroom, as this creates a classroom disruption. Visitors of any kind shall not interfere with the operation of the school or the instructional program. (*BP1250: C*)

Classroom Observation (non-volunteer):

Visits to individual classrooms may be scheduled through the classroom teacher or site administrator and will be limited [to approximately 20 minutes] (*BP 1250-A*).

Volunteering in Classroom:

Volunteering in the classroom is by invitation only. Only volunteers who are scheduled will be allowed access to the classroom (*AR 6116*). Some teachers may choose not to utilize classroom volunteers during the instructional day.

Volunteering School-wide

Committee Volunteers: All committee meetings (PTA, GESF, GEDI, etc.) must be prescheduled and calendared with the school office.