

# Mountain Avenue Elementary School

## Volunteer Policy

### 2018-2019

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

Mountain Avenue Elementary School 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). The TB test is good for four years and then must be renewed.
- Volunteers must sign the *Mountain Avenue Volunteer Agreement* annually.
- Volunteers must register with the Raptor Visitor Management System.

#### **Visiting Campus:**

Student safety is a priority. Therefore, all parents/caregivers/visitors must sign-in and sign-out in the main office using the Raptor Visitor Management System and visibly wear a badge 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. After the first week of school, parents/caregivers should not walk students to their line in the morning. 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:**

Teachers often request volunteers for the classroom. 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, MACK, etc.) must be prescheduled and calendared with the Administrative Secretary.

# Mountain Avenue Volunteer Agreement 2018-2019

## Guidelines for Volunteers:

- **ATTIRE:** Please maintain appropriate attire for a school setting.
- **CONFIDENTIALITY:** It is extremely important that you do not talk about students observed while you are volunteering. Please respect student and parent rights. If an incident occurs, it is the teacher's/administrator's responsibility to contact the parent. It is important to be respectful of the privacy of others.
- **DISCIPLINE:** Volunteers may not discipline students. If a situation occurs between students at school, whether it involves your child or other children, please notify the teacher and/or school officials to take care of the discipline. Never involve students in conversation regarding personal inquiries, etc.
- **ELECTRONIC DEVICES:** Electronic listening or recording devices and/or photography may be used for assemblies or performances, but may not be used without the teacher and/or principal's permission on campus at other times. Cell phones should not be used during volunteering or visiting unless there is an emergency situation. Cell phones should always be on silent mode. **(BP 1250: D)**
- **EQUIPMENT:** Use school equipment (in the workroom) **ONLY after being trained** by the administrative secretary. If there is a problem with the equipment, please notify the main office. Do not try to fix it yourself.
- **LEARNING ENVIRONMENT:** Please remember that we need to create an environment that is optimum for learning. Please limit conversations in hallways, outside classrooms, and in the workroom area.
- **SIBLINGS and/or OTHER CHILDREN:** Volunteers should not bring siblings and/or other non-Mountain Avenue students onto campus during the school day.
- **SUPERVISION:** Work only with students under the direction and the proximity of a supervising teacher or staff member. Volunteers shall perform only those services authorized at the school by an employee of the district or an appropriate designee. **(AR 1240: A2 & 3)**

## I have read and agree to volunteer guidelines.

Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

Email address: \_\_\_\_\_

Cell & Home phone: (     ) \_\_\_\_\_

Student(s) name(s): \_\_\_\_\_

Student's Teacher(s): \_\_\_\_\_

Date: \_\_\_\_\_

**Please sign and return this to the school office along with your TB clearance.  
Thank you!**

For Office Only

Approved by: \_\_\_\_\_ Expires: \_\_\_\_\_

Date Rec'd: \_\_\_\_\_