

GLENDALE UNIFIED DISTANCE LEARNING VOLUNTEER GUIDELINES AND AGREEMENT 2020-2021

Glendale Unified encourages parent/guardian and community involvement in its schools 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. Although volunteering may look different, Glendale Unified continues to promote family involvement during Distance Learning. To protect instructional time and maintain safe environments, any volunteer shall adhere to the following guidelines. (*GUSD Board Policy (“BP”) 1240; BP 1250; BP 1312.5*)

Volunteer Requirements

- All volunteers must furnish a copy of a valid government issued unexpired photo identification card (e.g. California Driver’s License, California ID, Military ID, Passport or International ID) to the school site office.
- All volunteers must sign the *Glendale Unified Distance Learning Volunteer Guidelines and Agreement*.
- All volunteers must be cleared by the school site administration through California Megan’s Law Website to ensure the welfare and safety of our students.
- All virtual classroom volunteers must be a parent/guardian or family member of a student currently enrolled at the school site or in the classroom where volunteering.
- All virtual classroom volunteers are required to utilize a Glendale Unified Volunteer virtual background, which will identify their status as a volunteer so parents can easily distinguish the teacher and/or school site personnel from a volunteer as well as ensure that their background is school appropriate. Volunteers must also include “VOLUNTEER” next to their name on the virtual classroom platform display.
 - If a volunteer’s computer is not compatible for use of a virtual background, the volunteer must wear an identification badge to identify their status as a volunteer so parents can easily distinguish the teacher and/or school site personnel from a volunteer.

Volunteer Opportunities

During Distance Learning, the following volunteer opportunities may be available at the discretion of the school site and/or classroom teacher:

- Assisting with preparing materials for students, teachers, or school staff either from home or at a school site workroom (i.e., scanning; packing student bags for material pick-up/delivery).
- Acting as a Technology Liaison to provide technological support to parents/guardians or other family members to ensure that students are able to access and navigate the various Distance Learning platforms and applications for success.
- Serving as guest presenter (i.e., career presentations, introducing arts and crafts projects, etc.) within the presence of the classroom teacher or school site administrator.
- Co-hosting a live interaction class session via Zoom, Google Meets, etc. to assist the teacher with admitting students in class from the virtual waiting room, taking attendance, ensuring students remain on task, etc.
- Supervising multiple students in small groups or break-out sessions, including monitoring students who are doing independent work, facilitating student discussion, reading to students, listening to students read aloud, or reinforcing the teacher’s lesson through flashcards or other quiz like methods. Volunteers are not permitted to work one on one with a student.

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Volunteer's Role

- A volunteer always works under the direction and supervision of a teacher or other member of the school staff.
- A volunteer should be given specific instructions and all necessary materials for any assignment.
- A volunteer recognizes their important role as an example to students in their behavior and speech.
- A volunteer must be on-time when expected to avoid disruption to students' learning experience.
- A volunteer must always dress appropriately and use best judgment for school appropriateness. Volunteers may not wear t-shirts or clothing with inappropriate slogans/sayings/pictures or symbols that may spark controversy.
- A volunteer must ensure that their background and surrounding work space is school appropriate.
- A volunteer must never involve students in conversation of a personal nature.
- A volunteer is not permitted to record or take photographs or screenshots of any students or live interaction sessions. (*BP 1250*)
- A volunteer should not use their cell phone during volunteering or visiting unless there is an emergency situation. Cell phones should always be on silent mode. (*BP 1250*)
- A volunteer understands the ethical and legal responsibilities involved and maintains strict confidentiality regarding the privacy of student records, students and school personnel.
- A volunteer must keep **all** information about students confidential. Any student information obtained while volunteering should **only** be discussed with the teacher or principal.
- A volunteer may not discipline students. If a situation occurs between students in a virtual classroom, whether it involves a volunteer's child or other children, a volunteer must notify the teacher and/or school personnel to take care of the discipline.
- A volunteer must always remember that we are working to create an environment that is optimum for learning.

Volunteer Confidentiality

Confidentiality is the preservation of privileged information and records concerning a student, which may be disclosed in a working relationship. Therefore, information gained about a student is confidential and disclosure can make you legally liable. The following information should be treated as confidential:

- Student record information including academic work such as daily assignments, tests and grades for that work;
- Discipline information such as referrals, investigative materials and information one might pick up in the virtual classroom setting; and
- Any student information obtained by working with students that could be considered student record or discipline information.

All records and information regarding students must be treated as confidential. Refrain from sharing stories with whom you come in contact. Violation of confidentiality of records will result in termination of your volunteer privileges.

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Suspected Child Abuse

As defined by California law, child abuse includes the following four categories: (1) Physical; (2) Emotional; (3) Neglect; and (4) Sexual.

When there is reasonable cause to believe a student is being abused or a person has abused a student, a volunteer should proceed as follows:

- Immediately report the suspected abuse to a mandated reporter: teacher, principal, assistant principal, or counselor at the site so that appropriate action can be taken.
- **Keep information about student(s) confidential as required by law.** Only provide information to those who are required to obtain the details.
- Do not try to investigate the possible abuse yourself as this may interfere with the reporting process and investigation by the authorities.

Student Discipline

Please remember a volunteer should not discipline students. It is appropriate for a volunteer to redirect students or ask students to stop unsafe or unkind behavior, but the next step is to let a teacher or other school employee know about the problem.

If a volunteer is having trouble with a student or group they are supervising, they should let the teacher know immediately. It is also important for a volunteer to understand the class rules so there are consistent behavior expectations for the students.

Volunteering On Campus

Any volunteer who is present on a school campus shall adhere to all of the safety and health protocols implemented by Glendale Unified. Upon arrival to a school campus, a volunteer will be required to have their temperature taken by a District representative and respond to health screening questions. All on campus volunteers are required to wear face coverings at all times while on campus. Volunteers must exercise physical distancing with others and are encouraged to engage in frequent hand-washing.

Volunteer Confidentiality and Expectations Affidavit

I have read, understand, agree to all of the volunteer guidelines, expectations, and confidentiality of being a volunteer. I understand that if I do not adhere to the expectations or if confidentiality is violated, I may lose the privilege of being a school volunteer.

Signature: _____ **Date:** _____

Print Name: _____ **Email:** _____

Phone: _____ **Student Name:** _____

Teacher: _____

Please sign and return to the school site office. Thank you!