



GECS Volunteer Policy

Governance Council Policy #2017.4

While Golden Eagle Charter School ("GECS") encourages parents/guardians and interested members of the community to visit the charter school and view the educational program, GECS also endeavors to create a safe environment for students and staff. Additionally, parents volunteering in classes and activities can be extremely helpful to our teachers and valuable to our students. We thank all parents for their willingness to volunteer in this manner.

Nevertheless, to ensure the safety of students and staff as well as to minimize interruption of the instructional program, GECS has established the following procedures, to facilitate volunteering and visitations during regular school days:

Volunteering

Parents or guardians who are interested in volunteering in the classroom must adhere to the following guidelines:

1. Volunteers who will volunteer outside of the direct supervision of a credentialed employee shall be (1) fingerprinted and (2) receive background clearance prior to volunteering without the direct supervision of a credentialed employee.
2. A volunteer shall also have on file with GECS a certificate showing that, upon initial volunteer assignment, the person submitted to a tuberculosis risk assessment and, if tuberculosis risk factors were identified, was examined and found to be free of infectious tuberculosis. If no risk factors are identified, an examination is not required. At the discretion of the GECS Director, this paragraph shall not apply to a volunteer whose functions do not require frequent or prolonged contact with pupils.
3. Volunteering must be arranged with the class/activity teacher and Director or designee, at least twenty-four (24) hours in advance.
4. A volunteer may not volunteer in the classroom for more than 20 hours per month.
5. Prior to volunteering at a GECS class or activity (including field trips), the volunteer should communicate with the teacher, or Program Manager to discuss the expectations for volunteering needs. Volunteers are there to benefit the entire group of students and are not there solely for the benefit of their own child. Classroom volunteers must follow the instructions provided by the class teacher or aide. Class rules also apply to volunteers to ensure minimal distraction to the teacher. If a volunteer is uncomfortable following the direction of the teacher or aide, the volunteer may leave their volunteer position for that day.
6. Information gained by volunteers regarding students (e.g. academic performance or behavior) is to be maintained in strict confidentiality.
7. Volunteers shall follow and be governed by all other guidelines set by GECS policy. This includes, but is not limited to, the process of registering and signing out of the campus, wearing Visitor identification as provided by GECS and avoiding any disruptive behavior as indicated in

the GECS Visitor Policy 2017.3 Conditions for Classroom and School Visitation and Removal. Volunteers not complying with GECS policy may be asked to leave and may be prohibited from further volunteer activities.

8. This Policy does not authorize GECS to permit a parent/guardian to volunteer or visit the campus if doing so conflicts with a valid restraining order, protective order, or order for custody or visitation issued by a court of competent jurisdiction.