

VOLUNTEERING AT BALDWIN ACADEMY

We are incredibly fortunate to have a supportive and engaged community of families at Baldwin Academy. Volunteers are an essential part of the home-school partnership, strengthening the bond between families and our school community while fostering meaningful connections that support student success.

Throughout the school year, we offer a variety of volunteer opportunities and we welcome your unique talents and contributions. We look forward to working together with you.

Below, you'll find our volunteer guidelines, which are designed to ensure a safe and productive experience for everyone involved.

VOLUNTEER/VISITOR GUIDELINES:

As a volunteer at Baldwin Academy, I agree to the following:

1. I will sign in at the school office when I arrive on campus and wear a visitor badge while on campus.
2. I will sign out at the school office when I am finished with my volunteer duties and return the volunteer badge.
3. I will follow the school and classroom rules and report to the designated classroom/work area promptly.
4. I will support the teacher's instructional programs and classroom discipline plan. Discipline concerns will be referred to the classroom teacher.
5. I recognize that all children learn at different rates.
6. When working with a student, I will be encouraging and support their learning process in a positive manner.
7. I will maintain confidentiality of student behavior and academic performance that I observe while volunteering.
8. I understand that my volunteer assignment is at the discretion of the classroom teacher and/or site administrator.
9. My services will be used where they are believed to be most appropriately matched with school/classroom needs.
10. Volunteers will only use designated adult restrooms.
11. I understand that my volunteer activities must be under the supervision of a staff member at all times.

12. Visitors and other children may not accompany volunteers during their duties during the school day.
13. I have read and agree to follow safety rules and regulations listed in the District Illness Injury Prevention Program.
14. I will report any student/staff injury or unsafe conditions immediately to the Risk Management Department at (626) 933-3860.

Observations: Student observations will be scheduled at an agreed upon time by the administrator and classroom teacher. Observations will be limited to 30 minutes and visitors will be accompanied by an administrator. Visitors will follow all volunteer guidelines.

ONE-TIME VOLUNTEER: If you are interested in volunteering for one day at Baldwin Academy Elementary or any site throughout our district, please complete the following for a ONE-TIME Volunteer Application:

1. One-time volunteers may volunteer at only one event between July 1, 2026-June 30, 2027. This includes events, such as field trips.
2. Complete a One-Time Volunteer application at least two weeks before the designated event and submit it to the school office.
3. Once cleared, the applicant will receive confirmation from school site office staff and can volunteer at the given event.