



Glendale Unified School District
College View School

Visitor/Volunteer Policy and Procedures

College View is a very special school where great things happen. We receive many requests for school tours, classroom visits and volunteer opportunities. The following is our school policy regarding these requests.

GUSD Closed Campuses - Glendale Unified School District is committed to keeping all of our students safe. As a result, all campuses will be closed during school hours.

School Tours

GUSD Board Policy (BP1250) allows parents and community members to visit our schools.

- Taking into consideration special events, testing, and individual classroom schedules, your tour will be scheduled at a time that causes the least disruption to the instructional setting.
- A staff member will escort you during your tour and answer any questions that you may have.
- Tours will be approximately **20 minutes** and will include a tour of our facility as a whole. The school tour is not intended to focus on any one classroom in particular.
- School tours can be requested at least 24 hours in advance by completing the Request for Tour/Visitation form or by contacting the front office.

Classroom Visitation

GUSD Board Policy (BP1250) allows parents and community members to visit our schools.

- Taking into consideration special events, testing, and individual classroom schedules, your visitation will be scheduled at a time that causes the least disruption to the instructional setting.
- Visits to a one specific classroom will extend for approximately **20 minutes**.
- A staff member will escort you during your visit and they can answer any questions that you may have. If you have additional questions, a separate conference with the teacher will be arranged.
- Due to the confidentiality rights of our students, photographs, video cameras or other forms of recorded documentation will NOT be permitted.
- Classroom visits can be requested at least 24 hours in advance by completing the Request for Tour/Visitation form. Your request will be processed and visitation will be arranged in a timely manner.

Observations

College View is happy to facilitate student observations related to particular courses of study.

- Due to the priority of instruction on our campus, we must limit the number of and length of observations in our classrooms and on campus at any given time.
- Requests will be granted based on availability.
- Observation opportunities can be requested by completing a request form at least 72 hours in advance. Please include a copy of your course requirements for observation and contact information for your profession or instructor.
- Observations will be approved on a case by case basis.
- Due to the confidentiality rights of our students, photographs, video cameras or other forms of recorded documentation will NOT be permitted without written consent.

Volunteer requests

College View is delighted to have parents, students and others volunteer on campus. Whether you are working on a school project, working in a classroom or joining in for a special event, these services are considered to be an invaluable resource for the teachers and the school.

- Due to the priority of instruction on our campus, we must limit the number of volunteers in our classrooms and on campus at any given time.
- Requests will be granted based on availability.
- Volunteer opportunities can be requested by completing the Request to Volunteer form. Your request will be logged and kept on file for one school year. When an opportunity is available, you will be contacted to volunteer.