



Ernest May Elementary School Parent/Volunteer Expectations



TO BE COMPLETED BY ALL VOLUNTEERS, PARENTS, OR GUARDIANS

We know that a strong partnership between home and school will ensure student success in school, at home, and in the community. Parent/Guardians, we encourage your support and participation in our school activities and your child's education. Volunteers, we appreciate your willingness to share your time and talents with our students here at May Elementary School. **Our main priority is to provide a safe and positive learning environment for all students.** For the well-being, safety, and confidentiality of our students, we expect that all parents/guardians and volunteers at our school adhere to the following guidelines:

- 1. CCSD Parent Volunteer Representative** The updated procedure ensures that all volunteers have watched the [Protect Our Children Video](#) and the [Child Abuse and Neglect Video](#), and signed an [acknowledgement](#) that they have watched the videos and will adhere to Policy and Regulation 4100. Signed forms are maintained at the school.
- 2. Based on SB 287**, all chaperones are required to have the following credentials in order to chaperone on a school field trip: CCSD Parent Volunteer Badge, Active Military ID, or Police Officer Badge.
- 3. Sign In/Sign Out Procedures**
All volunteers (whether you have a badge or not) must sign in and out using the laptop on the counter in the front office. Office personnel will verify your appointment upon your arrival before granting you permission to go to the classroom. The classroom teacher is responsible for providing the office with volunteer times. For the safety of our students and staff, all parents, guardians, and volunteers must wear a visitor badge/sticker to adhere to our school safety procedures. Visitors not on the volunteer calendar will be asked to make an appointment with the teacher for an alternate time.
- 4. Ensure that the Instructional Time of the Classroom is Uncompromised**
Maintaining a safe and positive educational environment in our school is essential to helping our students meet high academic standards. Therefore, we ask for your cooperation to ensure that instructional time in the classroom is uncompromised. We ask that while volunteering at the school, volunteers refrain from holding conversations with the teacher, refrain from holding conversations with other parents and students unless related to academic activities, and actively work with students as directed by the teacher. Parents volunteering in the classroom must follow school procedures for signing out their students early for the day through the office.
- 5. Student Discipline**
Parents, guardians, and volunteers must not address students regarding their behavior OR administer student discipline under any circumstances. Student behavior concerns should be immediately referred to the classroom teacher or school administration.
- 6. Volunteer Work Areas**
Parents, guardians, and volunteers may access the workroom area to make copies, use the paper cutters, use binding materials, and use the manual die-cut materials. Classroom teachers will provide necessary materials (access to copy machines, copy paper, stapler, tape, etc.) for volunteers to complete their projects. Volunteers may be provided with a workspace in the classroom or teacher workroom, as designated by the classroom teacher. Volunteers are expected to leave campus at the end of the school day. We also ask that work not be completed in the teachers' lounge, as this space is reserved for teachers during the day.
- 7. Cell Phones/Attire/Appearance**
 - Parents, guardians, and volunteers are expected to set cell phones on silent or vibrate mode when working on campus. Cell phone ring tones and conversations are disruptive to the learning environment for students.
 - Volunteer dress and appearance should reflect professionalism in an elementary school setting. Clothing should align with generally accepted community standards and should not distract from or disrupt student learning.

I have read and understand the parent/volunteer expectations and responsibilities as stated above. While volunteering at May Elementary School, I will comply with the above guidelines. I understand that failure to adhere to the above guidelines may limit or revoke my privilege to volunteer at the school.

Volunteer Signature: _____ Student Name: _____ Date: _____

Printed Name: _____ Teacher Name: _____

Please return to your child's teacher.