

**Decorum for Parent Volunteers  
Carmel ES 2010-2011**

**Thank you for being willing to support our students and teachers with your volunteering services to Carmel ES! We very much appreciate your support, working together with the teachers and staff, to make sure the students receive the best educational services we can possibly offer.**

Along with the duties and responsibilities of becoming a volunteer in a school setting are specific guidelines that must be adhered to in order to promote a positive and confidential classroom/school environment. Therefore, the following information will describe the expectations for volunteers working at Carmel ES.

1. We are asking all volunteers to exhibit a code of conduct conducive to a positive school environment. This includes wearing appropriate dress which adheres to the CCSD Student/Parent Handbook guidelines.
2. Volunteers should represent themselves in a positive and pleasant manner to the students and staff.
3. We are asking all volunteers to refrain from bringing younger children with them during their work times as this becomes a distraction to the instructional setting for our students.
5. The time spent on campus cannot be utilized as a time to observe classrooms or teaching as these are guided by CCSD policies. If you do have the need to observe a class or teacher, please contact the administrator for that grade level for assistance.
6. CONFIDENTIALITY: A very important expectation for volunteers is to be mindful at all times that all things seen and heard in the classroom are not to be discussed with anyone; there should especially be no discussion with other parents of students in the classroom where the volunteer may be working. It is the duty of the volunteer to respect the rights of the children and school staff in this regard. A breach of confidentiality, such as reporting back to others what is seen or heard in the classrooms, will result in an immediate withdrawal of volunteer privileges. For those volunteers who work in other school areas, such as the library or office, the same rule of confidentiality applies. NOTE: If a volunteer sees or hears something that should be reported or is of concern, please bring this to the attention of the teacher or an administrator.
7. If there is a concern reported to the administration concerning a volunteer, Mr. Bryant will set up a conference with the individual to discuss the issue.
8. Also, any concerns that volunteers may have should be reported to the administration.

**Thank you for offering your services to Carmel ES! We look forward to a positive and productive school year!**

-Carmel ES Administration