

Policy for Volunteers in School

When children are enrolled at CMCS, teachers and parents become partners in their care and education. Through complementary roles, mutual support, and open communication, the bond between home, community, and school can greatly enrich a child's general progress and experience at CMCS.

We value CMCS members resolving conflict in a healthy way that leads to stronger solutions and a robust community. Therefore, if a conflict arises, please follow appropriate communication and only approach the people directly involved. Please refrain from participating in conversations with other parents that involve other parents, students, and teachers/staff.

CMCS's goal is to create a peaceful and collaborative environment in which all community members model the values of love, respect, empathy, gratitude, kindness, and compassion.

Code of Conduct

While helping in school, volunteers are entitled to be treated with respect and in a manner appropriate to a member of staff. Children are told to refer to volunteers as Mr., Ms., or Mrs. rather than by first names. To this end, volunteers will be issued a badge that identifies them as volunteers at CMCS.

Volunteers at CMCS are expected to:

- Demonstrate their support for education and give their full attention to the task at hand - For this reason, volunteers should **not** bring children with them to school.
- Treat what they see as confidential - Working with other people's children is a privilege with responsibilities. Children observed in the classroom or the school should not be discussed outside the school, even with that child's parents. Questions relating to individual children should be addressed to the child's teacher or the Principal.
- Volunteers would not normally have access to children's records. An exception might be relevant medical information.
- Arrive on time and be ready to start the agreed task - CMCS relies on volunteers to support much that is important in the life of the school and its children. It is important that volunteers are available for the duration of the task. If they must cancel, the volunteer is asked to call the front office as soon as possible to allow time to find a replacement.

- Leave all matters of discipline to the teacher with responsibility - Volunteers may address behavior or safety issues if the teacher is temporarily unavailable. The volunteer should inform the teacher as soon as possible.
- Accept direction and supervision - Volunteers are not intended to take the place of staff but to provide assistance and enrichment. They should be consistent with the teacher in supporting the school's discipline policy and behavior. Volunteers should, therefore, agree to operate under the direction of CMCS staff.
- Clearly communicate interests and expectations.
- Present a positive role model - Volunteers should be patient, flexible, appreciative, respectful, and considerate, particularly in their dealings with children.
- Adhere to the school's health and safety policies.
- Dress in a manner that is appropriate for professional working in an elementary school (i.e., no shorts, leggings, etc.).
- Refrain from inappropriate language or topics of conversation.
- Adhere to the school's smoking policy.
- Turn off or silence all cellular phones inside the school building or any venue for an educational visit.

Volunteers' Rights

School volunteers have the right to:

- Be recognized for their valuable contributions to the educational experience for our children.
- Be assigned worthwhile tasks.
- Access any school policies and procedures that are relevant to their roles.
- Any training or supervision that is necessary for the success of their activities.
- Deal with any complaint through the school's formal general complaints procedure.