

VOLUNTEERING, VISITING, OBSERVING, AND CONFERENCE GUIDELINES

Our highly effective program depends on the partnership of everyone in the community. The many hours of parent volunteer time that you put in help support the work of educating our children. We recognize that from time to time, parents may also wish to come in to school to observe what their children are studying and how the classroom operates. It may also be necessary for teachers and parents to meet to discuss a student's progress and needs.

MCPS policy requires that **anyone who enters the building for any reason or any amount of time must sign in and out at the office** and let us know why they are in the building. Please do not go anywhere in the building without first **printing and wearing a badge**. If you do not check in at the office and are not wearing a badge, you will be stopped by staff and sent to the office to check in. We ask that you silence cell phones while in the building.

We strive to limit any interruptions to the instructional program. While observing, volunteering, or visiting, please be respectful of student instruction and teacher time and **do not** engage in a discussion with your child or the teacher.

These ground rules outline the differences between volunteering, visiting, observing and conferencing. It is our hope that these will clarify roles and responsibilities - your job and our job.

VISITING: If you wish to visit, please call the office to make an appointment to schedule your visit at a time that is convenient for staff. Students may not bring student guests to school.

VOLUNTEERING: We depend on more than 6,000 hours of volunteer help that we receive every year. From clerical work to tutoring, our volunteers have a tremendous impact on our students' progress. Students and staff benefit greatly from your support. If you wish to volunteer in your child's classroom, you may sign up and the teacher will contact you to set up a time to work in the classroom. When you volunteer you are coming to school to provide support to the teacher and the program. The teacher will share what needs to be done. We also need volunteers in the Media Center and to help organize and supervise games at recess. The expectation for volunteers is that you are here to help and that you will be doing what the staff and students need. **Our volunteers are the best, and we appreciate the tremendous support that you give to our school each year!**

CONFERENCES: If you would like to meet with your child's teacher, please call to schedule a conference time. Teachers can usually be available to meet before or after school. They cannot interrupt their planning and preparation or their instruction "for just a moment". If all parents did this, it would be difficult to focus on teaching and meeting the needs of all students. We respectfully request you partner with us to uphold our professional responsibilities. If you feel that you have an emergency, then please contact the office and we will help to address your needs. The office is open from 8:00 a.m. to 4:30 p.m. each day to receive your calls and messages and teachers will reply within 24 hours of receiving a message.

OBSERVING IN THE CLASSROOM: From time to time, parents may wish to observe their child's classroom. You will need to schedule such observations ahead of time so that you are not surprised by changes in schedule or special activities. Our first priority is to maintain the instructional program, so visitors may not interrupt instruction by trying to talk to the teacher or students. If you are visiting to observe, then you are quietly watching, not interacting. A staff member who will be able to answer any questions you have after the observation will accompany you to the class.