

## CMCS Classroom Parent Overview

### **Description of Volunteer Position:**

To aid and assist classroom teachers as needed/requested by the teachers throughout the school year on social events and Administration-approved activities

### **Guidelines:**

- The classroom teachers must first approve all communication with the parents, including email and written communication
  - Classroom Parent will be given list of class emails
  - When emailing parents, you must BCC (blind carbon copy) the parents, as well as include all teachers in the email
  - Classroom email list and/or individual parent emails must not be distributed to parents
- No monies should be collected, dispersed or handled by the homeroom parent without prior teacher approval
- Ideally when able, Classroom Parent should be a parent at CMCS for 2+ years

### **Duties:**

- Attend all volunteer meetings (Helping Hands) and meetings with Office Coordinator, or send a designee
- Organize classroom volunteers at the request of the teachers
- Assist with Butterfly Auction project and class basket
- All other duties as requested by the classroom teachers

We appreciate your service to our school. It is important to note that you will not be asked to perform any duties or responsibilities that fall under the authority or responsibility of the teachers or CMCS staff members. Please refer all school-related matters and parents with concerns directly to the classroom teachers.