



Hemlock Elementary School

Volunteer & Classroom Visitation Guidelines

Thank you for your support of Hemlock Elementary School by being a Husky Volunteer or Classroom Visitor. Your continued support of our students is greatly appreciated! To ensure that our students continue to receive the best educational program, we have established a few guidelines to help your time here be most productive.

- Volunteering in any *classroom* requires prior approval of the classroom teacher and notification of the administration. Volunteers for *campus activities* should request volunteer status, when opportunities are available, through the administration.
- Classroom observations require at least 48-hour notice, are limited to 30 minutes, and are to go through the administration, and are subject to teacher scheduling issues. If requested, administration may accompany the observer during their visit. *Date and time for the observation will be provided by the principal.*
- Check into the School Office upon arrival. Sign in and receive a Visitor's Pass specific to the location you're visiting. The pass limits access to the designated location. Read, sign and date this information sheet.
- The classroom teacher will direct a location to work and/or observe.
- Please do not move about the classroom or interfere with the movement of students (even your own child) unless the teacher directs you to do so.
- To protect instructional time, conversations with students and/or personnel should not occur in the presence of students.
- If as a result of volunteering or observation a conference is desired, an appointment should be set with the teacher and/or administration during *non-instructional* time.
- **Ca Ed Code 44811** and **Penal Code 626.7 (disruptions)** prohibit disruption of any class or campus activity, and will result in being asked to leave campus immediately.
- **Ca Education Code 51512 (recording devices prohibited)**
 - The Legislature finds that the use by any person, including a pupil, of any **electronic listening or recording device** in any classroom of the elementary and secondary schools without the prior consent of the teacher and the principal of the school given to promote an educational purpose disrupts and impairs the teaching process and discipline in the elementary and secondary schools, and such use is **prohibited**. Any person, other than a pupil, who willfully violates this section shall be guilty of a misdemeanor.
- Thank you again for supporting our students by volunteering your time to be in the classroom. By adhering to these guidelines, students will be able to maximize their learning. Working together, we can accomplish great success for our students!

Received / Parent Signature

Date