



MBCS PK-12 Parent/Volunteer Guidelines

We're so blessed that you're planning to join us on campus for any variety of events, programs, help, support, and just being around as we partner together in raising our Children with a Biblical worldview. The following items have been developed over time to help answer any common questions you may have, and to help ensure that you can jump in well without any confusion or potential conflict. The work that teachers and staff members do every day is so dynamic that some parents/volunteers may be unsure of where they fit in well. We pray this helps address any such concern:

1. Any parent/volunteer should first sign the guest roster in our school office before heading to class(es) or other school parties/activities during the day. Similarly, don't forget to sign out again when leaving. This process helps us keep better track of who's around, and also allows our office administrator to provide some identification and any other guidance necessary for the day. This includes driving for field trips.
2. While we love as much help as possible, no parent/volunteer is legally permitted to supervise students on campus (chaperoning for field trips is a unique setting- see #4 below) without a staff member present to some degree (ex. in the room, on the playground, within line of sight, etc.). Please contact our office (831 899-2060 ext 0) if you are ever trying to find a staff member for help or direction.
3. If any medical or first aid need should arise with any student (including minor injuries, bathroom needs, etc.), parents/volunteers should immediately notify a staff person for assistance and guidance. Our staff are CPR and First Aid certified and will direct the child to any necessary care. No student should be given any medication or treatment of any sort by parents/volunteers, including over the counter meds for pain, cough, or cold symptoms.
4. Teachers are responsible to give any necessary directions for the class activity, functions, and/or supplies. Be sure to limit activity to what they direct. For anything additional, we'd love for you to approach and ask or share ideas. The more you work with teachers, the more you'll have a feel for their leadership style and interests. It should go without saying that we expect parents/volunteers on campus to work cooperatively and politely with everyone at all times. During field trips, chaperones should be following the strict guidance of teachers, staff, and/or given itineraries. Any deviation (ex. stopping for food, special drop-off, leaving early, etc.) should be done only at the explicit consent of all parties involved (i.e. teacher/staff and all other parents involved).
5. One of the most difficult and sensitive aspects of the sacred trust given to teachers at school is the role of discipline for children. As such, it can be very difficult to refrain from seemingly helpful actions with students you are around- actions that are actually beyond the bounds of what a parent/volunteer has really been assigned. If you see a situation or area that you feel needs attention, please be sure to bring it to the teacher or staff member in charge. If you feel that there are deeper concerns to be addressed, our administration is always open to connecting. Nevertheless, it is unhealthy for our school culture for any parent to take any disciplinary action with any student, including verbal reprimands/scolding, unsolicited coaching through conflicts, etc. The only role appropriate for parents/volunteers is one of positive encouragement for all. If you view a situation as unsafe or unhealthy for a student, please also notify our staff immediately as they are the ones ultimately responsible, accountable.

If you have any questions about any of these items, we're always happy to discuss further. Again, we thank you for your participation and help, and we look forward to your next visit on campus!