

CURRICULUM ENHANCEMENT GUIDELINES and ROLES



What is Curriculum Enhancement?

CE is a PTSA sponsored program that provides new and exciting learning opportunities for all students. **Teachers guide** designated parent/guardian volunteers (aka CE Reps) at each grade level to research and schedule activities, performers, and speakers intended to provide in-depth learning experiences and expand curriculum. **All parents and guardians** are invited and encouraged to support various CE events throughout the year.

In order to fulfill the stated purpose of Curriculum Enhancement, and to continue to provide these unique and special experiences for Cherry Crest students, please abide by the following guidelines.

Guidelines:

1. **Not all parents/guardians may attend all field trips or CE events.** Efforts will be made to ensure that multiple parents/guardians will be involved throughout the year.
 - a. **If a limited number of volunteers are needed for an event,** the teacher will decide chaperones/volunteers for the event.
 - b. **If there is no limit to number of volunteers for an event,** teachers may ask CE reps to manage the volunteer list for that particular event.
2. As a general rule of thumb - in an effort to be equitable and provide opportunities for as many families to be represented as possible - **one parent/guardian per family may chaperone a field trip.**
3. **No drop-ins will be allowed,** due to safety considerations, cost impacts, and to respect our partnerships with the organizations providing CE experiences for our students.
4. **Parent volunteers and chaperones are expected to be dependable.** i.e. teachers and students are counting on you to make the event happen once you have signed up. Parents/guardians should notify teachers and CE reps ASAP, if a conflict arises after they have committed to participate in a CE event.
5. **ALL volunteers must submit BSD Volunteer Application forms** and be approved before chaperoning any activity or event per Washington State Law and BSD requirements. Parents/guardians should allow minimum 3 weeks for paperwork to be processed BEFORE an event.

6. **No additional adults or siblings** may attend a CE event, other than the parent/guardian who has been authorized by the teacher.
7. Volunteers/chaperones are expected to attend the entire event. **No early departures.**
8. **Parents/guardians will ride the buses to and from field trips** with the students and teachers.
9. **Teachers define the parent/child ratio for each event.**
10. **Teachers are responsible for communicating any special accommodations** that may be necessary for student(s) in their classroom to the CE rep(s) for each event (e.g. transportation/mobility considerations, vision impairment, etc.).
11. **Teachers are responsible for ensuring snack/lunch and medication needs are met for their classroom students** for each event, working with the necessary parties (parents/guardians, school nurse, nutrition staff).
12. **CE Reps will work with teachers in the fall, to establish how communications** will be handled in that school year, making sure to clarify expectations around parent communication and volunteers. It's strongly suggested that CE Reps draft communications and permission slips for teachers, and the teachers then revise as needed, and send to classroom parents/guardians.

Ultimately, teachers should handle and process:

- a. **Permission Slips – PTSA CE Rep** may complete the BSD permission slip form (posted in CE section of PTSA website or available from front office) with general details about the event, then scan or photocopy and provide to teachers. **Teachers** send pre-completed permission slips to their classroom parents/guardians to complete with specifics about their child. **Parents/guardians** return completed permission slips to their teacher.
 - b. **Calling for and making the list of Volunteers/Chaperones** (note: CE reps might draft an email call for volunteers, but teachers send the communications to parents/guardians)
 - c. **Establishing parent/child groups** for field trips or other events that require pre-set groupings.
 - d. **Parent/Guardian Communications – Teachers make initial contact with parents/guardians about an upcoming CE event.** After teacher makes initial contact with parents/guardians about an event, the CE rep may send follow-up emails directly to parents/guardians.
13. **Teachers and CE Reps should make every effort to keep each other in the loop** on any activity related to planning a CE event. (e.g. to minimize surprises and ensure smooth planning, “cc” one another on emails, and/or otherwise communicate any changes in timing, chaperones, expectations, etc.)