

Welcome

V.ery I.mportant P.arents

Volunteer Program



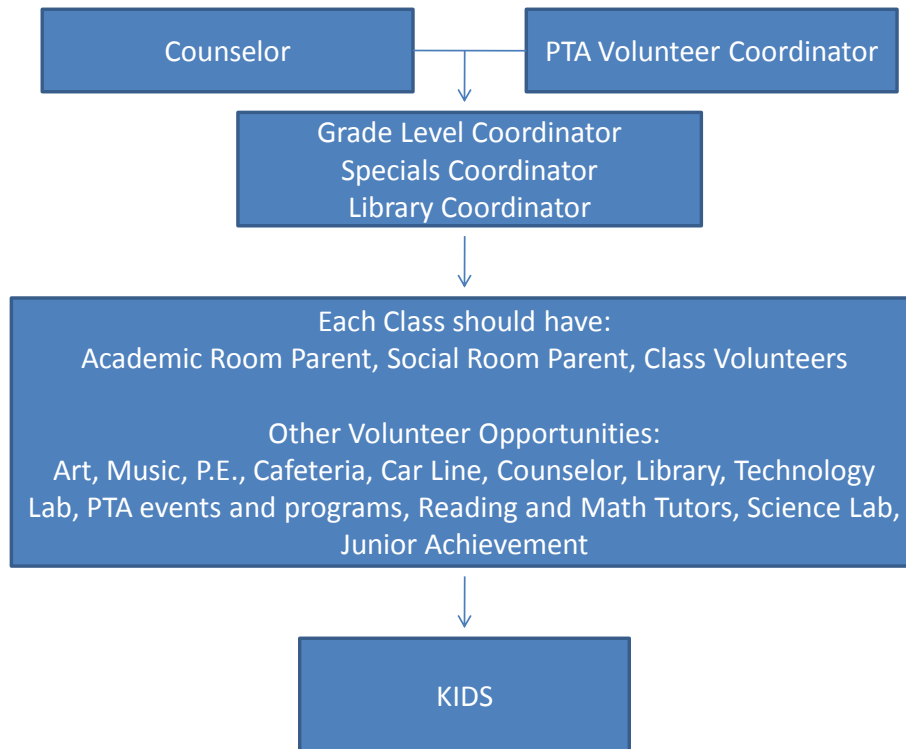
We are very proud of our VIP program and know that you will succeed in continuing what has become a tradition here at Bush. We believe that the partnership of parents and educators supporting the educational needs of the students contributes to making our school a success. The many hours of service generously donated each year enables us to be successful in achieving our campus goals while making you an active and ongoing participant in the education of our students.

This handbook establishes the guidelines for the volunteers on our campus. We hope you will find it helpful and informative. We know your volunteer experience will be a positive one, and we look forward to knowing and working with you. Thanks again for helping to make Bush Elementary a successful campus.

Judy Mills
Principal

Chris Reichelt
Assistant Principal

Structure of Volunteers



Grade Level Coordinator (5)

The Grade Level Coordinator works directly with the Lead Teacher for that grade level in planning and coordinating grade level activities, special events and celebrations. This person communicates and coordinates with the Academic and Social Room Parents in his/her grade level to share information and create consistency.

Specials Coordinator (3)

The Specials Coordinator works directly with the Art, Music, or P.E. Teacher. This person coordinates volunteer activity for that class.

Library Coordinator (1)

The Library Coordinator works directly with the Librarian organizing volunteers to assist with Library activity and special events.

Academic Room Parent

There is usually one Academic Room Parent per classroom. This volunteer works directly with the teacher in coordinating volunteers in the classroom that support the classroom learning experience.

Social Room Parent

There is usually one Social Room Parent per classroom. This volunteer works directly with the teacher in coordinating other volunteers in the classroom planning social events to support the classroom objectives.

PTA Volunteers

Bush Elementary has an active PTA responsible for coordinating programs that enhance the classroom learning environment, special events to support our teachers, and fundraisers to help pay for it all! Volunteer opportunities include:

Art, Music, P.E. (Specials)

Cafeteria

Car Line

Library

Technology Lab

Counselor

Teacher Appreciation

Yearbook

Programs (Donuts at Daylight,
Movie Night, Reflections, etc.)

Carnival

Please visit the Bush PTA website to learn more about this valuable organization.

www.bushpta.com

Becoming a V.I.P.!

Complete a volunteer sign-up form

Your teacher will provide you with a volunteer form for all volunteer opportunities associated with your child's classroom.

You will need to submit an online volunteer form at the Bush PTA website for all other volunteer opportunities. Go to www.bushpta.com and click on *Forms* then *PTA Volunteer Forms*.

Complete a background check

The Conroe Independent School District requires all school volunteers to complete a background check. Please take a moment to submit your information, so we can help to ensure the safety of our students:

www.conroeisd.net . Go to the *Parent/Student* tab and click on *Volunteer in CISD* to find the link to the form.

Respect the learning environment

Because of the confidentiality shown by Bush parents in the past, we are able to keep our tradition of including volunteers in the classroom.

Remember that what you do, what you see, and what you hear while working with a student is ***strictly confidential***.

Follow Procedures

- Stop in the front office to get your badge. (Be prepared to show your driver's license)
- Report to the grade level area in which you will be working. Please help us limit classroom disruptions. Do not enter the classroom unless you are scheduled to work in the classroom.
- Before using the workroom equipment, please make sure you have been trained on these machines. Volunteer training is provided. Check with the Volunteer Coordinator, Grade Level Coordinators or Room Parents.
- All cutting, pasting, assembling, etc. will be done in an area designated by the teacher.
- If you are scheduled to work and are unable to make it, please find a substitute from your class or committee and contact the appropriate person to let them know.

- Limit classroom interruptions. Please make sure you understand instructions and have your supplies ready to complete your assignment before class begins.
- If you are working with a student and a discipline or other type of problem arises, return the student to the teacher.
- All volunteers should complete their work by 2:50 pm. Because of our large numbers and our procedures at dismissal, Bush staff ask that all parents wait for their children outside of the building.
- Please allow teachers to interrupt your work at the copy machine at any time. No children are allowed in the copy room. All copying must be completed by 2:50.



Practice Volunteer Guidelines

- Meet the Volunteer Coordinator/Grade Level Coordinator and familiarize yourself with the school building and equipment.
- Sign in and always wear your badge.
- Keep communication open between you and the staff members.
- Work within the rules of the school.
- Dress appropriately! You are setting an example.
- Keep confidential any information you hear or observe.
- Avoid expressing dissatisfaction with the school or staff in the presence of students.
- Enjoy this very special opportunity to be a part of your child's education.