

# 2023-2024

## BURDEN ELEMENTARY PTO

### VOLUNTEER GUIDELINES

#### *Our Mission Statement:*

The mission of Bill Burden Elementary is to empower students and staff to develop growth mindsets and to become leaders of learning, both in the classroom and in life.

The primary purpose of the Volunteer Program is to assist and support our public school system in its effort to maximize educational opportunities and experiences that are offered to each child attending school at Bill Burden Elementary. The program seeks to assist our teachers, staff, and students by helping them in the many areas in which they may need assistance.

Attached is your copy of the Bill Burden Elementary PTO Volunteer Handbook. This handbook outlines the guidelines for the safety of our students, the responsibilities of our volunteers, and the expectation of confidentiality. Please take the time to read through this handbook. Should you have any questions, you may contact PTO VP of Membership by email at [membership@billburdenpto.org](mailto:membership@billburdenpto.org). Thank you for joining the volunteer team! Together we can help improve the quality of our children's education and fulfill our mission.

# GENERAL VOLUNTEER GUIDELINES

## RESPONSIBILITY

- There will be many volunteer opportunities throughout the school year for various activities across campus (picture day, hearing & vision screenings, lunch/recess coverage, reading with classrooms, special events, etc). Unless designated otherwise, all other volunteer opportunities will occur in the workroom.
- Workroom availability hours: Tuesday 8am-12pm, Wednesday 8am-12pm and Friday 8am-12pm
- If you are unable to volunteer during a time which you are expected to, please notify the volunteer coordinator (VP Membership) as soon as possible.
- Volunteers should park in the visitor parking area.
- Volunteers are required to check in and out of the office with a valid photo ID. +will be checked in after this time unless required for a specific event. Please do not ask to check your child out early from the classroom.
- If you will be volunteering in the building for the last hour of the school day and you would like to pick up your child from campus, please submit a [Transportation Change Request](#) prior to 1:00pm. For all children's safety, please do not attempt to pick up your child from a hallway or classroom while you are volunteering. Your child will meet you in the designated area at the end of the day.
- Volunteers should not promote any commercial product or brand names, propose any religious doctrines or personal agendas, promote any political candidate, or lend money to the students. While on campus, you represent Bill Burden Elementary and LHISD. A professional appearance has a positive impact on the school environment.
- We encourage all parents to volunteer. We understand that you may have preschool-aged children in your care during the school day. There are other assignments such as take-home projects that may be more appropriate for parents with younger children. The workroom is a place with potentially dangerous tools (i.e., paper cutters, scissors, staplers, laminators, etc). We need to ensure your child's safety and keep young children away from this area. Similarly, take home projects are a great opportunity for working parents to volunteer as well.

## SAFETY

- Volunteers will not be allowed to share candy, snacks, treats, or drinks of any kind with a child on campus.
- Volunteers **cannot administer any medication** to an ill child. If a child is ill please seek the assistance of a staff member or the school nurse.
- The school administration and staff do not expect you to handle any discipline problems. You must seek the aid of school personnel in these cases.
- The use of tobacco products or vaping is NOT permitted anywhere on school grounds.
- All volunteers must fill out a [Volunteer Background Check](#) every year.

## STUDENT CONFIDENTIALITY

- The relationship between the volunteer and the staff member or student is a professional one and strictly confidential. From time to time you may overhear a conversation regarding a student and/or staff member. Please do not share any information regarding a student and/or staff member with any student, friend, spouse, colleague, or parent.
- If you have concerns regarding the welfare or safety of a student please reach out to our counselor, Laura Elder.

**STUDENT AND STAFF CONFIDENTIALITY MUST BE MAINTAINED  
AT ALL TIMES BOTH ON AND OFF CAMPUS**

**Acknowledgement of Receipt  
Burden Elementary School  
Volunteer Guidelines  
2022-23**

**I have received and reviewed the BBE Volunteer Guidelines.**

**The Volunteer Guidelines describe important information about Burden Elementary, and how volunteers can best support the campus.**

Since the information and policies described here are necessarily subject to change, I acknowledge that revisions to the BBE Volunteer Guidelines may occur. All such changes will be communicated through official notices. I understand that revised information may supersede, modify, or eliminate existing policies.

I have received the BBE Volunteer Guidelines, and I understand that it is my responsibility to read and comply with the policies and any revisions made to it. Failure to comply with these guidelines could result in the termination of volunteer status. Any changes to the BBE Volunteer Guidelines will be posted to BBE PTO Website.

Volunteer's Name (printed): \_\_\_\_\_

Volunteer's Signature: \_\_\_\_\_

Date: \_\_\_\_\_