

Dear Bush Families,

On behalf of the Barbara Bush Elementary staff and student body, thank you for partnering with us in the most important job in the world, educating our children so that they are successful. With the help of volunteers such as yourself, the opportunity to meet the needs of each individual student and maximize instruction is greatly enhanced.

The Bush staff greatly appreciates the gift of time and abilities that you bring for the benefit of our students. Family volunteers enrich the educational program and strengthen the school's partnership with our Bush community.

Our goal is that the time you spend in the classroom will be valuable for you, our teachers and our students. This handbook and guidelines are designed to assist you and ensure a successful, positive experience for you as a Room Parent volunteer.

As a regular volunteer, Conroe ISD requires you to complete a volunteer application and background check. Please visit <https://apps.conroeisd.net/volunteer/> to start the process.

If you have any questions that are not addressed in this handbook, please email our PTO president, Jackie Aker, at president@bushpto.com or our Volunteer Coordinator, Laura Sech, at laura.sech@yahoo.com. Once again, thank you for the time you are dedicating to help us in educating our Bush Bobcats.



General Volunteer Guidelines

It is important to minimize disruptions and maintain a secure environment while on campus. Please exercise the following considerations:

- Please enter and exit through front lobby doors.
- Sign in as a visitor in the front office and obtain a visitor badge when volunteering.
- Sign out when you're done, no later than 3 pm, and return visitor badge to front office before you leave the building.
- The visitor's badge must be worn and visible at all times.
- Stay in your volunteer location.
- Use the front hallway adult restroom. Adults should not enter student restrooms.
- Except in cases of emergency, make sure cell phones are powered off while working in the classroom.
- Please do not bring siblings to class when volunteering. You should make other arrangements for siblings while volunteering in the classroom. Young children are welcome only if you're volunteering in the library.
- Become familiar with safety procedures.
- You may create a GroupMe or other similar chat group for your class as long the parents in your class opt in to be part of the group.
- Practice confidentiality. Sometimes students will share confidential information. It is critical that you maintain confidentiality and not share this information with others in an unprofessional way. If you believe the information shared is harmful to the student or others, please contact a staff member right away to report your concerns.
- Room Parents may not insert themselves into conflicts that involve the students. This is the responsibility of the classroom teacher and school staff. Please alert a staff member right away if you are concerned about student conflicts and/or issues.



Grade-Level Coordinator Responsibilities

The grade level coordinators (GLCs) will be the main liaison to Room Parents in their grade, and between the PTO's volunteer coordinator (Laura Sech), and Room Parents.

Room Parent Responsibilities & Duties

The following duties represent the Roles and Responsibilities of Room Parent volunteers. Duties may be divided up and delegated to other parents in the class throughout the course of the year, as needed, but the accountability is on the Room Parent to follow through. The students and teacher are counting on these duties so it is imperative that the Room Parent follow up and make sure shared duties are completed.

- Know the District and school guidelines pertaining to communication sent home, snacks in the classrooms, donation requests, etc. There are strict CISD guidelines on what can and cannot be done.
- Work with other room volunteers to make sure they are aware of the above guidelines and expectations.
- Main liaison for the teacher and rest of parents in the room.
- Distribute information from GLCs in a timely fashion, typically related to PTO functions.
- Share updates and reminders on upcoming classroom activities and field trips, as needed per teacher requests.
- Serve as a parent chaperone on field trips, when needed and at teacher's requests.
- Coordinate classroom activities with the teacher, as appropriate.
- Assist the teacher with classroom celebrations, typically one in December for the holidays and one at the end of the school year.
- Schedule and coordinate volunteers from your classroom at school and PTO events.
- Coordinate the donation of items for your grade-level baskets for Bonanza's silent auction.
- Coordinate donations for classroom supplies or grade level projects throughout the year, as needed.
- Coordinate donations for teacher gifts for their birthday and holiday (check out the Teacher's Favorite Things List for gift ideas for your teacher)
- Coordinate activities and participation from families in your classroom for Teacher Appreciation Week in May
- 4th grade Room Parents have the additional responsibility of coordinating the 4th grade clap-out and donations for the 4th grade picnic, as well as other end of year activities



Donations

As a Room Parent, you may request donations for a number of things such as classroom celebrations, class supplies, PTO staff luncheons, special gifts, etc. the following are specific guidelines on making such requests.

- If requesting a monetary donation, it is clearly the option of the parent to donate or not. Families may not be pressured in ANY WAY to donate.
- Requests and follow ups must be made to ALL families. No individual solicitations may be made to families who have not contributed at any time.
- Students may not be excluded from activities or penalized in any way for lack of family donations.
- Donations may not be tied in any way to grades, extra points, curriculum, school assignments, incentives, etc.
- Please do not request a specific donation amount. A suggested range is fine, such as \$5-\$10 for example, but any amount must be accepted and no individual gift to a teacher should exceed \$50 per CISD guidelines.
- You may use your personal Zelle, PayPal or Venmo to collect donations, or request cash in an envelope addressed to you.
- If your class has a switch teacher, make sure to coordinate with the switch Room Parent on donation requests and split the amount collected evenly among both teachers.
- Be sure to allow adequate time for distributing requests and collecting donations.
- Use the approved template provided (see Appendix A).



Room Parent Volunteer Expectations and Guidelines

The following expectations will ensure that Conroe ISD guidelines are followed when volunteering as a Room Parent so that student and family confidentiality mandates, as well as other student/parent rights are not violated.

Student/Parent Confidentiality

- Conroe ISD requires WRITTEN PARENT CONSENT for any public/published lists of personal information such as class lists, phone lists, class rosters, etc. These lists must be generated after teachers request parent permission. The teacher will then share the roster with Room Parents for purposes of using it to share school and PTO-related communications via email. The roster is NOT to be used for other purposes.

Parent Profit

- Parents MAY NOT promote their own personal entrepreneurial endeavors on any district property or from any information obtained by using district property such as class lists, etc. Any request for money — other than for teacher gifts or PTO-related activities — is prohibited. If parents wish to promote their own business, they should reach out to the PTO Fundraising VP to arrange a sponsorship and promotion of their business.

Classroom Celebrations and Parties

Classroom celebrations often take place during the winter holiday and at the end of the year; these are organized by the grade level teachers. However, as a Room Parent, you will work with your classroom teacher to execute your class celebration. This may include soliciting donations from parents for the party. If monetary requests are made, please follow the donation guidelines as described above. Remember, no one is required to make a donation and no one may be excluded or embarrassed due to lack of donation. To assist you in the planning of your classroom event, please follow the below guidelines:

- Coordinate with the teacher regarding the important details of the event — date, time, activities, and volunteer needs.
- If it is a multiple classroom celebration, coordinate with the switch Room Parent.
- Follow the Smart Snack Guidelines.
- Email all classroom families and notify them of the details of the celebration using the approved template provided (see Appendix B).

Written Communication

All written communication will come from the Grade-Level Coordinators for you to forward to parents. However, in the Appendix we have provided template emails for:

- Monetary donation request for a class gift for your teacher – Appendix A
- Donation request for class party – Appendix B



APPENDIX A: Sample Donation Email

Homeroom only Teacher Letter

Dear Families,

The end of the year has arrived! Please let me know if you would be interested in contributing to a class gift for <TEACHER NAME>. Your contribution is completely optional, and all of the students' names will be included on the card. If you would like to participate, please send your contribution in an envelope marked with my name in your students' folder by <DEADLINE>. Or, you can Venmo at <DETAILS> or Zelle at <DETAILS>. Please keep in mind per CISD rules, no individual gift for a teacher should exceed \$50.

If you prefer to get her something on your own, attached is a list of <TEACHER NAME> favorite things. If you have any questions, please call/text me at <PHONE> or email me at <EMAIL>.

Thanks!

<YOUR NAME>, Room Parent

Switch Teacher Letter

Dear Families,

The end of the year has arrived! Please let us know if you would be interested in contributing to a class gift for <HOMEROOM TEACHER> and <SWITCH TEACHER >. Your contribution is completely optional, and all of the students' names will be included on the card.

If you would like to participate, please send your contribution in an envelope marked with <YOUR NAME> in your students' folder by <DEADLINE>. Or, you can Venmo at <DETAILS> or Zelle at <DETAILS>. Please keep in mind per CISD rules, no individual gift for a teacher should exceed \$50. **We will be splitting the contribution received evenly between both of our teachers.**

If you prefer to get her something on your own, attached is a list of <HOMEROOM TEACHER> favorite things and <SWITCH TEACHER> favorite things. If you have any questions, please call/text me at <PHONE> or email me at <EMAIL>.

Thanks!

<YOUR NAME> and <SWITCH PARENT NAME>, Room-Parents



APPENDIX B: Classroom Party Donation Email

Dear Families,

<TEACHER NAME> will be celebrating <HOLIDAY> with a classroom party on <DATE> and <TIME>. Students will be <DETAILS ABOUT THE PARTY AS PROVIDED TO YOU BY THE TEACHER>. Donations are needed and appreciated.

If you're able to do so, please sign up to bring an item on this Sign-up Genius <ADD LINK TO SIGN UP>. All donations need to be brought to school on <DATE>. If you have any questions, please call/text me at <PHONE> or email me at <EMAIL>.

Thank you!

<YOUR NAME>, Room Parent

