

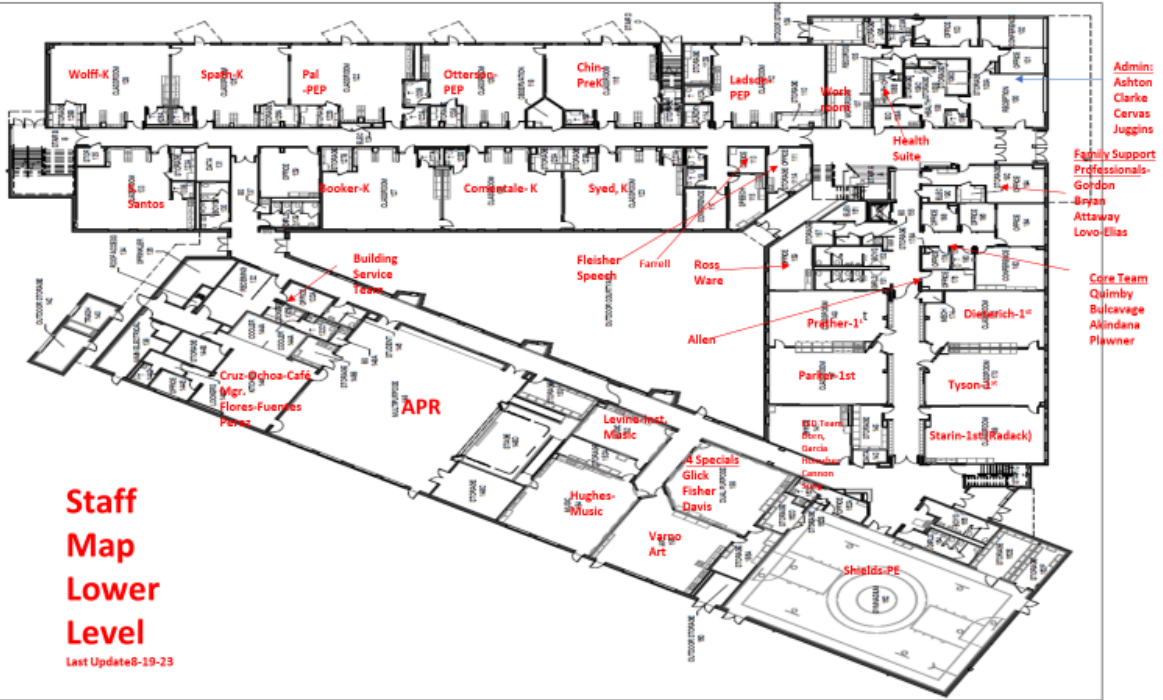
Burnt Mills Elementary School Volunteer Quick Guide



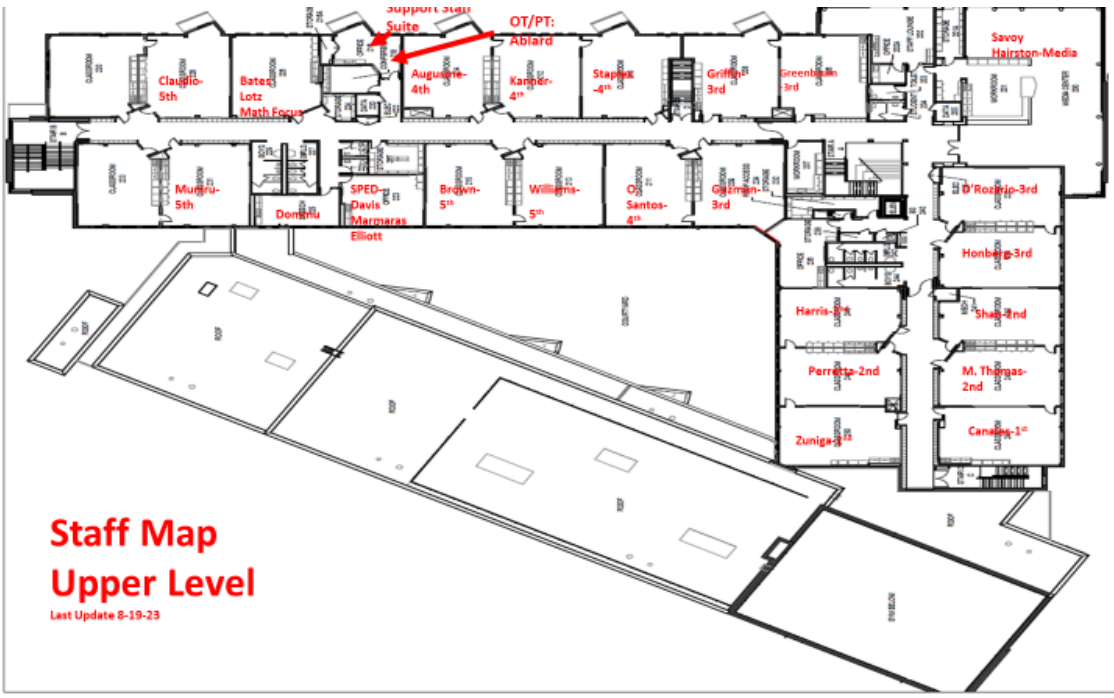
"Soaring to New Heights"

Principal: Dr. Stacy A. Ashton
Assistant Principal: Mr. Troy D. Clarke

Maps of Burnt Mills E.S.



Staff Map Lower Level
Last Update 8-19-23



Staff Map Upper Level
Last Update 8-19-23

School Hours:

School Hours: 9:00 a.m.- 3:25 p.m.

Office Hours: 8:00 a.m.- 4:00 p.m.

Early Dismissal/Half Day: 9:00 a.m.- 12:55 p.m.

2 Hour Delay Opening: 11:00 a.m. - 3:25 p.m.

Lunch & Recess Schedule for 2023-2024

Lunch	Grade	Recess
10:50-11:25	Kindergarten	11:25-12:00
11:25-12:00	1st & 2nd Grade	10:50-11:25
12:00-12:35	5th Grade	12:35-1:10
12:35-1:10	3rd & 4th Grade	12:00-12:35

Entering & Leaving the Building

- Press the silver button on the right to initiate the Access Control System (ACS) to alert office staff. Office staff can and may ask your name or to move toward the above camera to see who is requesting entrance into the building.
- ALL visitors must enter through the front main entrance.
- Visitors must check in using the Visitor Management System (VMS) with the assistance of office staff before visiting a classroom, portables, all purpose room, gym or outdoor playground. We must be accountable for all visitors at all times.
- You may be asked by staff for identification, especially when picking up a child before dismissal.
- Visitors will be given a visitor's sticker to wear that must be visible while in the building or playground.
- Before leaving the building or school grounds, please return to the office to inform office staff of your departure even when not taking your child.
- For large school events, special rules may apply when entering or leaving the building and will be communicated prior to the event via email.

Child Abuse & Neglect Training Modules:

- ALL volunteers over the age of 18 are required to view the Child Abuse and Neglect Training module.
- The training is valid for three (3) years upon completion.
- Please remember to add Burnt Mills Elementary when you initiate the module. You may add up to three (3) schools if you have children in middle or high school.
- The Child Abuse and Neglect Training Module can be found at:
 - [Child Abuse & Neglect Training](#)
- At the conclusion of the Child Abuse & Neglect Training module, you have the option of printing a certificate of completion. Please bring a copy of the certificate or the completion email sent to you to leave at the front office.

Volunteering during Lunch and/or Recess

- Always sign in at the main office before reporting to the APR or playground.
- Make sure your visitor's sticker is on and visible.
- Check in with one of the paraeducators in the APR and/or playground to let them know you are here to help.
- Plan to engage and play with all students during recess. During lunch, please assist teachers with monitoring students and cleaning up.
- If you see a student doing or saying something inappropriate, please get the help of a paraeducator to address the student. Only address your child's behavior, not other students.**
- It is important to stay engaged, please limit cell phone use and do not take pictures of students.**

Volunteering In Classrooms or Special Events:

- For questions or more information about volunteering please visit the following links:
 - [MCPS Volunteer Webpage](#)
 - [MCPS Volunteer HUB](#) (Your one stop shop for ALL things volunteers!)
 - [School Guidance for MCPS Volunteers](#) (This document is located under the "For Schools" section at the bottom of the MCPS Volunteer webpage.)
 - [Volunteer Liaison Training Slide deck](#)
 - [Volunteer Liaison Training Recording](#)

Parents/guardians are encouraged to volunteer. Our PTA also has events where volunteers are needed. Please take a look at our PTA's website: <https://bmespta.memberhub.com/w/>

- Parents/guardians should communicate with your child's teacher prior to volunteering to allow the teacher time to prepare materials, schedules, etc.

- ❑ Communication with teachers prior to volunteering also helps to avoid conflicts if students are taking assessments or involved in an activity that impacts their normal schedule.
- ❑ If you are unable to volunteer during the school day, please communicate with your child's teacher. He/She may have tasks you can complete at home or from a computer.

Before volunteering at school or field trip, ALL potential volunteers MUST complete the Child Abuse & Neglect Training modules.

Communication with Staff

- ❑ Parents and guardians can expect that their call or email will be responded to no later than 24-48 hours.
- ❑ Please keep in mind that teachers do not always have time to check their email during the instructional day.
- ❑ If your child is sick or you know they will be absent, please call the office or email your child's teacher prior to the absence. You may leave a voicemail message if during non office hours.
- ❑ When sending an email to your child's teacher about an absence, please copy Attendance Secretary, Shirline Juggins at Shirline_O_Juggins@mcpsmd.org
- ❑ **If a student is leaving school early for an appointment or otherwise, he/she should be signed out no later than 3:00 p.m. After 3:00 p.m. students will be dismissed routinely beginning at 3:25 p.m.**
- ❑ If you have an emergency that impacts a child's dismissal procedure, please call the main office no later than 3:00 p.m. If not, the student will be dismissed as planned.

Class Parties & School Celebrations

- ❑ As a school, we acknowledge and celebrate two (2) occasions: Fall Festival (October) and Valentine's Day (February) beginning at 2:15 p.m.
- ❑ Prior to celebrating the birthday of a student, please communicate with the teacher to coordinate the celebration.
- ❑ **Birthdays parties are to be celebrated near the conclusion of the school day (3:10-3:25 PM). Please bring a small treat (i.e., brownies, donuts, mini cupcakes). The following party items are not allowed: sheet cake, goody bags, balloons, juice boxes, chips, etc.**
- ❑ Items brought to school for students to eat must be purchased from a store. This allows schools to see the ingredients used and trace the manufacture in case of an allergic reaction or sickness of a student.
- ❑ **As a general rule, please avoid bringing in food items with nuts.**

Field Trips & Chaperones

- ❑ Most grade levels participate in two (2) off-site field trips each school year.
- ❑ Every field trip venue varies regarding the number of adults allowed to attend.
- ❑ The number of chaperones or volunteers allowed depends on the venue students visit.
- ❑ Chaperones may or may not need to pay a fee in addition to the cost for your child. This depends on cost and type of field trip.
- ❑ On occasion, students attend field trips where no parent chaperones are allowed such as the annual second grade trip to the Strathmore Music Hall.
- ❑ Teachers make decisions on which parents/guardians attend field trips based on the demand, however, we ask that parents/guardians understand that not every parent will be able to attend.
- ❑ You may be asked to monitor a small group of students during the bus ride and field trip.