

Woodstation Elementary School Volunteer Training 2019-2020



Title I Parent and Family Engagement Program

Fostering a partnership between home and school where parents and teachers work together to support the education of the students.



Volunteering is a great way to stay engaged!

Family Engagement Coordinator

Jayne Black:

jblack.wes@catoosa.k12.ga.us

Sign up for Remind texts

- Text this #: 81010
- Enter this code: @439108

Catoosa County Rules

- 1. No smoking or tobacco**
- 2. No weapons**
- 3. No drugs or alcohol**
- 4. Do not use school equipment for personal use.**



Volunteer Handbook and Procedures

Volunteers are expected to:

- Sign in and wear an ID badge.
- Show respect for all staff, students and other volunteers.
- Share concerns regarding students with school staff only.
- Work in harmony with staff and other volunteers.
- Refrain from giving gifts to students.
- Use adult restroom facilities when needed.
- Work with assigned student(s) in designated areas only.
- Leave any discipline of student(s) to the teacher or administrator.
- Let the teacher know if you are unable to show up at your scheduled time.



Maintaining Confidentiality

Volunteers must be diligent about honoring the confidentiality of each student. Breaching confidentiality can be hurtful to children, their families, and the staff.

- Do not share academic information about a student with anyone outside the school.
- Do not share information on how a student behaves with anyone outside the school
- Please do not repeat any comments heard at school to anyone
- Please avoid voicing concerns on social media or in public areas

In summary, when you have specific concerns, thoughts or feelings about anything you observe regarding teachers, students, or the school in general, talk to the teacher, principal, or the counselor only.



Volunteer Supplies and Family Resource Center

1. Family Resource Center (Room 120)

- Always open during school hours
- Supplies
- Die Cut Machine

2. Copy Machines and Copyright

- Copy code, paper, and copyright

3. Laminator

- Media Center - Mrs. Knight

4. Volunteer Restrooms

- Locations



How to get involved - PTO and Volunteering

PTO Texts

- Sign up for Volunteer Remind Texts
- Text this #81010 - Enter this code: @woodsta

Upcoming Volunteer Opportunities

- Picture Day (September 11)
- Book Fair (September 16-20)
- Carnival (November 2)
- Wednesday folders
- Santa Shop (December 9-13)



Mentoring

We need mentors! If you would like to be a positive role model in a child's life, mentoring is for you!

If interested, contact:

Melody Pennington
School Counselor
mpennington.wes@catoosa.k12.ga.us
(706) 935-6700



Mandated Reporting

Mrs. Pennington, School Counselor: mpennington.wes@catoosa.k12.ga.us

As a school volunteer in the state of Georgia, you are a mandated reporter of child abuse and neglect.

1. Signs of Abuse
 - See handout
2. Report **IMMEDIATELY**. Do not question the child.
3. Report to these people:
 - Mrs. Pennington, School Counselor
 - Mr. Ellis, Principal
 - Mrs. Still, Assistant Principal

Signature Sheet

Your Signature confirms you:

1. Received Mandated Reporting Training
2. Will honor volunteering policies and procedures
3. Will respect confidentiality

Return your yellow signature sheet to Jayne Black ASAP



Questions/Feedback

Questions?

Please fill out your light blue evaluation form before leaving today.

