12 oodstation Elementary

Volunteer/Substitute
Orientation

September 6, 2023 at 10:00 a.m.



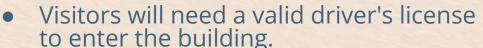
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Welcome!

Thank you for taking part in the Woodstation Elementary Volunteer Orientation



Current Visitor Policy



to enter the building.
Visitors must sign-in in the office and wear a Visitor Sticker at all times.















Hello!

Mitzi Mew
Family Engagement Coordinator
mmew.wes@catoosa.k12.ga.us
706-935-6700
TItle I Remind - text @westitle1 to 81010
Family Resource Center, room 120

WES Administration & Staff

Mr. Ernie Ellis, Principal

Mrs. Lauren Dyer, Assistant Principal

Mrs. Melody Pennington, Counselor



Woodstation Elementary's Mission and Vision



Mission Statement

Where Excellence Starts!



19 ision Statement

Where Rigor, Relationships, and Resilience grow!

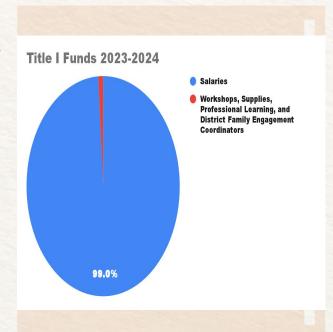
PBIS - Positive Behavior Intervention & Support

PBIS is how Woodstation recognizes and rewards our students for showing positive behavior and following our schoolwide expectations to "Be respectful, be responsible, be resourceful, be motivated, and be prepared!" Students who meet these expectations can earn a variety of rewards each nine weeks.

2023-24 Title 1 Budget: How does our school spend Title 1 money?

- Fund our Academic Coach
- Fund our Family Engagement Coordinator
- Provide Parent and Family Engagement Workshops
 - FAST Group Meetings
 - FAST Conferences
 - Volunteer Training
 - Fifth Grade Transition Breakfast (Spring)
 - Welcome Night for PreK and Kindergarten (Spring)

If you would like to provide any additional feedback regarding the Title I budget, please contact Mr. Ellis or Mitzi Mew or complete the input card on the school website, this meeting evaluation, or through the paper input card located in the Family Resource Center (room 120).



Drill & Emergency Procedures
In the event you are in the

school during a Fire, Severe
Weather, or other drill, please
follow the instructions provided
by WES staff. For
Run/Hide/Survive, we will cover
the Sielox procedures.
Depending upon the drill, it may

include exiting the building or sheltering in place. Evacuation maps are located in each room.

Please do not attempt to locate your child. Procedures are in place to ensure their safety.













Policies & Procedures

Volunteer Pledge

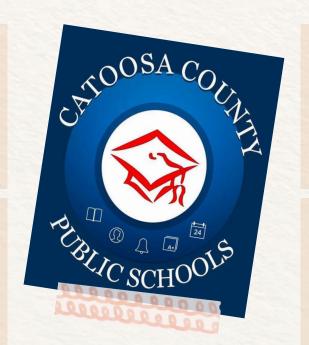
Catoosa County Rules for All Schools

1

No smoking or tobacco allowed on school grounds

2

No weapons allowed on school grounds



3.

No drugs or alcohol allowed on school grounds

4

Do not use school equipment for personal use

Ensuring the privacy and confidentiality is essential within our school. It is mandatory that every volunteer protect the records and personal information pertaining to our students. Therefore, we ask you as a volunteer to agree to the following:



1.

Sign in and Wear an ID Badge





Wear appropriate attire



Use the Adult Restroom Facilities when needed

11/1///

4.

Protect the identity of our students





Never discuss the students or their circumstances with anyone or in public places 6.

Do not discuss student records that you may see during your work in classrooms or offices

7.

Refrain from giving gifts to students





Leave the disciplining of students to the teachers or administrators



Share concerns about students with school staff only

11/1///

10.

Work in harmony with staff and other volunteers





Show respect for all staff, students, and other volunteers

12.

If you can not be here during your pre-arranged time, let school staff know that you will not be available

Maintaining Student & School Confidentiality

All WES Volunteers must be diligent in honoring the confidentiality of each student and our school. Breaching this confidentiality can be hurtful to children, their families, and our staff.

Please:

- Do not share academic information about student with anyone outside of the school
- Do not share behavioral information about a student with anyone outside of the school
- Do not repeat any comments heard at the school with anyone
- Avoid voicing concerns about the school on social media or in public spaces

When you have specific concerns, thoughts or feelings about anything you observe regarding teachers, students, staff or the school in general, talk to the teacher, the school administrators, or the counselor only.



Human Dignity Policy

Recognizing and valuing that we are a diverse community, it is part of our mission to provide a positive, harmonious environment in which diversity is respected and encouraged. A major aim of education in this school system is the development of a commitment to the core values of a democratic society. In accordance with this aim, the district strongly emphasizes the a core value of mutual respect for each person regardless of individual differences and/or characteristics including for example, but not necessarily limited to race, gender, age, disability, physical condition, sexual orientation, ethnic group or religion. We expect this value to be manifested in the daily behaviors or our students, staff, and volunteers.

ms.

pledge my commitment to all of the above items.

See Parent Volunteer Confidentiality, Rules & Ethics Form in your packet to sign and return to Mitzi Mew

Copyright

Copyright is a form of protection given to the authors or creators of "original works of authorship", including literary, dramatic, musical, artistic and other intellectual works. As a volunteer, you should not make copies of anything that says it is copyright and should not be copied unless given rights by the publisher. The exception to this is when teachers and schools have purchased the material and thus been given the right to copy.

See Copyright Handouts in your packet

10 hen in doubt, ask our Media Specialist.

03 Mandated Reporting







Mandated Reporting



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

- 1. Signs of Abuse
 - a. See <u>handout</u>
- 2. Report **IMMEDIATELY**. Do not question the child.
- 3. Report ONLY to:
 - a. Mrs. Pennington, Counselor
 - b. Mr. Ellis, Principal
 - c. Mrs. Dyer, Assistant Principal

mpennington.wes@catoosa.k12.ga.us

eellis@catoosa.k12.ga.us

ldyer@catoosa.k12.ga.us







Volunteer Opportunities



Mentor Program

We need mentors!

If you are interested in being a positive role model in a child's life, mentoring is for you!

Mentorship trainings are held monthly, taking only 1 hour to complete. If you are interested in mentoring, contact:

Melody Pennington
mpennington.wes@catoosa.k12.ga.ws
706-935-6700



Ways to Get Involved

1

PTO

Attend PTO meetings held each quarter and support events.

2

Family

Resource

Center

Help teachers and staff by assisting in room 120 3

Media

Center

Lend a hand by reshelving books

7

WES Events

Support our 5 Star Fun Run, Book Fair, Picture Days

Volunteer Opportunity Notifications

Title 1 Remind



Texts

Sign up through the App or by texting @westitle1 to 81010

Website



Frequent/An Needed

Our website has a page dedicated to Volunteer Opportunities <u>HERE</u>

Newsletter



Monthly

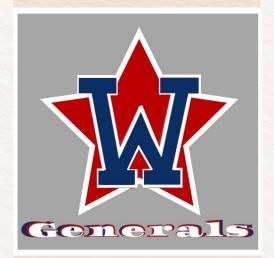
The FAST Connection newsletter contains a section linked to our Family Engagement page and volunteer opportunities

Volunteer Locations and Resources

Family Resource Center

Resources:

- Copier
- Office Supplies
- Parent Institute
 Brochures
- Parent Resource Library
- Title I Handouts
- Parent Lounge
- Volunteer Procedures



Grade Level
12 Orbroom

Each grade level hallway includes a workroom with a copier *teachers will provide copy code

Adult Restrooms Locations:

- Each Grade-level hallway
- Beside Main Office

Family Resource Center

Room 120 Open during school hours

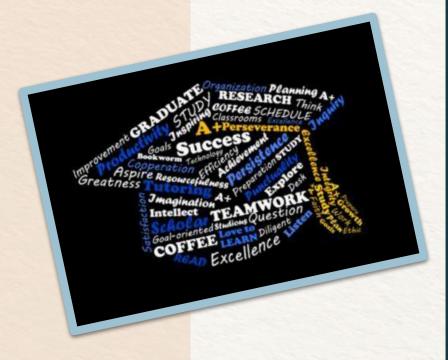
Copier, Office Supplies, Parent Resources, Title I Handouts and Brochures

Mitzi Mew, Family Engagement Coordinator



05

Closing





Questions and Input

If you have any questions about being a parent volunteer at WES, please contact Mitzi Mew, Family Engagement Coordinator at

mmew.wes@catoosa.k12.ga.us or at 706-935-6700

If you have any input regarding this meeting, the School-wide Improvement Plan, Family Engagement Policy, Family-School Compacts, Title I Budget, or the Title I Family Engagement Plan please complete the meeting evaluation or contact Mitzi Mew or Mr. Ellis.



Evaluation and Confirmation

Please complete the **confidentiality** agreement at the end of this presentation as evidence of your attendance and as confirmation that you:

Will honor the Volunteer Policies & Procedures

Will respect Confidentiality agreement Received Mandated Reporter training

Hard copies of the handouts linked in this presentation are available in your packet.



Thank You

For attending the WES
Volunteer Orientation
Meeting



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