

Woodstation Elementary School

Volunteer Handbook

2023-2024



Where Excellence Starts

Rigor, Relationships, Resilience

Volunteers are expected to:

- Sign in and wear an ID badge while on school grounds at all times
- Wear appropriate attire.
- **Complete volunteer tasks in the Family Resource Center.**
- Protect the identity of the students.
- Never discuss the students or their circumstances with anyone.
- Never discuss students or their circumstances in public places.
- Never read records you might see in offices or classrooms in the course of your work.
- Show respect for all staff, students, and other volunteers.
- Work in harmony with staff and other volunteers.
- Refrain from giving gifts to students.
- Use adult restroom facilities when needed.
- Leave any discipline of students to the teacher or administrator.
- If you cannot be here during your assigned time, call the school so that the teacher and student(s) will know that you will not be here.

Catoosa County Schools has these additional rules for all schools:

- **No smoking or tobacco allowed on school grounds**
- **No weapons allowed on school grounds**
- **No drugs or alcohol allowed on school grounds**
- **Do not use school equipment for personal use.**

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 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 of students, staff, and volunteers.

Parent and Family Engagement Goals:

- Enrich the curriculum and children's learning opportunities.
- Provide meaningful opportunities for parents to be involved.
- Relieve teachers of some non-instructional tasks.
- Establish a school and community partnership for quality education.
- Enhance all aspects of the educational process.

Working closely with the classroom teacher and school staff includes:

- Following the directions of school staff members.
- Accepting directions and suggestions from teachers.
- Respecting the privacy of teachers and students by not discussing school matters away from the classroom.
- Understanding that evaluation of a student's learning can only be done by a teacher.
- Committing to supporting and improving education for all students.
- Seeking help from a school staff member (Family Engagement Coordinator or Receptionist) when you need additional information or instruction.

Enjoy working with students by:

- Finding ways to establish good rapport with students.
- Providing help and assistance without doing the work for students.
- Showing a genuine interest in each student.
- Accepting each student and encouraging the best from him or her.
- Using patience and kindness.

Confidentiality:

In order to make sure students, staff, and families feel comfortable, privacy needs to be respected at all times. Volunteers must be extremely careful to honor the confidentiality of each student. Breaching confidentiality can be hurtful to children, their families, and the staff.

When parents ask you questions about how their children behave at school....

- Please encourage parents to speak with their child's teacher if they have concerns.

When you observe that a child is receiving low grades or struggling....

- Do not share academic information about a student with anyone outside the school. If you have specific concerns, please speak with the homeroom teacher, principal, or the counselor.

When you observe a student misbehaving....

- Do not share this information or your concerns about this student with anyone other than the homeroom teacher, principal, or counselor.

When you see or overhear something from staff or students which they would not likely want repeated outside the school....

- Do not repeat any comments heard at school to anyone. If you have specific concerns, please speak to the homeroom teacher, principal, or the counselor.

In summary, when you have specific concerns, thoughts, or feelings about anything you observe regarding teachers, students, or the school in general....

- Please speak with the teacher, principal, or the counselor regarding any concerns you have. Speaking with the school staff will help get the problem resolved. **Please avoid voicing concerns in public areas or on social media.**