**Woodstation Elementary**

**School**

**Volunteer Handbook**



**2016-2017**

**Volunteers are expected to:**

* Sign in and wear an ID badge while on school grounds at all times.
* Wear appropriate attire.
* Show respect for all staff, students and other volunteers.
* Share concerns regarding students with school staff only. Concerns abouta particular student should be discussed with the homeroom teacher, the principals or the counselor.
* 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.
* If you cannot be here during your scheduled time, call the school so that the teacher will know you will not be here.

**Catoosa County Schools has the following 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, 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 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 Involvement 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 direction of a school staff member.
* Accepting direction 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 working in a classroom to support and improve education for all students.
* Seeking help from the teacher 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:** To make sure students, staff, and families feel comfortable, we all need to respect each other’s privacy. 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 talk to 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 this student with anyone outside the school. If you have specific concerns, please talk to the homeroom teacher, principals, or the counselor.

**When** **you observe a student who consistently misbehaves…**

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

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

* Please do not repeat any comments heard at school to anyone. If you have specific concerns, please talk to the homeroom teacher, principals, 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 talk to the teacher, principal, or the counselor regarding any concerns you have. Talking to school staff will help get the problem resolved. Please avoid voicing concerns in public areas or on social media.