

# **Woodstation Elementary School Volunteer Training 2018-2019**



# 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](mailto:jblack.wes@catoosa.k12.ga.us)**

**Sign up for Remind texts**

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

# How to get involved - PTO and Volunteering

## Emily Connell - PTO Volunteer Coordinator

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

## Upcoming Volunteer Opportunities

- Carnival (September 14)
- Wednesday folders
- Book Fair (September 24-28)
- Santa Shop (December 3-7)



# Mentoring

**Mentoring is a great way to be a positive role model in a child's life. Please see the handout in your packet.**

**If interested, contact:**

**Melody Pennington**

**School Counselor**

**[mpennington.wes@catoosa.k12.ga.us](mailto:mpennington.wes@catoosa.k12.ga.us)**

**(706) 935-6700**



# 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.**



# 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 and paper

## 3. Laminator

- Media Center - Mrs. Knight

## 4. Volunteer Restrooms





# 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.**



# Mandated Reporting

**Mrs. Pennington, School Counselor: [mpennington.wes@catoosa.k12.ga.us](mailto: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 to Jayne Black ASAP



# Questions/Feedback

Questions?

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

