



Welcome!

Parent Volunteer
Training



Agenda: Topics to Be Covered

- Mission Statement/ Belief Statement
- Who's Who
- Definition of "Volunteer"
- Types of Volunteers
- 3 Must Haves
- Background and Security Clearance
- Confidentiality
- Key Points:
 - Attendance, Discipline, Emergency Response,
Personal Safety, Supervision, Discrimination,
Diversity and Harassment
- General Guidelines

Mission Statement and Beliefs

Mission

- The mission of the Houston County Volunteer Program is to ensure that school volunteers throughout Houston County are confident, competent and comfortable as they help serve the educational needs of children across our community.

We Believe

- Volunteers are a valuable asset to our school. They dedicate many hours of their time to give teachers more time to teach and to provide opportunities for students to learn and enjoy school. Volunteers represent a great gift to the district and to the children who attend its schools.



Who's Who

- Principal: Mrs. Elizabeth Johnson
- AP of Instruction: Mrs. Katina Gibson
- AP of Discipline: Mrs. Amanda Miliner
- School Counselor: Mrs. Nikki Williams
- PFEC: Mrs. Natarsha Williams
- Secretary/Bookkeeper: Ms. Tina Dixon
- ATS Clerk: Ms. Betty Hassoun
- Med Tech: Ms. Feliz Billie
- Food Service Manager: Mr. Steve Askew

Definition of a “Volunteer”

A “volunteer” is a person or group who has been approved by completing the district’s volunteer process and then provides goods and services of his/her own free will to the School District of Houston County. A volunteer receives no financial payment for such goods and services. Volunteers assist school programs and children’s progress from any location at any time.



**Volunteer
Services**

Types of Volunteerism

- Media Center Volunteer: Assists in the media center under the direction of the school media specialist
- Clerical Volunteer: performs various clerical tasks for teachers, school secretaries and other school staff
- Classroom Volunteer: prepares teaching materials under the direction of the teachers, works individually or with small groups of students under the direction of the teacher and may require special training
- Advisory: serves on school committees that make decisions for the school
- Non-Academic Volunteer: supports students and schools by participating as chaperones, boosters, athletic assistants, club sponsors etc... while under the supervision of school staff.



3 Must Haves When Volunteering in Houston County Schools

- 1. Background/Security Clearance
- 2. Attendance for Volunteer Training
- 3. Signed and dated Confidentiality Form

Background and Security Clearance

- Before any person can volunteer in the school system, a background check is required. Forms must be completed and approved before volunteering will be permissible. The approval process may take several weeks. Once approved, volunteers will be notified in writing. Volunteer applications are good for five years.
- Parents who wish to attend off-campus field trips with their children will need an approved background check.

Confidentiality

Confidentiality is important to the integrity of our programs.

- Discussing personal information regarding an adult student or underage student will be cause for disciplinary action and/or lead to termination of the volunteer.
- Regardless of how you receive information about a particular child, note that personal information must be held in your strictest confidence.
- All volunteers must sign a Confidentiality Statement.

KEY POINTS FOR VOLUNTEERS

Attendance:

- It is mandatory that all visitors stop at the office and sign-in so that a record of service is maintained.
- Volunteers, including those who serve on school boards, committees and other planning groups, should record hours through the school's Ident-A-Kid database.
- Maintain good communication especially in the event of an absence or schedule change. If you cannot fulfill your commitment for any period of time, please contact the school or classroom teacher as soon as possible so other arrangements can be made.

KEY POINTS (continued)

Discipline:

- Volunteers may not discipline students beyond maintaining order in their group or activity. Please report any problems with students' behavior to the supervising staff member.

Emergency Response:

- During your orientation, you will be alerted to fire drill and other emergency signals. As you may be in the building during a crisis or fire drill, it's important that, just like our students and staff, you know how to evacuate the building or respond to an emergency situation.
- The only person authorized to administer medications are trained school nurses and office staff, so never provide to a student any ointment, tablet, capsule or spray that could be absorbed into the bloodstream.

KEY POINTS (continued)

Personal Safety:

- A volunteer who is injured while on school premises or providing volunteer services will report this injury to the Principal.
- In terms of exposures to infectious organisms borne in the blood or other body fluids, remember that the risk of infection due to such exposures is VERY LOW. Your own unbroken skin is an excellent barrier to such organisms. However, to reduce the potential risk of infection, all volunteers are expected to obtain assistance from trained staff in any situation in which body fluids are exposed.

Supervision:

- All volunteers working directly with students must be under the direct supervision of certified personnel, except in the case of office help; administrative assistants may supervise those volunteers.

KEY POINTS (continued)

Discrimination, Diversity and Harassment:

- Our Houston County community is diverse. It is important that we work with one another positively and consider cultural, moral and value differences.
- Remember, your value system might be different from the students so be sensitive to diversity issues.
- Religious, racial or sexual harassment is a violation of federal and state law and the Houston County School District policy.
- Always be sure to examine your own behaviors and choice of words.

General Guidelines for Volunteering:

1. Volunteer shall work within the guidelines established by the responsible administrator, teacher, or supervisor.
2. Volunteer may perform any task assigned by their supervisor and approved by the administrator.
3. All volunteers shall work under the direction and supervision of an employee of the system. A volunteer working with a student in any aspect of the instructional program must work under the direct supervision of the child's teacher.
4. Volunteer **DO NOT** have access to student cumulative records.
5. Volunteers shall not be asked to grade papers or evaluate students' work.
6. Before going to the designated classroom or other duty station, the volunteer must report to the principal or designee whenever he/she will be doing volunteer duties. Volunteers must sign in and out through the school office so that a record of their activities can be maintained. (A volunteer will not be allowed to enter at random; there must be a legitimate need for the volunteer.)
7. Volunteer shall maintain strict confidentiality with respect to all school or classroom information to which they have access while performing their volunteer activities.
8. Volunteers may handle monies collected on school premises or at a school-sponsored activity only in the presence of a certified employee designated by the principal.
9. Volunteers shall not be allowed serve to in classrooms where their own children are assigned, if serving as a proctor during testing time.

