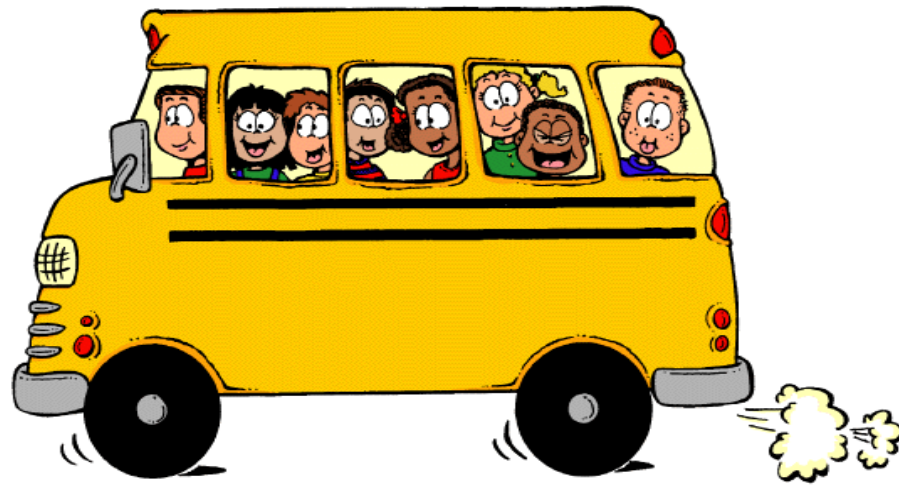


WELCOME



**PARENT VOLUNTEER TRAINING
2017-2018**

Topics To Be Covered

- **Mission Statement/Belief Statement**
 - **Who's Who**
- **Definition Of A Volunteer**
 - **Types Of Volunteers**
 - **3 Must Haves**
- **Background And Security Clearance**
 - **Confidentiality**
 - **Key Points**
 - **General Guidelines**



Mission Statement and Beliefs

Mission

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

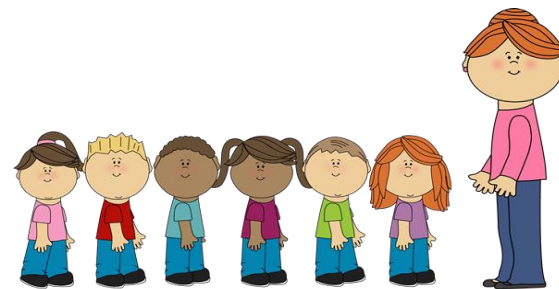


We Believe

- ✓ 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 is Who?

- ✓ Principal- Dr. Traci Jackson
- ✓ AP of Instruction- Mrs. Dunlap
- ✓ AP of Discipline- Mr. Dewitt
- ✓ School Counselor- Mrs. Lori Wallace
- ✓ PIC- Mrs. Heather Bowen
- ✓ Secretary/Bookkeeper- Mrs. Tameka Burnett
- ✓ ATS Clerk- Ms. Gina McCullough
- ✓ Nurse- Ms. Stacey O 'Rear
- ✓ Lunchroom Manager- Mrs. Regina Waters
- ✓ Librarian- Mrs. Haeusler



WHAT IS A VOLUNTEER?

A “Volunteer” is a person or group who has been approved by completing the HCBOE volunteer process. A volunteer then provides good and services of his/her own free will to the HCBOE School System. A volunteer receives no financial payment for goods and services. Volunteers assist with school and class activities. Volunteers also tutor students when needed.



Types of Volunteers...

- ✓ **Media Center Volunteer-** Assist in the Media Center under the direction of the Media Specialist.
- ✓ **Classroom Volunteer-** Prepares materials for the classroom teacher and tutors students as needed.
- ✓ **Advisory-** Serves on a committee within the school. (Action Team, School Council and PTO)
- ✓ **Non-Academic Volunteer-** Supports Students and the school by participating as chaperones, boosters, field day helper, 9 week discipline celebration, running copies for office staff, answering telephones in office.



BEFORE VOLUNTEERING...



- ✓ **Approved Background Check on File**

Good for 5 years for any school in Houston County.

- ✓ **Volunteer Training**

Only has to be done when background expires or child attends a different school.

- ✓ **Signed and Dated Confidentiality Form**

You will sign one today before you leave.

Mrs. Bowen will keep these items in her office....

Confidentiality Form

- ✓ Discussing personal information regarding a student will be cause for disciplinary action and/or lead to termination of a volunteer.
- ✓ It doesn't matter how you receive information about a certain student it must always be held in confidence.



Key Points



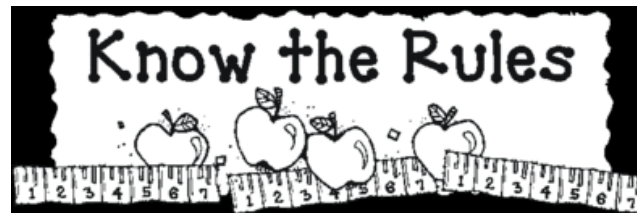
- ✓ Please always stop by the front office to sign in before volunteering. This includes going on field trips.
- ✓ Always maintain good communication with a teacher you help. Please let them know if you aren't going to be there on your scheduled day.
- ✓ If you ride a county bus for a field trip then you must help a teacher with chaperoning the students otherwise you must take your own vehicle.
- ✓ Please don't discipline students. Please let the teacher handle this.
- ✓ During emergency situations please follow the directions of our staff.

Key Points Continued...

- ✓ 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.
- ✓ Please restrain from helping trained staff when body fluids are exposed.
- ✓ If you are injured while on school property or providing volunteer services please report this injury to the Principal.
- ✓ All volunteers working directly with students must always be under the direct supervision of school staff.
- ✓ Our School Community is diverse. It is important that we respect each others cultural, moral and value differences.
- ✓ Religious, racial, or sexual harassment is a violation of federal and state law and the HCBOE.

General Guidelines For Volunteering

- ✓ Volunteer shall work within the guidelines established by the responsible administrator, teacher, or supervisor.
- ✓ Volunteers must work under the direct supervision of an employee of the HCBOE.
- ✓ Volunteers will not be asked to grade or evaluate student's work.
- ✓ All volunteers must stop by the front office and sign in before going to their designated area.
- ✓ Volunteers can handle money if they are in the presence of a certified employee of the HCBOE.
- ✓ All volunteers must maintain strict confidentiality with respect to all school or classroom information they may have access to while performing their volunteer duties.



Before you leave...

- ✓ **Don't forget to sign the confidentiality form.**
- ✓ **Put your name on the background check list if you aren't sure about your background clearance.**
- ✓ **Fill out a background form if you aren't approved**
- ✓ **Questions? See Mrs. Bowen**



Statement Of Confidentiality

2017-2018

I understand that in the course of my association with the Houston County School District and Shirley Hills Elementary. I share the responsibility of maintaining the confidentiality of any employee or student information that I may hear or see. I understand it is my responsibility to assure rights and confidentiality of both written and verbal information I may come in contact with.

As a volunteer, I will:

- Work to the highest standards
- Be Committed to the idea that the work I do benefits students
- Be open-minded
- Be willing to be trained
- Not discuss academic or other confidential information regarding students or employees with anyone

I acknowledge that I have read and understand the statement of confidentiality.

Volunteer Name Printed_____

Volunteer Signature_____

Parent Coordinator Signature

Date