

**Parent Volunteer Orientation
Graysville Elementary School
Thursday, August 29, 2019 @ 2:00 PM
Minutes**

(As recorded by Marissa Watson, Parent Involvement Coordinator)

I welcomed parents to the second volunteer orientation of the 2019-2020 school year. I introduced myself and asked others to do likewise. There were eleven attendees.

I briefly went over the school's new P.B.I.S. plan. Then we discussed Mandatory Reporting. Our school counselor, Mrs. Susan Blair trained the group on mandatory reporting of suspected child abuse. She stated that reports could be made to the helpline, but reports can also be made to the principal or her. All reports are kept confidential. All individuals working in a school are required to take this training. There are four common types of abuse; physical, emotional, neglect, and sexual. All four types fit together. Bruises are common in children, but spanking should not leave a mark. The counselor always consults with the school nurse. She referred parents to the list of symptoms in the handout she distributed. When Mrs. Blair was finished, I stressed again that it is the volunteer's responsibility to tell Susan Blair, and then their job was done. I thanked Mrs. Blair for her part on the program.

Then I moved on to other training issues with volunteers. I addressed the volunteer statement of confidentiality and we discussed each of the following points:

- use of adult restrooms
- discipline of students only by teachers and administrators
- ID stickers
- Appropriate attire
- No discussions about students
- No reading of records or student work
- Respect for everyone
- Harmony with everyone
- No gifts for students
- Adult restroom use only
- No smoking
- No weapons
- No drugs or alcohol
- No use of school equipment
- Human dignity policy

I announced the need for more mentors at the school. Volunteers can work for individual teachers or in the Parent Resource Workroom. I did a visual tour of the Media Center workroom pointing out procedures and equipment. Young children are welcome...there is a play area for them to be occupied. Upcoming volunteer opportunities include:

- o Apex Fun Run
- o Snack pack distribution on Thursday afternoons
- o Media Center book re-shelving
- o Book fair set-up on August 30

When the meeting was finished, I encouraged attendees to complete the survey, collected the signed statement of confidentiality sheets, and then thanked everyone for being present. The parents continued to mingle and get to know one another after the meeting ended. I offered a tour of the new grade level workrooms, specifically the 2nd/3rd grade workrooms, to new volunteers and those interested. We toured the room went over the procedures we will follow in these rooms.