

Volunteer Coordinator
Contact Information:

Marissa Watson
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Please join
Volunteer Remind
@gesvols
Text to 81010 or use the app

GES Website:
www.ges.catoosa.k12.ga.us



Meeting Notes

Grayville Elementary

Volunteer Orientation

Parent
Volunteer Handbook
2023-2024



Volunteer Orientation Agenda

August 28, 2023 at 6:30 pm
September 1, 2023 at 1:30 pm
GES Media Center Workroom

- ❑ Welcome - Marissa Watson
Volunteer Coordinator
- ❑ Volunteer & Staff
Introductions
- ❑ Volunteer Orientation
Presentation
 - District Rules
 - Confidentiality Code
 - Copyright
 - Emergency Procedures
 - Mandated Reporting
 - Volunteer Opportunities
- ❑ Tour and Training

Catoosa County School Rules

Catoosa County Schools has these additional rules for all campuses:

1. No smoking or tobacco allowed on school grounds
2. No Weapons allowed on school grounds
3. No drugs or alcohol allowed on school grounds
4. Do not use school equipment for personal use

Catoosa County Schools Human Dignity Policy

Recognizing and valuing that we are a diverse community, it 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 that aim, the district strongly emphasizes a core of mutual respect for each person regardless of individual differences and/or characteristics 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.

I pledge my commitment to all of the above items.

Volunteer Statement of Confidentiality and Code

Insuring the privacy and confidentiality is essential within our school. It is mandatory that every volunteer protect the records and personal information regarding our students. We therefore ask you as volunteers to agree to the following:

1. Sign in and wear an ID sticker while on the school grounds at all times.
2. Wear appropriate attire.
3. Use adult restroom facilities when needed.
4. Protect the identity of the students.
5. Never discuss the students or their circumstances with anyone or in public places.
6. Never read records you might see in offices or classrooms during the course of your work.
7. Refrain from giving gifts to students.
8. Leave any disciplining of students to our teachers or administrators.
9. Share concerns about students with school stagg only.
10. Work in harmony with staff and other volunteers.
11. Show respect for all staff, students, and other volunteers.
12. If you are unavailable during a pre-arranged time, please call the school so that the teacher and student(s) will know that you will not be there.

I pledge my commitment to all of the above items.

Copyright

Copyright is a form of protection given to the authors or creators of "original works of authorship", including literary, dramatic, musical, artistic and other intellectual works. As a volunteer, you should not make copies of anything that says it is copyright and should not be copied unless given rights by the publisher. The exception to this is when teachers and schools have purchased the material and thus been given the right to copy. **When in doubt, ask our Media Specialist!**

Mandated Reporting

As a school volunteer in the state of Georgia, you are a mandated reporter of child abuse and neglect.

Please see your Mandated Reporter handout for signs of abuse.

If you suspect a child is being abused or neglected, report it **ONLY** to an administrator or counselor **IMMEDIATELY**.

Ways to Get Involved

- Join the PTO and attend monthly meetings.
- Volunteer in the Teacher Workrooms and help teachers with making copies and special projects
- Volunteer in the Media Center by reshelving books and straightening book shelves.
- Help out at GES Events by lending a hand at our PBIS reward days, Grow Celebrations, Apex Fun Run, Book Fair, Health Screening, Picture Days, and more!
- Mentor a student

How to Stay in the Know

- Sign Up for the GES Volunteer Remind
- Reach out to Marissa Watson or Dionne Jones for ways to lend a hand.