



Minutes for
Lakeview Middle School
Volunteer Orientation
August 22th 2023 @ 11am

Ms. Newell Sent out the Online Volunteer Orientation for parent who could not attend after the inhouse meeting. She had the meeting texted, placed on the LMS website, and Volunteer remind app. This allows all parents access to the meeting.

After the Parent Advisory Council concluded, the Volunteer Orientation meeting began. Parents were asked to sign in and were given an agenda for this meeting, a budget, an evaluation of this meeting, a remind app sign up form, information about mandate reporting, Volunteer confidentiality and code agreement signature page, and information regarding copyrights.

Attendees at the meeting introduced themselves:

Kathy Watkins-Grandparent
Leslie Wiggins-Parent
Amanda Warner- Parent
Pris Shartle- Grandparent
Marrisa Watson-County Parent
Involvement Coordinator
Kristy Jablonki – County Parent
Involvement Coordinator

Sandra Brazzle-Grandparent
Shae Wilkie-Ringgold Middle School
Parent Coordinator
Stacey Newell – LMS Parent
Involvement Coordinator
Joe Blackwood – Assistant
Principal

- o Ms. Newell thanked the parents and grandparents for coming to the meeting and being willing to be a volunteer at school. Ms. Newell told parents that studies show that their involvement in their child's education is the number one factor that leads to their success. We want parents to be involved with activities and events at school, to volunteer in the school, and to be involved and engaged with their students at home.
- o Ms. Newell told parents to feel free to contact her at (706) 866-1040, snewell.lms@catoosa.k12.ga.us or text her on the Volunteer Station remind app if they have questions or concerns.
- o Mr. Blackwood said that he is sharing LMS Budget (if you were not at PAC before this Meeting) information with you and see if you agree with how we spend our Title I money.
- o **Instruction**
 - o After school Tutoring

- Web-based subscriptions/programs and adaptive learning platforms such as I-Ready Math, Reading Plus, Flocabulary
- Basic student supplies
- Part Time Interventionist
- Additional Language Arts Teacher
- **Improvement of Instructional Services**
- Professional Learning Communities Workshop and RTI
 - Academic Coach (to lead instructional staff training)
 - Instructional Staff Training
 - Training for i-Ready Math, and Reading Plus (Academic Coach)
 - Data Analysis Teams (Academic Coach)
- **Pupil Services Parent Involvement**
- Full-time Parent Involvement Coordinator
 - Resources to check out and use at home to improve student learning
 - Print and dissemination costs for Title I information and presentation of Title I events such as: Literacy Night, Georgia Milestones/Benchmark Growth Night, Title I Annual Meeting, Transition/Orientation Nights, Fall and Spring Parent Advisory Council meetings, etc
 - Ms. Newell said that parents will have a better understanding of what is going on at school if they come to the school. **MR. Blackwood stressed that parents are always welcome at LMS.** Volunteers serve a vital role at LMS. Besides being a help to the teachers, it allows parents to be familiar with the school, teachers, and administrators. Parents will feel more comfortable addressing concerns if they feel comfortable at school. Following is a sample of ways that parents can be involved at LMS:
 - Making copies
 - Selling ice cream during lunch
 - Houses Events
 - Serving on the Local Governance Team
 - Serving on the Parent Council Advisory Team
 - Other special Events
 - Language Translator
 - Parents were informed of events coming up, some parents asked questions about those events.
 - Ms. Newell spoke about programs such as PBIS_Houses. She spoke about how they are connected. Positive behavior and the LMS House system. She explained the warrior way. (Learning to Succeed-Making Responsible Choices- Showing Respect) She explained the houses to the parents as well and said we have added the program to the volunteer program: Altruismo-The black house is known as "The Givers." They care deeply about lifting others up, but they also maintain a fiercely competitive spirit and pride. Amistad- The red house, whose name means "Friendship." A group of individuals that are quiet but powerful, they are known most for their kindness of heart. Isibindi-The green house, whose name means "Courage." While new students might be quiet or shy at first, the longer that they are in the House, the more they begin to display the characteristics of strength and bravery. Reveur-The blue house is known as "The Dreamers." The members who fill this group are students filled with freedom and wild abandon who recognize their dreams and will let nothing stand in the way of achieving them

- o Ms. Newell spoke to the parents about the volunteer REMIND APP and gave the handout to them with information to sign up.
- o Ms. Newell informed parents that when they volunteer, they should report to Office A (by the flagpole) and sign-in on the computer. They will receive a printed badge that should be worn while in the building. Ask for the representative of the committee you are volunteering for when arrive,(LMS Staff have been instructed to greet their volunteers for their committees) stop back in Office A and sign out.
- o Ms. Newell discussed Mandated Reporting for volunteers. She said that there are two school counselors at LMS. The counselors are Jessica Tatum and Jennifer Smith. Ms. Newell said that we are all "mandated reporters". This means that if a student tells us something or we observe something that might be abuse (physical, sexual, verbal, emotional, or neglect) we are mandated to report it. We should contact one of the counselors or an administrator within 24 hours of disclosure or observance of the abuse. She said that if you have doubts about the validity of a claim, we should assume they are telling the truth and report it. If we witness or hear something outside of the school, we can contact 1-855-GACHILD (24-hour hotline). Mr. Blackwood also stated that you will not be followed up on your report that it is confidential.
- o Ms. Newell also discussed the Volunteer Statement of Confidentiality and Code. This statement outlines the code of conduct for adults while they are in school. Student information overheard or seen should be held confidential. Parents were asked to sign this form before they leave the meeting today. For Example:. Sign in and wear an ID badge while on school grounds at all times 2. Wear appropriate attire. 3. Protect the identity of the students. 4. Never discuss the students or their circumstances with anyone. 5. Never discuss students or their circumstances in public places. 6. Never read records you might see in offices or classrooms in the course of your work. 7. Show respect for all staff, students, and other volunteers. 8. Work in harmony with staff and other volunteers. 9. Refrain from giving gifts to students. 10. Use adult restroom facilities when needed. 11. Leave any discipline of students to the teacher or administrator. 12. If you cannot be here during your assigned time, call the school so that the teacher and student(s) will know that you will not be here.

Catoosa County Schools has these additional rules for all schools:

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.

- o Ms. Newell spoke to the parents about copyright, and how to know if it is 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. What this means to a volunteer is that you should not make copies of anything that says it is copyrighted and -----shouldn't be copied unless given the right by the publisher.

The exception to this is when teachers or schools have purchased the material and thus have been giving the right to copy.

- o Ms. Newell reminded the parents about the Title I documents that are available at each meeting and activity. They are also available here in the Family Resource Center. She asked for parents to read the Parent and Family Engagement Policy (both the policy and the trifold) and provide any input or suggestions. The Parent and Family Engagement Policy spells out what LMS will do to increase parent and family engagement in their children's education and school success.
- o Ms. Newell asked the parents if they had any questions and to complete the evaluation and if they had any input it was included in the survey for comments/input

Ms. Brazzle and Ms. Warner asked about days and times for Ice Cream sells. I told them they can sign up for any day. Sells are during lunch 11-1:15.

Copies of the following Title I documents were also available for parents:

Displayed on table for parents to take home:

- Testing in Georgia
- Components of a Title I Schoolwide Program
- Georgia Standards of Excellence
- How to Communicate with Your Child's Teacher
- LMS Parent and Family Engagement Policy and Trifold
- Catoosa County Parent and Family Engagement Policy and Trifold
- Parent Input Card

Documents in packet

Volunteer Agenda

Remind Volunteer Class

Volunteer Interest Form

Statement of confidentiality

Copyright

Mandate Reporting

Budget

Survey