



Ringgold Primary School
Volunteer Orientation
August 24, 2023

Minutes

In attendance: Whitney Hood, Principal, Michele Cribb, Assistant Principal, Karen Farmer, Counselor, Tracy Wilson, PIC, and 12 RPS parents.

As the parents/grandparents of RPS children arrived, they were greeted, asked to sign in, and given an orientation packet. The parents were able to look over the agenda while they waited for the meeting to begin.

Tracy Wilson, PIC began the meeting by welcoming everyone. She then led the meeting by introducing herself, RPS administration and the counselor. Tracy Wilson had a presentation projecting on the board and followed the meeting agenda for topics discussed.

Whitney Hood, Principal, addressed the parents/guests and ensured they knew how to get in touch with her for any questions they may have. She then introduced the Assistant Principal, Michele Cribb. They both introduced the school motto as "when you are here, you are family".

Karen Farmer, Counselor, was introduced and then began the mandated reporting information. Each volunteer must complete this training and the meeting sign in will acknowledge and be documentation of this to be filed by the PIC in the Resource Room. Parents were given handouts explaining what to do in the case of an incident.

Tracy Wilson, PIC then led the remainder of the meeting. She reviewed the Title 1 budget, and asked parents to leave any suggestions they may have on the meeting evaluation. Next, Tracy went over the school campus rules, regulations, and procedures. She also explained the role of a volunteer, and reviewed the confidentiality and ethics statement. She then asked the parents to acknowledge the statement by signing the form which the PIC will be on file in the parent resource room.

The PIC then read over the copyright rules, and advised any volunteer that suspected copyright infringement to report to the PIC. Tracy then talked about the ways to get involved at RPS through volunteering in the resource room, attending the Title 1 meetings throughout the year and helping with school events. Parents were encouraged to sign up for the book fair, the hearing/ vision screening, and the mentor training that was available. Tracy then invited Megan Shrader, PTO president to speak about the different events coming up for the year as well.

Upon the conclusion of the meeting, parents were given a chance to ask questions and give suggestions. At this point, it was requested that a flier with upcoming dates and events be sent home. Tracy Wilson, PIC made a note of this and has plans to create this document and send it home in the near future. Parents were then asked to complete the evaluation form and return to Tracy Wilson before leaving. Several parents stayed to take a tour of the school led by Tracy Wilson.

After compiling the evaluation forms, it is noted that all in attendance understood the role and conduct expected of a volunteer, as well as how to get involved in the school in the future. Several indicated they would be coming to the school to volunteer in the resource room.

Handouts Available at meeting:

- ❖ Annual Meeting Handout
- ❖ Testing In Georgia
- ❖ Components of a Schoolwide Program
- ❖ Georgia Standards of Excellence
- ❖ How to communicate with your child's teacher
- ❖ District Policy
- ❖ School Policy
- ❖ Input Card
- ❖ School/Family Compactsaf