VOLUNTEER TRAINING

HOLLY SPRINGS STEM ACADEMY

School Year 2026-2027

A volunteer...

Is a link between our school program and the Holly Springs community, an extra smile, and an extra set of hands to assist in or out of the classroom.

A volunteer assists in helping to provide positive school experiences for Holly Springs' students. Therefore, it is important to understand the role of a volunteer.

Supervision of volunteers:

School volunteers always work under the direct supervision of the Holly Springs staff. They work directly with staff members who have requested their volunteer services.

Successful Volunteers...

- are good role models
- are dependable and punctual
- dress appropriately for the location and duties they are volunteering to do



Volunteer Responsibilities:

- Sign in and out in the school office.
- Refrain from tobacco use as it is prohibited in any building owned or operated by the Board of Education.
- Refrain from smoking at school facilities and on school field trips.
- Make sure your presence is as unobtrusive as possible when working in a classroom.
- If you have concerns after a visit, discuss them with an administrator or counselor.
- Have a good time. A school filled with happy volunteers is a better place to teach and learn.
- Mandated reporters.

Confidentiality:

As a parent volunteer, you may be privy to certain information.

Please remember that you must respect and uphold every student's and parent's right of confidentiality.

Volunteer Guidelines:

- **The professional staff at Holly Springs is responsible for all student instruction, safety, and discipline.**
- **Volunteers are not responsible for the following:**
  - **Curriculum or teaching plans.**
  - **Disciplining students.**
  - **Students' permanent records.**
  - **Evaluating achievement or discussing student progress.**
  - **Counseling students.**
  - **Working outside of the scope of duties they have been asked to assist with.**



Mandated Reporters:

Understand that under current GA Law (O.C.G.A § 19-7-5), school-affiliated volunteers are considered as “mandated reporters” of suspected child abuse.

Should you gain information as it relates to a suspected case of child abuse through a verbal/written communication, direct observation, or some other manner, you must report this information to your school’s administration immediately.

It will become that administrator’s (or designee’s) responsibility to then report the suspected abuse to the appropriate state or local investigative agency.

Field Trips:

- Student supervision is the primary requirement of chaperones. Safety first!
- If you have any concern or issue with any student, please notify the teacher immediately.
- Please refrain from using your cell phone (except for emergencies only). Cell phones are a distraction and jeopardize student safety.
- Please refrain from taking photos of other students.
- Students always remain with chaperones – visit the restroom as a group.

Discipline:

Volunteers should in no way discipline students. Teachers are always in charge and maintain the sole responsibility for discipline.

- If students misbehave, report this immediately to the teacher in charge. He/She will then determine the necessary course of action.
- Students are expected to treat volunteers with the same level of respect given to other school personnel.
- If students are not being respectful towards you, do not hesitate to discuss the matter with the teacher or school administration.

Suggestions for working with students:

Be yourself!
A friendly and kind spirit helps to foster volunteer-student relationships.

- Encourage and praise students for their efforts.
- Follow emergency procedures when necessary.
- Have a sense of humor! Students enjoy it and it will help guarantee your success.
- Always follow the school rules. Maintain rules and practices followed by school personnel. Also, be familiar with school and classroom rules.
- Read the student handbook before beginning as a volunteer.
- Always uphold your position of responsibility and authority.
- Learn school staff and student names.



Volunteer Requirements:

1. **Complete Volunteer Application and submit to school.**
   Volunteer Form English
   Volunteer Form Spanish

2. Click the link below to fill out form to indicate you watched and understood training.

Volunteer Online Training Form – Fill out form

Thank you!

Thank you for volunteering at Holly Springs ES STEM Academy!

Your time and talent is a true benefit to teachers and students.