



VOLUNTEER TRAINING

2026–2027

Thank you for choosing to invest your
time in our RedHawks.

Clark Creek Elementary STEM Academy

Why Volunteers Matter



Our families are an essential part of the Clark Creek community.

AN EXTRA SET OF HANDS

Volunteers support classrooms, programs, events, and experiences that make our school stronger.

A POSITIVE ROLE MODEL

Your words, actions, and interactions contribute to the climate and culture students experience each day.

A SCHOOL—COMMUNITY LINK

Volunteers strengthen the partnership between our school, our families, and the community.

Every volunteer helps us SOAR AS ONE.

Becoming an Approved Volunteer

Training is required before volunteering on campus.



1

Complete Training

Attend an in-person session or complete the online training after August 20.

2

Complete Application

Submit the required volunteer application/forms to Clark Creek.

3

Verify Completion

Online participants complete the Microsoft Forms quiz and submit their quiz results to the school.

4

Wait for Approval

Volunteer only after all required steps have been completed and school approval is confirmed.

**August 20 attendees may complete the volunteer forms during the training session.
The online training link will be available after today, August 20.**



Supervision & Scope of Service

Volunteers serve in partnership with—and under the direction of—Clark Creek staff.

Volunteers should...

- Work under the direct supervision of a staff member.
- Report to the staff member who requested or assigned the volunteer service.
- Stay within the duties and areas assigned for that visit.

School staff remain responsible for...

- Student instruction and curriculum decisions.
- Student safety and supervision.
- Discipline and behavior decisions.
- Student records, evaluation, progress, and counseling.



What Successful Volunteers Do

Professional, dependable, positive, and student-centered.

MODEL

Be a positive role model in words, attitude, and actions.

SHOW UP

Be dependable and punctual. If plans change, communicate with the staff member expecting you.

DRESS FOR THE ROLE

Wear attire appropriate for the location and volunteer duties.

SUPPORT—DON'T DISRUPT

Keep your presence unobtrusive when working in classrooms and follow the teacher's lead.



Every Visit: Check In, Wear ID, Check Out

Campus safety procedures apply every time you volunteer.

1 ENTER THROUGH THE FRONT OFFICE

Report to the front office before going anywhere else on campus.

2 SIGN IN & WEAR YOUR VISITOR ID

Follow the school's visitor management procedures and keep your identification visible while on campus.

3 SIGN OUT BEFORE LEAVING

Return to the front office and complete the check-out process at the end of your visit.

Do not move to another classroom, hallway, or school area unless it is part of your assigned volunteer duties.



Confidentiality Is Non-Negotiable

As a volunteer, you may see or hear information that is private.

Protect every student's and family's privacy.

- Do not discuss students, behaviors, grades, services, family circumstances, or classroom situations with other parents or community members.
- Do not share information you see on student work, rosters, records, screens, or documents.
- Questions or concerns should be discussed privately with the teacher, counselor, or an administrator—not with other families.

A SIMPLE RULE

If the information is not about your own child and is not yours to share, keep it confidential.

Professional Boundaries



Warm, encouraging relationships should always remain appropriate and school-centered.

- Follow staff directions and school/classroom rules at all times.
- Encourage and praise students for their effort.
- Avoid private or one-on-one situations outside the scope of your assigned duties.
- Do not exchange personal contact information or connect with students through personal social media.
- Do not photograph, record, or post students unless specifically authorized by the school for the assigned activity.

REMEMBER

You are a trusted adult in a school setting. Keep interactions visible, appropriate, and connected to the volunteer assignment.



Discipline: Let the Staff Lead

Volunteers should not discipline students.

If a student is not following expectations...

- Stay calm and maintain appropriate supervision.
- Notify the teacher or staff member in charge.
- Allow school staff to determine the response and next steps.
- If a student is disrespectful toward you, bring the concern to the teacher or an administrator.

YOUR ROLE

Support
Observe
Redirect only as
directed
Report concerns



Mandated Reporters

Georgia law identifies school-affiliated volunteers as mandated reporters of suspected child abuse.

If you gain information that causes you to suspect child abuse—through a disclosure, written communication, direct observation, or another manner—report the concern to school administration immediately.

What to do

- Listen without investigating or asking leading questions.
- Do not promise secrecy.
- Share the information immediately with school administration.
- Keep the information confidential and do not discuss it with others.

O.C.G.A. § 19-7-5

Mandated reporting
requirements

Safety & Emergency Procedures



In an emergency, volunteers follow the directions of Clark Creek staff.

FOLLOW STAFF DIRECTIONS

Stop the volunteer task and immediately follow the directions of the teacher or staff member in charge.

KEEP STUDENTS WITH THE GROUP

Do not independently move students or leave an assigned group unless directed by staff.

REPORT CONCERNS

If you observe a safety concern, injury, or suspicious situation, notify a staff member or the front office immediately.

Volunteers should not attempt to manage an emergency independently when school personnel are available.



Field Trips & Chaperoning

Student supervision and safety come first.

- Remain with your assigned student group and maintain active supervision.
- Immediately notify the teacher of any student concern or issue.
- Limit cell phone use to emergencies or directions from school staff.
- Do not take or post photos of students other than your own unless specifically authorized.
- Follow the teacher's plan for transitions, restroom breaks, meals, and meeting locations.
- Never change groups, destinations, or plans without teacher approval.

SAFETY FIRST

Your primary job as a chaperone is supervision—
not socializing,
photographing, or
managing discipline.

Campus Conduct



The same expectations that protect our students and staff apply to volunteers.

SUBSTANCE-FREE CAMPUS

Tobacco, smoking, vaping, alcohol, and other prohibited substances are not permitted on school property or school-sponsored trips.

CELL PHONES

Keep personal phone use to a minimum while supervising or working with students.

CONCERNS

Bring concerns from a volunteer visit directly to the teacher, counselor, or an administrator.

SCHOOL RULES

Follow Clark Creek and CCSD procedures, staff directions, and the Student–Parent Handbook while serving as a volunteer.



Quick Check: What Would You Do?

1

You hear a student share concerning information about home.

Notify school administration immediately; do not investigate or discuss it with others.

2

A student refuses to follow your direction.

Notify the teacher or staff member in charge; do not impose discipline.

3

You recognize another child in a cute classroom moment.

Do not photograph or post the student without specific school authorization.

4

You notice a student's grade or confidential document.

Do not share or discuss the information; maintain confidentiality.



You're Almost Ready to Volunteer!

Complete the required steps before your first volunteer assignment.

- ☐ Volunteer training completed
- ☐ Volunteer application/forms submitted
- ☐ Online quiz results submitted (if completing training online)
- ☐ School approval confirmed
- ☐ Know where and when you are volunteering
- ☐ Check in at the front office on every visit

Online training will be available after August 20.

Online Volunteer Training Quiz

If you could not attend the volunteer training at on August 20th, please complete the Volunteer Form located on the school website and online quiz. Thank you!



Online Quiz Link (or scan QR code):

[Clark Creek Online Volunteer Training – Fill out form](#)

THANK YOU, REDHAWK VOLUNTEERS!

Your time and talents help create meaningful experiences for our students and support the work of our teachers and staff.

Together, we SOAR AS ONE.

