



HARDIN COUNTY SCHOOLS  
HELPING CHILDREN SUCCEED

# *Volunteer Handbook*



*Revised - June, 2018*

# Guidelines for Hardin County Schools Volunteers

## **Background Checks**

Hardin County Schools has implemented some new procedures for district volunteers effective July 1, 2018.

Kentucky law and Hardin County Board of Education policy defines a volunteer *as* anyone who has contact with students on ***a regularly scheduled or continuing basis or has supervisory responsibility for children at a school site or on school-sponsored trips.*** The individuals that meet these criteria must complete a background check administered by Hardin County Schools. HCS sends the volunteer's information to the Administrative Office of the Courts in Frankfort, Kentucky. The AOC office runs the background check and sends the information back to the district. The districts has followed these protocols.

With the new procedure, Hardin County Schools is asking all NEW volunteers (new = anyone who has not had a state background check run since 2011) to fill out a background check through our district website ([www.hardin.kyschools.us](http://www.hardin.kyschools.us)). The link can be found under the "Parents" tab on the website and under "Quick Links."

The background check will not be processed until the Superintendent's office has received \$10 for the background check and a copy of the receipt issued by the school. All new volunteers (new = anyone who has not had a state background check run since 2011) will pay for the background check. The Superintendent's office is responsible for sending the required information to the AOC.

All volunteers will be required to complete the online background check form through the district website EACH SCHOOL YEAR (no matter when they started volunteering for the district).

Using the online form, the volunteer will be asked to choose at what schools they would like to volunteer. However, they are still district volunteers. Therefore, just because someone did not check a particular school on their form does not mean they cannot volunteer there.

Any paper forms published and formerly used as volunteer background check forms will not be accepted.

## **Checklist for Working in the Classroom**

When you meet with your supervising teacher, plan to discuss:

- Days & times to work in the classroom
- Procedures on how to keep in touch (meetings, telephone conversations, e-mails, notes)
- How the students should address you
- Location and purpose of instructional materials
- Classroom policies, procedures and rules (such as discipline, reinforcement techniques, organizational plans, emergency procedures)
- Touring the classroom, if necessary, to see learning centers or lab equipment
- If your school volunteer coordinator has not already oriented you to the school, find out where you should park, which restroom to use, location of break room, office, cafeteria, etc.

### **Confidentiality**

As you work with staff and students, information of a confidential matter may be shared with you. The problems, abilities, relationships and confidence of a student, parents and staff should never be discussed with anyone who does not have professional rights to know. Please respect the students and staff's privacy like you would your own.

Staff and students need to know they can trust you. A misplaced comment can be devastating to student and their family. If you have any concerns, please speak only with your school's principal or school volunteer coordinator.

In the background check application online, prospective volunteers will be required to check a confidentiality statement. If that is not checked, the form will be incomplete and the volunteer will not be able to assist in any work at school or on school-sponsored trips.

### **Discipline**

While working with students it may sometimes be necessary for you to exercise some degree of control over certain behaviors which may endanger the safety and/or well-being of a student.

Speak with the teacher or principal about this important matter before volunteering. Familiarize yourself immediately with the rules of the classroom where you will be working.

Make sure requests you make of the students will not require them to violate any classroom rules. Remind the student in a positive way if he/she should break any rule (using a "talking" voice). Remind the student that rules are made for their safety. First choice of discipline would be to redirect the student's activity. If a volunteer sees any student involved in an activity which might endanger the student, the volunteer should contact the teacher or principal immediately.

### **Know your school**

All school administration, staff, faculty and volunteers must work within the rules set by the principal. There are safety procedures that will need to be followed. The school where you volunteer should furnish this information for you and also provide an orientation which includes,

- Safety procedures and drill procedures
- List of school guidelines
- Tour of the school
- Calendar/school hours

### **Name Badge**

When you check in at the front office, you will receive a name badge. Please wear it at all times while on school property. It helps our school staff and students identify you as a person that belongs in the school.

### **Qualifications to be a Volunteer**

Volunteers should have:

- A genuine interest in students
- A professional commitment to your volunteer activity
- A cooperative attitude

### **Recognition of Volunteers**

The annual Volunteer Appreciation Banquet has become a nice event. At this celebration the entire Hardin County Schools staff and students say "Thank You" by planning a special evening to honor and appreciate all that you do for HCS.

An invitation is sent to every volunteer that has logged at least ten hours of service. We sincerely hope that you and an adult guest will make plans to attend this event. The Lilly Sullivan Award is presented to a special volunteer nominated by the school's volunteer coordinator.

### **Representing Your School**

As a volunteer you will contribute to the image of the school in the eyes of students, their parents and the community. Thus, your attitude should be to maintain a positive image for the school that is in the best interest of students and the entire community.

### **Supervision**

Volunteers always need to work under the direct supervision of the principal, school volunteer coordinator or a teacher at each school. Volunteers should always work only with the teachers to whom they have been assigned. Hardin County Schools is responsible for the education, safety and the well-being of each student.

### **Signing In/Out**

You will be required to sign in at the front office of your school. This will help the volunteer coordinator keep track of the number of hours you volunteer. Keeping track of your presence at school is also important for school security reasons.