Volunteer Handbook

Scott County Schools
2168 Frankfort Road
Georgetown, Kentucky 40324
(502) 863-3663
www.scott.kyschools.us

Thank you for volunteering with Scott County Schools. We appreciate your valuable time and your commitment to our schools. The mission of the Scott County Schools volunteer program is to generate optimal school volunteerism throughout the district to raise student achievement.

Parents, grandparents, family members, community members, and retirees all make wonderful volunteers. School volunteers recognize that children are our greatest resource, are willing to accept supervision, understand and appreciate the work of the school staff, and serve as mentors and role models for our students.

Volunteers who have contact with students must complete this application and confidentiality agreement, submit to a criminal records check, and be approved by the superintendent or designee before beginning volunteer duties. (KRS 161.044)

This training handbook contains information to assist you. Please read the handbook and complete the Scott County Schools volunteer application. Turn in the completed application at any school or Central Office or return by mail:

Scott County Board of Education
Volunteer Application
P.O. Box 578
Georgetown, KY 40324

Schools receive a regular list of approved volunteers. Please check with your school to see if you application has been processed. If you need additional information not be available from the volunteer coordinator at your school, please contact:

Melissa Randolph
(502) 570-3030
melissa.randolph@scott.kyschools.us

Discipline

Discipline of students is solely the responsibility of the teacher in charge. Volunteers should in no way discipline students. Should students misbehave in your presence, volunteers must report this immediately to the teacher in charge. The teacher will then determine the necessary course of action. We expect students to treat volunteers with the same level of respect given to other school personnel.

Dress Code

Volunteers are expected to dress appropriately for the classroom. Please ask the teacher if you have questions about appropriate dress.

Emergency Procedures

Become familiar with the rules and policies of the school where you volunteer. It is a good idea to read and understand the school handbook. Ask your supervising teacher to explain the procedure for fire drills, tornado drills, and other emergencies.

Firearms

Pursuant to KRS 527.070, the unlawful possession of a weapon on school property a felony punishable by a maximum of five (5) years in prison; and a ten thousand dollar ($10,000) fine. Firearms are not allowed on school grounds.

Jobs for Volunteers

Volunteers choose the jobs that interest them and decide how many hours and days they wish to contribute. More information about the variety of jobs offered is available through the volunteer coordinator at each school.

Volunteers supplement and support the system, but they may not:

- provide curriculum or teaching plans
- discipline students
- have access to materials in student permanent records (psychological records, grades, health history, etc.)
- evaluate achievement or discuss student progress
- counsel students
- be put in a compromising situation

Signing In and Out of School

Each volunteer must sign in and out in the school office or an alternate area designated by the school. For security reasons, and in case of emergency, it is important for school administrators to know who is in the building. Signing in allows the school system to keep records of hours given to the schools and to evaluate the volunteer program.

Supervision of Volunteers

School volunteers always work under the direct supervision of professional staff at each school and only with those teachers who have requested the services of the volunteer. The teacher, principal, or volunteer coordinator will assist with volunteer placement as needed.

Tobacco

Pursuant to KRS 438.050, the use of any tobacco product is prohibited in any building owned or operated by the board of education. No smoking at school facilities. We also ask that you treat field trips as if they were on school property and do not smoke while supervising students on field trips.

Successful volunteers…

- are good role models.
- are dependable and punctual.
- respect student and staff confidentiality.
- refrain from giving advice when it is not invited.
- communicate with teachers.
- accept constructive feedback with a positive attitude.

Helpful Hints:

- Warmth and friendliness foster volunteer-student relationships. Maintaining a sense of humor and comfort will help ensure your success with young people.
- Always be consistent with specific rules and practices maintained by the staff of the school. Be familiar with school and classroom rules.
- Maintain your position of responsibility and authority at all times. Do not let friendships interfere with your role as a school volunteer.
- Learn teacher and student names.
- Be aware of and sensitive to the unique gifts and needs of individual students. This is critical at all age levels.
- Encourage and praise students for their efforts.

Thank you for your dedication to the students of Scott County Schools.