



MONTGOMERY COUNTY SCHOOLS

High Expectations + Compassion = Growth for Every Student

# Volunteer Handbook



# Guidelines for Montgomery County Schools Volunteers

## Background Checks

Kentucky law and Montgomery County Board of Education policy defines a volunteer as *persons who do not receive compensation for assisting in school or District programs. Volunteers are encouraged to use their time and effort to support school and District programs.* The individuals that meet these criteria must complete a background check administered by Montgomery County Schools. MCS 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.

All volunteers are required to complete the background check form through the district EVERY THREE YEARS. We value our volunteers! The district will cover the cost for each background check.

## Characteristics of an Effective Volunteer

- **Positive:** The belief that outcomes can be changed through action
- **Empathy:** The ability to feel what another person is feeling
- **Evenness:** Patience, gentleness, understanding and fairness
- **Open Mind:** A willingness to accept others and their point of view
- **Initiative:** The ability to see what needs to be done and follow through
- **Enthusiasm:** A liking for your subject and a wish to share it with others
- **Reliability:** Punctuality, dependability, accountability

## Reporting to School

- When you show up at the school push the button on the intercom, state your name and the purpose for your visit.
- Once you are buzzed in, enter through the main doors into the office area. When you enter the main office tell the office staff you are there to volunteer.

- You will need to sign the Volunteer Log Book and will be given a volunteer badge which must be worn on an outer garment at all times.
- Once you have your badge you may then proceed to your assigned area of duty for the day. When you are ready to leave please sign out and record on the log book the number of hours served.

### **Checklist for Working in the School**

When you meet with your supervisor, plan to discuss:

- Policies, procedures and rules
- Touring the school, if necessary, to see learning centers, lap equipment, location of break room, cafeteria, etc.
- Find out where you should park, which restroom to use, etc.

### **Is there anything a volunteer shouldn't do?**

Yes! The professional staff at your school is responsible for everything that goes on in your building including student instruction, safety and discipline. Volunteers supplement and support the program, but may not:

- Discipline students
- Have access to materials in students' permanent record files
- Diagnose student needs
- Evaluate achievements
- Counsel students
- Discuss student progress with parents

### **Confidentiality**

- Confidentiality means protecting ALL information regarding our students.
- What you see and/or hear while volunteering should be confidential, and should only be discussed or repeated to your supervisor, teacher, or principal. NEVER discuss anything you have heard or seen about individuals while volunteering.

- Breach of confidentiality will be considered grounds for dismissal of your service to our schools for the school year in which the incident occurs.

## **Cell Phones**

- To minimize disruptions, please have your cell phone ringers silenced while in classrooms or media center.
- Necessary cell phone conversations should be conducted away from areas of learning.
- Due to privacy concerns, visitors and volunteers MAY NOT take photographs or create audio or video recordings of students on their cell phones or other devices while in the building during school hours.

## **Child Safety Concerns**

- As you build trust with students, you may become aware of personal information such as physical, emotional or sexual abuse.
- By law you are required to report suspected abuse.  
*KRS 620.030 (1) Any person who knows or has reasonable cause to believe that a child is dependent, neglected, or abused shall immediately cause an oral or written report to be made to a local law enforcement agency or the Department of Kentucky State Police; the cabinet or its designated representative; the Commonwealth's attorney or the county attorney; by telephone or otherwise.*
- If you hear or are witness to something that causes you concern for a child's safety, or if a student confides in you about an abusive situation, you are required to alert the principal, teacher, school counselor, or Family Resource Coordinator so that they can further investigate the situation. District staff is required by law to share information with the proper authorities.

## **What are some signs of suspected abuse?**

- Signs of injury, such as welts, bruising, cuts, burns, fractures or swelling

- A history of repeated, untreated, or unexplained physical injury
- A contradiction between the "story" of injury and the physical evidence
- The child appears uncomfortable or afraid when discussing the injury
- The child alludes to, or seems preoccupied with, sexual matters

### **Field Trip Chaperons**

- Sign-in and out at the school office before and after the field trip
- Student safety is our #1 priority!
- Enforce the rules, but leave discipline to teachers in charge or school staff

### **Thank You!**

Everything you do as a school volunteer benefits our students. Whether you work directly with students or behind the scenes your contribution is valuable.

**If you have questions or would like additional information, please contact Amy McCleese, Community Education & Engagement Coordinator.**

**ADMINISTRATIVE OFFICE OF THE COURTS  
RECORDS UNIT  
1001 VANDALAY DRIVE  
FRANKFORT, KENTUCKY 40601  
502-573-1682 or 800-928-6381  
records@kycourts.net**



The process to obtain the information contained in CourtNet is as follows:

**Individuals**

Requesting a record on yourself requires a \$25.00 fee (**check or money order**). If you do not receive a response in 30 days contact us at the number listed above. **Montgomery County Schools will cover the fee for volunteers!**

**Nonprofit/Commercial/Others**

Requesting a record on individuals requires a \$25.00 fee (**check or money order**).

**Fees are paid to the order of the KENTUCKY STATE TREASURER by check or money order ONLY. FAILURE TO COMPLY WITH THESE PROCEDURES WILL RESULT IN THE REQUEST BEING RETURNED UNPROCESSED.** If

you suspect information contained on the record is incorrect, or have any questions, please contact the Records Unit at (502) 573-1682 or (800) 928-6381.

PLEASE **PRINT OR TYPE** THE INDIVIDUAL'S INFORMATION **CLEARLY**.

**SOCIAL SECURITY NUMBER:** \_\_\_\_\_ **DLN:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**MAIDEN NAME(S) AND/OR ALIAS:** \_\_\_\_\_

**DATE OF BIRTH:** \_\_\_\_\_

**STREET ADDRESS/P.O. BOX:** \_\_\_\_\_

**CITY, STATE, ZIP CODE:** \_\_\_\_\_

*I understand the information supplied by me must be truthful and falsification with an intent to mislead may result in my prosecution under KRS 523.100. I have provided the basic information necessary to qualify for record processing and exemption of fees - if applicable.*

**\* ALL INFORMATION BELOW IS REQUIRED.**

\_\_\_\_\_  
**Individual's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
Company

\_\_\_\_\_  
E-mail address

\_\_\_\_\_  
Requestor/Contact Person

\_\_\_\_\_  
**Telephone Number**

\_\_\_\_\_  
Address

**Please denote which purpose applies to this request:**

- Employment
- Criminal Investigation
- Screening Housing Applicants
- Volunteer/Care over Juvenile
- Licensing
- Other (please explain) \_\_\_\_\_

\_\_\_\_\_  
City, State, Zip



# Volunteer Application Form

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Do you have a child(ren) in the school system? Please provide name(s) and school(s).

- |          |          |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

Check all in the following list of items you would be willing to do:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Office or Clerical       | <input type="checkbox"/> Assist in the Classroom  | <input type="checkbox"/> Be a Cafeteria Monitor |
| <input type="checkbox"/> Be a Host/Greeter        | <input type="checkbox"/> Read to Students         | <input type="checkbox"/> Help in Any Way        |
| <input type="checkbox"/> Arts/Crafts              | <input type="checkbox"/> Tutor Students           | <input type="checkbox"/> Coach                  |
| <input type="checkbox"/> Science / Book Fairs     | <input type="checkbox"/> Chaperone Field Trips    |   |
| <input type="checkbox"/> Festivals/Special Events | <input type="checkbox"/> Carpentry/Handyman Tasks |   |

If you are willing to tutor students what subject(s) is/are best for you?

\_\_\_\_\_

Check the day(s) and time(s) you are available:

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	_____	_____	_____	_____	_____
Afternoon	_____	_____	_____	_____	_____
Evening	_____	_____	_____	_____	_____

I have reviewed the volunteer handbook and agree to abide by all the policies and procedures contained therein.

\_\_\_\_\_

*Signature*

\_\_\_\_\_

*Date*