

Hoke County Schools

Volunteers Background Check Information

Our Mission & Vision

WELCOME TO HOKE COUNTY SCHOOLS

Hoke County Schools creates a student-focused learning community that fosters high expectations for all stakeholders, promotes lifelong learning, provides individualized support, and prepares students for success.

As a trusted community partner, Hoke County Schools ensures an inclusive and supportive environment that provides authentic learning opportunities to prepare future-ready students.

There are two levels of volunteers for Hoke County Schools:

- **Level I** – volunteering for whole school events. These include guest speaking, dances, carnivals, fun runs, field days, school beautification, etc.
- **Level I** volunteers **do not** need to complete the attached Background Check Form.
- **Level II—Works directly with students.** This includes tutoring, mentoring, coaching, teacher's assistant, media center, field trips, after-school clubs and/or activities.

Before volunteering as a Level II, complete and submit the attached Background Check Authorization form (page 3) to the principal ten days before the volunteer service.

Please read, review, and sign the Hoke County Schools Volunteer Code of Ethics and expectations and submit it to the front office on the first day of service.

***The results of the background check will be emailed to the principal.*

****Please contact the principal for all background check results.*

Hoke County Schools

Volunteer Code of Ethics

- ☐ Understand that as a volunteer, you are a member of an educational team. All information concerning children, teachers, and the school is confidential and should remain in the school setting.
- ☐ Volunteers shall maintain the dignity necessary to gain the respect of students and set a good example at all times.
- ☐ It is also important to show high regard for each child by being courteous, impartial, and fair. Always respect those with whom you work.
- ☐ Understand and respect that you will work under the supervision of one or more staff members.
- ☐ The most important part of the Code of Ethics is confidentiality. This includes, but is not limited to, student performance, student behavior, conversations heard among staff, concerns with teachers and staff, incidents with students, health and medical issues, and parent information.
- ☐ According to the Family Educational Rights and Privacy Act (FERPA), volunteers are not permitted to assist with grading papers or inputting grades into the teacher's grade book. 34 C.F.R. § 99.12(a).
- ☐ As a volunteer, it is important that you know and practice the above Code of Ethics. It is also your responsibility to know the channels of communication, maintain a caring and professional attitude, be prompt and dependable, and help keep the building safe by signing in and out and wearing a nametag. Most importantly, always allow teachers to handle discipline.

Hoke County Schools' expectations for all volunteers are:

- When volunteering in Hoke County school buildings, you must always check in at the front office.
- There is no dress code for adults, but you do need to be a good role model and follow the dress code established for students. Dress in clothes that promote a safe and respectful learning environment.
- No headwear unless for health, safety, or religious reasons. Shoes are required. Clothing cannot show profanity, obscenity, violence, or symbols of hate. Clothing cannot promote alcohol, tobacco, drugs, gang colors, or gang-related signs. Undergarments should not be visible. Do not show bare skin between the upper chest and mid-thigh.
- Please wear your badge/name tag at all times.
- If you are unable to attend your volunteer appointment, please call the school and let the front desk know. They will contact the teacher or staff member you were going to assist.

Print Name _____

Signature _____ Date _____

