

Henderson County Schools Volunteer Handbook

VOLUNTEERS IN PUBLIC SCHOOLS



Welcome

We are pleased that you are serving as a volunteer in the Henderson County Schools. This handbook contains information that will aid you in performing the services at your school that may be required of you. We hope you will find it helpful.

Your willingness to share time and talents to increase educational opportunities for students is appreciated. In the past years, hundreds of volunteers have contributed countless hours of service to help students, provide an “extra pair of hands” for busy teachers, and contribute to the general welfare of the schools.

You have a unique chance to encourage emotional, social and intellectual growth. A child who sees you volunteer time and energy on his/her behalf often works that much harder—all the while gaining a sense of self-worth. When you provide volunteer time and services, children will see that you care and have concern for all of them. The value you place on education will be “catching.”

We wish for each of you a successful, rewarding, and satisfying experience. Should you have any additional questions or need other information, please feel free to talk with the principal, the volunteer coordinator in your school, the teacher with whom you are working, or contact the district-wide coordinator.

School Name

Parent Volunteer Staff Coordinator

Building Principal

Parent Volunteer Parent Coordinator

WELCOME

Henderson County Schools Mission Statement

The Mission of the Henderson County Schools is to prepare and educate each student to be successful in a diverse, global society.



Goals Of The Henderson County School Volunteer Program

It is the goal of the Henderson County School System through the school volunteer program to:

- Promote a home-community-school partnership for quality education
- Help the teachers and staff in any manner that enables them to do their jobs more effectively
- Assist learning processes by providing individual learning opportunities through the use of volunteers
- Stimulate interest, concern and support of our educational system through constructive citizen participation
- Help promote positive school and community relationships

Henderson County School Volunteers:

- Recognize that well-educated children are our greatest natural resource
- Have good health and moral character
- Are willing to accept supervision as well as responsibility
- Understand and appreciate the work of the school staff

Who Is A Volunteer?

Volunteers are parents, guardians, grandparents, students, senior citizens and interested members of the community who care about children and want to help the school. They can be found in schools doing a variety of things - typing, tutoring, operating machines, listening, sharing a hobby; the possibilities are unlimited.

Volunteers support the professional staff in providing services for students. Volunteers must not be used to replace the professional staff.

A volunteer always works under the direction and supervision of a teacher or other professional members of the school staff. A volunteer is never considered a substitute for a member of the school staff. A volunteer is never expected to perform professional services. The teacher is always responsible for the content and technique. The use of the volunteer should be at the discretion of the teacher.

The school at which the volunteer serves will be responsible for informing the volunteer of the specific instructional practices and policies.

Kinds of Volunteers

School volunteers are people of all ages, in all walks of life, who are willing to give their time to the enrichment of school programs. They are united by one common purpose--an interest in helping children.

Regular Volunteers

Community persons who give their time, without financial remuneration, on a regularly scheduled basis.

Student Volunteers

Elementary, middle school, high school and college students who volunteer to help other students.

Community Resource Volunteers

Resource people who bring to the classroom specialized knowledge, information or skills which enrich the curriculum.

Administrative Volunteers

Volunteers who assist in advisory and serve in the capacity of the implementation of the School Volunteer Program.

Short Term Volunteers

Volunteers who assist with special projects as needed.

WHO IS A VOLUNTEER?

WAYS VOLUNTEERS CAN HELP

At the Elementary Level

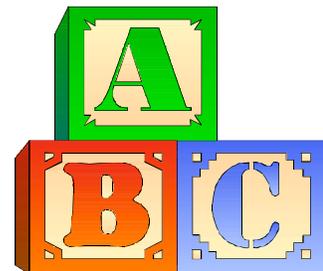
- Tell stories to children
- Listen to children read
- Provide individual help
- Set up and/or help in learning centers
- Help contact parents
- Make instructional games
- Assist with visual materials
- Check papers
- Prepare bulletin boards
- Help with book fairs
- Help select library books
- Assist with field trips
- Make props for plays
- Gather resource material
- Help children learn to type
- Help children with arts and crafts
- Help with cooking projects
- Work with special needs children
- Supervise groups taking tests
- Discuss careers or hobbies
- Help young children with jumping rope
- Reinforce learning of alphabet
- Reinforce recognition of numerals
- Reinforce recognition of color words
- Assist with technology lab
- Talk to children - be a friend
- Help children with motor skill problems
- Play a musical instrument
- Make puppets
- Help with handwriting practice
- Assist with sing alongs
- Discuss aspects of safety

At Both Levels

- Clerical assistance: Copy educational material, typing, laminating, filing, and general office duties.

At the Secondary Level

- Read student essays and compositions
- Assist with foreign language class
- Provide individual help
- Help find resource materials
- Help contact parents
- Tape record textbooks for students with reading problems
- Assist in science or math laboratories
- Check papers
- Arrange demonstrations by performers
- Share collections or hobbies
- Assist with field trips
- Make props for plays
- Publish a parent-teacher newsletter
- Assist with student publications
- Assist non-English speaking students
- Share slides and artifacts from other countries
- Work with handicapped children
- Supervise groups taking tests
- Operate a tutoring center
- Assist in organizing a college fair
- Assist with career exploration day
- Assist in sewing classes
- Assist with technology lab
- Talk to students - be a friend
- Read to students and discuss material
- Play a musical instrument
- Assist with audio-visual equipment
- Help students who were absent make up work



So, you are ready to volunteer. Here is what you need to do:

- Attend an orientation meeting at the school(s) where you will volunteer.
- Sign in and out in the school office or designated area when you volunteer.
- Volunteers are required to follow board policy on bloodborne pathogens. A film will be shown at the orientation session.
- Complete background records check which is required by the state of Kentucky. You may obtain this form from your school volunteer coordinator or by contacting the district office. It is recommended that background checks are done at the beginning of each school year.

General Responsibilities

By becoming a volunteer, you are now part of a team of educators who are constantly seeking better ways to help the children of Henderson County. In your school you will be working with the principal, teacher or other staff person, and possibly a teacher aide.

As a volunteer, you will be assisting the staff in your school to provide an enriched educational program for students. Your contribution is a vital one and will become an important part of the total instructional effort.

Your school is one of the thirteen (13) schools in the Henderson County School System. All of these schools operate under the general policies of the Henderson County Board of Education. Be sure to familiarize yourself with the rules and regulations of the particular school you serve.

The school staff member and parent involvement coordinators serve as the leaders in your school. They will represent you at system-wide meetings and will work together in recruiting, placing, orienting and training activities.

The volunteer in public school (VIP) coordinator is an employee of the school system who coordinates volunteer programs for all schools in the district.

Volunteer Identification Badge/Name Tags

Volunteers will be issued an identification badge/name tag upon signing in for each visit. The identification badge/name tag should be returned when signing out. Wearing this badge allows volunteers movement about the school facility. This identification badge is to be worn by each volunteer while working in the school. Badges are to be kept near the sign-in sheet in each school.

Your school may have an additional badge/ribbon/name tag for personalization purposes.

The Principal is Responsible for:

- ✓ assisting in the orientation of the volunteers
- ✓ notifying coordinator and volunteer if volunteer work is unsatisfactory
- ✓ assessing the school's volunteer needs
- ✓ defining the objectives for the program
- ✓ determining the guidelines for conduct of staff and volunteers involved in the program
- ✓ explaining the purpose of the program to the staff
- ✓ providing support to all persons involved in the program
- ✓ selecting a staff member (resource person) and community member (volunteer coordinator) to lead the program

The District Volunteer Coordinator is Responsible for:

- ✓ system-wide coordinator of the search for, and the recruiting, training and placement of volunteers
- ✓ assisting each school in developing, conducting and monitoring its individual program
- ✓ recruiting and interviewing prospective volunteers from the community-at-large for referral to the schools
- ✓ developing awareness throughout the district of the need for and ways of providing volunteer help to our schools
- ✓ functioning as a resource person and ombudsman for all persons involved in the volunteer program

The Staff Member and/or Community Member Volunteer Coordinator are Responsible within their own school for:

- ✓ recruiting, screening and placing volunteers
- ✓ orientation and training of volunteers
- ✓ monitoring and evaluating the program
- ✓ conducting feedback sessions for volunteers
- ✓ planning and conducting appreciation functions
- ✓ helping identify needs for volunteers in the school
- ✓ helping set volunteer schedules with the principal

The Teacher is Responsible for:

- ✓ relaying specific volunteer classroom needs to the principal
- ✓ getting to know the volunteer
- ✓ planning for and providing meaningful tasks for the volunteer
- ✓ providing orientation for the volunteer if not given at school level
- ✓ giving on-the-job training to the volunteer
- ✓ showing appreciation
- ✓ providing for student acceptance of volunteers by discussing volunteer's role
- ✓ creating an atmosphere and rapport in which both volunteer and teacher are comfortable

The Volunteer is Responsible for:

- ✓ observing Board of Education and/or school policies
- ✓ attending orientation and training workshops/meetings
- ✓ maintaining communication with teachers and School Volunteer Coordinator
- ✓ wearing volunteer identification badge
- ✓ signing in and out with time sheet procedures
- ✓ following the teacher's directions and work under his/her direction
- ✓ being prompt and dependable
- ✓ maintaining confidentiality concerning students, staff, and school
- ✓ asking questions needed for clarification
- ✓ taking available training
- ✓ completing background check with district volunteer coordinator(s) or school volunteer coordinator
- ✓ complete training on bloodborne pathogens

Volunteers and Discipline

- The teachers and staff of a school are primarily responsible for discipline. While working with young children 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 child or children.
- Classrooms usually have a list of rules posted. Please familiarize yourself with the rules of the classroom where you will be working.
- Make sure requests you make of children will not require them to violate any rules in their room.
- Remind the child in a positive way if he/she should break any rule.
- Redirection of a child's activities is the first choice of discipline.
- If a volunteer sees any child involved in an activity which might endanger the child or others, the volunteer should intervene, stop the unsafe action and notify the nearest teacher.

Resolving Problems

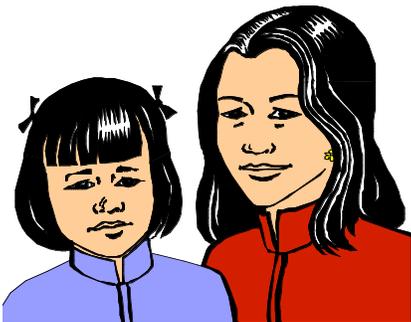
If a problem arises between a volunteer and a school staff member, the following procedures are to be followed:

1. Discuss the situation between the person (or persons) involved in a private manner.
2. If step 1 is not successful, a private conference will be conducted between the staff member, volunteer, and school VIP coordinator.
3. If steps 1 and 2 are not successful, a private conference will be conducted between the principal, staff member, volunteer, and school VIP coordinator.

Disagreements will not become “public discussion” during breaks, at the lunch table or other non-private settings. ***Confidentiality is very important.*** Disagreements among volunteers will be brought to the attention of the school VIP coordinator if needed. First course of action is to resolve the problem among persons concerned.

The bottom line requirements for being a school volunteer are having a strong desire to give of oneself so that others’ lives may be enriched as well as keeping a positive and supportive attitude toward the school program. When problems arise that cannot be resolved, and you can no longer be supportive of the program, it is time to talk to the school VIP coordinator.

**Remember:
Children are First! Have Fun!
Encourage Learning!**



Communication is essential. When problems arise, talk to the principal, teacher, or VIP coordinator. Please do not discuss any child’s behavior or progress. As loving parents, we would not want others to discuss our child.

School records are confidential. It is against the law for anyone outside of school personnel to view student’s records.

REMEMBER, SUCCESSFUL VOLUNTEERS....

are dependable. The students count on you. The teachers count on you and are disappointed when you are not there.

are punctual. The whole school revolves around schedules. Tardiness is wasted time and can throw the entire day off.

are good role-models. Dress in a manner that requests respect. That does not mean expensive clothing but clean, neat and well fitted. Clean nails, well groomed hair, and nicely coordinated clothes do not make up for poor work, but a neat appearance does make a positive impression. (See school dress code.)

avoid conversation that is primarily gossip.

respect the student's and staff's confidentiality. You may be in a position to know about test scores, hear stories of an embarrassing nature, or observe situations that should remain confidential. Remember the Golden Rule here.

refrain from giving advice when it is not invited. Many teachers are receptive to suggestions, but often there are reasons for doing things in a particular way. Remember, your job is to help the show run smoothly, not run it.

are prepared for each day's work. Your teacher may have a supply box with items that you might need.

communicate with their teachers. When you are unsure about your task, ask for help. When you don't understand something, ask for further information.

profit from mistakes and take constructive criticism with a positive attitude. Sometimes changing things is worth the effort.

take advantage of various learning opportunities. Learn by reading, attending workshops, observing and talking with others.

employ a good sense of humor. Some days laughing may keep you from crying. Laughter is good medicine.

do not expect to be paid for their work. However, accept compliments and praise with graciousness.

are warm, caring people.

do not discipline. Your role is to be supportive of teachers.

must never be left to supervise students. You are not the one in control of the classroom; that's the teacher's responsibility.

Call students by name at each opportunity. A child's name is very important. Make every effort to pronounce and spell each child's name correctly.

Closely observe the techniques used by the teacher. Try to model these instructional methods when working with students.

Accept children as they are. Each child is unique. Some children may be very different from your own. Be ready to accept these differences in background, values, skills and aspirations.

Be firm with students but also warm and friendly. Let each child know that you care about him/her.

Encourage and praise students. Use positive comments that will make children feel good about themselves even when they are having difficulty. Avoid saying anything that will make students feel bad about themselves or their ability to learn. Be ready to praise children for even the smallest success!

Remember that children never forget. If you promise them something, be prepared to carry it out. Be careful not to make promises that you will be unable to keep.

Encourage students to do their own thinking. Try not to give students the answers before they have had an opportunity to solve the question on their own time. Give children plenty of time to answer your questions. Silence often means a child is thinking. Beware of the occasional student who may try to get you to do his/her work.

Follow the teacher's lead. ALWAYS be consistent with the teachers' rules for classroom behavior. Don't allow children to do things that their teacher doesn't allow. Remember, the teacher is always available to handle discipline problems.

Blend in with routine class procedures. Make sure the children with whom you are working do not disturb the rest of the class.

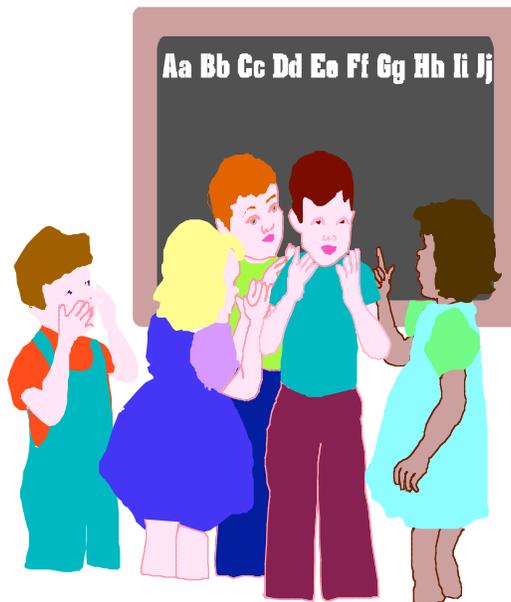
Reinforce good behavior. When children are behaving well, let them know how proud you are of them and how much you appreciate their effort. This will encourage them to try even harder.

It's okay if you don't know all the answers. Admit to the children that you don't know the answer or aren't sure what to do. Work the answers out together with the students or feel free to ask the teacher for assistance.

Keep students on task. You'll want the children to learn as much as possible during the short time they spend with you. Keep the lesson or activity moving. Try to avoid letting one or more students get you or the group the track for long periods of time by discussing topics that have nothing to do with the lesson.

Supervise the student carefully. Under no circumstances should you leave a student or small group of students without supervision. Always be fully aware of what students are doing at all times.

Encourage effort. Your positive words will go a long way in helping students to become excited about learning. Younger children may also enjoy stars, stickers, and stamps. Words of praise from the volunteer are welcomed by all. You and the teacher can discuss the use of these motivational materials, but please do not give students anything without checking with the teacher.



A. B. Chandler Elementary School

11215 US 60 West
 Corydon, KY 42406
 (270) 533-1760
 (270) 533-9128 (Fax)

Bend Gate Elementary School

920 Bend Gate Road
 Henderson, KY 42420
 (270) 831-5040
 (270) 831-5043 (Fax)

Cairo Elementary School

10694 Highway 41 A
 Henderson, KY 42420
 (270) 533-1286
 (270) 533-5156 (Fax)

Central Academy

851 Center Street
 Henderson, KY 42420
 (270) 831-5100
 (270) 831-5103 (Fax)

East Heights Elementary School

1776 Adams Lane
 Henderson, KY 42420
 (270) 831-5070
 (270) 831-5072 (Fax)

Jefferson Elementary School

315 Jackson Street
 Henderson, KY 42420
 (270) 831-5090
 (270) 831-5091 (Fax)

Niagara Elementary School

13043 Highway 136 E
 Henderson, KY 42420
 (270) 831-5142
 (270) 826-0416 (Fax)

South Heights Elementary School

1199 Madison Street
 Henderson, KY 42420
 (270) 831-5081
 (270) 831-5082 (Fax)

Spottsville Elementary School

9190 U.S. 60 East
 Spottsville, KY 42458
 (270) 831-5136
 (270) 831-5138 (Fax)

North Middle School

1707 Second Street
 Henderson, KY 42420
 (270) 831-5060
 (270) 831-5064 (Fax)

South Middle School

800 South Alves Street
 Henderson, KY 42420
 (270) 831-5050
 (270) 831-5058 (Fax)

Henderson County High School

2424 Zion Road
 Henderson, KY 42420
 (270) 831-8800
 (270) 831-8870 (Fax)
 Central Unit - (270) 831-8810
 Blue Unit - (270) 831-8820
 Green Unit - (270) 831-8830
 Red Unit - (270) 831-8840
 Career/Tech Educ. - (270) 831-8850

Thelma B. Johnson Early Learning Center

631 N. Green Street
 Henderson, KY 42420
 (270) 854-0140
 (270) 831-5199 (Fax)

Henderson County Schools**Buildings and Grounds****Department**

5704 Airline Road
 Henderson, KY 42420
 (270) 831-5132
 (270) 831-5133 (Fax)

Henderson County Schools**Transportation Department**

5675 Airline Road
 Henderson, KY 42420
 (270) 831-5120
 (270) 831-5122 (Fax)

Henderson County Technology**Support Center**

1715 Second Street
 Henderson, KY 42420
 (270) 831-8759
 (270) 831-5183 (Fax)

Henderson County**Headstart Program**

(270) 826-9965

Henderson County Schools**Child Care Centers**

A. B. Chandler - (270) 533-9070
 Bend Gate - (270) 831-5048
 Cairo - (270) 831-5153
 East Heights - (270) 831-5073
 Jefferson - (270) 826-1483
 Niagara - (270) 831-5144
 Spottsville - (270) 831-5139
 County High - (270) 831-5049

Henderson County**Board of Education**

1805 Second Street
 Henderson, KY 42420
 (270) 831-5000
 (270) 831-5009 (Fax)

Henderson County Board of Education**Center for Support Services**

1805 Second Street
 Henderson, KY 42420
 (270) 831-5010
 (270) 831-5016 (Fax)

How to Contact Us

Notes

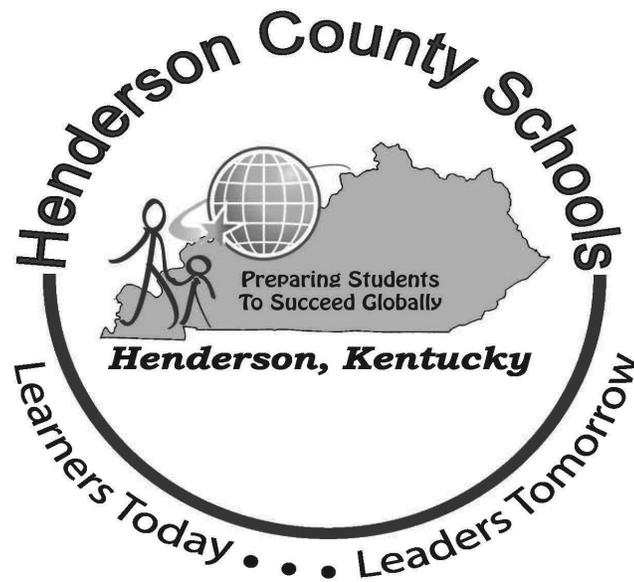
Notes

Notes

Notes

Mission Statement

The Mission of the Henderson County Schools is to prepare and educate each student to be successful in a diverse, global society.



Equal Educational and Employment Institution

Revised 09/14