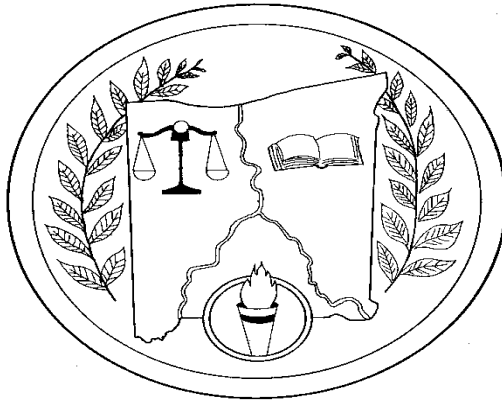


# Pendleton County Schools

## Volunteer Handbook FY 19-20



Pendleton County Schools

**Handbook – Keep a copy for your records**

**Application – Return to your child’s school or  
NFRYSC/Jodi Buckley or SFRYSC/Kelly Klaber**

**Applications available online at  
[www.pendleton.kyschools.us](http://www.pendleton.kyschools.us) or at each school**

## Volunteer Policy

PERSONNEL

03.6

### Volunteers

#### **DEFINITION**

Volunteers are 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 Superintendent shall develop procedures that encourage volunteers to assist in school and/or District programs and to facilitate effective communication with persons who volunteer.

Teacher education students or students enrolled in an educational institution who participate in observations and educational activities under direct supervision of a local school teacher or administrator in a public school shall not be considered volunteers.

#### **SUPERVISION**

All volunteers shall provide assistance only under the direct supervision of a member of the professional administrative and teaching staff.

Volunteers who assist on a scheduled/continuing basis shall be provided with the same liability coverage as a District employee and shall be provided with a written task description detailing responsibilities and expectations, as well as specific qualifications that may be required.

#### **RECORDS CHECK**

The District shall conduct, at District expense, a state criminal records check [includes use of Administrative Office of Courts] on all volunteers who have contact with students on a regularly scheduled and/or continuing basis, or who have supervisory responsibility for children at a school site or on school-sponsored trips.

Applicants with the following convictions/behaviors shall not be authorized to volunteer:

1. All sex-related offense convictions
2. All offense convictions against minors
3. All felony drug-related offense convictions
4. All deadly weapon-related offense convictions
5. A pattern of irresponsible behavior based upon the background check, etc.

No volunteer shall be utilized to supervise students, or deemed to have the authority to supervise students, unless the volunteer has been designated to supervise students by the Principal or designee and the volunteer has undergone the required records check.

#### **ORIENTATION**

The Superintendent/designee shall develop orientation materials to be provided to all volunteers who have contact with students on a regularly scheduled or continuing basis. These materials shall include, but not be limited to, pertinent policies and safety and emergency procedures.

#### **REFERENCES:**

[KRS 161.148](#), [KRS 161.044](#)

**RELATED POLICY:**

03.5

Adopted/Amended: 04/20/2006

Order #: 4003

**Volunteers**

The Superintendent shall have the authority to disqualify any individual from participating in school and or district programs as a volunteer. No volunteer shall be utilized to supervise students, or deemed to have the authority to supervise students, unless the volunteer has been designated to supervise students by the Principal or designee has undergone the required records check.

**VOLUNTEER RESPONSIBILITIES**

The following is important information that will help ensure a positive volunteer experience for you, the teachers, and the students.

- Arrive promptly for volunteer duties.
- Sign in/out in school office volunteer log book and use volunteer button or pass.
- Dress appropriately (follow school dress codes for staff).
- Park in designated areas only.
- Abide by all school rules and regulations.
- Be responsible for duties assigned by teacher or other school personnel.
- Help provide a safe environment for all students.
- Treat all students and staff in a positive, friendly and courteous manner.
- Keep information obtained during your volunteer experience confidential.
- Avoid conversation that is primarily gossip.
- While on the bus volunteers will seat with group of students assigned (not gathered with all other volunteers to chat and discuss events of the day).
- No smoking allowed while volunteering with students.
- Exhibit a good sense of humor.
- Accept constructive criticism with a positive attitude.

Important information to remember:

It is the teacher's responsibility to...

- Initiate instruction
- Evaluate students
- Contact Parents
- Discipline students
- Handle First Aid

School volunteers always work under the direction and supervision of the professional staff at each school and only with those teachers who have requested the services of

the volunteer. Pendleton County School Board policies provide for the education, safety and well-being of each student. For this reason, you can understand why the teacher and or principal may request reassignment of a volunteer whose actions are not in the best interest of the school or students.

## **Confidentiality**

To safeguard the privacy of each individual, volunteers must not discuss any student or any student's performance or perceived problem except with that student's teacher. Volunteers **will not** share any information concerning students with anyone!

As a volunteer, you are responsible for:

- Maintaining strict confidentiality with all school or classroom information to which you have access while performing your volunteer activities. This refers to any school records kept on file by the school district. School records include all personally identifiable information, records and information collected, used or kept by the school district about a student.
  - What is personally identifiable data or information?
    - Child or family names and address
    - Child's social security or student number
    - Descriptions that would make it easy to identify a child and
    - Anything else that would make it easy to identify a child/family.
- Confidentiality requirements also apply to any event, conversation, or records that might see or overhear someone discussing.
- Volunteers should not take the liberty to read documents or browse through folders left in the office, on any desk, or in any filing cabinets.
- Volunteers are legally prohibited from passing confidential information along to any unauthorized individual.

Volunteers are an important part of the educational team. The suggestions and opinions of volunteers are welcome. It is the professional staff, however; who is qualified by law to make decisions regarding the instruction and discipline of students and the management of the school. For this reason, volunteers always work under the direct supervision of teachers and administrators.



#### School Bus Safety Tips:

- Watch for traffic when getting on or off a bus.
- Remind the students that if they cannot see the bus driver then the bus driver cannot see them. If they drop anything near the bus, they should tell the bus driver.
- When traveling behind a school bus, stop (in both directions) if the bus displays flashing lights and extends the stop arm.

#### Waiting for the Bus (Riders/Students):

- Stay back from the road five big steps
- Never play in roadway
- Never Push or Shove especially when the bus is coming
- Line up starting back from roadway
- Wait until bus stops before moving

#### Getting on the Bus:

- If you cross the road, wait for signal
- Look for yourself to be sure the way is clear
- Make sure the driver can always see you
- Never bend down or put any part of your body under the bus
- If you drop something leave it and go tell the driver
- Go up one step at a time

#### Riding the Bus:

- Stay in your seat facing forward
- Keep all parts of your body inside the bus
- Hold all belongings in your lap
- Do not eat or drink while on the bus

#### Leaving the Bus:

- Stay in seat until bus stops
- Watch your step
- Make sure clothing and backpack does not have drawstrings or straps
- Move out away from the bus

- If crossing roadway, stay ten giant steps ahead of the bus
- Make sure the driver can see you
- Check both ways
- Go directly home or designated place