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The Gold Standard of Excellence!

Carter County Schools
Volunteer Handbook

Family and Community Engagement

Carter County Schools recognizes that family and community engagement is essential and the partnership between families and schools is vital for student success. Carter County Public Schools envisions a districtwide culture that promotes collaborative partnerships to support student learning, enrich educational experiences, and prepare them to excel as successful citizens.

Parents Matter

Research shows that students with actively involved parents are more likely to:

- Earn higher grades and test scores
- Enroll in higher-level programs
- Pass their classes and earn credits
- Attend school regularly
- Have better social skills, improved behavior, and adapt well to school

What is Family Engagement?

Family engagement is a shared responsibility to actively support a child's learning and development. Engagement is continuous throughout a child's life, spanning from birth until high school graduation. Family engagement is carried out everywhere that children learn- at home, in pre-schools, in afterschool programs, community programs, and extracurricular activities.

How Do I Get Started?

Volunteer Procedures

Background Check

In an effort to continue to provide for the safety of our students, Kentucky law specifically requires all schools to obtain criminal records checks for adult volunteers in our schools (KRS 161.148).

- The law considers a volunteer to be any adult who assists teachers, administrators, or other staff in public school classrooms, schools, or school district programs, and who does not receive compensation for their assistance.

- A records check is required for all volunteers who have contact with students on a regularly scheduled or continuing basis, or who have supervisory responsibility for children at school or on school-sponsored trips.
- Requests for records will be made to the Administrative Office of the Courts (AOC). Furthermore, records for volunteerism will be kept and maintained by Carter County Schools Human Resource department for a period of four (4) years. After four (4) years, the records will be deleted from the database and volunteers are required to reapply for a background check.

- CA/N Completed
- Criminal Check Completed
- Orientation is now required before getting scheduled to volunteer. This process is completed in coordination with the FRYSC and the Personnel Department.

Required Documents

CAN Check- https://kog.chfs.ky.gov/home/
(Cost = $10)

Background Check for Volunteers- https://uenroll.identogo.com Service Code 27G7K5
(Cost = $54)

Volunteer Times are at the discretion of the building principal. Times and activities will vary from school to school.
All volunteers who pass the background check will attend a required orientation prior to beginning to volunteer in your child's school.

Confidentiality

We have a legal obligation to protect the privacy of students and staff. Schools are required by the Family Education Rights and Privacy Act (FERPA) and the Kentucky Family Education Rights and Privacy Act to keep student information confidential.

How do I keep from violating the requirements of FERPA?
Do not provide verbal, audio, video, or written information about students to other individuals unless they work directly with the student and have a legitimate educational interest as defined by law.

Confidentiality means protecting all school records and personally identifiable information about a student.

What are school records?

- Student grades
- Health information
- Attendance reports
- Conduct reports
- Court records
- Test scores and results
- Applications

What is personally identifiable information?

- Student and family names and address
- Student social security numbers or school identification number
- Descriptions about the student or situations in which the student has been involved
- Any information, including behavior, which is shared with others which makes it possible to identify a student

Volunteer Guidelines

School Management

Principals are responsible for the management of buildings and have the final authority over what happens in the school. Teachers are responsible for the management of individual classrooms. Please be respectful of classroom, school and district policies and procedures.

Sign In Procedure

All volunteers and visitors are asked to sign in and out of the office for many reasons:

Volunteers will wear a volunteer badge or identification tag.

NOTE: When you sign in, you agree to abide by our confidentiality policy. On the sign-in sheet, indicate your purpose, destination and time.

Discipline is the responsibility of the professional staff. REPORT—Do not discipline!

Emergency Procedures

Follow the posted information in the classroom.

Pledge of Confidentiality

As a product of your association with the staff and students, there will be times when you have access to personal or academic information of a student. This information is strictly confidential and should never be discussed with anyone else including volunteers or parents. Gossip can only hurt the child and serves no purpose or benefit to the program.

I, _____, promise to keep all information obtained during my volunteer work and/or related to my work strictly confidential. This includes, but is not limited to, knowledge of grades, behaviors and/or issues related to the child.

_____
Signature

_____
Date

_____
Witness Signature

Dress Code

Appropriate Attire Required

It is important to maintain professionalism in the workplace. As a volunteer, you need to dress appropriately to assist with school needs.

I, _____, verify that I have received and read the Appropriate Attire Required (Dress Code) document and agree to abide by the contents therein as a volunteer at Carter County Schools and the Family Resource Center.

_____
Signature

_____
Date

_____
Witness Signature

What can parents help us do?
How can parents assist their child's school?

- Assist administration and certified staff with early and late duty procedures
- Assist FRYSC- food drives, organizing backpacks, or other activities as directed
- Assist with cafeteria supervision with an administrator or member of the professional staff
- Make copies (every copier is different).
- Develop/Design bulletin boards
- Laminate
- Cut out cards
- Assist with project days (collect and organize)
- Assist with reward days (help run a station, post, or area)
- Supplement non instructional and instructional activities as long as it is under the direction and supervision of the professional administrative and teaching staff.
- Lead families during orientation
- Participation in Parent Teacher Organizations
- Assist with Open House Activities, Fall Festivals, Winter Celebrations, Spring Carnivals, book projects, science fairs, field events, and more
- Co-sponsor a club
- Assist with sporting events
- Act as judges for competitions in which their own children are not involved
- Organize/Assist with donation drives
- Career Education - Career Day

Carter County Schools Board Policy

Volunteers 03.6

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 and 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 direction and supervision of a member of the professional administrative and teaching staff.

Volunteers who assist in the District on a scheduled and/or continuing basis shall be provided with the same liability insurance 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 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.

Pursuant to KRS.160.380, the Superintendent/designee also may require volunteers to submit to a state and national criminal history background check and to provide a clear CA/N check. With prior approval of the Superintendent/designee, the background checks will be conducted at District expense. Otherwise, except as stated previously, the volunteer must pay for the background checks.

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

Link to DPP-156 Central Registry Check and more information on the required CA/N check: https://kycourts.gov/AOC/Information-and-Technology/Pages/Background-Checks.aspx

Work-Based Site Supervisors

Work-based learning site supervisors are considered volunteers. Pursuant to KRS.160.380 and KRS 161.148, prior to being assigned to supervise a student for more than one day in a work-based learning experience, the site supervisor shall have undergone a state criminal background check either as required by their employer at time of employment or within the past twelve months, whoever is the more recent.

KRS.161.148 Use of volunteer personnel - Criminal Records Check

(1) As used in this section, "volunteers" means adults who assist teachers, administrators, or other staff in public school classrooms, schools, or school district programs, and who do not receive compensation for their work.

(2) Local school districts may utilize adult volunteers in supplementary instructional and non instructional activities with pupils under the direction and supervision of the professional administrative and teaching staff.

(3) Each board of education shall develop policies and procedures that encourage volunteers to assist in school or district programs.

(4) Each local board of education shall develop and adopt a policy requiring a state criminal records check on all volunteers who have contact with students on a regularly scheduled or continuing basis, or who have supervisory responsibility for children at a school site or on school-sponsored trips. The request for records may be from the Justice and Public Safety Cabinet or the Administrative Office of the Courts, or both, and shall include records of all available convictions as described in KRS 17.160(1). Any request for a criminal records check of a volunteer under this subsection shall be on a form or through a process approved by the Justice and Public Safety Cabinet or the Administrative Office of the Courts. If the cabinet or Administrative Office of the Courts charges fees, the local board of education shall arrange to pay the cost which may be from local funds or donations from any source including volunteers.

(5) The local board of education shall provide orientation material to all volunteers who have contact with students on a regularly scheduled or continuing basis, including school policies, safety and emergency procedures, and other

information deemed appropriate by the local board of education.

(6) The provisions of this section shall not apply to students enrolled in an educational institution and who participate in observations and educational activities under direct supervision of a local school teacher or administrator in a public school.

Effective: June 26, 2007

History: Amend 2007 Ky. Acts ch. 85, sec. 170, effective June 26, 2007.--Amended 2001 Ky. Acts ch. 60, sec. 1, effective June 21, 2001.--Created 2000 Ky. Acts. ch. 336, sec. 1, effective July 14, 2000.

Orientation

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

References:

KRS 161.148
KRS 160. 380
KRS 161. 044

Related Policies:

03.5
08.113; 08.1131

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