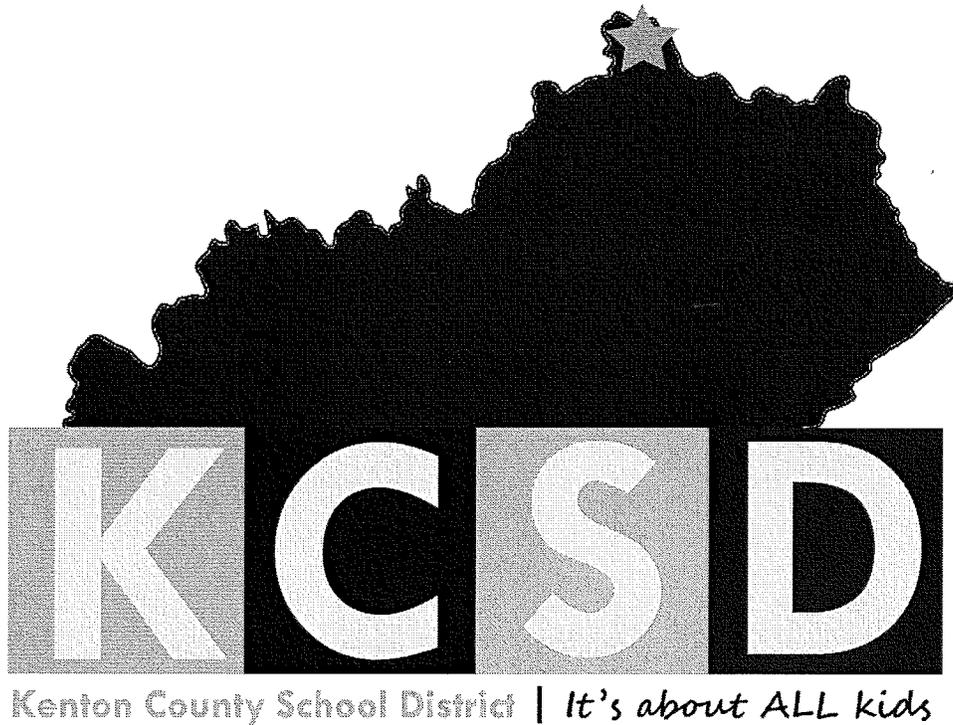


KENTON COUNTY SCHOOL DISTRICT VOLUNTEER HANDBOOK



District Mission

The mission of the Kenton County School District is to provide a world-class education ensuring ALL students are college and/or career ready and prepared for the 21st Century Economy.

The Kenton County School District does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, disability, veteran status or genetic information.
Equal Opportunity Employer

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PREFACE

The Kenton County School District (KCS D) relies on the generous donation of time and resources volunteers provide to support the world-class education of ALL students. The valuable contributions of our volunteers are greatly appreciated by all District stakeholders.

This volunteer handbook provides information and guidance to ensure a positive and consistent experience for our volunteers. Please review the handbook prior to starting as a volunteer and periodically while volunteering to understand how to manage certain situations and provide our students with the world-class support.

KCS D Core Beliefs

- It's About All KIDS
- It is our responsibility to ensure every child reaches their maximum learning potential
 - All students deserve a safe, positive and supportive environment
 - Every student should have an adult advocate in the school setting
 - Students learn best when actively engaged in the learning process
- Maintaining high expectations leads to higher levels of student achievement
- All students are inspired to learn when provided rigorous, relevant, innovative and creative learning opportunities in a positive environment
- Recognition and acceptance of cultural, social, physical, and economic differences creates a healthy learning community
- Sharing and using results to inform our decisions about instruction, resources, and curriculum leads to higher levels of student achievement
- Students, educators, staff, families, business, and the community share in the responsibility for creating an environment in which all students can learn and succeed at high levels
 - High Quality Public education is essential to our democracy and economic growth

KCS D Goals

- 5 Star School District
- Every School 5 Star
- Transition Readiness Rate (CCR) 95%
 - ACT 22
- Graduation Rate 95%
 - Attendance 96.25%
- Students Reading on Grade Level Exiting 3rd -95%
- Beginning in 4th grade, ALL students will participate in at least one activity providing a meaningful connection to school beyond the regular classroom
 - Remain fiscally solvent/efficient

Volunteer Procedures

Expectations

In addition to supporting the District's mission, core beliefs and goals, volunteers should have a genuine interest in the success of all students, a professional commitment to the activity in which they are volunteering and a positive, cooperative attitude.

Principals are responsible for the management of the building 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.

Discipline is the responsibility of the professional staff. Volunteers should only intervene if the safety of a student is in question; however, volunteers should not discipline students. Report—Don't Enforce! If you have questions, classroom teachers can assist you.

Please be on time for scheduled volunteer duties. Students, teachers, and staff members rely on and plan around the services performed by volunteers. If you are unable to volunteer on your scheduled day and time, please call the school office or teacher as soon as possible.

As volunteers we ask that you respect instructional time by focusing on scheduled volunteer activities, avoiding impromptu teacher conferences and minimizing teacher interruptions.

Background Check

Kentucky law requires the District to obtain a state criminal records checks for all volunteers (KRS 161.148). Background checks must be completed prior to volunteering in any capacity with the KCSD.

- 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.

Request for records will be made to the Administrative Office of the Courts (AOC) and the process will be facilitated by a member of the District's Central Office Staff. To start the AOC background check process, [click here](#) to download and complete the volunteer background check form. The information provided on the volunteer background check form will be processed through the database of the Administrative Office of the Courts, the Federal Bureau of Investigations and the Kentucky State Police. Anyone denied the opportunity to volunteer based on their background check will receive written notification indicating why the denial occurred.

Volunteers are not required to do a new background check until a break in service occurs or until their child changes schools. A break in service is defined as not performing any volunteer services during the course of one school year.

Training

Volunteers shall complete Volunteer training and submit the Volunteer Agreement form to the District's designated Central Office staff member.

Sign-In Procedures

Safety is paramount for all stakeholders of the KCSD. Therefore, all volunteers must sign-in at the school's main office and receive a visitor's badge. The visitor's badge is to be worn at all times while on school property or at the event. Visitor's badges help school staff and students identify you as a person that belongs in the school. Signing in at the office will allow the school to keep track of the number of volunteer hours at the school.

Volunteers as Chaperones

Staff, students, and chaperones must comply with all District policies and school procedures. Standards of acceptable behavior should be exhibited prior to departure, during transport to and from the location of the trip/activity, at the trip destination, and upon return to the school/departure location. Only students/parents/guardians/volunteers that are approved to attend the trip, and have traveled with the group to the site are eligible to participate in the group activities.

Chaperone Requirements:

- At least 18 years of age
- Attend annual volunteer and field trip trainings

Chaperone Responsibilities:

- Focus on the overall purpose of the trip/activity
- Supervise student behavior and activities
- Oversee the health and safety of students

Volunteer Policies

The following items are based on District policies and procedures developed for District employees. Though this section is not a complete list of applicable District policies and procedures, the following will serve as a basis for providing a positive and consistent experience for our volunteers, staff and students. The District will use all District policies and procedures to provide guidance to volunteers or in determining when a volunteer will be removed from the approved volunteer list, even if not specifically addressed in this section of the handbook.

Acceptable Behavior

The District expects reasonable and acceptable behavior toward students, employees, bus drivers, bus assistants, volunteers, and/or visitors at all times. Volunteers are role models for students and should be mindful of District and school-based policies and procedures.

Volunteers who do not demonstrate reasonable and acceptable behavior may find their actions result in:

- A change in their volunteer status
- Modification of their volunteer privileges
- Discontinuation of their volunteer service

Confidentiality

Student Information is protected by The Family Educational Rights and Privacy Act (FERPA), a federal law, as well as state regulations. Confidentiality refers to the obligation not to disclose or transmit student information to unauthorized parties. Student records are identified as confidential, and must be treated in accordance with state regulations and federal law. If a volunteer feels that a student's right to privacy has been violated, the concern(s) should be shared with a school administrator.

- All District personnel and volunteers will be held accountable to maintain this level of student privacy

Volunteers are not permitted to access student records. Volunteers should not be asked to evaluate student work, record student grades, and/or analyze student data. The problems, abilities, and relationships of a student, parent or staff member should never be discussed with anyone who does not have a professional need to know that information.

- Volunteers are required by law to protect the confidentiality of all student information

It may be necessary for District personnel to share confidential student information with volunteers on a need-to-know basis. Volunteers should only discuss confidential student information with District personnel.

- Volunteers often work in locations where they might see or hear others sharing confidential student information.

In order to protect a student's confidentiality, volunteers must refrain from sharing student information with non-District personnel, following a student and/or conversation to another school setting, or using an electronic communication device to discuss a non-emergency situation. Staff and students need to know they can trust you. A misplaced comment can be devastating to students and their families.

Reasonable Attire

All volunteers are expected to dress in a manner that is appropriate for the setting. Volunteers should dress in a modest, clean, decent, and appropriate manner to minimize disruptions of the educational process. Volunteers are expected to meet or exceed student dress code standards. When in doubt, please consider business attire or the school's dress code.

Electronic Communication Devices

Staff members, volunteers, and visiting adults shall turn off the audible notification on their electronic communication device(s) when they are supervising students, participating in an activity with students, visiting a school, or chaperoning a trip/activity. Electronic Communication Devices are portable wireless devices that can send/or receive information (e.g., cell phones, tablets, Wi-Fi enabled devices, etc.).

Due to possible negative consequences, student images should not be posted online without permission. Volunteers shall refrain from electronically communicating directly with students. All communication should be made through face-to-face dialogue with the student or the student's parent/guardian, as appropriate. Volunteers shall refrain from using their electronic communication devices unless an emergency arises.

Child Abuse and Neglect

Volunteers are required by law to report suspected child abuse or neglect. A report must be made if there is "reason to believe" abuse or neglect possibly occurred, and should be reported without further investigation, interrogation or other verification of the allegation. Contact the Cabinet for Health and

Family Services (CHFS) to make an immediate oral report and request assistance from a school administrator, who can provide you the contact information for CHFS. (KRS 620.03)

Bullying, Harassment, Intimidation, Discrimination or Hazing

The Kenton County School District will not tolerate any acts of bullying, harassment, intimidation, discrimination, or hazing on the part of students, employees, or volunteers. Cyber-bullying, the use of information and communication technologies (e.g., e-mail, cell phones, text messages, instant messaging, defamatory personal websites, social media, personal polling sites, etc.) or a combination of these by an individual or group is strictly prohibited.

Staff and Student Relationships

The relationship between students of any age and an employee in any position within the Kenton County School District is to be of a professional nature at all times. Volunteers shall regard relationships with students in the same professional manner as required by District employees.

Orderly Learning Environment

In an effort to support a school environment that is conducive for learning, volunteers shall refrain from bringing a child or children with them to the location where the adult is volunteering. This may include, but is not limited to: infant(s), toddler(s), children of any age, sibling(s) of an enrolled child, and an enrolled child who is not in attendance on a given day.

Safety

Drug-Free/Alcohol-Free Environment

Volunteers shall not manufacture, distribute, dispense, be under the influence of, purchase, possess, use, or attempt to purchase or obtain, sell or transfer any of the following in the workplace or in the performance of duties:

1. Alcoholic beverages;
2. Controlled substances, prohibited drugs and substances, and drug paraphernalia; and
3. Substances that look like a controlled substance. In instances involving look-alike substances, there must be evidence of the employee's intent to pass off the item as a controlled substance.

In addition, volunteers shall not possess prescription drugs for the purpose of sale or distribution.

Volunteers who personally use a drug authorized by and administered in accordance with a prescription from a health professional and/or over-the-counter drug(s) shall place the medication in a secure location to avoid student access/exposure.

Tobacco-Free Environment

The use of any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 is prohibited for all persons and at all times on or in all property, including any vehicle, that is owned, operated, leased, or contracted for use by the Board and while attending or participating in any school-related student trip or student activity and is in the presence of a student or students.

Weapons and Firearms

KRS 527.070 prohibits unlawful possession of a weapon on school property and is a felony punishable by a maximum of five years in prison and a \$10,000 fine.

Illness/Injury Procedures

Any injury to a student, volunteer, and/or staff member should be reported immediately, no matter how minor the incident may seem. Volunteers should share any knowledge of or details regarding any injured or ill student(s) with school system staff.

Food Allergies/Sensitivities

Due to the increase in food allergies/sensitivities that have serious health implications, the sharing of food items is prohibited. No food may be brought to school or a school-related event/activity to share with others unless approval has been granted in advance by the school principal. Our awareness of food allergies/sensitivities is a necessity. Simply restricting consumption is not enough because any contact with an 'unsafe' food, cross-contamination, and hidden trace ingredients can also cause an allergic reaction.

Reminders for Volunteers:

- Seek help immediately if a student shows signs of an allergic reaction or complains of allergic symptoms such as: hives, swollen lips, coughing, tightness in throat, difficulty breathing, paleness, gut symptoms such as vomiting or cramping pain, loss of consciousness, fuzzy tongue sensation, etc.
- Respect school system practices regarding food/food allergies
- Limit the use of perfumes, colognes, lotions, etc.
- Exercise extreme caution regarding the purchase of any food, beverage, and/or other merchandise when chaperoning students

Emergency Drills and Situations

Fire Drill or Evacuation

All individuals must exit the school building in the event of a fire drill or evacuation. Volunteers need to become familiar with exit routes from various locations within the facility. Once outside, volunteers need to wait until the school building has been cleared for re-entry.

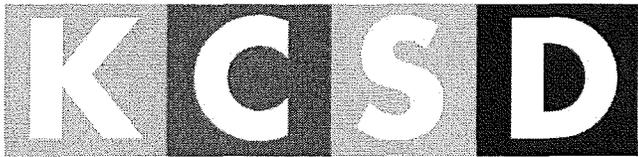
Other Emergency Situations

The school system and schools have devised plans that outline specific procedures that are activated should a crisis occur. School system staff has received training pertinent to emergency situations and will assume responsibility for implementing specific plans when needed.

Useful Links

The following links provide additional information to items mentioned in this handbook or that pertain to the role of a Volunteer.

- [Volunteer webpage on District website](#)
- [Volunteer background check](#)
- [KRS 161.148 – Requirement for Volunteer Background Checks](#)
- [Volunteer Board Policy 03.6 – select Chapter 03 – Personnel, then Policy 03.6 Volunteers](#)
- [Volunteer Recruitment and Assignment Board Procedure 03.6 AP.22 - select Chapter 03 – Personnel, then Procedure 03.6 AP.22 Volunteer Recruitment and Assignment](#)



Volunteer Agreement

Name: _____

Phone: _____ E-mail: _____

School(s) in which I request to Volunteer: _____

CONDITIONS OF COMMITMENT

As a volunteer, I agree to:

- Read the Volunteer Handbook and complete Volunteer Training
- Submit to a criminal records check
- Never discipline students
- Dress in an appropriate manner for my volunteer assignment
- Supervise students as required
- Treat teachers, staff, students and other volunteers with respect
- Become familiar with safety and evacuation plans of the school
- Keep the confidentiality of teachers, staff and students
- Discuss concerns with the principal or teacher, not other volunteers
- Abide by all school rules and Board of Education regulations and policies that apply to me
- Honor my commitment to work as scheduled
- Notify my designated school in advance if I must be absent from a scheduled commitment

The Kenton County School District reserves the right to deny a volunteer based upon knowledge of any volunteer based upon knowledge of any offense that demonstrates a risk to students.

By signing below I acknowledge that:

- I understand that any information concerning any teachers or students is to remain confidential and not to be discussed outside of the school.
- I understand that if there is a problem, I need to discuss it with my assigned supervisor or the school principal.
- I agree to the conditions outlined above.

VOLUNTEER SIGNATURE _____ DATE _____