

# Volunteer Training

Monroe County Schools

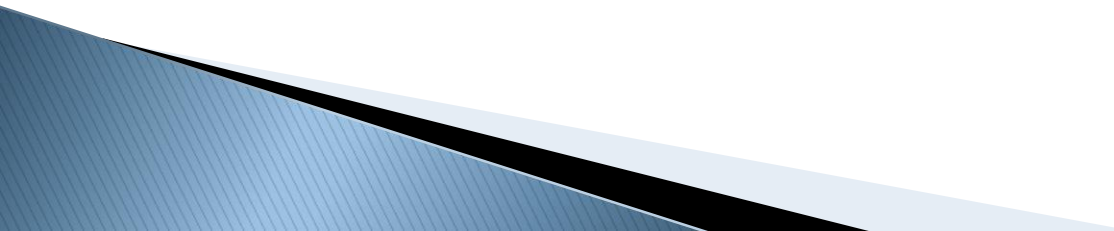


# Volunteer

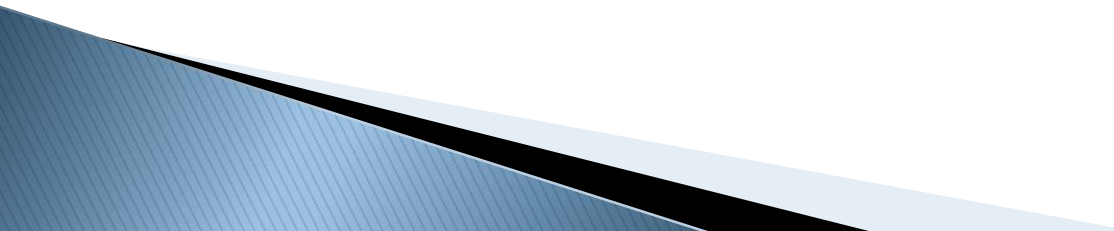
- ▶ Definition: Volunteers are persons who do not receive compensation for assisting in school or District programs. Volunteers are encouraged to use their time and effort to support school and District programs. The Superintendent shall develop procedures that encourage volunteers to assist in school and/or District programs and to facilitate effective communication with person 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
- ▶ Records check: The district shall conduct a state criminal records check with all volunteers who have contact with students on a regularly scheduled and/or continuing basis, or who have supervisory responsibilities for children at a school site or on a school sponsored trip.

# Disciplining Students

Volunteers role in disciplining students:  
Discipline should be left to the classroom teacher/club sponsor or the principal. The volunteer should report conduct to the authorized personnel. The volunteer should never discipline a student on their own.



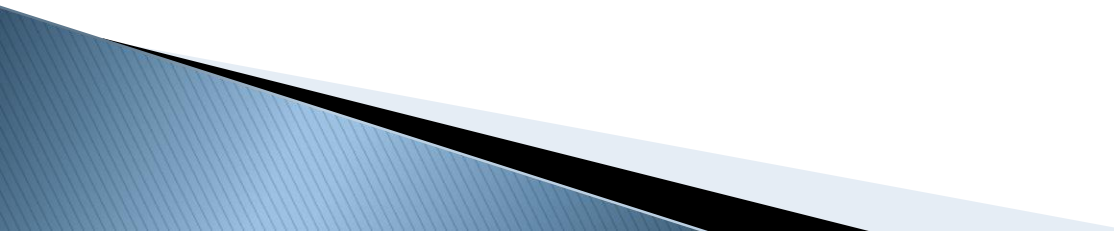
# To Become a Volunteer

- ▶ Submit a new volunteer application each year.
  - ▶ Criminal background check each year.
  - ▶ Complete the volunteer training program.
- 

# Code of Ethics for Volunteers

As a volunteer, I realize that I am subject to a code of ethics similar to that which binds the professional in the field, which I work. Like them, I assume certain responsibilities and expect to account for what I do in terms of what I am expected to do. I will keep confidential matters confidential. I interpret “volunteer” to mean that I have agreed to work without compensation in money, but having been accepted as a worker, I expect to do my work according to standards, as the paid staff expect to do their work.

I promise to take to my work an attitude of open-mindedness, to be willing to be trained for it; to bring to it interest and attention. I realize that I may have assets that my co-workers may not have and that I should use these to enrich the students for whom we are working together. I realize also that I may lack assets that my co-workers have but I will not let this make me feel inadequate but will endeavor to assist in developing good teamwork

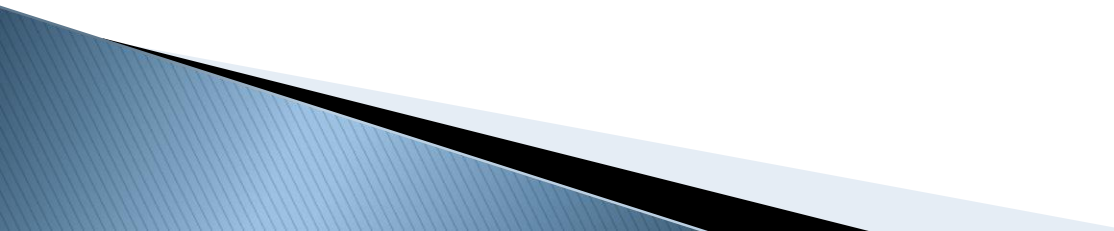


# Code of Ethics for Volunteers

I plan to find out how I can best serve the students and to offer as much as I am sure I can give, but no more. I realize that I must live up to my promises and, therefore, will be careful that my agreement is so simple and clear that it cannot be misunderstood.

I believe that my attitude should be professional. I believe that I have an obligation to my work, to those who direct it, to my colleagues, to those for whom it is done and in the public.

Being eager to contribute all that I can to human betterment, I accept this code for volunteers as my code to be followed.



# Tasks Volunteers Accomplish

Monroe County Public Schools offer a wide variety of volunteer opportunities. Volunteers choose the jobs that interest them and decide how many hours and days they wish to contribute. Jobs may vary from school to school. Some require training or prior experience. Listed below are some examples. Other duties may be assigned by the principal.

- Tell stories to children
- Listen to children read
- Conduct flash card drills
- Assist in the library
- Make props for plays
- Field Trips
- Help with the academic team
- Set up student displays
- Read to students
- Work with non-English speaking students
- Assist with festivals
- Discuss careers or hobbies
- Assist in learning centers
- Serve on committees

- Gather resource materials
- Tutor children
- Help with book fairs
- Make teaching materials
- Help with after hours activities
- Make bulletin boards
- Produce school newsletter
- Chaperone students
- Serve as a mentor
- Help with fund-raisers
- Be a friend

And Many, Many, More....

# Confidentiality Training

**Monroe County  
School District**





# **Why Do We Have Confidentiality Training?**

- **Federal Laws**
- **Family Educational Rights and Privacy Act**
- **Health Insurance Portability and Accountability Act (HIPAA, 1996)**
- **KY Administrative Regulations**
- **Kentucky Safe Schools Legislation of 1998 (HB 330)**

## **IDEIA**

**Individuals with Disabilities  
Act, 2004**

**Education Improvement**



# What is Confidentiality?

- Protection of All Personally Identifiable Data, Information, and Records Collected, Used or Maintained by the school district about a student
- Confidentiality Requirements also Apply to Discussions about a Student and the Student's Records

**Confidential  
Information**



# HIPPA



## **What is HIPAA?**

**In 1996 the U.S. Congress passed the Health Insurance Portability & Accountability Act (HIPAA), which increased individuals' ability to maintain health insurance coverage. In addition, the U.S. Department of Health and Human Services was required under HIPAA to issue regulations:**



# **What Are Educational Records?**

**(Anything the District collects, uses or keeps about a child)**

- **Personal and Family Data**
- **Evaluation and Test Data**
- **Progress Reports, Report Cards, Work Samples, and Attendance Records**
- **Written Accounts of Parent/Teacher Conferences**
- **Audio and/or Video Tapes, Photographs, or Computer Disk**



# **What Are Educational Records?**

- **Medical Records**
- **IEP**
- **Records Maintained by Other Agencies (Health Dept., PT, or OT Services)**
- **Information the Agency Uses for Educational Purposes (Psychiatric and/or Mental Health Records)**
- **Discipline Records**



# Confidential

- **Lesson Plans, Report Cards, and Individual Modification Plans should all be marked confidential.**
- **Substitute folder must include IEP, modifications and behavior intervention plans for students with special needs.**
- **Any Information on Infinite Campus**



# **CONGRATULATIONS!**

**You have just completed the volunteer training for Monroe County Schools.**

**Please sign and date the volunteer page and return to FRYSC.**

**Monroe County Schools, “Building our Future by Serving Students”.**



# Volunteer Signature Page

- ▶ The following have been reviewed with me and my role as a volunteer has been explained by the teacher/principal or program director.
  - Confidentiality
  - Volunteer definition
  - Discipline
  - Role

I have been instructed on the above and understand how each applies to my position as a volunteer for the Monroe County School System.

----- / -----  
Signature of Volunteer /Date                      Signature of staff member