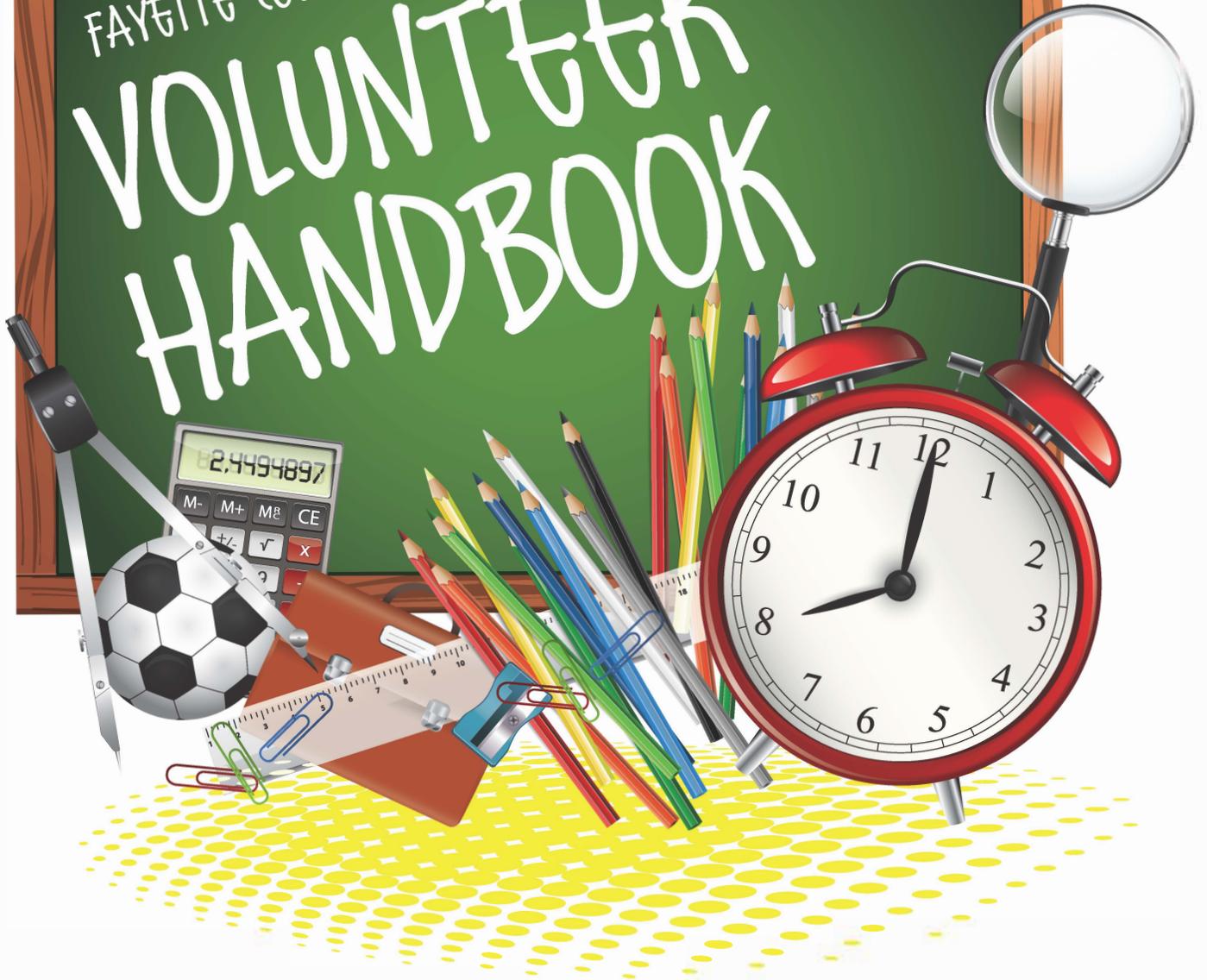


FAYETTE COUNTY PUBLIC SCHOOLS

VOLUNTEER HANDBOOK



Fayette County Public Schools (FCPS)

Mission Statement

The mission of the Fayette County Public Schools is to create a collaborative community that ensures all students achieve at high levels and graduate prepared to excel in a global society.

Fayette County Public Schools' mission is guided by the Superintendent's [Blueprint For Student Success: Achieving Educational Excellence and Equity for All](#).

Family and Community Engagement

Fayette County Public Schools (FCPS) recognizes that family and community engagement is essential as we partner to educate our students and prepare them for life-long learning. FCPS envisions a districtwide culture that promotes collaborative partnerships to support student learning, enrich educational experiences and prepare students to excel as successful citizens in a global society. Once parents, teachers and community members view one another as partners in education, a caring community forms around students, helping to ensure success.

Research shows¹ that students with involved parents, regardless of family income and background, are more likely to:

- Earn higher grades and test scores, and enroll in higher-level programs
- Be promoted, pass their classes, and earn credits
- Attend school regularly
- Have better social skills, show improved behavior, and adapt well to school
- Graduate and go on to post-secondary education

Family engagement is defined as being²:

- **A SHARED RESPONSIBILITY.** Schools and other community organizations are committed to engaging families in meaningful and culturally respectful ways, and families are committed to actively supporting their children's learning and development.
- **CRADLE TO CAREER.** Engagement is continuous throughout a child's life, spanning from preschool programs such as Early Head Start to college and career.
- **ACROSS CONTEXTS.** Family engagement is carried out everywhere that children learn—at home, in prekindergarten programs, in school, in afterschool programs, in faith-based institutions and in community programs and activities.

¹ Anne T. Henderson and Karen L. Mapp, *A New Wave of Evidence: The Impact of School, Family, and Community Connections on Student Achievement* (Austin TX: Southwest Educational Development Laboratory, 2002)

² National PTA, *Urban Family Engagement Network Leader's Guide* (2013)

Volunteer Opportunities

Volunteer opportunities vary by school (open to parents, families, community, businesses and organizations) and generally fall into these categories: Instructional, Staff Support, Special Events, and Organizations.

Instructional

Instructional volunteers provide direct academic supports to students and instructional enrichments on a regular basis under the direct supervision of professional educators, administrators, and/or certified staff. Services can include, but are not limited to:

- Tutoring one-on-one or in small group settings in any subject
- Mentoring
- Reading support

Para-Educational Staff Support

Para-Educational volunteers supplement non-instructional time and task for teachers/certified staff; and, provide support to administrative and clerical staff during the day-to-day task of the school. Supportive Service opportunities include, but are not limited to:

- Performing clerical duties
- Providing classroom and library assistance
- Organizing supplies and materials

Special Events

Special event volunteers facilitate classroom and school-wide special event programming throughout the year. Opportunities may include, but are not limited to the following:

- Assisting with book fairs, festivals, field days, and open houses
- Supporting Career Days
- Helping with newsletters, yearbooks, or publicity

Organizations

Independent parent and community organizations work with schools to develop partnerships that are mutually beneficial arrangements designed to enrich the learning experiences for students and their families. Each organization is unique and individually planned by the school and the potential partner, allowing for unlimited possibilities. Opportunities may include, but are not limited to the following:

- PTA
- After-school activities, off campus tutoring, or job shadowing
- Community resources

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.

Request for records will be made to the Administrative Office of the Courts (AOC). Furthermore, records for volunteerism will be kept and maintained by FCPS 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.

If for any reason you are denied as a volunteer, there is an appeal process. Please contact the Family and Community Engagement office at 859-381-4241 for additional information. You may submit a records check at <https://webapps.fcps.net/volunteer/>.

Training

Prior to volunteering, please attend a district volunteer training session. Though not mandatory, the training is highly recommended for those who plan to volunteer once a month or more. Dates, times, and locations of scheduled training sessions will be announced in school and district publications and websites. Individual schools may require additional training to meet their specific needs.

Sign In Procedure

****All visitors and volunteers must sign in and out at the office** for many reasons:

- Safety and security of students, staff, and volunteers; school officials need to know who is in the school building at all times
- Schools report the number of volunteer hours contributed in annual reports to local, state and federal agencies
- Volunteer hours and statistics may be used in grant applications

When you sign in, you are agreeing to abide by our confidentiality policy. On the sign-in sheet, indicate whether you are volunteering or visiting, purpose of your visit, destination, and time. Obtain a badge to wear so students and staff can identify you.

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 in FCPS' Confidentiality and Nondiscrimination Handbook.

An electronic copy is posted at www.fcps.net/hr.

What is confidentiality?

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 and status for state and federal assistance

What is personally identifiable information?

- Student and family names and address
- Student social security 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**

What can happen if confidential student information is shared?

A parent may file a formal complaint with the Office of Civil Rights (OCR). The OCR will investigate the matter and make a ruling that could include federal funds being withheld from the district. Also, parents may take legal action against the district, individual district employees, or volunteers.

Volunteer Guidelines

School Management

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.

Professionalism and dependability

Our volunteers serve as role models for all students, not just their own. Volunteers should dress appropriately for the conditions and performance of their duties. When in doubt, please consider business attire or the school's dress code.

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. Please do not bring preschoolers or siblings to the school when you volunteer. Exceptions may be made for classroom parties and some field trips. Please check with your supervising teacher.

Emergency Procedures

Please familiarize yourself with the Universal Emergency Procedures listed in the next section, then review the site-specific instructions posted by the door at your volunteer location. If you have any questions, please ask your supervising teacher or the office staff for more information.

Volunteer Policies and Procedures

The previously mentioned volunteer policies, procedures and forms are included. Copies of additional FCPS policies and procedures may be found on the district website (www.fcps.net) or at It's About Kids Support Services (IAKSS), 701 East Main Street.

1. Parent/Family Engagement 10.31
2. Volunteer 03.6
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4. KRS 161.148
5. Student Records 09.14
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8. Emergency Quick Reference Guide
9. Volunteer Participation & Confidentiality Agreement
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Parent/Family Engagement

The Fayette County Public Schools (FCPS) system recognizes that parent/family involvement is essential as we work to achieve our mission “to create a collaborative community that ensures all students achieve at high levels and graduate prepared to excel in a global society.” Accordingly our vision for family engagement states, “All student will graduate from high school prepared for college and careers, ready to excel in a global society. In order to achieve this, we will foster collaborative family partnerships. FCPS envisions a Districtwide culture conducive to meaningful engagement of families and collaborative partnerships to support student learning, enrich educational experiences and prepare students to excel as successful citizens in a global society.

DEFINITIONS

Parent or family consists of a biological, adoptive or foster parent; other adult serving as a parent such as a close relative; legal or educational guardian; and/or a community or agency advocate.

DISTRICT RESPONSIBILITIES

The Superintendent and Board will initiate and be accountable for developing the following vital collaborative activities to address the schools’ responsibility in the above-stated process:

- The FCPS system, starting with IAKSS staff and the Board, will create and maintain a responsive and welcoming atmosphere that values and respects parents and families and community partnerships.
- The District, starting with the Superintendent and Board, will support parents and families as advocates and partners for lifelong learning and as decision-makers and active participants in school issues and programs.
- FCPS will assist parents, families and guardians in acquiring techniques to support their students’ learning and will develop tools to help establish those areas where support is needed.
- The District will undertake purposeful initiatives to involve parents and family members, wherever appropriate, in a variety of instructional and support roles both within as well as outside of the schools. These shall include creating greater awareness, and promoting more effective operations, of the existing opportunities provided by law for parent/family engagement.
- The District will take the initiative in working to break down all cultural barriers and negative perceptions that stand in the way of education being recognized as a vital part of each child’s development into full and productive citizens of the community.
- The District, with assistance from the Equity Council, will take the initiative in working to address issues related to educational equity and to provide strong advocacy for the achievement of all students, regardless of cultural or ethnic factors, socio-economic status, gender, native language or conditions of identified disability.
- The District will work closely with all Family Resource/Youth Service Centers, social workers and Title I staff in coordinating access to support services for children and their families, in keeping with goals of the District Improvement Plan for academic achievement.
- The District will work closely with all parent and community groups in all schools in supporting parent and family initiatives that enhance academic achievement.

Parent/Family Engagement

DISTRICT RESPONSIBILITIES (CONTINUED)

- The Superintendent and Board, working with IAKSS staff and school staff, will assist schools in identifying those areas where professional development is necessary in helping teachers, administrators, and staff to work effectively with families. The Superintendent and Board will determine ways to provide that opportunity for professional development.
- The District Parent/Family Engagement process will become an ongoing part of the District Improvement Planning process.
- This policy will be made available to each parent and/or family on the District web site and at the IAKSS Office.

SCHOOL RESPONSIBILITIES

This policy requires coordinated efforts of Superintendent, Board, IAKSS and all school staff, as well as parents/families, students, and community. The issues of parent and family engagement are critical to the academic success of each student in the FCPS system; it is also fundamental to a healthy system of public education that expects all students to achieve at high levels. Therefore, the following expectations exist for each school in the system, in order to ensure that students have every opportunity to acquire and achieve the capacities established by law, as well as those established by the FCPS Board of Education.

1. Each school will write and embed purposeful parent and family engagement strategies into school culture as a part of its School Improvement Planning process. This shall include, but not be limited to, the following information:
 - methods that will be used to promote purposeful school-to-home communication that are sensitive to variances in comprehensive opportunities/abilities, including access to online communications.
 - identification of professional development needs for teachers, administrators, and staff to address working effectively with all families, especially those of culturally diverse backgrounds and special educational needs.
 - demographics of all students; awareness of, and follow up with, those families requiring home visits or off-site conferences.
 - determination of types of learning at home that should take place to support all learning at school.
 - ongoing training for parents/family members about School Based Decision Making (SBDM) practices and SBDM committee engagement.
 - definitions regarding what constitutes effective parent/family engagement at each school and how that involvement will positively impact student achievement.
 - efforts and measures employed to elicit minority and special needs representation/participation in the educational processes at each school.
2. Each school will demonstrate an effort to reach families that are underrepresented in school settings, face transportation or child care challenges, lack the confidence or time, and/or have limited literacy or limited English language skills.

Parent/Family Engagement**SCHOOL RESPONSIBILITIES (CONTINUED)**

3. Each school will schedule an annual meeting for families that is convenient and offered at times that are as flexible as possible to all constituents (a.m. and p.m., possibly). These meetings should ensure that families have multiple learning opportunities to understand how to support their children's learning and will provide:
 - a description and explanation of the school's curriculum;
 - a description and explanation of the forms of academic assessments used to measure student progress;
 - an explanation of the proficiency level students are expected to meet;
 - a description and explanation of all school programs, family involvement initiatives; and the parents' rights to be involved in decisions related to the education of their children.
4. Each school shall work closely with all parents, parent groups (PTA, SBDM) and community groups in supporting parent and family initiatives that enhance academic achievement.
5. Each school shall provide flexible opportunities for organized, on-going, and timely family participation in planning, review, and improvement of school programs (to include, but not be limited to, the Title I program).

As all parent/family engagement plans will be a part of the District Improvement Planning process, they will be subject to the same implementation/impact checks as other planning pieces. However, as this initiative is vital to the success of students in FCPS, all schools' parent/family engagement strategies will also be submitted to IAKSS staff in the Family and Community Engagement (FACE) office.

The staff will also provide training and support for schools to help them reach the District family/community engagement objectives. Information on the status of school-family engagement and training will be shared with both the Equity Council and the Board of Education. IAKSS Family and Community Engagement and Title I staff will also review this policy annually for any needed revisions.

RELATED POLICY:

02.4241

Adopted/Amended: 07/22/2013

Order #: K.2

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.

REQUIREMENTS

All volunteers shall provide assistance only under the direction and supervision of a member of the professional administrative and teaching staff.¹

Volunteers who assist in the District on a scheduled or continuing basis shall be provided with the same liability insurance coverage as a District employee and shall be given written or verbal details of responsibilities and expectations.

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.

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 and approved by the Superintendent/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:

¹[KRS 161.148](#)
[KRS 160.380](#)
[KRS 161.044](#)

RELATED POLICIES:

03.5; 08.113; 08.1131

Adopted/Amended: 07/25/2011

Order #: K.25

Volunteer Procedures **Criminal Records Check**

ONLINE APPLICATION

As required by law, an adult who wishes to volunteer at a school or school-sponsored activity where he/she will have: (1) contact with students on a regularly scheduled or continuing basis; or (2) supervisory responsibility for children at a school site or on a school-sponsored trip, shall complete an online application form at this web address:

<https://webapps.fcps.net/volunteer/>

PROCESSING

1. The Department of Human Resources shall transmit the information contained on the forms to the Administrative Office of the Courts (AOC) for the required check.
2. After receipt of the processed records check from AOC, the District shall review the information provided based upon the following criteria:
 - A. Applicants with the following convictions **shall not be authorized** to volunteer:
 - a. All sex-related offense convictions
 - b. All offense convictions against minors
 - c. All felony offense convictions against persons or property
 - d. All alcohol violation convictions within two (2) years from date of check, and no more than two (2) such offense convictions in total
 - e. All drug-related offense convictions
 - f. All deadly weapon-related offense convictions
 - B. Applicants with a pattern of irresponsible behavior, based upon the background check, will be reviewed by the District's volunteer review committee to determine volunteer status.
4. The volunteer applicant shall be notified of his/her volunteer status by the Department of Human Resources.
5. In addition, notification of volunteer status for each applicant shall be made available to all principals.
6. An applicant who has questions regarding the status determination may contact the Department of Human Resources for clarification.

APPLICABILITY

Volunteer status is approved or disapproved for the entire District, not an individual school. Potential volunteers need only submit one (1) application every three (3) years, even if they intend to volunteer at more than one (1) school or school-sponsored activity.

APPEAL

An applicant who has been denied volunteer status may submit a written appeal of the decision to the Superintendent. The Superintendent shall respond in a timely manner.

Review/Revised:7/26/10

KRS 161.148

161.148 Use of volunteer personnel -- Criminal records check -- Orientation -- Exception.

- (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 noninstructional 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 the 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: Amended 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.

Student Records

LEGAL OBLIGATIONS

The Board shall handle student records in compliance with the Family Education Rights and Privacy Act and other applicable federal and state laws.

Data and information concerning the handling of student records is contained in the Confidentiality Handbook.

REFERENCES:

¹Section 152 of the Internal Revenue Code of 1986

²[KRS 158.153](#), [KRS 610.345](#)

[KRS 7.110](#), [KRS 158.032](#), [KRS 159.160](#), [KRS 159.250](#), [KRS 160.990](#)

[KRS 161.200](#), [KRS 161.210](#)

[702 KAR 001:140](#); [702 KAR 003:220](#)

20 U.S.C. 1232g, 34 C.F.R. 99.1 - 99.67

20 U.S.C. 1232h (Protection of Pupil Rights Amendment)

[OAG 80-33](#), [OAG 85-130](#), [OAG 85-140](#), [OAG 86-2](#), [OAG 93-35](#)

Kentucky Family Educational Rights and Privacy Act ([KRS 160.700](#); [KRS 160.705](#)

[KRS 160.710](#); [KRS 160.715](#); [KRS 160.720](#); [KRS 160.725](#); [KRS 160.730](#))

Kentucky Education Technology System (KETS)

Individuals with Disabilities Education Improvement Act of 2004

P. L 107-110, Section 9528

RELATED POLICIES:

09.111

09.12311

09.43

Adopted/Amended: 07/25/2011

Order #: K.25

Family Education Rights and Privacy Act Definitions

Although this listing is not intended to take the place of the complete FERPA law and regulations, the following definitions shall apply when implementing Policy 09.14 and the procedures that follow.

EDUCATION RECORDS - Refers to records directly related to a student that are maintained by the District or by a party acting for the District.

A "record" shall include any information recorded in any way, including, but not limited to, handwriting, print, computer media, video or audiotape, film, microfilm, and microfiche. Student records shall include disciplinary records with regard to suspension and expulsion.

Staff should refer to federal regulations for examples of documents that are not considered education records.

DIRECTORY INFORMATION

"Directory Information" shall be released, upon written request, to the news media, athletic associations, military recruiters, higher education providers, scholarship or college entrance committees, or official organizations **only** if the need for data is connected with student help activities. "Directory Information" shall be released, unless the parent, legal guardian, custodian, or student 18 years of age or older specifies in writing, by October 1 of each school year or within 30 days of enrollment if after October 1, that all or part of the data relating to the student be withheld. The request to withhold must be in writing and shall be filed in the office of the Principal. **Any other requests for directory information shall be in writing seeking approval by the Superintendent.** The request shall clearly describe the reason and the use for which the information shall be used. Any information released by the Superintendent shall be used specifically for the purpose stated in the request and none other.

Directory information designated by the District is listed in 09.14 AP.12.

Unless the parent/guardian or eligible student requests in writing by October 1st of each school year that the District not release information, the student's name, address, and telephone number (if listed) shall be released to Armed Forces recruiters upon their request.

STUDENT - Except as otherwise specifically designated by law, "student" shall mean any individual who is or has been in attendance in the District and for whom the District maintains education records.

DISCLOSURE - Refers to permitting access to, or release or transfer of, personally identifiable information contained in a student's education record to any party, by any means, including oral, written, or electronic.

EDUCATION PROGRAM - Programs principally engaged in the provision of education, including, but not limited to, early childhood education, elementary and secondary education, postsecondary education, special education, job training, career and technical education and adult education, and any program that is administered by an educational agency or institution.

Family Education Rights and Privacy Act Definitions

EARLY CHILDHOOD EDUCATION PROGRAM - A Head Start program, a state licensed or regulated child care program, or a program that serves children from birth through age six (6) that addresses the children's cognitive, social, emotional and physical development and is a (a) state prekindergarten program; (b) a program authorized under the Individuals with Disabilities Education Act; or (c) a program operated by a local education agency.

<p>NOTE: For additional information about student records, please refer to the District's Confidentiality and Nondiscrimination Handbook, which is available on the District's web site.</p>

REFERENCES:

34 CFR Part 99, 20 U.S.C. 1232g
P. L. 107-110 (No Child Left Behind Act of 2001)

Review/Revised:7/23/12

Bullying

In order to effectively participate in the democratic process as adults, students must learn to respect the rights of others and to interact with them in a civil manner. Therefore, students are required to speak and behave in a civil manner toward students, staff and visitors to the schools.

BULLYING DEFINED

Bullying refers to any intentional, act by a student or groups of students directed against another student to ridicule, humiliate, or intimidate the other student while on school grounds, or at a school sponsored activity, which acts are repeated against the same student over time. These may include, but are not limited to, name calling, teasing, threatening, social exclusion, and cyberbullying. Bullying may be physical, verbal, emotional or sexual in nature.

ACTIONS NOT TOLERATED

The use of lewd, profane or vulgar language is prohibited. In addition to bullying, students shall not engage in behaviors such as hazing, menacing, taunting, intimidating, verbal or physical abuse of others, or other behavior that disrupts a student's access to an education or is harmful to his/her well-being.¹ This policy extends to any/all student language or behavior including, but not limited to, the use of online or electronic methods. Such behavior is disruptive of the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered.

These provisions shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others. Students who violate this policy shall be subject to appropriate disciplinary action.

Harassment/Discrimination allegations shall be governed by policy 09.42811.

REPORTS

As provided in the District Code of Acceptable Behavior and Discipline, students that believe they are victims of bullying/hazing shall be provided with a process to enable them to report such incidents to District personnel for appropriate action.

Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following District policy requirements for intervening and reporting to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or District. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party.

Students who believe they have been a victim of bullying or who have observed other students being bullied shall, as soon as reasonably practicable, report it.

The District Code shall specify to whom reports of alleged instances of bullying or hazing shall be made. In serious instances of peer-to-peer bullying/hazing/harassment, employees must report to the alleged victim's Principal, as directed by Board policy 09.42811. The Principal/designee shall investigate and address alleged incidents of such misbehavior.

Bullying**REPORTS (CONTINUED)**

In certain cases, employees must do the following:

1. Report bullying and hazing to appropriate law enforcement authorities as required by policy 09.2211; and
2. Investigate and complete documentation as required by policy 09.42811 covering federally protected areas.

REFERENCES:

¹[KRS 158.150](#); [KRS 158.148](#); [KRS 158.156](#)
[KRS 160.290](#)

Bethel School District No. 403 v. Fraser, 478 U.S. 675, 106 S.Ct. 3159, 92 L.Ed.2d 549 (1986)

Tinker v. Des Moines Independent School District,
393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)

RELATED POLICIES:

03.162; 03.262

09.13; 09.421; 09.425; 09.426; 09.4281; 09.42811; 09.438

Adopted/Amended: 07/23/2012

Order #: K.24

Visitors to the Schools

To ensure that school personnel are aware of the presence of visitors, visits to classrooms shall be scheduled in advance unless authorized by the Principal/designee and all visitors must report immediately to the school front office upon entering the school and identify themselves as well as their purposes for visiting.

Communications between home and school must be an integral part of the educational process if students are to achieve the greatest educational success. Therefore, parents, guardians, and family members are welcomed and encouraged to visit their child's school, under the following guidelines:

1. Visits must not interrupt the instructional program for students, i.e., teaching, testing, etc.
2. Visits should be scheduled in advance with the teacher and/or Principal.
3. Visits must be reasonable in length and frequency.
4. Visits should be related to the need(s) of the child.
5. All visitors shall follow school check-in/check-out procedures.

CONDUCT/PROHIBITION ON RECORDING

All visitors to the schools must conduct themselves so as not to interfere with the daily operation of the school program. (Please refer to Policy 10.21.)

Due to privacy concerns, and except for emergency situations, personally owned recording devices are not to be used to create video or audio recordings or to take pictures except with prior permission from the Principal/designee and the affected individual(s).

An exception may be made for events considered to be in the public arena (e.g. sporting events, academic competitions, or performances to which the general public is admitted) where the activity does not materially disrupt the event, prevent others from observing the event, or otherwise violate legal rights. School social events for students, activities sponsored by student clubs, and activities during the school day that are not open to the public are not considered to be in the public arena.

Such devices include, but are not limited to, personal cell phones and tablets.

TOBACCO PRODUCTS PROHIBITED

Tobacco use and use of electronic cigarettes are prohibited twenty-four (24) hours a day, seven (7) days a week, inside Board-owned buildings or vehicles, on property of Fayette County Public Schools, and during school-related student trips.

Visitors to the Schools**ACCOMMODATION**

Visitors with disabilities shall be accommodated as required by law. Individuals requesting accommodation shall contact the District ADA/504 Coordinator or site administrator for assistance and guidance. Accommodations may include, but are not limited to, the following considerations:

- Effective communication
- Event ticket sales accommodation
- Companion seating at events
- Use of power driven mobility devices
- Use of service animals

The District shall notify the public of any requirements and/or deadline for requesting such accommodation.

REFERENCES:

[KRS 17.545](#); [KRS 17.500](#); [KRS 17.510](#)
[KRS 160.380](#); [KRS 211.394](#), [KRS 211.395](#); [KRS 600.020](#)
[OAG 91-13](#); P. L. 107-110 (No Child Left Behind Act of 2001)
Section 504 of the Rehabilitation Act of 1973

RELATED POLICIES:

03.1327; 03.2327
05.3; 05.31
09.14; 09.227; 09.3211; 09.4232; 09.426
10.21; 10.4

Adopted/Amended: 7/27/2015
Order #: K.3

Visitors to the Schools

CLASSROOM VISITATION

Requests for classroom observation by parents, educators, or other local citizens with legitimate educational interests pertaining to the District's public school program shall be made to the Principal with reasonable notification. The Principal may grant the request if:

1. The teacher involved is notified in advance of the arrangement.
2. The number in the group is small enough to be accommodated in the classroom without interfering with the class.
3. The frequency of the visits does not interfere with the scheduled instructional program in the classroom.

LUNCH WITH FAMILY MEMBER

Parents, guardians, grandparents, or other immediate family members as approved by the Principal/designee may request to have lunch with their student.

SPECIAL INVITATION

A special invitation for parents and other interested persons to visit the schools may be extended during appropriate school programs or activities and special occasions.

USE OF TOBACCO

Definitions:

Athletic and Other Events - Any activity on school premises endorsed or approved by the building Principal which occurs after the regular school day for staff. Prior to all events the public will be reminded that the campus is tobacco-free via the public address system.

Principal - The person assigned the responsibility for the building.

School Premises - Property used or owned by the Board of Education, not to include residences on school property.

Designation of Tobacco Use Areas:

As authorized by KRS 438.050, the Principal shall designate appropriate outside tobacco use areas for those persons attending athletic and other school events after the school day. These areas shall be the same for all activities and shall be approved by the appropriate School Level Director.

Signage denoting the District's tobacco-free status shall be posted on all exterior doors and in other places designated by the Principal. Additionally, signage denoting tobacco use areas for athletic and other school events shall be posted in the designated place(s).

Consequences for visitors who violate Policy 10.5 and this procedure are:

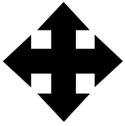
1st Violation - Verbal warning; if use continues at the same event or function, then the violator will be asked to leave school property.

2nd Violation - Written notification of policy

3rd Violation - Written notification of denial of access to school property

Overt, intentional violations shall be reported to the Fayette County Health Department.

Review/Revised:7/22/13



School-Centered Emergency Management and Recovery
FORM T-2. Emergency Quick Reference Guide for
(Local School Name Here)

Teacher's Responsibilities

In an emergency, teachers are responsible for the supervision of students in their care, and shall remain with students until directed otherwise. They shall:

- Take steps deemed necessary to ensure the safety of students, staff, and other individuals in the implementation of Emergency Management Protocols.
- Direct students in their charge according to established Universal Emergency Procedures (to Assembly Area, Severe Weather Safe Area, etc.)
- Render first aid if necessary.
- Take roll book or attendance sheet with them for student accounting.
- Take roll when the class relocates in Assembly Area.
- Report missing students and staff to Student Accounting and Release.
- Assist as directed by the Principal, or representative of the Emergency Management Team.

Universal Emergency Procedures

Universal Emergency Procedures are standard, clear directives that may be implemented across a variety of emergency situations. The principal as Incident Commander, or designee, will activate appropriate emergency procedures, based on the situation. There are six basic procedures which can be utilized in responding to various emergencies. Each is outlined below.

Evacuation (For use when conditions outside are safer than inside)

When announcement or alarm sounded:

- Take the closest and safest way out as posted (use secondary route if primary route is blocked or hazardous)
- Take roll book or class roster for student accounting
- Assist those needing special assistance
- Do not stop for student/staff belongings
- Go to designated Assembly Area
- Check for injuries
- Take attendance; report missing according to Student Accounting and Release procedures
- Wait for further instructions

Reverse Evacuation (For use when conditions inside are safer than outside)

When the announcement is made:

- Move students and staff inside as quickly as possible
- Assist those needing special assistance
- Report to classroom
- Check for injuries
- Take attendance; report missing students according to Student Accounting and Release procedures
- Wait for further instructions

Severe Weather Safe Area
(For use in severe weather emergencies)

When announcement or alarm sounded:

- Take the closest, safest route to shelter in designated safe areas (use secondary route if primary route is blocked or dangerous)
- Occupants of portable classrooms shall move to the main building to designated safe areas
- Take roll book for student accounting
- Take attendance; report missing students according to Student Accounting and Release procedures
- Assist those needing special assistance
- Do not stop for student/staff belongings
- Close all doors
- Remain in safe area until the "all clear" is given
- Wait for further instructions

Shelter in Place (For use in external gas or chemical release)

When the announcement is made:

- Take closest and safest route to shelter in designated shelter in place area
- Assist those needing special assistance
- Close and tape all windows and doors (that can be opened) in designated shelter in place area
- Take attendance; report missing students according to Student Accounting and Release procedures
- Do not allow anyone to leave the shelter area
- Stay away from all doors and windows
- Wait for further instructions

Lockdown (For use to protect building occupants from potential dangers in the building)

When the announcement is made:

- Students are to be cleared from the halls immediately and to report to nearest available classroom
- Assist those needing special assistance
- Close and lock all windows and doors and do not leave for any reason
- Leave all room and door windows uncovered
- Stay away from all doors and windows and move students to interior walls and drop to a sitting position
- Stay out of sight of the door
- Leave lights on in room
- Do not move from lockdown until released by Law Enforcement
- Wait for further instructions

Drop, Cover and Hold (For use in earthquake or other imminent danger to building or immediate surroundings)

When the command "Drop" is made:

- DROP – to the floor, take cover under a nearby desk or table and face away from the windows
- COVER - your eyes by leaning your face against your arms
- HOLD - on to the table or desk legs, and maintain present location/position
- Assist those needing special assistance
- Wait for further instructions

Volunteer Participation & Confidentiality Agreement

Please read and initial the following:

_____ A Volunteer Handbook has been made available to me either in print or electronic form.

_____ I agree to the section on FERPA and confidentiality in the Volunteer Handbook. I understand that any information I see and/or hear in school or at any school activity concerning teachers or students is to remain confidential.

_____ I agree to sign in and sign out every time.

_____ I will wear a name tag every time.

_____ I have reviewed the Emergency Quick Reference Guide.

_____ I agree to follow Fayette County Public Schools' policies and procedures.

Volunteer Name (Please Print)

Volunteer Signature

Date