

# Pulaski County Schools

## *Our Community's Future*

# District Volunteer Handbook







## Superintendent's Message

We are excited about your decision to become a volunteer in the Pulaski County School System. We believe in the power of parent and community involvement and feel it is an essential part of an effective educational program. Volunteers not only strengthen the quality of school programs but they also provide many students with opportunities to positively interact one-on-one with an adult role model.

Our mission is to provide a quality, comprehensive education for all students. Part of our vision for accomplishing this mission is to seek a pledge of support for our schools from our students, parents, and community. The support that you bring to our students as a volunteer is a critical part of making our vision a reality.

We want you to remain a member of our volunteer program, so we stand ready to make your experience a meaningful one. Thank you for investing in the lives of our students...our community's future.

Patrick Richardson, Superintendent  
Pulaski County Schools

# Table of Contents

Superintendent's Message .....	1
Checklist for Volunteering.....	3
Sign In, Please.....	4
Welcome to Our Team .....	5
Goals of the Volunteer Program .....	6
Tasks Volunteers Can Accomplish .....	7
Successful Volunteers.....	8
What is Confidentiality? .....	9
Guidelines for Volunteers.....	11
Rights and Responsibility.....	12
Policy for Volunteers .....	13
Procedures for Volunteers .....	14
Recognition of Volunteers.....	15
School Listings.....	16

*A hundred years from now it will not matter what my bank account was, the sort of house I lived in, or the kind of car I drove, but the world may be different because I was important in the life of a child.*



# **Checklist for Volunteering**

- Receive a Volunteer Handbook.
- Sign a Application Form/Participation Statement that includes an Electronic Access/User Agreement, Confidentiality Agreement, and information for a criminal records and child abuse & neglect (CAN) check.
- Attend Orientation and Training.
- Contact the Volunteer Coordinator at the School.
- Sign In Each Time You Volunteer.
- Wear a Name Tag While Volunteering.



We are happy that you are serving as a volunteer in the Pulaski County Schools.

Your School Volunteer Coordinator is: \_\_\_\_\_

Your Coordinator's Phone Number is: \_\_\_\_\_

**Please report to the school office and sign in each time that you come into the school to volunteer.**

We also ask that you wear your name tag at all times. This should be made available to you in the front office of your school. The name tag helps school personnel know you are in the building on official business and helps to ensure our children's safety.

We value the time that you give as a volunteer. We also value your suggestions. Submit any concerns or ideas to the school Volunteer Coordinator.

***This handbook contains information that will aid you in performing the services that may be required of you at your school. We hope that you will find it helpful.***



# Welcome to Our Team

It's as easy as A-B-C to join a team of professionals, paraprofessionals, and family and community volunteers that proudly provides educational services to about 8,000 students in the Pulaski County School System.

We are proud of the positive impact that a host of talented and devoted volunteers make upon our school system.

- Students improve basic skills through tutoring.
- Teachers are freed from non-teaching tasks so that they can concentrate on instruction.
- Community volunteers and resources from partnerships broaden opportunities for students.
- Volunteers provide cultural enrichment in the classroom.
- Computer programs utilize volunteer expertise.
- Libraries rely on volunteers for many tasks.
- Extracurricular activities depend on volunteer help.
- Volunteers are an integral component in community and parent involvement in the schools.
- Volunteers are our best public relation agents.



# Goals of the Volunteer Program

The goal of the Pulaski County School System's Volunteer Program is to enable citizens from the community to assist administrators, teachers and other school personnel in helping young people more fully develop their skills and potential as individuals and their mastery of subject matter.

Trained, supervised volunteers assist school personnel in three ways:

1. Helping students achieve proficiency through activities which
  - enhance their self-concept
  - provide successful experiences in learning
  - motivate them to learn
2. Helping teachers by enabling them to
  - provide effective reinforcement activities
  - enrich the curriculum
  - perform other tasks
3. Strengthening school-community relations by
  - increasing opportunities for communication
  - learning more about school programs
  - sharing time and talent with the school

Students  
Are Our  
***FIRST*** Priority





# Tasks Volunteers Can Accomplish

The Pulaski County School System offers 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. Many require training or prior experience. Some don't – just look below for some examples.

## ELEMENTARY

Tell stories to children  
Listen to children read  
Conduct flash card drills  
Set up experiments  
Make props for plays  
Give slide shows  
Make puppets  
Produce parent newsletter  
Accompany on field trips  
Read to students  
Demonstrate pioneer skills  
Discuss caring for pets  
Help with cooking projects  
Work with non-English students  
Dramatize a story  
Prepare a course on knitting  
Discuss careers or hobbies  
Help with a foreign language  
Assist in learning centers  
Help contact parents  
Discuss farm life  
Work with the handicapped  
Share ethnic backgrounds  
Demonstrate artistic talents  
Help with handwriting  
Set up grocery store for math  
Gather resource materials  
Help children with typing  
Demonstrate gardening skills  
Drill spelling words  
Work with underachievers  
Discuss aspects of safety  
Help with book fairs  
Be a friend

## MIDDLE SCHOOL

Recruit other parents  
Serve on committees  
Work with disabled children  
Play musical instrument  
Help with fund-raisers  
Make teaching materials  
Teach sewing lessons  
Plant a school/class garden  
Set up student displays  
Make costumes for drama  
Tutor children after school  
Solicit materials/donations  
Make bulletin boards  
Arrange speakers for class  
Make puppets  
Demonstrate crafts  
Help with science projects  
Drill spelling words  
Help in library  
Produce school newsletter  
Assist in the main office  
Attend parent group meetings  
Monitor hallways  
Help with cultural arts  
Monitor lunchroom  
Work with slower learners  
Monitor testing groups  
Catalog news articles  
Set up experiments  
Assist in band room  
Share ethnic background  
Discuss attitudes/emotions  
Help with after hour activities  
Be a friend

## HIGH SCHOOL

Work with foreign languages  
Discuss local history  
Assist students with research  
Teach CPR to health classes  
Build sets for plays  
Organize career days  
Share cultural artifacts  
Produce parent newsletter  
Demonstrate artistic abilities  
Assist in science lab  
Assist in technology lab  
Share war experiences  
Help with library sources  
Accompany on field trips  
Help with shadow jobs  
Sponsor school clubs  
Assist school newspaper  
Serve as lay reader  
Help non-English speakers  
Foster handicapped awareness  
Discuss attitudes/emotions  
Attend parent meetings  
Tutor a student after school  
Serve as a mentor  
Offer tours of businesses  
Help with fund-raisers  
Provide woodworking skills  
Assist in math laboratories  
Discuss literature/poetry  
Inventory art supplies  
Demonstrate crafts  
Help organize job fair  
Help contact parents  
Be a friend

# Successful Volunteers...

*...are dependable.*

The students and teachers count on you and are disappointed when you are not there.

*...are punctual.*

The whole school revolves around schedules. Tardiness is wasted time and can throw the whole day off.

*...are good models.*

Dress in a manner that requests respect. A neat appearance makes a positive impression.

*...respect students' and staffs' confidentiality.*

You may be in the position to know about test scores, hear stories of an embarrassing nature, or observe situations that should remain confidential.  
Be sure that you keep them that way.

*...refrain from giving advice when it is not invited.*

Many teachers are accepting of suggestions, but often there are reasons why they do things in a particular way. Remember, your job isn't to run the show, but to help the show run smoothly.

*...communicate with their teachers.*

When you are unsure about your task, ask for help. When you don't understand something, ask. When you have a problem, talk it over with the teacher instead of others.

*... benefit from mistakes and accept constructive criticism.*

Sometimes changing things is worth the effort.

*...take advantage of various learning opportunities.*

Attend workshops, observe others, communicate with educators, read appropriate materials, etc.

*...employ a good sense of humor.*

Laughing may keep you from crying; laughter is good medicine.

*...do not expect to be paid.*

Accept compliments and praise with graciousness.

*...are warm, caring people.*

The smile, handshake, hug or encouraging word that you give a student may be the only one he or she may get that day.

# What is Confidentiality?

Confidentiality means protecting all personally identifiable data, information, and records collected, used, or kept by the school district about a student.

Confidentiality requirements also apply to any event, conversation, or records that you might see or overhear someone discussing.

## What is personally identifiable data or information?

Personally identifiable information includes:

- Child or family names and addresses
- Child's social security or student number
- Descriptions that would make it easy to identify a child

## What is a school record?

A school record, which is sometimes called an *educational record* or a *permanent record*, is anything that the district collects, uses, or keeps about a child. This includes grades, health information, attendance reports, work papers, school photos, test results, etc. Data or information may be handwritten, drawn, or typed. It may also be a photograph, an audio or video, or information on a computer disk.

What you SEE....and/or HEAR....in a school, classroom, hallway, bathroom, cafeteria, or at any site or activity in which the school participates, should be considered confidential and only discussed or repeated to your supervisor, teacher, or principal. Even if you know a parent of one of the students you work with, do not discuss those activities with that parent.

Gossiping is NOT permitted. Confidential information should only be discussed with the supervisor, teacher, or principal.

If you overhear conversations between students, staff members, or administrators, do not repeat them to others. There are times that conversations, not intended for anyone other than those involved in the conversation, could be overheard. If you are concerned about what you have overheard, talk to the supervisor, teacher, or principal.

# More on Confidentiality

If you ever find yourself in a situation of overhearing conversations that do not concern you, get up and walk away, shut a door that should have been closed, or make a noise to make your presence known. Do not put yourself or allow yourself to be put in controversial situations.

*“What is Confidentiality” is taken from Kentucky Coalition of School Volunteer Organization’s School Volunteer’s Confidentiality Handbook.*

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.

Unless you are the parent of the student and have authorization for the documents the situation refers to, volunteers should never pick up and remove any document or papers thrown away or anything that looks like garbage unless you have permission from the teacher or administrator. (Example: Students may wad up and throw down papers they don’t want someone else to see such as worksheets with bad grades, detention slips, misconduct reports, homework assignments, notes, etc.) Under no circumstance shall these be taken from the school and shown to anyone. If you find any document on the school grounds that you feel needs attention, please give that document to a school administrator or teacher.

When assisting teachers and other staff with students, any conversation, any paper handled, and all students’ work, cannot be discussed with anyone other than that teacher, supervisor, or principal of that school.

Sometimes events happen at a school such as accidents, fights, or other disruptions. It is very important to let the staff handle any of these situations. Do not discuss these events with anyone other than the teacher or principal.

What you say or do reflects upon your supervisor and school administration. If you repeat any part of any conversation or information about something you have seen....it could be misinterpreted by others.

Again, what you see or hear must stay **confidential**.

# Guidelines for Volunteers

## **Supervision**

Volunteers always work under the direct supervision of the professional administrative and teaching staff at each school and only with those teachers who have requested services of the volunteer. Pulaski County School System is responsible for the education, safety, and well being of each student. For this reason, you can understand why the teacher, the principal, or the volunteer coordinator may request the reassignment of a volunteer whose actions are not in the best interest of the school or students.

## **Confidentiality**

As you work with staff and students, information of a confidential matter may be shared with you. The problems, abilities, relationships, and confidence of students, parents, and staff should never be discussed with anyone who does not have a professional right to know. Teachers and volunteers are bound by a code of ethics to keep confidential matters within the school. Staff and students need to know they can trust you. Please do not discuss a child's school progress or difficulties with his/her parents. This is the teacher's responsibility. Occasionally, a child may confide in you about family matters or personal problems. Keep this confidential – unless you feel it is vital for the school to have this information in order to help the student. Then discuss it in private with the principal or the teacher.

## **School rules**

Due to the site-based decision making process, there are different rules and policies in place at each of our schools. You are expected to know and follow the policies and procedures at each individual school. You are also expected to know the school's procedures for safety drills and emergency situations that might arise.

## **Please avoid**

The staff at the school is responsible for everything that goes on in the building and on the playground. Volunteers supplement and support the system. They should not:

- discipline students
- evaluate achievement
- counsel students

## **Sign in**

Each volunteer must sign in and sign out for security reasons and for record keeping purposes. Please wear the name tag made available to you.

# Rights and Responsibilities

## ***Volunteers have the right to be:***

- treated as a co-worker
- given a suitable assignment
- supplied with as much information about the school as possible
- offered training for the job
- provided continuing education for the job
- given sound guidance and direction
- heard
- recognized

## ***Volunteers have the responsibility to be:***

- sincere in the offer of service and believe in value of the job
- loyal to the community service that is assigned
- prompt and reliable
- receptive of guidance and decisions of volunteer coordinators
- a participant in orientation, training, meetings, etc.
- understanding of the function of the paid staff
- open to a smooth working relationship

## ***The school staff should be:***

- open to suggestions and opinions of volunteers
- prepared with tasks for the volunteer on his or her assigned day
- appreciative of volunteer's time and investments
- responsible for decisions of instruction
- responsible for all discipline

# Policy for 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 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 direct 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 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 national criminal history background check and to provide a clear child abuse & neglect (CAN) check. The volunteer must pay for the background checks.

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 160.380; KRS 161.044; KRS 161.148

**RELATED POLICIES:**            **03.5; 08.113; 08.1131**



# Procedures for Volunteers

Persons who wish to serve as volunteers must complete a volunteer application form, a participation and confidentiality statement, a user agreement form regarding technology use, and have a successful criminal check form in the office of the District Parent Involvement Coordinator and receive a copy of the District Volunteer Handbook prior to beginning duties. Due to KHSAA guide lines, Level I and Level II athletic volunteers have additional requirements and are processed through the personnel office.

At the beginning of the school year, the Parent Involvement Coordinator shall conduct a volunteer orientation including, but not limited to, expectations, district and school level rules of conduct, and instruction pertaining to the volunteer's specific area of service. All volunteers who have contact with students on a scheduled and/or continuing basis shall be strongly encouraged to attend the orientation sessions. Upon request by the Principal, additional training shall be provided for volunteers on an as-needed basis.

## **Each volunteer must:**

1. Sign in at the main office or designated volunteer sign-in area upon entering the school.
2. Wear appropriate name tags for proper identification. Name tags shall be distributed to each volunteer or made available at the sign-in area or main office.
3. Dress appropriately according to each school's dress code.
4. Be regular and punctual in attendance. If unable to report for assigned duty, the volunteer shall contact the school office as soon as possible.

**RECRUITMENT** - Each school shall develop a plan for the recruitment of volunteers. Recruitment goals shall include but not be limited to:

Establishing an open, community-friendly environment  
Creating an awareness of the need for community participation  
Improving communication between the school and the community  
Developing outreach programs

Persons interested in participating in the volunteer program should contact the Volunteer Coordinator.

**SELECTION/PLACEMENT** - The principal and/or school council shall review data to determine the need for volunteers. Once a need has been identified and approved by the building Principal, the Principal shall screen the volunteers and place them according to the determined need. Principals have the authority to refuse volunteer service at any time.

**ACCOUNTABILITY** - Schools shall keep a record of each volunteer's assignment, the hours they have volunteered, and the effectiveness of the services provided.

The volunteer will receive a letter of approval as soon as the criminal records check is processed. The person may then be added to the school's approved volunteer list.



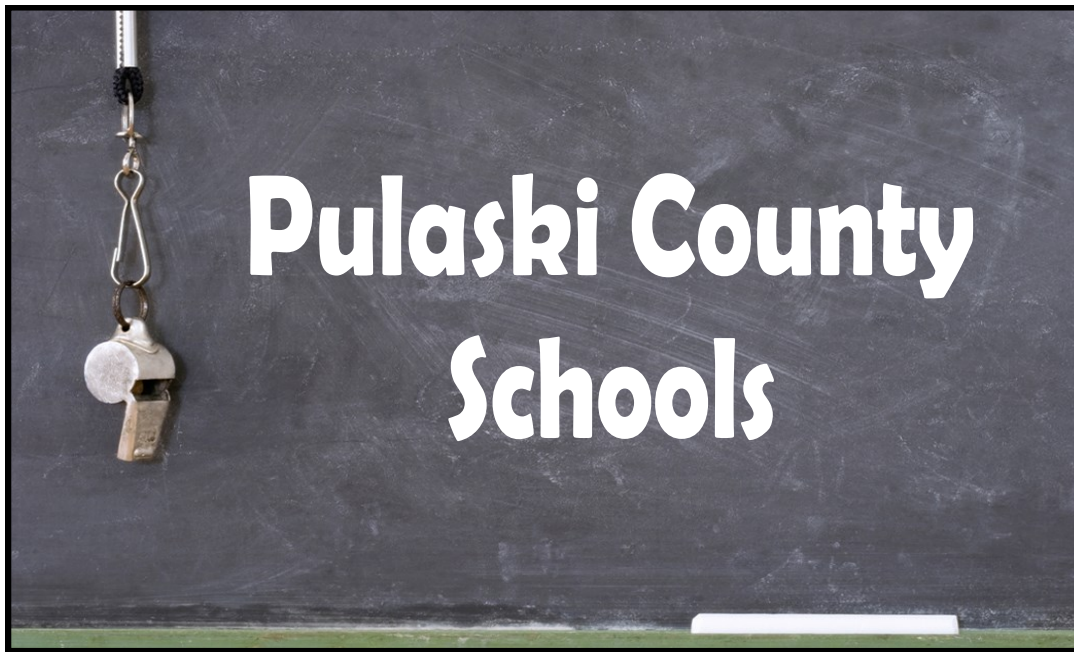
## Recognition of Volunteers

The paycheck for volunteer services should be satisfaction in a service well rendered. In addition to whatever personal rewards that you find, we hope you will receive expressions of appreciation from those with whom you work. Teachers, students, and schools often recognize their volunteers in special ways.

We are proud of our volunteers. Because of that, we periodically have pictures published in the ***Commonwealth Journal*** depicting ways that our volunteers are helping our school district. You might also find pictures on our District's website at [Pulaski.net](http://Pulaski.net).

Pulaski County Schools salutes their volunteers each spring during National Volunteer Appreciation Week. Each school has its own way of doing this.

We do appreciate you and the work you will be providing to students, teachers, and schools. By working together, we continue to remember:  
***Students Are Our FIRST Priority.***



<b>School</b>	<b>Location</b>	<b>Phone</b>	<b>Grade</b>
Memorial Ed. Center	222 Langdon St, Somerset	678-4100	Birth-P
Burnside Elementary	435 E Lakeshore Dr, Burnside	561-4250	P-5
Eubank Elementary	285 W Hwy 70, Eubank	379-2712	P-5
Nancy Elementary	240 Hwy 196, Nancy	636-6338	P-5
Northern Elementary	6155 Hwy 39, Somerset	423-1040	P-5
Oak Hill Elementary	1755 WTLO Rd, Somerset	679-2014	K-5
Pulaski Elementary	107 University Dr, Somerset	678-4713	K-5
Shopville Elementary	10 Shopville Rd, Somerset	274-4411	P-5
Southern Elementary	198 Enterprise Dr, Somerset	678-5229	K-5
Northern Middle	650 Oak Leaf Ln, Somerset	678-5230	6-8
Southern Middle	200 Enterprise Dr, Somerset	679-6855	6-8
Pulaski County High	511 University Dr, Somerset	679-1574	9-12
Southwestern High	1765 WTLO Rd, Somerset	678-9000	9-12

