Fayette County Public Schools

Volunteering in FCPS

Onboarding Information

www.fcps.net/volunteer

Welcome!

Thank you for your interest in volunteering with Fayette County Public Schools. This slide deck provides all of the information you need to become an active participant in the success of our FCPS students.

For additional questions, please feel free to call Veronica Murrell in Human Resources at (859) 381-4345.

Fayette County Public Schools

Our Mission

The mission of 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.
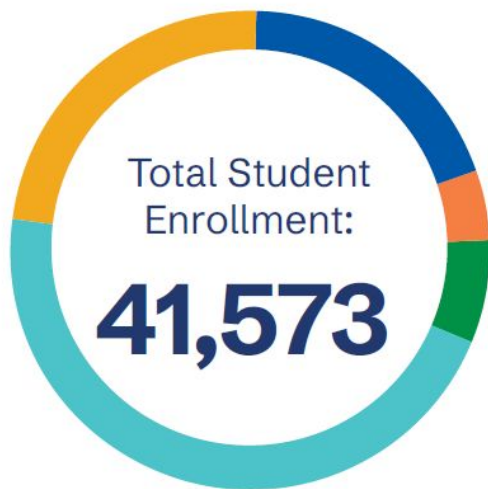
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FCPS At-A-Glance

The mission of 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.

Total Student Enrollment:

41,573

White: **47%**

Black: **23.3%**

Hispanic: **18.6%**

Asian: **4.9%**

Other: **6.2%**

Total number of schools and special programs:

Elementary schools:	Middle schools:	High schools:	Career & Tech Centers:	Special & Magnet Progams:
37	12	6	3	6

Breakfasts served
(daily average):
13,305

Lunches served
(daily average):
25,792

Student bus rides
(AM and PM):
33,000+

Bus Routes:
1,644

Buses on the road:
249

Miles traveled (daily est.):
22,100

Annual miles (est.):
3.9 million

**FCPS is the second largest
school district in Kentucky**

General Funding:
$659.5 million

Students who qualify for free or reduced lunch: **21,493 (51.7%)**

Students identified as gifted and talented: **8,686 (20.9%)**

Students identified as English learners: **6,611 (15.9%)**

Students identified for special education: **5,170 (12.4%)**

Students experiencing homelessness: **612 (1.5%)**

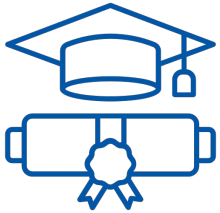**95+ home languages spoken by FCPS students**

Total number
of employees **9,394** **FCPS** is the **second largest
employer** in Fayette County

Strategic Priorities

STUDENT ACHIEVEMENT

Improve student achievement through rigorous curriculum and instruction providing students with evidence-based educational experiences that not only engage but also excite, prepare, and support students.

DIVERSITY, EQUITY, INCLUSION, AND BELONGING

Foster and instill a culture of diversity, equity, inclusion, and belonging across the district and address opportunity gaps.
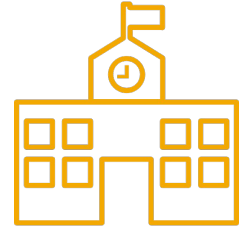
HIGHLY EFFECTIVE, CULTURALLY RESPONSIVE WORKFORCE

Hire, support, and retain a highly effective, culturally responsive and diverse workforce.

OUTREACH AND ENGAGEMENT

Effectively engage students, employees, families, and community members to improve opportunities and outcomes for all students.

ORGANIZATIONAL HEALTH AND EFFECTIVENESS

Foster a culture of continuous improvement to maximize organizational effectiveness and efficiency, support the well-being of our team members, and provide formal recognition of their efforts.

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Part One
Who Can Volunteer for FCPS?

Who Can Volunteer?

Fayette County Public Schools invites families and other supporters to participate in our educational community! We need all kinds of volunteers to help make sure our students have an enriching experience in the classroom and beyond.

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How Can I Volunteer?

The first step to become a volunteer for FCPS is to complete a background check. These checks are required every four years. If you aren't sure if yours is still valid, please ask Veronica Murrell in Human Resources at (859) 381-4345.

If you need a background check:

Submit the volunteer application

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Background check results take about four to six weeks. When the check is complete, keep a copy for your records. You are now eligible to participate in volunteer activities at your selected schools.

If your background check is not approved, you may submit an appeal.
For questions, please call Veronica Murrell in HR at (859) 381-4345.

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Part Two

How Can I Volunteer for FCPS?

Instructional Opportunities

Instructional volunteers provide direct academic support to students and instructional enrichments on a regular basis under the direct supervision of professional educators, administrators, and/or certified staff.

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

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Staff Support Opportunities

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 operations of the school.

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

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Special Events Opportunities

Special event volunteers facilitate classroom and school-wide special event programming throughout the year.

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

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Opportunities for 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.

Examples:

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

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Part Three

What do I need to <u>know</u> or <u>do</u>

as a volunteer for FCPS?

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.

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Professionalism & 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.

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Professionalism & Dependability

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.

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Confidentiality Requirements

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.

Confidentiality Requirements

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

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Confidentiality Requirements

What is personally identifiable information?

· Student and family names and address

· Student's 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

Signing In/Out at a School
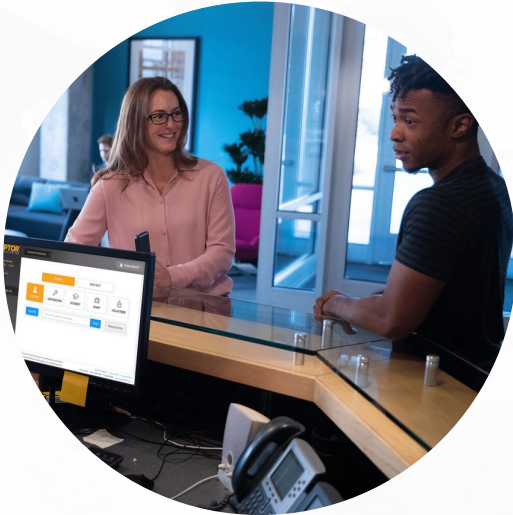
All visitors and volunteers must sign in and out at the office for many reasons:

- 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

Signing In/Out at a School

When you sign in, you are agreeing to abide by our confidentiality policy.
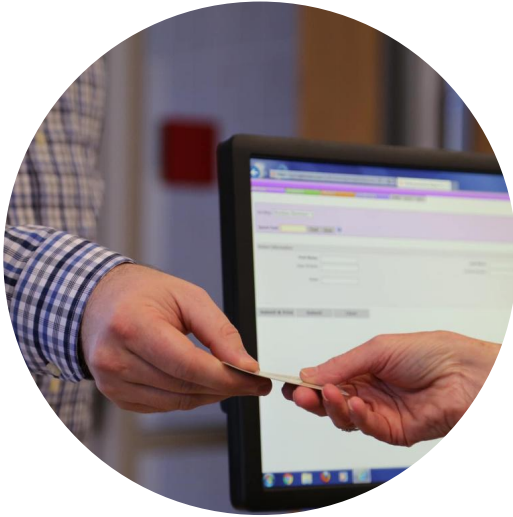
When you arrive at a school:

- At the front door, press the buzzer/doorbell, and provide the information prompted by the front desk personnel.
- Proceed into the front desk/office with your valid form of identification, to have your identify verified, and a visitors badge created for you.
- You will then be connected to the staff person that you are supporting for the day.

At the conclusion of your visit, please return to the front office, sign-out and return/dispose of your volunteer badge.

Note: Other visitor check-in procedures may vary, depending on school site requirements.

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Part Four

How can I find volunteer opportunities?

FCPS

Community

of Support

FCPS has a support site to connect interested volunteers with opportunities to serve and support our schools!

Look for the access at fcps.net/volunteer

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Volunteering
in FCPS

THANK YOU!

www.fcps.net/volunteer