



Fayette County  
Public Schools

# Volunteering in FCPS

Onboarding Information

[www.fcps.net/volunteer](http://www.fcps.net/volunteer)



# Welcome!

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

FCPS invites all community members to partner in our educational journey. Let's get started!



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# Who are volunteers?

FCPS policy defines volunteers as people who do not receive pay or compensation for assisting in our schools or with district programs. This includes individuals, families, industry/business personnel, members of nonprofit organizations, and more.

For questions, please contact **Veronica Murrell** in Human Resources at (859) 422-0624.





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# Part 1

## Volunteering Process

# Volunteering Process

**Step 1:** Review this entire onboarding document.

**Step 2:** Submit the volunteer application, including the background check.

If approved, you will be eligible to participate in activities at your selected schools.

Note: FCPS also has an online resource to connect volunteers with immediate opportunities to serve and support our schools. Check our [Community Support Platform](#) to get involved quickly!



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# Records Check

Our policy requires FCPS to conduct a state criminal records check on prospective volunteers who will have:

1. Contact with students on a regular basis, or
2. Supervisory responsibility for students at a school or on school-sponsored field trips.

Additional state and national criminal history checks might also be required.

There is no cost to the volunteer applicant.





**Background check results** take four to six weeks. When the process is complete, you will receive an email. Please keep a copy for your records. Background checks are required every four years. If you aren't sure if yours is valid, we can assist! Please call **Veronica Murrell** in HR at (859) 422-0624.

If your background check is not approved, you can appeal to Human Resources.





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# Part 2

## Volunteer Opportunities



# Volunteer Opportunities

Our collaborative options fall into four key areas:

**Instruction**



**Staff Support**



**Organizations**



**Special Events**



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# Instructional Opportunities

These volunteers provide direct academic support to students and instructional enrichments on a regular basis under the direct supervision of our teachers or school leaders.

## Examples:

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



# Staff Support Opportunities

Classroom volunteers help during non-instructional time, too, completing tasks for teachers and providing support for administrative and clerical staff throughout the school.



## Examples:

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



# Special Events Opportunities

FCPS also needs volunteers to help with classroom and schoolwide programs and events 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

Parent, industry, and community organizations work with schools to develop partnerships that are mutually beneficial and enrich the learning experiences for our students, their families, and teachers. Each organization's involvement is individually planned by the school and the potential partner, allowing for unlimited possibilities.

## Examples:

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





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# Part 3

Protocols, Policies & Procedures





# 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 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!**



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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, consider business casual or the school's dress code.

Please be on time for scheduled volunteer duties. Respect instructional time by focusing on scheduled activities, avoiding impromptu teacher conferences and minimizing interruptions. If you are unable to volunteer on your scheduled day and time, notify the school office or the teacher as soon as possible.

Unless your supervising teacher permits, do not bring preschoolers or siblings to your child's school when you volunteer.



# Emergency Procedures

Please familiarize yourself with the Universal Emergency Procedures listed below, then review the site-specific instructions posted at your volunteer location. District policies, procedures, and forms may be found at [www.fcps.net/policies](http://www.fcps.net/policies)



1. Parent/Family Engagement 10.31
2. Volunteer 03.6
3. Volunteer Procedures 03.6 AP.1
4. KRS 161.148
5. Student Records 09.14
6. Family Education Rights and Privacy Act Definitions 09.14 AP.1
7. Bullying 09.422
8. Emergency Quick Reference Guide
9. Volunteer Participation & Confidentiality Agreement
10. Visitors to the Schools 10.5
11. Visitors to the Schools 10.5 AP.1



# 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 avoid violations?**

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 our Confidentiality and Nondiscrimination Handbook. It is posted under Employee Resources at [www.fcps.net/hr](http://www.fcps.net/hr).



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# Confidentiality, Cont'd

## 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





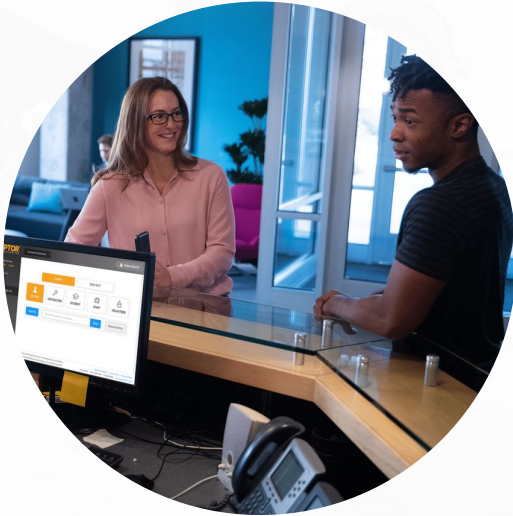
# Confidentiality, Cont'd

## 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 School



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

- Safety and security of students, staff, and volunteers is crucial, and officials need to know who is in the 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.



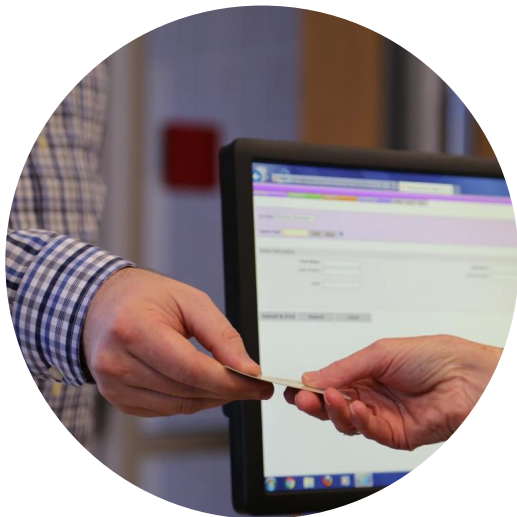
# Signing In/Out at School

When signing in, you are agreeing to abide by our confidentiality policy.

When you arrive at a school or district building:

- Press the buzzer/doorbell near the front door and provide all information prompted by front desk personnel.
- Proceed into the front desk/office with a valid form of identification to have your identify verified and to a receive a visitors badge.
- You will be connected to the staff you are supporting for the day.

**At the end of your visit, please return to the front office, sign out, and return or dispose of your volunteer badge.**



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



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THANK YOU!

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