



CONNER HIGH SCHOOL

3310 Cougar Path

Hebron, KY 41048

PH 859.334.4400 FX 859.334.4406

ANDREW WYCKOFF, Principal

SHONDA DUNN, Assistant Principal

MICHAEL WEEDMAN, Vice Principal

LAUREN BROERING, Counselor

KATIE SAUNDERS, Counselor

JASON SHEARER, Assistant Principal

JEN WOLF, Vice Principal

JOEL FORD, Counselor

JAMES HICKS, Athletic Director

Thank you for expressing interest in volunteering at Conner High School.

Please review this entire packet (front and back, hard copy only) and return the following to me:

1. This cover letter (name printed, signature, dated)
2. Volunteer application
3. Youth leader request (background check)
4. Code of Ethics/Confidentiality signature sheet
5. \$10 donation (cash/money order made out to CHS) for the background check

There is insurance available to volunteers that would cover some situations that may arise while volunteering and you will find that paperwork in this packet. The cost and completion of those documents are the responsibility of the volunteer.

Thank you for your hard work and support of the students and staff at Conner High School.

Melanie Wood, Volunteer Coordinator

I have taken receipt of the paperwork that will be distributed during the current school year for volunteer training and have reviewed the material.

(please print then sign your name and date the signature)

INTEGRITY *We work best as one!*

PRIDE *We develop wisdom!*

HONOR *We are not afraid and we do not give up!*



VOLUNTEER GUIDELINES

The ultimate objective of the APPLE CORPS School Volunteer Program is to bring more adults into the schools to participate in the everyday educational experiences of students. Effective and responsible people are essential to the success of this program. It is, therefore, expedient that we consider the qualifications of these people in advance and establish procedures to follow.

Volunteers:

- ❖ *Understand that the principal is responsible for the safety and well-being of students and that participation of volunteers in the school program is under his/her supervision and approval*
- ❖ *Must have a criminal background check on file within the district*
 - *Current employees of the district are considered approved volunteers*
 - *Written verification available upon request of Human Resources*
- ❖ *Have good health and assurance that they are free of communicable disease*
- ❖ *Must receive training and/or review training materials to participate in the volunteer program*
- ❖ *Respect the school policies and abide by established procedures and guidelines*
- ❖ *Always work under the direction of a teacher or other members of the school staff*
- ❖ *Assist the teacher in the classroom; a volunteer should not be the sole supervisory person in the classroom*
- ❖ *Understand that discipline is the teacher's responsibility, maintain order when assisting children, but refer disciplinary problems to the teacher*
- ❖ *Follow education's Code of Ethics by understanding that discussion of confidential matters and criticism of professional staff, pupils, and/or programs is inappropriate*
- ❖ *Know that evaluation of a child's learning must be done by the professional; it is not a volunteer's responsibility to judge student competence.*
- ❖ *Be dependable and punctual. Teachers and students count on their volunteers being on time and ready to go!*
- ❖ *Find ways to establish a high quality rapport with students by:*
 - *Being warm, friendly, and courteous at all times*
 - *Maintaining a sense of humor*
 - *Staying calm in emergencies*
 - *Displaying a positive attitude*
 - *Keeping their commitment to the program*

In summary, the ultimate decision rests with the principal, the instructional leader of the school.

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.

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.

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. The District shall arrange to pay any cost required for the records check, but may use donations from any source, including volunteers, for this purpose. Refer to Human Resources Standard Operation Procedures: Criminal Record Check on School Volunteers.

Pursuant to KRS 160.380, the Superintendent/designee also may require volunteers to submit to a national criminal history background check for safety reasons. With prior approval of the Superintendent/designee, the background checks will be conducted at District expense. Otherwise, except as stated previously, the volunteer must pay for the background checks.

The records of volunteers with criminal convictions must be reviewed by the Superintendent or his/her designee. If the conviction is of such a nature that would likely put the students or personnel of the school District at risk, the Superintendent/designee has the authority to refuse the individual the opportunity to work or volunteer in the District.

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.

SUPERVISION

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

REFERENCES:

¹KRS 161.148

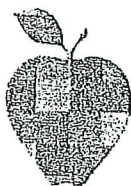
KRS 160.380; KRS 161.044

RELATED POLICIES:

03.5; 08.113; 08.1131

Adopted/Amended: 08/09/2012

Order #: VI-2A

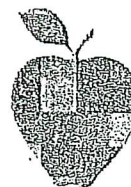


Boone County Schools

8330 US Highway 42

Florence, KY 41042

859-282-3314



APPLICATION FOR VOLUNTEER SERVICE

NAME: _____ ADDRESS: _____

TELEPHONE: _____ EMERGENCY NUMBER: _____

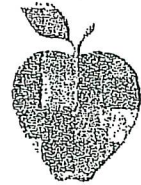
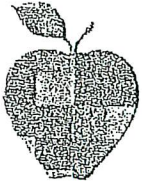
- I. *If you would like to volunteer your time and talents to the Boone County School children, please complete the following questionnaire/application. Please prioritize your selections by numbering your first preference "1," the second most desired service "2," etc.*

- _____ Kindergarten Assistant
- _____ Elementary Reading/Language Arts Assistant
- _____ Elementary Mathematics Assistant
- _____ Secondary Subject Area Assistant
- _____ Exceptional Student Education Assistant
- _____ General Classroom Assistant
- _____ Art/Music/Drama Assistant
- _____ Physical Education Assistant
- _____ Storyteller
- _____ Library/Media Center Assistant
- _____ Community Resource Volunteer (special skill, hobby, or occupation)
- _____ Vision Screening Assistant
- _____ Clerical Office Assistant
- _____ Other (please specify) _____
- _____ Special Events (please specify) _____

- II. *In addition, please describe the kind of assistance you have in mind, such as subject area and general duties:*

What age group do you prefer? _____

Do you like to work with individuals or with small groups?



Do you prefer working with people or do you prefer to work at tasks?

What questions do you have concerning the Volunteer Program?


Do you have a special skill, hobby or occupation that you wish to share? Community resource people can be valuable learning models.


On the following chart, please indicate when you would like to volunteer. Be specific about time, if possible. (Example: Mondays, 9:00 – 11:00 a.m.)


	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
<i>A. M.</i>	_____	_____	_____	_____	_____
<i>P. M.</i>	_____	_____	_____	_____	_____


Please send the completed application to: Becki Bagley

Schools/Community Relations Generalist

 859-282-3314

 859-282-3312

 becki.bagley@boone.kyschools.us

 8330 US Highway 42, Florence, KY 41042

HUMAN RESOURCES STANDARD OPERATION PROCEDURES

June 25, 2012

Process: Criminal Records Check on School Volunteers

Description: According to KRS 161.148, all school volunteers must have a criminal background check to insure safety of schools.

Responsibility: Schools, Human Resources, Volunteer

- Procedure:
- A. Principal/school designee requests potential volunteer to complete Youth Leader Request Form AOC-PT-55 (see attachment).
 - B. Potential volunteer completes form.
 - C. School designee collects Youth Leader Request Form from potential volunteer.
 - **If volunteering at more than one school**, at the discretion of the principals involved, school designees will agree who will send in form.
 - D. School designee processes and prepares form and sends all information to Administrative Office of the Courts via AOC website.
 - E. The District shall arrange to pay any cost required for the records check, but may use donations from any source, including volunteers, for this purpose.
 - F. Administrative Office of the Courts returns results to appropriate school.
 - G. An approved criminal records check qualifies the individual for volunteer service in accordance with School and District Guidelines.
 - School designee will forward **copy** of results on volunteers at more than one school on to other school(s) designee(s).
 - H. A positive criminal record check that falls outside the District's guidelines must be reviewed with Human Resources.

Volunteers without Social Security Number

- Name of volunteer
- Date of birth of volunteer
- Immigration number

Frequency of background checks

- Recommend every year but require minimum every three years with no break in service
 - At each transitional year, i.e. Elementary to Middle; Middle to High
 - Break in service for 1 year – must complete new background check
 - As deemed appropriate
- H. Other Considerations
- **If volunteer transfers from one school to another school within the district during the current school year**, at the discretion of the principal, originating school designee will forward **copy** of results on volunteers to other school upon request in a timely manner.

ADMINISTRATIVE OFFICE OF THE COURTS
RECORDS UNIT
1001 VANDALAY DRIVE
FRANKFORT, KENTUCKY 40601
502-573-1682 or 800-928-6381
records@kycourts.net



The process to obtain the information contained in CourtNet is as follows:

Individuals

Requesting a record on yourself requires a \$25.00 fee (check or money order). If you do not receive a response in 30 days contact us at the number listed above.

Nonprofit/Commercial/Others

Requesting a record on individuals requires a ^{10.00}\$25.00 fee (check or money order).

^{CHS}
Fees are paid to the order of the KENTUCKY STATE TREASURER by check or money order ONLY. FAILURE TO COMPLY WITH THESE PROCEDURES WILL RESULT IN THE REQUEST BEING RETURNED UNPROCESSED. If you suspect information contained on the record is incorrect, or have any questions, please contact the Records Unit at (502) 573-1682 or (800) 928-6381.

PLEASE PRINT OR TYPE THE INDIVIDUAL'S INFORMATION CLEARLY.

SOCIAL SECURITY NUMBER: _____ DLN: _____

NAME: _____

FIRST

MIDDLE

LAST

MAIDEN NAME(S) AND/OR ALIAS: _____

DATE OF BIRTH: _____

STREET ADDRESS/P.O. BOX: _____

CITY, STATE, ZIP CODE: _____

I understand the information supplied by me must be truthful and falsification with an intent to mislead may result in my prosecution under KRS 523.100. I have provided the basic information necessary to qualify for record processing and exemption of fees - if applicable.

* ALL INFORMATION BELOW IS REQUIRED.

Date
Conner High School
Company (If applicable)
Melanie Wood
Requestor/Contact Person
3310 Conner Path
Address
Hebron, Ky 41048
City, State, Zip
(859) 334-4400 option 5
Telephone Number
melanie.wood@hebron.ky.schools.us
E-mail Address

Please denote which purpose applies to this request:

- ☐ Employment
☐ Criminal Investigation
☐ Screening Housing Applicants
☒ Volunteer/Care over Juvenile
☐ Licensing
☐ Other (please explain) _____

student name: _____

grade: _____

Send to another school? _____

CODE OF ETHICS

In 1990, the General Assembly of the Commonwealth of Kentucky enacted landmark legislation for education reform throughout the State. As the Kentucky Education Reform Act is implemented across the state, the Education Professional Standards Board calls Kentucky's educators to reaffirm their commitment to the highest ethical standards. In recognizing the magnitude of our responsibility to learners and to society, we offer this Code of ethics which reflects and promotes the aspirations of our profession.

EDUCATION PROFESSIONAL STANDARDS BOARD

Cathy Gunn, Dean- EPSB Chair
Morehead State University

Bradley Bleiski, V.P. for Academic Affairs
Thomas More College

Allen Kennedy, School Board Member
Hancock County Public Schools

Brandy Beardsley, Teacher
Silver Creek Elementary School

Michael Ross, Teacher
Mason County High School

Ellen Blevins, Teacher
Barren County High School

Zenaida M. Smith, Teacher
Raceland-Worthington Independent

Barbara Boyd, Teacher
Milburn T. Maupin Inst. for
Creativity & Innovation

Tom Stull, Teacher
Dixie Heights High School

Sandy Curry, Teacher
Adair County High School

Anthony Strong, Superintendent
Pendleton County Schools

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South Marshall Middle School

Cassandra Webb, Teacher
Lawrence County Board of Education

Lorraine Williams, Principal
Millcreek Elementary School

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Council on Postsecondary Education

Terry Holliday, Commissioner -**Ex-Officio Members**
Department of Education

16 KAR 1:020. Professional code of ethics for Kentucky school certified personnel.

RELATES TO: KRS 161.028, 161.040, 161.120

STATUTORY AUTHORITY: KRS 161.028, 161.030

NECESSITY, FUNCTION, AND CONFORMITY: KRS 161.028 requires that the Education Professional Standards Board develop a professional code of ethics. This administrative regulation establishes the code of ethics for Kentucky school certified personnel and establishes that violation of the code of ethics may be grounds for revocation or suspension of Kentucky certification for professional school personnel by the Education Professional Standards Board.

Section 1. Certified personnel in the Commonwealth:

(1) Shall strive toward excellence, recognize the importance of the pursuit of truth, nurture democratic citizenship, and safeguard the freedom to learn and to teach;

(2) Shall believe in the worth and dignity of each human being and in educational opportunities for all;

(3) Shall strive to uphold the responsibilities of the education profession, including the following obligations to students, to parents, and to the education profession:

(a) To students:

1. Shall provide students with professional education services in a nondiscriminatory manner and in consonance with accepted best practice known to the educator;
2. Shall respect the constitutional rights of all students;
3. Shall take reasonable measures to protect the health, safety, and emotional well-being of students;
4. Shall not use professional relationships or authority with students for personal advantage;
5. Shall keep in confidence information about students which has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law;
6. Shall not knowingly make false or malicious statements about students or colleagues;
7. Shall refrain from subjecting students to embarrassment or disparagement; and

8. Shall not engage in any sexually related behavior with a student with or without consent, but shall maintain a professional approach with students. Sexually related behavior shall include such behaviors as sexual jokes; sexual remarks; sexual kidding or teasing; sexual innuendo; pressure for dates or sexual favors; inappropriate physical touching, kissing, or grabbing; rape; threats of physical harm; and sexual assault.

(b) To parents:

1. Shall make reasonable effort to communicate to parents information which should be revealed in the interest of the student;
2. Shall endeavor to understand community cultures and diverse home environments of students;
3. Shall not knowingly distort or misrepresent facts concerning educational issues;
4. Shall distinguish between personal views and the views of the employing educational agency;
5. Shall not interfere in the exercise of political and citizenship rights and responsibilities of others;
6. Shall not use institutional privileges for private gain, for the promotion of political candidates, or partisan political activities; and
7. Shall not accept gratuities, gifts, or favors that might impair or appear to impair professional judgment, and shall not offer any of these to obtain special advantage.

(c) To the education profession:

1. Shall exemplify behaviors which maintain the dignity and integrity of the profession;
2. Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities;
3. Shall keep in confidence information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law;
4. Shall not use coercive means or give special treatment in order to influence professional decisions;
5. Shall apply for, accept, offer, or assign a position or responsibility only on the basis of professional preparation and legal qualifications; and
6. Shall not knowingly falsify or misrepresent records of facts relating to the educator's own qualifications or those of other professionals.

Section 2. Violation of this administrative regulation may result in cause to initiate proceedings for revocation or suspension of Kentucky certification as provided in KRS 161.120 and 704 KAR 20:585. (21 Ky.R. 2344; eff. 5-4-95; recodified from 704 KAR 20:680, 7-2-2002.)

Confidentiality/Ethics

Secrets...

- Did you hear what I heard?
- People love to know a secret (power)
- "I know something you don't know"
- And sometimes, people love to tell secrets (Murdoch scandal)

As employees of Boone County Schools we deal with secrets every day or, as we prefer to call it:
confidential information

Confidential - definitions:

- carried out or revealed **in the expectation...**(that it) will be kept private
- (one is) **entrusted** with somebody's personal or private matters

Ethics – definitions:

- *Code of Ethics*
 - a system of moral principles **governing the appropriate conduct** for a person or group

As an employee of Boone County Schools you have a duty to maintain strict confidentiality in all matters pertaining to students and fellow employees

From "Code of Ethics" 704 KAR 20:680:

To Students:

- Shall keep in confidence information about students, which has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

To Educational Profession:

- Shall keep in confidence information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law.

Where can our ethical obligation to maintain confidentiality be breached?

- Break room? (chit-chat)
- Restaurant? (chit chat)
- Facebook & other social media? (Written chit chat - now there is a record)
- Spouse/Significant Other? (pillow talk)

If the ethical obligation to maintain confidentiality is not enough, consider this:

- Whenever you share confidential information with someone for any reason other than to serve professional purposes or to comply with the law, *you are exposing that person to possible litigation*

Some Thoughts About E-mail and the Internet:

- Write email so that when it makes to the headlines you won't be embarrassed
- Email is subject to Open Records Requests
- An innocent joke WILL offend someone. Don't send or forward. Just delete.
- Taxpayers own the computer you use at work, protect it
- It is for business, not personal recreation

Close:

- You and I are trusted
- Don't break that trust
- Always take the high road.

CONFIDENTIALITY TRAINING

For Classified Staff, Parent Volunteers, Student Volunteers,
Student Teachers, Student Observers, etc.

- Federal and State laws strictly forbid unauthorized discussion about children and their families by all school employees and volunteers. (*This does not include the sharing of information about a child or their family that is necessary for you to do your job.*)
- At times you may see and hear things about children and their families that must be kept private.
- You may be tempted to discuss these things with other employees, your family, neighbors, relatives or friends. *But you must keep this information to yourself.*
- Sharing unauthorized information about children and their families with others can hurt the child.
- Sharing unauthorized information about children and their families with others can hurt the school.
- Use appropriate channels of communication for comments and concerns. If you are worried about something you saw or heard at school, please speak with the teacher, the principal or your supervisor. Do not discuss your concerns with others.
- Be a caring, supportive and professional member of our school team by respecting the rights and privacy of our children and staff members.
- Help keep our school safe by reporting student misbehavior that is a danger to that student or others.

N/A

Quick Quiz:

OK!



Not OK!



		I overhear that a student's father was arrested last night and I tell my co-workers.
		I work in the cafeteria and a boy has not paid for his lunch. I tell his teacher.
		I overhear two teachers talking about a parent who will not come to teacher conferences. I tell my friend who knows the parent.
		I see a student pass a knife to another student so I tell the principal right away.
		I am cleaning a classroom and see student progress reports on the teacher's desk. I look at the reports so I can tell by sister how her son is doing in school.
		I see a parent hit a child at the bus stop. I tell the principal the next day.
		I see a child writing on the bus (or bathroom) walls so I report it to the teacher.
		I overhear a teacher tell another teacher that a student is misbehaving today. I know the student's mother and tell her about it after work.
		I want to know how my sister's daughter is doing in school so I ask the teacher.

CONFIDENTIALITY ANSWER KEY

For Classified Staff, Parent Volunteers, Student Volunteers,
Student Teachers, Student Observers, etc.

Quick Quiz:

OK!



Not OK!



☺	☹	I overhear that a student's father was arrested last night and I tell my co-workers. Confidential family information heard in school is not your responsibility or your business. You should not share this information with anyone!
☺	☹	I work in the cafeteria and a boy has not paid for his lunch. I tell his teacher. This is one of responsibilities of cafeteria worker and it is OK to share information with the child's teacher, your supervisor or others responsible for the school lunch program. You should not share this with anyone else!
☺	☹	I overhear two teachers talking about a parent who will not come to teacher conferences. I tell my friend who knows the parent. This is personal information about a child's family and does not relate to your job responsibility. You should not share this with anyone!
☺	☹	I see a student pass a knife to another student so I tell the principal right away. This is an issue of <u>school safety</u> and must be reported to the appropriate person, the principal, assistant principal or director of pupil personnel if neither of the above were available. You should not share this with anyone else!
☺	☹	I am cleaning a classroom and see student progress reports on the teacher's desk. I look at the reports so I can tell by sister how her son is doing in school. Materials left on anyone's desk are personal and confidential. It is not one of your job responsibilities to be involved in or share information about a student's progress in school.
☺	☹	I see a parent hit a child at the bus stop. I tell the principal the next day. According to state law we all have the responsibility to report child neglect or abuse. The principal, guidance counselor or family/youth service coordinators are the appropriate persons to discuss this with. You should not share your concerns with anyone else!
☺	☹	I see a child writing on the bus (or bathroom) walls so I report it to the teacher. The care and upkeep of the school building is the responsibility of each of us and vandalism is a violation of the student code of conduct that must be reported to the child's teacher or to the principal. You should not share this with anyone else!
☺	☹	I overhear a teacher tell another teacher that a student is misbehaving today. I know the student's mother and tell her about it after work. A student's behavior in school is the responsibility of the teaching and administrative staff. It is not your responsibility and any information you hear about a student in school is confidential and should not be shared with anyone!
☺	☹	I want to know how my sister's daughter is doing in school so I ask the teacher. Teachers are not permitted to share information about a student with anyone other than the parent, or teaching and administrative staff. Do not expect them to talk to you about anyone other than your own children.

CONFIDENTIALITY ACROSTIC

C onsider the circumstances

O vercome the desire to gossip

N ever snoop or pry

F aithful. Be true and trustworthy in your obligations

I gnorance is no excuse. Always remember the golden rule.

D amage can be done when a confidence is broken.

E ducate yourself on the importance of confidentiality.

N urture the children, respect their privacy.

T act is having the ability to avoid offending someone.

I nhibit the desire to tell what you shouldn't.

A bility to keep secrets is a good thing.

L ove respects the feeling of others.

I njustice is done when you violate another person's rights.

T hink about the negative impact of gossiping.

Y our ability to keep confidences will lead others to follow
your example.

When Talking isn't Gossiping...

When you're creating, enhancing, or maintaining your school's academic and athletic reputation in your community.

When you support and enhance educators as honest, expert, and caring professionals.

When you help to promote parental and community involvement.

When you speak highly of the teachers' effectiveness in the classrooms.

When you attend school committee meetings to give input into decision making.

When you write your local, state, and federal officials to support educational issues.

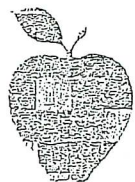
When you submit articles and pictures to newspapers to share positive events and activities in the schools.

When you help others to understand the importance of the short term and long term goals of the schools and its programs.

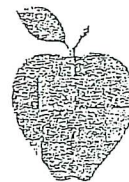
When you suggest new activities and general enthusiasm for positive changes.

When you share your pride of the school's achievements.

Without gossiping,
you can spread the GOOD news
about your school



**Boone County
Apple Corp
School Volunteer
Program**



Code of Ethics/Confidentiality

I have carefully read the Boone County Apple corps School Volunteer materials, including the Code of Ethics.

I have carefully read the Kentucky Coalition of School Volunteers training materials, including the Confidentiality section.

I agree with the guidelines and understand the responsibilities associated with being a school volunteer.

Print Name _____

Signature _____

Date _____

*Please return the signed and dated sheet to
your school Volunteer Coordinator.*

Volunteer Insurance Update

Although the Kentucky Volunteer Insurance Program (KVVIP) is no longer available, you are now able to purchase a policy directly from the same insurance company, CIMA. Click on the links below to complete the online application for the type of insurance policy needed.

- [Work Release Program](#)
- [CRASVP \(Court Referred Alternative Sentencing Program\)](#)
- [Traditional VIS Volunteers](#)

For more information, call **CIMA at (800) 222-8920**.

For information only about the inactive KVVIP program, contact [Linda Harney](#) by email or by phone at (502) 564-7420, ext. 3846.