

2023-2024

Volunteer Handbook



Where Kids Win!

Woodford County Schools

330 Pisgah Pike

Versailles, KY 40383

(859) 879-4600

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¹ Volunteer handbooks from the following schools and districts served as reference material for this handbook: Baraboo School District, Baraboo, WI; Beaverton School District, Beaverton, OR; Bracken County Middle School, Brooksville, KY; Lakeridge Elementary School, Mercer Island, WA; Montgomery County Public Schools, Mount Sterling, KY; and Woodford County Middle School, Versailles, KY.

Superintendent's Message

As superintendent of Woodford County Public Schools I would like to thank you for your eagerness to support and lend a helping hand to our students and staff. Throughout Covid we had to eliminate the opportunities to have volunteers in our schools, and it really proved the point of just how important you are to our district! My belief is our schools are only as strong as the support provided by our Woodford County families! These relationships serve to strengthen the collaboration efforts between the educational community and its stakeholders.

We have updated our handbook in an effort to provide a resource for you as you begin your volunteer journey in our district. It provides a great deal of information and hopefully will be able to answer any questions you might have about volunteering at one of our schools.

We are extremely excited to welcome you back into our schools as you work diligently to serve our students! With your provided support, we will continue to remove barriers for our students and maintain the high expectations of the Woodford County Public Schools!

Thank you again!

Danny Adkins, Jr.
Woodford County Superintendent

Mission Statement

The Woodford County Public Schools, in partnership with families and the community, will **provide** challenging learning opportunities for all students, **promote** student growth and achievement, and **prepare** students to strive for excellence.

Core Values

The Woodford County Public Schools believes these core values are an essential foundation to achieving the mission of the district.

Partnership – The Woodford County Public Schools will foster respectful, honest, and caring relationships among students, families, staff, and the community. We will establish a collaborative effort by all to achieve our common mission.

Respect – The Woodford County Public Schools will show consideration for all. We will seek to understand and accept our students’ diverse needs while maintaining high expectations.

Integrity – The Woodford County Public Schools is committed to making decisions based on what is best for students. We will have the courage to do what is right.

Determination – The Woodford County Public Schools will serve our students with an intentional purpose and tireless focus on student achievement. We are committed to preparing our students for productive citizenship.

Excellence – The Woodford County Public Schools is dedicated to achieving the highest standard in all that we do. Each employee will provide exemplary service to support student achievement.

Volunteers Matter

Research shows² 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

Parent and community volunteers matter in the lives of students.

Volunteer Opportunities

Volunteer opportunities vary by school and student age group, but they generally fall into these categories: Instructional, Staff Support, Special Event, and Organization.

Instructional

Instructional volunteers provide direct services to students on a regular basis under the direct supervision of professional educators, administrators, and staff. Services can include, but are not limited to the following:

- Tutoring one-on-one or in small group settings in any subject: reading, math, science, art, languages, physical education, music, special education, handwriting, etc.
- Coaching
- Mentoring
- Reading to students

Staff Support

Staff support volunteers free teachers from non-teaching tasks; and support administrators and clerical staff in the day-to-day operation of the school. Service opportunities can include, but are not limited to the following:

² 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)

- Making copies
- Cutting out shapes
- Decorating bulletin boards, doors, classrooms, hallways, the lunchroom, the library, or the office
- Performing clerical duties
- Filing
- Shelving or checking out books
- Stuffing folders
- Distributing materials
- Sharpening pencils
- Organizing supplies and materials
- Monitoring halls
- Landscaping

Special Events

Special event volunteers provide curriculum enrichment; and facilitate classroom and schoolwide special event programming throughout the year. Opportunities may include the following:

- Planning parties
- Chaperoning field trips
- Overseeing games and/or activities at carnivals, field days, plays, dinners, book fairs, open houses, awards ceremonies, and fundraisers
- Demonstrating crafts
- Sharing hobbies or collections
- Discussing careers
- Providing food, decorations, or materials
- Playing an instrument
- Helping with newsletters, yearbooks, or publicity
- Writing grants
- Soliciting funds and support from the community

Organization

Independent parent and community organizations work on behalf of the schools to enrich the lives of students and their families. Though each volunteer organization generally has a specific purpose, some of the activities typical of these groups are special project planning, fundraising, and community outreach. Some of these organizations include the following:

- PTO/PTA
- Band Boosters
- Sports Boosters
- 4-H
- Woodford Educational Endowment Foundation (WEEF)
- Woodford Association for Gifted Education (WAGE)

Volunteer Procedures

Background Check

A state criminal records check shall be conducted 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. It could take up to six weeks to obtain the results of a criminal background check. The official volunteer background check paid by our district and required through the Administrative Office of the Courts (AOC). A CAN check may also be required to volunteer. Before an individual can volunteer in the schools, the background checks must be returned to the school district and approved.

Training

Prior to volunteering check with the school office to see if they have any additional volunteer information, forms, or face to face training/orientation. Individual schools may require additional procedures to meet their specific needs.

Volunteer Interest Page

Individuals should submit a completed Volunteer Interest Page **every** school year. Forms are available in the school offices, at the district office, and at training sessions.

Sign In/Sign Out

All volunteers must sign in and sign out each time they volunteer. There are many good reasons for signing in and signing out:

- For the 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.

Name Tags

All volunteers are required to wear a name tag or sticker while on site. Name tags or stickers are available in the school offices.

Participation/Confidentiality Statement

All volunteers must sign the Volunteer Participation/Confidentiality Statement and return it to the school office.

Volunteer Confidentiality

We have a legal obligation to protect the privacy of students and staff.

What is confidentiality?

Confidentiality means **all** school volunteers protecting **all** school records and personally identifiable information about a student.

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 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

Why must this type of information be kept confidential?

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.

What can happen to school volunteers if they share confidential student information?

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.

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 the Woodford County Public Schools' policies and procedures for confidentiality. Copies of the Woodford County Public Schools' policies and procedures may be obtained at the district office.

Please contact the Director of Special Education at (859) 879-4600 if you have any questions.

Confidentiality Do's and Don'ts

- If you overhear a conversation or witness an incident of any kind between students, staff, or administrators; do not repeat it to others. If possible, leave the area. Do not allow yourself to be put in a controversial situation.
- Volunteers should not read or browse through folders, papers, notebooks, backpacks, or bags of any kind left in the office, in any classroom, on any desk, or in any filing cabinet.

- Sometimes students discard confidential information: report cards, detention slips, misconduct reports, etc. If you find any of these documents on school grounds, report it to the school counselor or principal. Do not take care of the matter yourself!
- Respect the privacy of the students and their families, the school staff and administrators, and other volunteers. In doing so, you'll protect yourself from any unnecessary liability.

Volunteer Information

Authority

Principals have the final authority over what happens in their schools, including the actions of volunteers. Please be respectful of school policies and procedures. If you have any questions, please contact the school office.

Etiquette

Respect instructional time. Please refrain from the following activities:

- Chattering in the hallways and classrooms
- Answering or making phone calls in the hallways and classrooms
- Wandering in the hallways
- Peeking into doorways
- Interrupting teachers

Dependability

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 as soon as possible.

Appearance

Volunteers should dress appropriately for the conditions and performance of their duties. Please **avoid** the following:

- Clothing with offensive logos, language, or innuendo
- See-through, ripped, frayed, or overly casual clothing (Ex. ripped jeans, pajama pants, leggings, house shoes)
- Clothing that exposes your midriff, back, cleavage, or undergarments

Shorts, skirts, and dresses should be knee length. When in doubt, please use the school's dress code as your guide.

Discipline

Volunteers should intervene only if the safety of a student is in question, however volunteers should **not** discipline students. Discipline is the responsibility of the professional staff. Report—Don't Enforce!

Parking

Please park in designated parking spots. Do not park in bus loading and unloading zones or in parent drop off and pick up zones.

School Equipment

Before you use a piece of office equipment for the first time, please ask the office personnel for training. If the equipment breaks down, report the problem to the office staff immediately.

Internet Usage

Volunteers, who use school computers in the performance of their duties, are required to sign a WCPSNet User Contract. The WCPSNet User Contract is kept on file by the school technology coordinator or the district technology integration coordinator. Any violation of the terms of the contract may result in the loss of privileges, disciplinary action, and/or appropriate legal action. For more information, please contact the district technology integration coordinator.

Prohibition on Recording

Photography, audio recording, and video recording are prohibited during the school day except with prior permission from the school administration. The prohibition also includes after-school social events for students and after-school activities sponsored by school clubs that are not open to the public. Photography, audio recording, and video recording are permitted at school events considered to be in the public arena such as academic competitions, sporting events, awards programs, concerts, plays, and graduation ceremonies. When in doubt, please contact the school office.

Valuables

Please do not bring valuables to school. Ask your supervising teacher or the office staff where you should store your coat, umbrella, purse, or other personal items.

Weapons

Except for authorized law enforcement officials, the Woodford County School Board specifically prohibits the carrying of concealed weapons on school property. This policy applies to students, staff members, volunteers, and visitors to the school. Violations by volunteers and visitors will be reported to a law enforcement agency.

Smoking/Tobacco Use

The use of any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 is prohibited inside Woodford County School Board-owned buildings or vehicles, on school-owned property, and during school-related student trips. The ban is in effect twenty-four hours a day, seven days a week.

Drugs/Alcohol

Woodford County schools are drug-free/alcohol-free schools. Violations of the drug-free/alcohol-free policies may result in the notification of law enforcement officials.

Tax Deductions

If you itemize, some of your out-of-pocket expenses connected with volunteering may be tax deductible. Please consult your tax advisor for more information.

Weather Policy

Unless contacted otherwise, all volunteer activities are cancelled when schools are closed for inclement weather. School closings are announced on the district website and on area radio and TV stations.

Preschoolers/Siblings

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.

Duty to Report

Per KRS 620.030, any person has the duty to report dependency, neglect, or abuse:

(1) Any person who knows or has reasonable cause to believe that a child is dependent, neglected, or abused shall immediately cause an oral or written report to be made to a local law enforcement agency or to the Department of Kentucky State Police, the cabinet or its designated representative, the Commonwealth's attorney, or the county attorney by telephone or otherwise.

(2) (a) Any person who knows or has reasonable cause to believe that a child is dependent, neglected, or abused, regardless of whether the person believed to have caused the dependency, neglect, or abuse is a parent, guardian, fictive kin, person in a position of authority, person in a position of special trust, person exercising custodial control or supervision, or another person, or who has attended such child as a part of his or her professional duties, shall: 1. Immediately make an oral report in accordance with subsection (1) of this section; 2. Immediately notify the supervisor of the institution, school, facility, agency, or designated agent of the person in charge.

Universal Emergency Procedures³

<p>A. <u>Evacuation</u> (For use when conditions outside are safer than inside)</p> <p>When announcement is made or alarm sounded:</p> <ul style="list-style-type: none"> ● Take the closest and safest way out as posted (use secondary route if primary route is blocked or hazardous). ● Take roll book 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 according to Student Accounting and Release procedures. ● Wait for further instructions. 	<p>B. <u>Reverse Evacuation</u> (For use when conditions inside are safer than outside)</p> <p>When the announcement is made:</p> <ul style="list-style-type: none"> ● Move students and staff inside as quickly as possible. ● Assist those needing special assistance. ● Report to classroom. ● Check for injuries. ● Take attendance; report according to Student Accounting and Release procedures. ● Wait for further instructions.
<p>C. <u>Severe Weather Safe Area</u> (For use in severe weather emergencies)</p> <p>When announcement is made or alarm sounded:</p> <ul style="list-style-type: none"> ● 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 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. 	<p>D. <u>Shelter in Place</u> (For use in external gas or chemical release)</p> <p>When the announcement is made:</p> <ul style="list-style-type: none"> ● Students are to be cleared from the halls immediately and to report to nearest available classroom or other designated location. ● Assist those needing special assistance. ● Close and tape all windows and doors and seal the gap between bottom of the door and the floor (external gas/chemical release). ● Take attendance; report according to Student Accounting and Release procedures. ● Do not allow anyone to leave the classroom. ● Stay away from all doors and windows. ● Wait for further instructions.
<p>E. <u>Lockdown</u> (For use to protect building occupants from potential dangers in the building)</p> <p>When the announcement is made:</p> <ul style="list-style-type: none"> ● 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. ● Cover all room and door windows. ● Stay away from all doors and windows and move students to interior walls and drop. ● Shut off lights. ● BE QUIET! ● Wait for further instructions. 	<p>F. <u>Drop, Cover and Hold</u> (For use in earthquake or other imminent danger to building or immediate surroundings)</p> <p>When the command “Drop” is made:</p> <ul style="list-style-type: none"> ● 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.

³ Kentucky Community Crisis Response Board (KCCRB). (2001). *School-Centered Emergency Management and Recovery*.

Volunteer Checklist

To get off to a good start, please do the following:

- Check with the school to see if they have training requirements.
- Complete a Volunteer Interest Page at the back of this booklet, or a form preferred by the school.
- Read the Volunteer Handbook.
- **Read and sign the Volunteer Participation/Confidentiality Statement (required)**
- **Take your valid driver's license and social security card to any Woodford County school office to initiate the required background checks.**
- Learn the procedure for signing in and signing out.
- Get to know the school grounds.
- Learn the emergency procedures for the school.
- Learn how to use the office machines.
- Discuss the following with your supervising teacher or staff member:

Volunteer schedule

Classroom and/or school policies, procedures, and rules

Duties

Contact information

Expectations

Storage of personal items

Contact Information

Board of Education Members

Ms. Angela McKale, Chair
Ms. Amanda Glass, Vice Chair
Mr. Adam Brickler
Ms. Sherri Springate
Ms. Sarah McCoun

Central Office

330 Pisgah Pike, Versailles, KY 40303
859-879-4600

Mr. Danny Adkins, Jr., Superintendent
Mr. Ryan Asher, Chief Academic Officer CAO
Ms. Susan Tracy, Director of Student Achievement
Ms. Tracey Francis, Director of Special Education
Dr. Josh Rayburn, Director of Technology, Chief Information Officer CIO
Mr. Shane Smith, Chief Financial Officer CFO & Chief Operating Officer COO
Mr. Dennis Johnson, District Athletic Director

Woodford County High School

180 Frankfort Street, Versailles, KY 40383
859-879-4630

Mr. Tyler Reed, Principal
Mr. Clay Mattingly, Assistant Principal
Mr. Chris O'Bryan, Assistant Principal
Ms. Amanda Best, Assistant Principal & BAC
Ms. Yvonne Jointer, Secretary
Ms. Jessica Greathouse, Secretary

Woodford County Middle School

100 School House Road, Versailles, KY 40383
859-879-4650

Ms. Rebecca Preston, Principal
Ms. Katherine Waford, Assistant Principal
Mr. Ryan Wilkins, Assistant Principal
Kyle Norton, Administrative Dean
Ms. Kristina Brookshire, Administrative Secretary
Ms. Sara Martin, Bookkeeper

Safe Harbor Academy

134 Macey Avenue, Versailles, KY 40383
859-879-4694

Mr. Logan Culbertson, Principal

Huntertown Elementary School

120 Woodburn Hall Drive, Versailles, KY 40383
859-879-4680

Ms. Elaine Kaiser, Principal
Ms. Amanda Nugent, Administrative Dean
Ms. Moni Smith, Secretary

Northside Elementary School

500 Northside Drive, Midway, KY 40347
859-879-4690

Mr. Scott Hundley, Principal
Ms. Robin Taylor, Administrative Dean
Ms. Teter Montgomery, Secretary

Simmons Elementary School

830 Tyrone Pike, Versailles, KY 40383
859-879-4670

Mr. Joe Albert, Principal
Mr. Ryan Wilson, Administrative Dean
Ms. Dana McGowan, Secretary/Bookkeeper
Mr. Steve Sutton, WCPS Chief of Police/Safety Coordinator, Simmons SRO

Southside Elementary School

1300 Troy Pike, Versailles, KY 40383
859-879-4660

Mr. Jeremy Reynolds, Principal
Ms. Mackenzie Durr, Administrative Dean
Ms. Shannon Brehm, Secretary

Early Childhood Program

830 Tyrone Pike, Versailles, KY 40383
859-879-4699

Ms. Kim Johnson, Preschool Director
Ms. Clarita Murphy, Secretary/Bookkeeper

Community Education Program

120 Woodburn Hall Dr, Versailles, KY 40383
859-879-4628

Ms. Kim Johnson, Community Ed Director
(office at Simmons Elementary)
Ms. Ashley Sullivan, Community Education Program Manager

2023-2024 Volunteer Interest Page

Parent/Volunteer Name: _____

Mailing Address: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Student Name(s), Grade(s), and Homeroom Teacher(s): _____

Student School(s): _____

My work experience, special talents, interests, and hobbies: _____

Volunteer Opportunities

Please check all areas of interest and return this form to the school office.

**Thank you for supporting
Woodford County schools!**

Instructional

Work directly with students:

Tutoring in the classroom
Subject(s): _____

Coaching
 Mentoring
 Reading to students

Days: M T W TH F

Times: _____

Staff Support

Assist staff in these areas:

Classroom
 Office
 Library
 Computer Lab
 Cafeteria
 Art
 Music
 PE
 Family Resource Center

Days: M T W TH F

Times: _____

Special Event

Help as needed:

Planning parties
 Chaperoning field trips
 Overseeing games and/or activities at carnivals, field days, plays, dinners, book fairs, open houses, awards ceremonies, and fundraisers
 Providing food, decorations, or materials
 Demonstrating crafts
 Sharing hobbies or collections
 Discussing careers
 Helping with newsletters, yearbooks, or publicity
 Playing an instrument
 Writing grants
 Soliciting funds and support from the community

Organization

Help the following organizations:

PTO/PTA
 Band Boosters
 Sports Boosters
 4-H
 WEEF
 WAGE

Comments:



Where Kids Win!

Volunteer Participation/Confidentiality Statement



Where Kids Win!

Please read and initial the following:

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

_____ I have **read** the section on **volunteer confidentiality** in the Volunteer Handbook and 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 or sticker every time.

_____ I agree to follow the Woodford County Public Schools' policies and procedures for volunteers as spelled out in the Volunteer Handbook.

Volunteer Name (Please Print)

School Name

Volunteer Signature

Date