

MENIFEE COUNTY SCHOOLS



2025-2026 Volunteer Handbook

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Future Policy Changes

Although every effort will be made to update the handbook on a timely basis, Menifee County Schools reserves the right, and has the sole discretion, to change any policies, procedures, benefits, and terms of employment without notice, consultation, or publication, except as may be required by contractual agreements and law. The District reserves the right, and has the sole discretion, to modify or change any portion of this handbook at any time.

Students, their families, volunteers and potential volunteers of the Menifee County School District are hereby notified that the MCSD does not discriminate on the basis of race, color, national or ethnic origin, age, religion, marital status, sex (including sexual orientation or gender identity), disability, or limitations related to pregnancy, childbirth, or related medical conditions, or genetic information in employment, vocational programs, or activities set forth in compliance with federal and state statutes and regulations.

MENIFEE COUNTY BOARD OF EDUCATION

We are Menifee: Where we ensure every student transitions on a pathway to a successful future in academia, military or career.

Joshua Kincaid, Superintendent
P.O. BOX 110
FRENCHBURG, KY 40322

Telephone: (606) 768-8002
Fax: (606) 768-8050
Email: joshua.spencer@menifee.kyschools.us

Dear Volunteer,

On behalf of the Menifee County School District, I extend a warm welcome to you as a valued member of our volunteer team. Your commitment to supporting our schools is deeply appreciated, and your dedication to improving our students' education is commendable.

As a volunteer, you play an integral role in enhancing the learning environment and enriching the educational experiences of our students. Your contributions help foster a sense of community and support the mission of our schools in preparing students for success in both academic and personal endeavors.

This is an updated Volunteer Handbook for Menifee County Schools, which serves as a guide outlining the policies, procedures, and expectations for volunteers within our school district. It is essential that you review this handbook thoroughly to ensure a clear understanding of your role and responsibilities as a volunteer.

Within the Volunteer Handbook, you will find information on:

1. Volunteer Expectations: This is a detailed overview of the conduct and behavior expected of all volunteers while on school grounds or representing the district.
2. Volunteer Opportunities: Descriptions of various volunteer roles and activities within our schools.
3. Volunteer Procedures: Guidelines for signing up for volunteer opportunities, scheduling, and reporting volunteer hours.
4. Code of Conduct: Our district's code of conduct for volunteers emphasizes professionalism, respect, and confidentiality.
5. Safety and Security: Protocols and procedures to ensure the safety of all students, staff, and volunteers.

Please take the time to familiarize yourself with the contents of this handbook. If you have any questions or require further clarification on any aspect, please do not hesitate to reach out to the Community Education Director, Academic Program Consultant, or the Office of the Superintendent.

Once again, thank you for your commitment to supporting our schools and investing your time and talents in the education of our students. Together, we can make a meaningful difference in the lives of those we serve.

Sincerely,

Joshua Kincaid, Superintendent
Menifee County Schools

Menifee County School District

Contact Information

DISTRICT

Joshua Kincaid, *Superintendent*

Tonya Means, *Assistant Superintendent*

Tamilyn Ingram-Thompson, *Director of Analytics and Academic Programs*

Rebecca Spencer, *Administrative Assistant to the Superintendent/Human Resources Director*

Gina Rose, *Office Manager*

Menifee County School District

404 Wynn Flat Road

Frenchburg, KY 40322

Phone: (606) 768-8002

April Smith, *Community Education and FRC Director*

Menifee Central K-7 School

359 Wynn Flat Road

Frenchburg, KY 40322

Phone: (606) 768-8402

MENIFEE CENTRAL K-7 SCHOOL

359 Wynn Flat Road

Frenchburg, KY 40322

Phone: (606) 768-8402

Contact: Kelli Abney, Principal

MENIFEE COUNTY HIGH SCHOOL 8-12

119 Indian Creek Road

Frenchburg, KY 40322

Phone: (606) 768-8102

Contact: Dr. Leisa Reed, Interim Principal

BOTTS EARLY LEARNING CENTER

6882 US HWY 460 East

Denniston, KY 40316

Phone: (606) 768-8052

Contact: Joshua Kincaid, *Superintendent*

Equal Opportunity Employer

As required by Title IX, the District does not discriminate on the basis of sex regarding admission to the District or in the educational programs or activities operated by the District. Inquiries regarding Title IX Sexual Harassment may be referred to the District Title IX Coordinator (TIXC), the Assistant Secretary for Civil Rights, or both.

Our school system is an Equal Opportunity Employer. The District does not discriminate on the basis of race, color, religion, sex (including sexual orientation or gender identity), genetic information, national or ethnic origin, political affiliation, age, disabling condition, or limitations related to pregnancy, childbirth, or related medical conditions.

Reasonable accommodation for individuals with disabilities or limitations related to pregnancy, childbirth, or related medical conditions will be provided as required by law.

If you have questions concerning District compliance with state and federal equal opportunity employment laws, contact Tim Spencer, Superintendent at the Central Office. **03.113/03.212**

Harassment/Discrimination/Title IX Sexual Harassment

The District intends that volunteers have a safe and orderly work environment in which to do their jobs. Therefore, the Board does not condone and will not tolerate harassment of or discrimination against volunteers, students, or visitors to the school or District, or any act prohibited by Board policy that disrupts the workplace or the educational process and/or keeps volunteers from doing their jobs.

Any employee who believes that they, or any other employee, student, or visitor to the school or District, is being or has been subjected to harassment or discrimination shall bring the matter to the attention of the Principal/immediate supervisor or the District's Title IX/Equity Coordinator as required by Board policy. The District will investigate any such concerns promptly and confidentially.

No employee will be subject to any form of reprisal or retaliation for having made a good-faith complaint under this policy. For complete information concerning the District's position prohibiting harassment/discrimination, assistance in reporting and responding to alleged incidents, and examples of prohibited behaviors, volunteers should refer to the District's policies and related procedures. **03.162/03.262**

The following have been designated to handle inquiries regarding nondiscrimination under Title IX and Section 504 of the Rehabilitation Act of 1973 and Title IX Sexual Harassment/Discrimination:

Title IX Coordinator (TIXC): Tonya Means

Office Address: 440 Wynn Flat Road, Frenchburg, KY 40322

Office Email: tonya.means@menifee.kyschools.us Office Phone: (606) 768-8002

504 Coordinator: Joshua Kincaid

Office Address: 440 Wynn Flat Road, Frenchburg, KY 40322

Office Email: joshua.kincaid@menifee.kyschools.us Office Phone: (606) 768-8002

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information 6 listed for the TIXC, or by any other means that results in the TIXC receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the TIXC. **09.428111**

Title IX Sexual Harassment Grievance Procedures are located on the District Website.

Volunteers wishing to initiate a complaint concerning discrimination in the delivery of benefits or services in the District's school nutrition program should go to the link below or mail a written complaint to the U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington D.C. 20250-9410, or email, program.intake@usda.gov. http://www.ascr.usda.gov/complaint_filing_cust.html

Goals of the Volunteer Program

The goal of Menifee County School District's Volunteer Program is to enable citizens from the community to assist administrators, teachers, and other school personnel in helping young people fully develop their skills and potential as individuals. Trained, supervised volunteers assist school personnel to:

- Help teachers and other professional staff provide effective reinforcement activities, enrich the curriculum, and perform other tasks; and
- Strengthen school-community relations by increasing opportunities for communication, learning about school programs, and sharing time and talents with the school.

Volunteer Opportunities

There are many opportunities for volunteering in the Menifee County School District. Listed below are just some of the possibilities (*please note these possibilities may vary at each school*):

Classroom Helper	Clerical or office worker (answering phones, copying, filing)
Family Resource Center Volunteer	Sports Volunteer (Little League coach, KHSAA-sanctioned sports coach, etc.)
Field Trip Chaperone	Committee Officers or Members (PTO, SBDM, etc.)
Special Events Volunteer (assist at school book fairs, festivals, special days, chaperone school dances)	Special Arts (storytelling, artist, musician, etc.)

Requirements for Participation

*These requirements **MUST** be submitted to Personnel and approved by the District prior to your volunteer assignment. **These requirements must be fulfilled each school year, regardless of past volunteer approval.***

1. APPLICATION

All volunteers must complete an application form. This form may be found at the back of this Handbook and must be returned to personnel.

2. CRIMINAL BACKGROUND 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. 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. 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. 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 Community Education Director and approved by the Superintendent/designee, and the volunteer has undergone the required records check. (Board Policy)

3. TRAINING

Volunteers are responsible for reviewing the Volunteer Handbook and abiding by the District Policies and Procedures as posted on the District website. Training will vary based on assignment, location, and duration.

Guidelines for Volunteers

Supervision

For the safety and protection of our students, all volunteers must conduct their work under the direct supervision of a Menifee County School District employee who is supervising those students.

Confidentiality

As you work with staff and students, information of a confidential matter may be shared with you. Students' problems, abilities, relationships, or confidences should never be discussed with anyone. 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 or 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 the student's teacher or school counselor should have this information. Discuss any matters privately with the appropriate staff. If the child shares with you any type of abuse, you are bound by law to share that information. First, you must contact the principal and/or guidance counselor and then, with their assistance, contact the proper authorities.

School Rules

Become familiar with the rules and policies of the school where you work. Ask your school volunteer coordinator or school principal to explain procedures for fire drills or any emergency.

Things to Avoid

The staff at the school is responsible for everything that goes on in your building. Volunteers supplement and support the system.

Volunteers do not:

- Provide curriculum or teaching plans
- Discipline students
- Have access to materials in students' permanent records
- Evaluate achievement
- Counsel students
- Interact with students unless there is a district or school employee present who is supervising those students.

Sign In and Out

Each volunteer must sign in and out to help ensure a safe school environment and for record-keeping purposes. School district volunteers supervising volunteers will keep an up-to-date log of the dates and times of volunteers and submit reports monthly to the Community Education Director. During school hours, please wear the nametag issued by the school whenever you are volunteering.

Schedule

Volunteers should honor their commitment to work as scheduled and should always notify the assigned District employee when unable to fulfill volunteer duties.

Volunteers should refrain from using their cell phones for personal use during volunteer activities.

Volunteers should not loiter and should only be in the school building or on school grounds if scheduled to volunteer and under the direct supervision of a district employee.

Dress Code

Volunteers should always dress appropriately for classroom or project activities. Remember, you are a role model for our students. School-specific dress codes will be reviewed at the school's volunteer orientation.

IMPORTANT BOARD POLICIES

Drug-Free/Alcohol-Free Schools

Volunteers must not manufacture, distribute, dispense, be under the influence of, purchase, possess, use, or attempt to obtain, sell or transfer any of the following in the workplace or in the performance of duties:

1. Alcoholic beverages;
2. Controlled substances, prohibited drugs and substances, and drug paraphernalia; and or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by federal regulation.
3. Substances that "look like" a controlled substance. In instances involving look-alike substances, there must be evidence of the employee's intent to pass off the item as a controlled substance.

In addition, volunteers shall not possess prescription drugs for the purpose of sale or distribution.

Volunteers who violate the terms of the District's drug-free/alcohol-free policy may be suspended, non-renewed or terminated. Violations may result in notification of appropriate legal officials.

Any employee convicted of any criminal drug statute involving illegal use of alcohol, illicit drugs, prescription drugs, or over-the-counter drugs shall, within five (5) working days after receiving notice of a conviction, provide notification of the conviction to the Superintendent. Teachers are subject to random or periodic drug testing following reprimand or discipline for misconduct involving illegal use of controlled substances. **03.13251/03.23251**

All volunteers subject to commercial driver's license (CDL) requirements shall be prohibited from:

1. The use of any drugs that may affect the employee's ability to safely drive a school bus or perform other job responsibilities.

2. The use of alcohol:

- a. While on duty
- b. Four (4) hours before driving;
- c. Eight (8) hours following an accident; or
- d. Consumption resulting in prohibited levels of alcohol in the system.

Drivers taking medication either by prescription or without prescription shall report to the immediate supervisor and shall not drive if that medication may affect the driver's ability to safely drive a school bus or perform other driver responsibilities. **06.221**

Tobacco, Alternative Nicotine Product, or Vapor Product

The use of all tobacco products and/or electronic cigarettes* by volunteers is prohibited twenty-four (24) hours a day, seven (7) days a week, in buildings, on school grounds, in district provided vehicles, or on field trips while in vehicles, or in the presence of students of the District.

The use of any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 is prohibited for all persons and at all times on or in all property, including any vehicle, that is owned, operated, leased, or contracted for use by the Board and while attending or participating in any school-related student trip or student activity and is in the presence of a student or students. School volunteers shall enforce the policy. A person in violation of this policy shall be subject to discipline or penalties as set forth by the Board. **03.1327/03.2327/06.221.**

Weapons

Except where expressly and specifically permitted by Kentucky Revised Statute, carrying, bringing, using or possessing any weapon or dangerous instrument, as defined in KRS 500.080 (3), in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. Except for School Resource Officers (SROs) as provided in KRS 158.4414, and authorized law enforcement officials, including peace officers and police as provided in KRS 527.070 and KRS 527.020, the Board prohibits carrying concealed weapons on school property. Staff members who violate this policy are subject to disciplinary action, including termination.

Volunteers who know or believe that this policy has been violated must promptly make a report to the local police department, sheriff, or Kentucky State Police. **05.48**

Confidentiality

In certain circumstances, volunteers will receive confidential information regarding students' or volunteers' medical, educational or court records. Volunteers are required to keep student and personnel information in the strictest confidence and are legally prohibited from passing confidential information along to any unauthorized individual. Volunteers with whom juvenile court information is shared as permitted by law shall be asked to sign a statement indicating they understand the information is to be held in strictest confidence.

Access to be Limited

Volunteers may only access student record information in which they have a legitimate educational interest. **03.111/03.211/09.14/09.213/09.43**

Both federal law and Board policy prohibit volunteers from making unauthorized disclosure, use or dissemination of personal information regarding minors over the Internet. **08.2323**

Bullying/Hazing

"Bullying" is defined as any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:

1. That occurs on school premises, on school-sponsored transportation, or at a school-sponsored event; or
2. That disrupts the education process. **09.422**

"Hazing" is defined as an action that endangers the mental or physical health of a minor or student for the purpose of recruitment, initiation into, affiliation with, or enhancing or maintaining membership or status within any organization*, including but not limited to actions which cause, coerce, or force a minor or a student to:

1. Violate federal or state criminal law;
2. Consume any food, liquid, alcoholic liquid, drug, tobacco product, or other controlled substance which subjects the minor or student to a risk of mental harm or physical injury;
3. Endure brutality of a physical nature, including whipping, beating or paddling, branding, or exposure to the elements;
4. Endure brutality of a mental nature, including personal servitude, sleep deprivation, or circumstances which would cause a reasonable person to suffer substantial mental distress;
5. Endure brutality of a sexual nature; or
6. Endure any other activity that creates a reasonable likelihood of mental harm or physical injury to the minor or student.

Political Activities

Volunteers shall not promote, organize, or engage in political activities while performing their duties or during the work day. Promoting or engaging in political activities shall include, but not be limited to, the following:

- Encouraging students to adopt or support a particular political position, party, or candidate; or

- Using school property or materials to advance the support of a particular political position, party, or candidate. **03.1324/03.2324**

In addition, KRS 161.164 prohibits volunteers from taking part in the management of any political campaign for school board.

Disrupting the Educational Process

Any employee who participates in or encourages activities that disrupt the educational process may be subject to disciplinary action, including termination.

Behavior that disrupts the educational process includes, but is not limited to:

- conduct that threatens the health, safety or welfare of others;
- conduct that may damage public or private property (including the property of students or staff);
- illegal activity;
- conduct that interferes with a student's access to educational opportunities or programs, including ability to attend, participate in, and benefit from instructional and extracurricular activities; or
- conduct that disrupts delivery of instructional services or interferes with the orderly administration of the school and school-related activities or District operations. **03.1325/03.2325**

Controversial Issues

Teachers who suspect that materials or a given issue may be inappropriate or controversial shall confer with the Principal prior to the classroom use of the materials or discussion of the issue. **08.1353**

Use of School Property

Volunteers are responsible for school equipment, supplies, books, furniture, and apparatus under their care and use. Volunteers shall immediately report to their immediate supervisor any property that is damaged, lost, stolen, or vandalized.

No employee shall perform personal services for themselves or for others for pay or profit during work time and/or using District property or facilities.

Volunteers may not use any District facility, vehicle, electronic communication system, equipment, or materials to perform outside work. These items (including security codes and electronic records such as e-mail) are District property.

District-owned telecommunication devices shall be used primarily for authorized District business purposes. However, occasional personal use of such equipment is permitted.

Volunteers may not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. Volunteers cannot expect confidentiality or privacy of the information in their email accounts. Authorized District personnel may monitor the use of electronic equipment from time to time.

Volunteers who drive any Board-owned vehicle and/or transport students shall on request provide the Superintendent/designee with a copy of their driving record. Volunteers who receive a traffic citation during the year must report the citation to the Superintendent/designee before driving a Board-owned vehicle or

transporting students. With prior Board approval, designated volunteers shall be assigned Board-owned vehicles to use in the performance of job-related duties. **03.1321/03.2321**

Use of Personal Cell Phones/Telecommunication Devices

Due to privacy concerns, and except for emergency situations, personally owned recording devices are not to be used to create video or audio recordings or to take pictures while on duty or working with students except with prior permission from the Principal/designee or immediate supervisor. Such devices include, but are not limited to, personal cell phones and tablets.

For exceptions, see Board Policies **03.13214/03.23214**.

Health, Safety and Security

It is the intent of the Board to provide a safe and healthful working environment for all volunteers. Volunteers should report any security hazard or conditions they believe to be unsafe to their immediate supervisor.

In addition, volunteers are required to notify their supervisor immediately after sustaining a work-related injury or accident. A report should be made within 24 hours of the occurrence and prior to leaving the work premises, UNLESS the injury is a medical emergency, in which case the report can be filed following receipt of emergency medical care.

The District shall follow established timelines in policy when making oral reports to the Kentucky Labor Cabinet to report employee fatalities, amputations, hospitalizations, including hospitalization resulting from a heart attack, or the loss of an eye.

File a Report	After Hours Hotline
(502) 564-3070	(800) 321-6742

For information on the District's plans for Hazard Communication, Bloodborne Pathogen Control, Lockout/Tagout, Personal Protective Equipment (PPE), and Asbestos Management, contact your immediate supervisor or see the District's *Policy Manual* and related procedures.

Volunteers should use their school/worksite two-way communication system to notify the Principal, supervisor or other administrator of an existing emergency. **03.14/03.24/05.4**

Assaults and Threats of Violence

Volunteers should immediately report any threats they receive (oral, written or electronic) to their immediate supervisor.

Under provisions of state law (KRS 158.150) and regulation (702 KAR 5:080), school personnel may remove threatening or violent students from a classroom or from the District's transportation system pending further disciplinary action. However, before the need arises, volunteers should familiarize themselves with policy and procedures that are required. **09.425**

Child Abuse

Any school personnel who knows or has reasonable cause to believe that a child under eighteen (18) is dependent, abused or neglected, or a victim of human trafficking, or is a victim of female genital mutilation, shall **immediately** make a report to a local law enforcement agency, the Cabinet for Health and Family Services or its designated representative, the Commonwealth's Attorney or the County Attorney. After making the report, the employee shall notify the Principal of the suspected abuse. Any supervisor who receives from an employee a report of suspected dependency, neglect, or abuse shall promptly make a report to the proper authorities for investigation. **09.227**

Civility

Volunteers should be polite and helpful while interacting with parents, visitors and members of the public. Individuals who come onto District property or contact volunteers on school business are expected to behave accordingly. Volunteers who fail to observe appropriate standards of behavior are subject to disciplinary measures, including dismissal. In cases involving physical attack of an employee or immediate threat of harm, volunteers should take immediate action to protect themselves and others. In the absence of an immediate threat, volunteers should attempt to calmly and politely inform the individual of the provisions of Policy **10.21** or provide a copy. If the individual continues to be discourteous, the employee may respond as needed, including, but not limited to: hanging up on the caller; ending a meeting; asking the individual to leave the school; calling the site administrator/designee for assistance; and/or calling the police. As soon as possible after any such incident, volunteers should submit a written incident report to their immediate supervisor. **10.21**

Emergency Closings

In case of inclement weather or other emergencies that cause school to be called off or delayed, information will be sent out first through the Menifee County School District's webpage, text message service, and the District Facebook page. Volunteers are responsible for checking for these announcements.

Required Reports

Although you may be directed to make additional reports, the following reports are required by law and/or Board policy:

- Within seventy-two (72) hours of the discovery or notification of a security breach, the District shall notify the Commissioner of the Kentucky State Police, the Auditor of Public Accounts, the Attorney General, and the Education Commissioner. **01.61**
- An employee shall report to the Superintendent if the employee has been found by the Cabinet for Health and Family Services to have abused or neglected a child, and if the employee has waived the right to appeal such a substantiated finding or the finding has been upheld on appeal. **03.11/03.21**
- Report to the immediate supervisor damaged, lost, stolen, or vandalized school property or if District property has been used for unauthorized purposes. **03.1321/03.2321**

- Notify the Principal as soon as possible when you use seclusion or physical restraint with a student, but no later than the end of the school day on which it occurs, and document in writing the incident by the end of the next school day. **09.2212**

- If you know or believe that the District's alcohol-free/drug-free policies have been violated, promptly make a report to the local police department, sheriff, or Kentucky State Police. This is required if you know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school-sponsored or sanctioned event. **03.13251/03.23251/09.423**

- Upon the request of a victim, school personnel shall report an act of domestic violence and abuse or dating violence and abuse to a law enforcement officer. School personnel shall discuss the report with the victim prior to contacting a law enforcement officer.

School personnel shall report to a law enforcement officer when they have a belief that the death of a victim with whom they have had a professional interaction is related to domestic violence and abuse or dating violence and abuse. **03.13253/03.23253/09.425**

- Report potential safety or security hazards to the Principal and notify your supervisor immediately after sustaining a work-related injury or accident. **03.14/03.24/05.4**

- Report to the Principal/immediate supervisor or the District's Title IX Coordinator if you, another employee, a student, or a visitor to the school or District is being or has been subjected to harassment or discrimination. **03.162/03.262/09.42811**

- Volunteers who believe or have been made aware that they or any other employee, student, or visitor has been subject to Title IX Sexual Harassment shall report it to the TIXC. Failure to make such a report shall be grounds for discipline up to and including termination. If the knowledge of the reporting party gives rise to reasonable cause to believe that the reported conduct constitutes child abuse Policy 09.227 or a reportable criminal offense Policy 09.221, notification of state officials shall be made as required by law. **03.1621/03.2621/09.428111**

- If you suspect that financial fraud, impropriety or irregularity has occurred, immediately report those suspicions to the Principal or the Superintendent. If the Superintendent is the alleged party, volunteers should address the complaint to the Board chairperson. **04.41**

- Report to the Principal any student who is missing during or after a fire/tornado/bomb threat drill or evacuation. **05.41 AP.1/05.42 AP.1/05.43 AP.1**

- When notified of a bomb threat, scan the area noting any items that appear to be out of place, and report the same to the Principal/designee. **05.43 AP.1**

- If you know or believe that the District's weapon policy has been violated, promptly make a report to the local police department, sheriff, or Kentucky State Police. This is required when you know or have reasonable cause to believe that conduct has occurred which constitutes the carrying, possession, or use of a deadly weapon on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school-sponsored or sanctioned event. **05.48**

- District bus drivers taking medication either by prescription or without prescription shall report to their immediate supervisor and shall not drive if that medication may affect the driver's ability to safely drive a school bus or perform other driver responsibilities. **06.221**
- District volunteers who know or have reasonable cause to believe that a student has been the victim of a violation of any felony offense specified in KRS Chapter 508 (assault and related offenses) committed by another student while on school premises, on school-sponsored transportation, or at a school-sponsored event shall immediately cause an oral or written report to be made to the Principal of the school attended by the victim.

The Principal shall notify the parents, legal guardians, or other persons exercising custodial control or supervision of the student when the student is involved in such an incident.

Within forty-eight (48) hours of the original report of the incident, the Principal also shall file with the Board and the local law enforcement agency or the Department of Kentucky State Police or the County Attorney a written report containing the statutorily required information. **09.2211**

- If you know or have reasonable cause to believe that a child under eighteen (18) is dependent, abused or neglected, or a victim of human trafficking, or is a victim of female genital mutilation, you shall **immediately** make a report to a local law enforcement agency or Kentucky State Police, the Cabinet for Health and Family Services or its designated representative, the Commonwealth's Attorney or the County Attorney. (See Child Abuse section.) **09.227**

- District volunteers shall report to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or District. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party. In serious instances of peer-to-peer bullying/hazing/harassment, volunteers must report to the alleged victim's Principal, as directed by Board Policy **09.42811**.

In certain cases, volunteers must do the following:

1. Report bullying and hazing to appropriate law enforcement authorities as required by policy **09.2211** and
2. Investigate and complete documentation as required by Policy 09.42811 covering federally protected areas. **09.422**
3. Report to the Principal any threats you receive (oral, written or electronic). **09.425**

Responsibilities of Volunteer Program Members **The Community Education Director/Volunteer Coordinator**

- Orients school personnel to the goals of the program.
- Coordinates the overall school volunteer program so that each participating school is aware of the services volunteers can provide in helping to educate the students.
- Attends to administrative and clerical details such as letters, manuals, and paperwork for their particular school.
- Publicizes the program to the community.
- Serves as a resource to the principal, staff, teachers, and volunteers.
- Provides materials for recruitment and recognition.
- Acts as the school volunteers' voice in matters that affect volunteers.
- Recruits volunteers.

- Works with the staff on how to utilize volunteers.
- Assists in assigning volunteers to various tasks.
- Develops a positive relationship between volunteers and faculty.
- Meets with volunteers.
- Assists in recognition activities at school.
- Meets with individual students and volunteers to assess progress and the program.

The Board of Education and the Superintendent of Schools

- Supports the concept of community involvement in schools, particularly of parents.
- Conducts and shares background check records with appropriate school personnel.

The Principal

- Implements the District's volunteer policies.
- Assesses the school's needs.
- Assigns, schedules, and re-assigns volunteers as determined necessary and in conjunction with staff and volunteers.

The Volunteer:

- Completes required training and volunteer orientation programming.
- Follows all school and volunteer program rules and guidelines.
- Wears volunteer identification.
- Signs in and out at every session.
- Is regular and punctual in attendance.
- Maintains an appropriate appearance.
- Accepts direction and supervision from school staff.
- Maintains confidentiality about anything they see or hear.
- Asks questions about anything not understood and provides feedback.
- Renew volunteer certification *every two years*. Certification letters will be issued upon completion of all volunteer requirements. Individuals cannot provide volunteer services until they receive a certification letter.

Background Check Policy- Volunteers

Written Application

An adult who wishes to volunteer at a school or school-sponsored activity where he/she will have: (1) contact with students on a regularly scheduled or continuing basis; or (2) supervisory responsibility for children at a school site or on a school-sponsored trip, shall complete a background check application form, which will be used for the state-mandated background records check. Applications may be obtained and returned to the district contact person. {School volunteers wishing to volunteer or attend field trips with their child (ren) need to refer first to their employee background check policy}. Any fees associated with the volunteer background check are the sole responsibility of the applying volunteer.

Processing

1. District personnel will submit the required information for the volunteer to the Administrative Office of the Courts.
2. After receipt of the processed records check from AOC, the District shall review the information provided based upon the following criteria:

Applicants with the following convictions shall not be authorized to volunteer:

- All sex-related offense convictions
- All offense convictions against minors
- All felony offense convictions against persons or property
- All alcohol violation convictions within two (2) years from date of check
- All drug-related offense convictions within four (4) years from date of check
- All deadly weapon-related offense convictions

- All violence (not identified above), theft related issues, or any questionable convictions shall be automatically reviewed by appropriate personnel. *Please note this may delay approval timeline listed below.

3. The Community Education Director shall notify the volunteer applicant in writing if he/she is not approved. Approval/non-approval status shall be determined within a period of one month from the date of application.
4. Notification of volunteer status for each volunteer shall be made available to all principals. A current list of all volunteers shall be maintained by the school volunteer contacts.
5. An applicant who has questions regarding the status determination may contact the Community Education Director for clarification.

District's Background Check Review Committee

The Superintendent shall appoint a committee of a minimum of three (3) school personnel to review the processed background checks from AOC.

Applicability

- Volunteer status is approved or disapproved for the entire District, not an individual school. Potential volunteers need only submit one (1) application, even if they intend to volunteer at more than one (1) school or school-sponsored activity.
- A background check application must be resubmitted and status reviewed every school year.
- The Menifee County Board of Education reserves the right to resubmit background checks to the AOC on questionable applicants as deemed necessary by the District Review Committee.

Appeal

An applicant who has been denied volunteer status may submit a written appeal of the decision to the Superintendent. The Superintendent and District Background Check Review Committee shall review and respond in a timely manner.

An ACT Relating to Public School Volunteers

Be it enacted by the General Assembly of the Commonwealth of Kentucky:

SECTION 1. A NEW SECTION OF KRS CHAPTER 11 IS CREATED TO READ AS FOLLOWS:

1. As used in this section, "volunteers" mean adults who assist teachers, administrators, or other staff in public school classrooms, schools, or school district programs, and who do not receive compensation for their work.
2. Local school districts may utilize adult volunteers in supplementary instructional and non-instructional activities with pupils under the direction and supervision of the professional administrative and teaching staff.
3. Each board of education shall develop policies and procedures that encourage volunteers to assist in school or district programs.
4. Each local board of education shall develop and adopt a policy requiring a state criminal records check on all volunteers who have contact with students on a regularly scheduled or continuing basis, or who have supervisory responsibility for children at a school site or on school-sponsored trips. The request for records may be from the Justice Cabinet or the Administrative Office of the Courts, or both, and shall include records of all available convictions as described in KRS 17.160(1). Any request for a criminal records check of a volunteer under this subsection shall be on a form or through a process approved by the Justice Cabinet or the Administrative Office of the Courts. If the cabinet or the Administrative Office of the Courts charges fees, the local board of education shall arrange to pay the cost which may be from local funds or donations from any source including volunteers.

5. The local board of education shall provide orientation materials to all volunteers who have contact with students on a regularly scheduled or continuing basis, including school policies, safety and emergency procedures, and other information deemed appropriate by the local board of education.
6. Volunteers who assist in the district on a scheduled or continuing basis shall be provided with the same liability insurance coverage as a district employee.

A Checklist for Multi-Event and Single Event Volunteers

1. Complete application form.
2. Agree to all required federal and state background checks.
3. Complete training and orientation with the Community Education Director.
4. Select your interest area(s) from an approved list provided by the school and listed on the application.
5. Wear a name tag issued by the schools during school hours.
6. Sign in and out each time you volunteer.

**Note: Those wishing to volunteer for KHSAA sports will require additional training AFTER all components for volunteers have been completed and a letter of completion is given.*



MENIFEE COUNTY SCHOOLS VOLUNTEER APPLICATION

**Return Application to Community Education Director or Menifee County Board of Education*

FULL NAME					
DATE OF BIRTH		DATE OF APPLICATION			
DRIVER'S LICENSE NUMBER		DRIVER'S LICENSE STATE OF ISSUANCE			
MAILING ADDRESS					
MOBILE PHONE NUMBER		CAN THE DISTRICT TEXT YOU AT THIS NUMBER?			
EMAIL ADDRESS					
WILL YOU BE VOLUNTEERING AS A COACH FOR LITTLE LEAGUE SPORTS?	YES	NO	WILL YOU BE VOLUNTEERING AS A COACH FOR A KHSAA SANCTIONED SPORT?	YES	NO
In which of the following volunteer opportunities are you interest? Circle Your Choices	Athletic Coach	Academic Coach	Mentor	Volunteer	Event/ Field Trip Chaperone
Have you received a copy of the Menifee County Schools Volunteer Handbook?				YES	NO

Conditions of Commitment

As a volunteer:

- I will attend/complete any necessary training and workshops.
- I will submit to a background check* and may be asked to pay any necessary fees.
- I realize that if I am given any information regarding an individual's safety, I must share it with my immediate supervisor.
- I will abide by all school rules and Menifee County Board of Education regulations and policies that apply to me.
- I will honor my commitment to volunteer as scheduled.
- I understand that if I share confidential information, I may be released from my volunteer position.
- I understand that the school principal has the responsibility to assign, schedule, re-assign, or dismiss volunteers as needed.

Signature: _____ Date: _____

All information given on this form will remain confidential. Completion of this form does not commit you or the sponsoring organization to a volunteer position.

**Background check form for Menifee County Schools to be completed by individuals wishing to volunteer, attend field trips, chaperone in school events or as an employee follow-up check.*

FOR OFFICE USE ONLY			
<i>Background Check Date Complete</i>			<i>Volunteer Trainer & Training Date</i>
<i>Background Check Status</i>	PASSED	FAILED	<i>Handbook Received</i>

