



Beechwood
INDEPENDENT SCHOOLS

Volunteer Handbook

26-27

BEECHWOOD INDEPENDENT SCHOOLS

VOLUNTEER HANDBOOK

Mr. Zach Ashley, Elementary Principal

Mrs. Alicia Wittmer, Assistant Elementary Principal

Mrs. Jessica Pass, High School Principal

Mrs. Ashley Ritchie, Assistant High School Principal

54 Beechwood Rd.

Ft. Mitchell, KY 41017

Phone (859) 331-1220

Mr. Justin R. Kaiser, Superintendent

Beechwood Independent Board of Education

50 Beechwood Rd.

Ft. Mitchell, KY 41017

Phone 859-331-3250

www.beechwood.kyschools.us

As required by law, the Board of Education does not discriminate on the basis of race, color, national origin, age, religion, sex, genetic information or disability in its programs and activities and provides equal access to its facilities to the Boy Scouts and other designated youth groups.

Volunteers Matter

Parent and community volunteers matter in the lives of students. We are proud of the positive impact that a host of talented and devoted volunteers make upon our school system. Research shows that students with involved parents, regardless of 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

Volunteer Opportunities

Volunteer opportunities vary by student age group, but they generally fall into these categories: Instructional, 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, etc.
- Coaching
- Mentoring
- Reading to Students

Special Event

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 field day, plays, dinners, open houses, award ceremonies, and fundraisers
- Discussing careers
- Providing food, decorations, or materials
- 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:

- PTSA
- Band Boosters
- Athletic Boosters
- Beechwood Educational Foundation
- Beechwood Alumni Association

Volunteer Procedures

Background Check

State law requires that all school volunteers have a current background check on file with the district. A volunteer must complete the Youth Leader Form and return it to one of the school offices. Your name will be added to our Volunteer List once it comes back with no problems. The Youth Leader Form can be accessed through www.beechwood.kyschools.us, under Support in the top menu, and then Volunteer Form. You can either print it off and complete or type the information directly on the form and print it off.

Sign In/Sign Out

All volunteers must sign in and sign out and show an ID each time they volunteer. For the safety and security of students, staff, and volunteers, school officials need to know who is in the school building at all times.

Name Tags

All volunteers, and visitors, are required to wear a Visitor tag while on site. Visitor tags are available in the elementary office and the high 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
- Application 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 Beechwood Independent Schools' policies and procedures for confidentiality. Copies of the Beechwood Independent Schools' policies and procedures may be obtained in the District Office.

Please contact the Director of Special Education at (859) 331-1220, X 6806, 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

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:

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

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, house shoes)
- Clothing that exposes your midriff, back, cleavage, or undergarments

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.

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.

Tobacco or Vaping Products

The use of any tobacco or vaping product is prohibited in the building or on school property including outdoor facilities.

Drugs/Alcohol

Beechwood Independent School is a drug-free/alcohol-free school. Violations of the drug-free/alcohol-free policy may result in the notification of law enforcement officials.

Weapons

Except for authorized law enforcement officials, the Beechwood Board of Education 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.

Traceable Communications

The Board shall designate a traceable communication system(s) to be the exclusive means for District employees and volunteers to communicate electronically with students. Employees and volunteers that violate this policy will be subject to disciplinary action.

A District employee or volunteer, unless authorized, shall not communicate electronically with a student.

- Outside of the traceable communication system(s) designated by the Board;
or
- Through an unauthorized electronic communication program or application.

This shall not restrict any electronic communications between a student and his or her family member who is a District employee or volunteer.

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, social media, and local TV stations.

Pre-schoolers/Siblings

Please do not bring pre-schoolers or siblings to the school when you volunteer. Exceptions may be made for classroom parties. Please check with the teacher.

Emergency Procedures

Please familiarize the site-specific instructions for emergency procedures posted by the door at your volunteer location. If you have any questions, please ask the teacher or the office staff for more information.

*For all that you do,
we thank you!*

