



INSPIRE. EMPOWER. ACHIEVE.

LaRue County Public Schools

# **Volunteer Handbook**

## SUPERINTENDENT STATEMENT

*Thank you for taking time out of your busy schedule to volunteer in our schools. We are always excited to welcome others into our schools and classrooms. Gandhi once said, “The best way to find yourself is to lose yourself in the service of others.” I am extremely grateful that you are interested in serving the children of our schools.*

***David L. Raleigh***

Superintendent  
LaRue County Schools



### OUR **VALUE** STATEMENT

We believe all students can learn and succeed.

We believe student success is the shared responsibility of the home, school, and community.

We believe students thrive in a positive learning environment that ensures safety, stimulates personal growth, and challenges their abilities.

We believe academic, social, and emotional learning are all critical.

We believe in developing leaders and good stewards of the community through life-long learning.

We believe decisions must be made in the best interest of students.

We believe exemplary role models build relationships and provide a positive culture and learning environment for students.

We believe in preparing students for success in a diverse society.

## VOLUNTEERS

LaRue County Schools' volunteers recognize that children are our greatest resource, are willing to accept supervision as well as responsibility, understand and appreciate the work of the school staff, and serve as mentors and role models for our students. LaRue County Schools welcome parents, grandparents, family members, community members, and retired persons as volunteers. Volunteers are persons who do not receive compensation for assisting in school or District programs.

### DEFINITION

KRS161.148 defines a volunteer as anyone who:

has contact with students on a regularly scheduled or continuing basis or  
has supervisory responsibility for children at the school site or on school-sponsored trips.

A volunteer is many things: an extra pair of hands, a valuable special resource for classroom enrichment, and a bridge between our school program and the community. It is the intent of our schools to utilize volunteers to enhance our educational programs. As a volunteer, you are assisting the staff in their day-to-day endeavor to provide the best possible educational experiences for each child in the school. So that you can be more effective, you may want to better understand your role and how your volunteer assignment relates to our schools. Volunteers work under the direction and guidance of school personnel. They will not replace salaried staff, nor will their presence mean that fewer staff members will be needed. The Superintendent shall develop procedures that encourage volunteers to assist in schools and/or District programs and to facilitate effective communication with persons who volunteer.

### SUPERVISION

All volunteers shall provide assistance only under the direction and supervision of a member of the professional administrative and teaching staff. LaRue County Schools staff are responsible for the education, safety, and well-being of each student. For this reason, teachers or principals may request the reassignment of a volunteer whose actions are not in the best interest of the school or students.

## RECORDS CHECK

Pursuant to KRS 160.380, the Superintendent/designee may require volunteers to submit to a national criminal history background check for safety reasons. All volunteers are required to complete an AOC Administrative Office of the Courts background check and the Child Abuse & Neglect (CAN) <https://ssointernal.chfs.ky.gov>. background check with the cost incurred by the volunteer (\$10.00 for each). All volunteers are to complete a background check every five (5) years.

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 background check.

This would include but not limited to:

- Classroom volunteer/parent, Classroom Parties
- Book Fair
- Copy Materials
- PTO Activities
- Working with small groups of students
- Mentoring students
- Tutoring students
- Working privately with students on/off school property
- Overnight trips
- Supervising/Chaperoning students on field trips or at school

## BASIS FOR DISQUALIFICATION

Applicants with the following convictions may 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 the past three (3) years
- All drug-related convictions within the past five (5) years
- All deadly weapon-related convictions against persons or property
- All violent, abusive, and/or threat and harassment-related convictions

The superintendent/designee shall have the authority to disqualify any individual from participating in school and/or District programs as volunteers.

### **PROCEDURES/EXPECTATIONS FOR VOLUNTEERS IN A SCHOOL BUILDING**

- For security reasons and in case of emergency, it is important for school administrators to know who is in the building and why. Each volunteer must sign in and out in the school office or an alternate area designated by the school for this purpose.
- Become familiar with the rules and policies of the school where you will volunteer. It is a good idea to read and understand the school's handbook. Ask your supervising teacher to explain the school's policy for fire drills, tornado drills, and other emergency procedures.
- Firearms are not allowed on school grounds. KRS 527.070 Unlawful possession of a weapon on school property in Kentucky is a felony punishable by a maximum of five (5) years in prison and a ten thousand dollar (\$10,000) fine.
- No tobacco use at school facilities. We also ask that you treat field trips as if they were on school property and do not use tobacco while supervising students on field trips. KRS 438.050 states: The use of any tobacco products is prohibited in any building owned or operated by the LaRue County Board of Education.
- Discipline of students is solely the responsibility of the school personnel. Volunteers should in no way discipline students. Should students misbehave in your presence, you should report this immediately to the teacher in charge. The teacher will then determine the necessary course of action.
- Also note that we expect students to treat volunteers with the same level of respect given to other school personnel. If you feel that students are not being respectful towards you, do not hesitate to discuss the matter with the teacher or principal.

The professional staff at your school is responsible for everything that goes on in your building, including student instruction, safety, and discipline. Volunteers supplement and support the system, but they may NOT:

- Provide curriculum or teaching plans.
- Discipline students.
- Have access to materials in students' permanent records (psychological records, grades, health history, etc.).
- Evaluate achievement or discuss student progress.
- Counsel students.

- Put students or staff in a compromising situation.

### PERSONS WHO WISH TO SERVE AS VOLUNTEERS MUST:

- This document (The Volunteer Handbook) must be read in full before completing the Volunteer Application.
- The cost for an AOC Background check cost is \$10. Please make a check payable to LaRue County Schools. Check or cash must be brought to the Central Office or dropped off at your child's school BEFORE the background check can be completed.
- The cost for an Child Abuse and Neglect Background Check is \$10, this is paid online. To complete the Child Abuse and Neglect Background Check please select the following link: <https://kog.chfs.ky.gov/home/>
- You will receive an email once you are an approved volunteer. Please note, you may not volunteer until you receive the confirmation email.

**A Volunteer Application must be completed once a year.** Background checks will need to be completed every five (5) years.

CAN Background Check Link: <https://kog.chfs.ky.gov/home/>

### ATHLETIC VOLUNTEERS

Volunteer coaches are a vital part of our athletic department. Coaches are teachers, role models, and a provider of encouragement. The way you behave as a coach and the attitudes and ideals you project will have an influential impact on our student-athletes and the behaviors they demonstrate. It is imperative for coaches to recognize the value of coaching sports to inspire positive character. Athletics can assist kids in learning important life lessons such as hard work, commitment, responsibility, teamwork, and setting and achieving goals. As a coach, you play a vital role in teaching these lessons. To create a healthy, beneficial atmosphere of competition, coaches should encourage players to do their best and to be good teammates. The quality of a student athlete's experience is highly dependent on the coach.

The Kentucky High School Athletic Association governs high school athletics. Bylaws have been established by the KHSAA to provide guidelines for all high school athletic programs. KHSAA Bylaw 25 requires all coaches to provide proof of their qualifications before they are hired.

Link to KHSAA Bylaws and Handbook: <https://khsaa.org/general/khsaa-handbook/>

To be a volunteer coach per KHSAA Bylaw 25, you must have the following:

- High school diploma/GED on file and at least 21 years of age;
- Shall not be a violent offender or convicted of a sex crime as defined by KRS 17.165 that is classified as a felony;
- Have a national background check (state and FBI) on file. Including the CAN, Child Abuse, and Neglect background check;
- Meet one of the following qualifications:
  - Submit proof that you hold an active teaching certificate
  - Submit an official transcript showing 64 hours from an accredited college or university
  - Be an emergency certified substitute teacher for LaRue County Schools or
  - Submit proof of your completion of all Board of Controls electives as listed below:
 

**Board of control electives** (all courses via [www.nfhslearn.com](http://www.nfhslearn.com))

    - Fundamentals of Coaching
    - Engaging Effectively with Parents
    - Teaching and Modeling Behavior
    - Teaching Sports Skills
    - Concussions in Sports

After approval of being a LaRue County Schools volunteer coach, one must complete other sports-specific courses as required by the KHSAA. Please contact the athletic director for details. Failure to comply will result in you being ineligible to coach for LaRue County Schools.

### **BOOSTER CLUB**

A booster club is defined as "an organization that is formed to help support the efforts of a sports team or organization. Support is shown in many ways, including volunteering time, raising money, and contributing funds to better enhance the team or organization's performance." Another definition is "a booster club provides enthusiastic support of a team or organization." This type of support is much

like emotional or psychological parental support but is given in a collective manner. Booster clubs may play a key role in supporting activities in many ways, and we are very thankful for the positive contribution booster clubs will provide to our programs. Booster clubs may perform, meet, or organize in any way, in accordance with the above-stated definition, that supports or 'boosts' the program they are formed to support. It is the charge of the principal and the athletic director at LaRue County Middle/High School to ensure that booster clubs operate within their defined parameters.

**Booster Clubs SHOULD:**

- Volunteer time and raise money to support student efforts.
- Contribute funds to better enhance the team or organization's performance.
- Organize team events.
- Listen and work closely with the head coach.

**Booster Clubs SHOULD NOT:**

- Openly discuss or perform a performance review of the head coach or coaching staff.
- Review the performance of a coach funded by the booster club; staff evaluations are solely the responsibility of the school district.
- Openly discuss playing time issues.
- Ransom funding of the program in order to control the hiring or firing of the head coach or staff member.
- Offer up a petition by booster club members to hire/fire a coach.
- Plan, organize, or attempt to implement an off-season training program without direction or consent from the head coach/AD/principal.
- Discuss as official business any item that does not meet the definition and function of a booster club.

**Boosters Will Not Have Any Role in Conflict Resolution Between Parents & Coach**

- It is inappropriate to approach a coach prior to or at the conclusion of a game or practice unless the meeting has been previously agreed upon.
- Playing time is determined solely by the coach; discussion should focus only on how your son or daughter can improve his or her skills as an athlete.
- If emotions rise to an unreasonable level during the meeting, it will be concluded immediately and rescheduled.



## **WORK-BASED SITE SUPERVISORS**

Work-based learning site supervisors are considered volunteers. Pursuant to KRS 160.380 and KRS 161.148, prior to being assigned to supervise a student for more than one (1) day in a work-based learning experience, the site supervisor shall have undergone a state criminal background check, AOC Administrative Office of the Courts, either as required by their employer at the time of employment or within the past twelve (12) months, whichever is more recent. The expense of the background check required for the site supervisor will be covered by LaRue County Schools. Background checks shall be conducted every three (3) years for site supervisors. All site supervisors will be required to attend an orientation meeting.

**Contact Information:**

Preschool on College Street

Karen Ward, Principal

270-358-8383

Abraham Lincoln Elementary School

Carolyn Gardner

270-358-4112

Hodgenville Elementary School

Pat Reed

270-358-3506

LaRue County Middle School

Briana Bingham

270-358-3196

LaRue County High School

Robin Cruse

270-358-2210

Central Office Coordinator

Cindy Dunn

Human Resources

270-358-

## CONFIDENTIALITY AGREEMENT

I, the undersigned employee/volunteer of the LaRue County Schools, understand that during the course of my work, I may be given access to confidential, privileged, or proprietary business information in order to perform my responsibilities. By signing this document, I am agreeing to comply with all regulations and laws established to protect confidential information. I understand that accessing or releasing confidential information and/or records or causing this to occur outside the course of my assigned duties would constitute a violation of this agreement, and may also constitute a violation of federal or state law. I understand that a proven violation of this agreement may result in termination of my access to information and may result in personnel action being taken against me. Confidential information shall include, but not be limited to, information contained in case or computer-generated records, verbal or written information related to students and/or staff, and personnel or other files that pertain to students, staff, volunteers, or committees.

I agree to:

- Maintain confidential information and not reveal it to students, colleagues, or other with whom I interact, including members of the press, without procuring the necessary releases or authorizations, and/or the express authority of the Superintendent or designee.
- When necessary under the circumstances, restrict disclosure to those staff, volunteers, or committee members who have a demonstrated need to know and advise them of their concomitant duty to not disclose confidential information to a third party.

It is recognized that I have a duty to report child and adult abuse, neglect, or exploitation; an individual being in danger of hurting self or others; and, within professional guidelines, ethical or statutory violations.

**BY SIGNING THE VOLUNTEER APPLICATION, I agree to the following:**

I will follow the rules and regulations of the LaRue County School System. All records and other information will be kept confidential. In order to maintain a safe environment for our students and staff, I understand I need to complete a background check at my cost.

I acknowledge that I have received and reviewed the Volunteer Handbook for LaRue County Schools. I agree to abide by the rules set before me as a volunteer for LaRue County Schools.

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Name (print)	Signature	Date
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