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# **VOLUNTEER**

## **Handbook**

Guidelines, Procedures & Resources for Volunteers

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**“Striving for Excellence:  
No Exceptions, No  
Excuses”**

*Dear Volunteer,*

*On behalf of the School Board, staff and students I want to thank you for your interest in and involvement with Graves County Schools.*

*Reaching the District goal of increased achievement for each student requires a community-wide effort. In addition to the commitment of our teachers, administrators and support staff, we must have strong community partnerships. In the Graves County School District, we believe: As a team, schools, parents and communities help students reach their highest potential. School volunteers play a critical role in this effort.*

*The District's outstanding volunteer programs serve students in a variety of ways, from the pre-kindergarten level through high school. Volunteers are true partners in our schools. We cannot be successful without you!*

*Thank you in advance for helping us to increase the quality and effectiveness of education our children deserve.*

*Sincerely,  
Matthew Madding  
Superintendent*

## **VOLUNTEER GUIDELINES FOR SUCCESS**

- ✓ Keep what you see and hear confidential.
- ✓ Refrain from using a personal device to take pictures of students.
- ✓ Contact the school ahead of time to inform them when you will be absent from volunteering.
- ✓ Always sign in and out upon arrival and departure from school.
- ✓ Always wear a volunteer name tag.
- ✓ Follow instructions given by school staff.
- ✓ Learn student names as quickly as possible.
- ✓ Maintain a positive, interested, and friendly-attitude with students.
- ✓ Always be calm and never get frustrated with students.
- ✓ Avoid calling across a room or hall.
- ✓ Treat all students the same and refrain from giving special notice or treatment to your child.
- ✓ Refrain from going to your child's classroom unannounced.

- ✓ Make the teacher aware of the situation if a student misbehaves.
  
- ✓ Offer praise to students frequently.
  
- ✓ Always use positive remarks when speaking to students.
  
- ✓ Avoid visiting with other adults more than necessary; students and teachers are first priority.
  
- ✓ Immediately contact the principal or proper authority if you are the only adult present during an accident. Remain with the student until they arrive.

## **PROCEDURES FOR VOLUNTEERS**

### Application

Persons who wish to serve as volunteers must complete each year a volunteer application form, a confidentiality statement, and have a successful background check form on file in the district office prior to volunteering.

### Orientation

The school volunteer coordinator other personnel shall conduct a volunteer orientation for each school at the beginning of the school year. The orientation sessions shall include: volunteer expectations, confidentiality training, district and school level rules of conduct, and instruction on using office equipment prior to volunteering.

### Background Check

The General Assembly has enacted a new section of KRS Chapter 161 to address requirements for volunteers in the school. The district shall conduct a state criminal record check on all volunteers who have contact with students on a regularly scheduled and/or continued basis, or who have supervisory responsibility for children at a school site or on school-sponsored trip prior to volunteering.

### Confidentiality Statement

All volunteers must review confidentiality standards and sign a confidentiality statement.

### Sign-In/Out

Upon entering the school for volunteer work, each volunteer must sign in on the volunteer sign-in sheet in the main office or the designated volunteer sign-in area. Upon leaving the school each volunteer must sign-out on the volunteer sign-in sheet. Remember to log time of arrival and departure. If you have volunteer hours outside of the school day, please add them to the sign-in sheet.

### Dependability

Regular and punctual attendance is essential for the program effectiveness. A volunteer who is unable to report for assigned duty shall contact the school to inform them that they will not be available.

### Accountability

Schools shall keep a record of volunteer hours. They shall also keep track of the effectiveness of the services provided.

### Training

Any additional training shall be provided for volunteers on an as-needed basis.

### Name Tags

All volunteers must wear the appropriate name tags for proper identification. They shall be distributed to each volunteer or made available at the sign-in area or main office.

### 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 (e.g., ripped jeans, pajama pants, house shoes)
  - Clothing that exposes a midriff, back, cleavage, or undergarments
- When in doubt, please refer to the school's dress code.

### Tobacco Products

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

### Drugs/Alcohol

Graves County Schools is a drug-free/alcohol-free school. Violations of the drug-free/alcohol-free policy may result in the notification of law officials.

### Weapons

Except for authorized law enforcement officials, the Graves County Board of Education specifically prohibits the carrying of concealed weapons on school property. This policy applies to students, staff, volunteers, and visitors to any district grounds. Violations will be reported to a law enforcement agency.

### Siblings

Please do not bring siblings to the school when you volunteer.  
Classroom parties may be an exception.

## CONFIDENTIALITY

### ***What is confidentiality?***

Confidentiality means protecting all personally identifiable data, information and records collected, used or kept about a student by Graves County Schools. Confidentiality requirements also apply to any and all events, conversations or records you might see or overhear someone discussing.

### ***What is personally identifiable data or information?***

Personally identifiable information includes:

- Child/children and/or family names and address
- Any or all social security numbers or student identification numbers
- Description that would make it easy to identify a child
- Anything else that would make it easy to identify a child

### ***What is a school record?***

A school record, which is also called an educational record or a permanent record is anything that Graves County Schools collects, uses or keeps about a child. This includes grades, health information, attendance reports, work papers, school photos, test results, etc.

What you SEE . . . and/or HEAR . . . in a school, classroom, hallway, bathroom, cafeteria or at any site or activity should be considered confidential and only discussed or repeated to your supervisor, teacher or principal. Even if you know a parent of one of the students you work with; do not discuss those activities with that parent.

Gossiping is NOT permitted. Confidential information should only be discussed with the supervisor, teacher or principal. If you overhear a conversation between students, staff or administrators; do not repeat them to others. There are times that



conversations, not intended for anyone other than those involved, could be overheard. If you are concerned about what you have overheard, talk to the supervisor, teacher or principal. **If you ever find yourself in a situation of overhearing conversations that doesn't not concern you, get up and walk away, shut a door that should have been closed, or make a noise to make your presence known.**

Volunteers should not take the liberty to read documents or browse through folders left in an office, on any desk or in any filing cabinet.

Volunteers are NOT allowed to view any student records including the following: student profile reports, test score results, report cards, attendance reports, or any document intended to be included in that student's records.

Volunteers should never pick up and remove any document or papers thrown away or anything that looks like garbage unless you have permission from the teacher or administrator. For example: Students may wad up and throw down papers they don't want someone else to see such as worksheets with bad grades, detention slips, misconduct reports, homework assignments, notes, etc. Under no circumstances should these be taken from the school and shown to anyone. If you find any document on school grounds that you feel needs attention, please give that document to a school administrator or teacher.

Sometimes events happen such as accidents, fights or other disruptions at a school. It is imperative to allow the staff to handle any and off of these situations. Do not discuss these events with anyone other than a teacher or principal.

Again, what you see and/or hear must remain confidential.

## UNIVERSAL EMERGENCY PROCEDURES

### A. Evacuation (For use when conditions outside are safer than inside)

#### When announcement is made or alarm sounded:

- 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

### B. Reverse Evacuation (For use when conditions inside are safer than outside)

#### When the announcement is made:

- 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.

### C. Severe Weather Safe Area (For use in severe weather emergencies)

#### When announcement is made or alarm sounded:

- 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

D. Shelter in Place (For use in external gas or chemical release)

**When the announcement is made:**

- 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

E. Lockdown (For use to protect building occupants from potential dangers in the building)

**When the announcement is made:**

- 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

F. Drop, Cover and Hold (For use in earthquake or other imminent danger to building or immediate surroundings)

**When the command “Drop” is made:**

- 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

# Graves County Schools 2020-2021 School Calendar

July 2020						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2020						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2021						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Professional Day - teachers only August 17, 18, 19, 20	Opening Day - August 25 Closing Day - May 24	First Day of school - Aug 26 Last Day of school - May 21
Holiday - Sept 7, Nov 26, Dec 25, Jan 1, Jan 18	No School - Oct 5, 6, 7, 8, 9, Nov 3, 25, 27, Dec 21, 22, 23, 24, 28, 29, 30, 31, April 5, 6, 7, 8, and 9	
Work Day - staff only August 12, 13, 14, 21, 24	Preschool first day - Aug 31 Preschool last day - May 13	Make-Up Days (see below)

This calendar is subject to change due to inclement weather, school activities,  
or any emergency event that might occur.  
Make-up days: May 24, 25, 26, 27, 28 June 1, 2, 3, 4, 7, 8 and 9.

## CONTACT INFORMATION

<p><b>Central Elementary</b>                  2262 State Route 121N                  Mayfield, KY 42066                  PH. 270-328-4900/270-674-4900                  Principal: Stephen Queen                  Volunteer Coordinator:                  Jean Anne Davenport</p>	<p><b>Fancy Farm Elementary</b>                  270 State Route 339 South                  Fancy Farm, KY 42039                  PH. 270-328-4820/ 270-674-4820                  Principal: Janet Throgmorton                  Volunteer Coordinator: Andrea                  Hoskins</p>
<p><b>Farmington Elementary</b>                  7730 State Route 121 South                  Mayfield, KY 42066                  PH. 270-328-4830/270-674-4830                  Principal: Melissa Paul                  Volunteer Coordinator: Monique                  Zuber</p>	<p><b>Graves County High School</b>                  1220 Eagles Way                  Mayfield, KY 42066                  PH. 270-328-6242/ 270-674-6242                  Principal: Alison Gregory                  Volunteer Coordinator:                  Milissa Hayden</p>
<p><b>Graves County Middle School</b>                  625 Jimtown Road                  Mayfield, KY 42066                  PH. 270-328-3670/ 270-674-3670                  Principal: Jonathan Miller                  Volunteer Coordinator:                  Debbie Breedlove</p>	<p><b>Lowes Elementary</b>                  6775 State Route 440                  Hickory, KY 42051                  PH. 270-328-4840/ 270-674-4840                  Principal: Ryan Marchetti                  Volunteer Coordinator: Andrea                  Hoskins</p>
<p><b>Sedalia Elementary</b>                  5252 State Route 97                  Mayfield, KY 42066                  PH. 270-328-4850 /270-674-4850                  Principal: Robert Braden                  Volunteer Coordinator: Mike                  Duncan</p>	<p><b>Symsonia Elementary</b>                  11730 State Route 131                  Symsonia, KY 42082                  PH. 270-328-4860/ 270-674-4860                  Principal: Alison Gregory                  Volunteer Coordinator:                  Monique Zuber</p>
<p><b>Wingo Elementary</b>                  449 Lebanon Street                  Wingo, KY 42088                  PH. 270-328-4870 /                  270-674-4870                  Principal: Scott Bradley                  Volunteer Coordinator: Tana                  Jones</p>	<p><b>Graves County Schools</b>                  2290 State Route 121N                  Mayfield, KY 42066                  PH. 270-328-2656/ 270-674-2656                  Superintendent: Matthew                  Madding                  Volunteer Coordinator:                  Wes Johnson</p>

## **Volunteers**

### **DEFINITION**

Volunteers are persons who do not receive compensation for assisting in school or District programs. Volunteers are encouraged to use their time and effort to support school and District programs. The Superintendent shall develop procedures that encourage volunteers to assist in school and/or District programs and to facilitate effective communication with persons who volunteer.

Teacher education students or students enrolled in an educational institution and who participate in observations and educational activities under direct supervision of a local school teacher or administrator in a public school shall not be considered volunteers.

### **SUPERVISION**

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

Volunteers who assist in the District on a scheduled and/or continuing basis shall be provided with the same liability insurance coverage as a District employee and shall be provided with a written task description detailing responsibilities and expectations, as well as specific qualifications that may be required.

### **RECORDS CHECK**

The District shall conduct, at District expense, a state criminal records check on all volunteers who have contact with students on a regularly scheduled and/or continuing basis, or who have supervisory responsibility for children at a school site or on school-sponsored trips.

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

No volunteer shall be utilized to supervise students, or deemed to have the authority to supervise students, unless the volunteer has been designated to supervise students by the Principal and approved by the Superintendent/designee, and the volunteer has undergone the required records check.

### **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 either as required by their employer at time of employment or within the past twelve (12) months, whichever is the more recent.

### **ORIENTATION**

The Superintendent/designee shall develop orientation materials to be provided to all volunteers who have contact with students on a regularly scheduled or continuing basis. These materials shall include, but not be limited to, pertinent policies and safety and emergency procedures.