

Instructional Volunteer Training

Frankfort Board of Education

2018-2019

Effective April 2017

Welcome!



- We're glad you're here!

Topics of Discussion

- Frankfort Independent Schools
- Objectives of the Volunteer Program
- Who's on The Team
- Criminal History Background Check
- School Procedures
- Expectations
- Confidentiality
- Code of Ethics

Frankfort Independent Schools

- Second Street School – K-8
- Frankfort High School
- Panther Academy
- Early Learning Academy (Preschool)

Program Objectives

- Additional support for staff and students
- Enable teachers and administrators to handle tasks directly related to supervision and instruction
- Foster a sense of commitment and cooperation between the school and its community

Who's on the Team?

- Administration
 - ◆ Principal
 - ◆ Assistant Principal
- Staff Members
 - ◆ Teachers
 - ◆ Counselors
 - ◆ Support Staff
- The Volunteer

Role of Administration

- Administer and supervise all school activities
- Decide what needs the volunteer can help meet
- Determine volunteer assignments
- Assure volunteers are oriented to the school's policies and procedures

Role of School Staff

- Submit request for volunteer services to Administration
- Determine specific tasks volunteer will perform
- Direct / supervise volunteer activities
- Provide specific instruction to volunteer
- Ensure volunteer is used in a manner that will assist student learning and development

TASKS TO BE PERFORMED

You may be asked to perform a multitude of tasks. If you do not understand what to do, ask your assigned supervisor.



Role of the Volunteer

- Provide services for the agreed upon number of hours per week
- Assist school staff as requested
- Respect and support the policies and procedures of the assigned school

Criminal Record Checks

- All volunteers must complete a criminal history background check
 - ◆ Checks shall be completed every 5 years
 - ☞ All volunteer coaches must also have the state and FBI check.
 - ☞ Checks may be completed more frequently if deemed necessary by the Superintendent or his/her designee
 - ☞ **NOTE:** Volunteers shall report any events that will negatively impact the status of their criminal history record check



Criminal Record Checks (Cont' d)

- Individuals shall be ineligible to volunteer for the following reasons:
 - ◆ Conviction of a felony sex crime
 - ◆ Conviction of a violent crime
 - ◆ Conviction as a violent offender; weapon-related
 - ◆ Convictions against minors
 - KRS 160.380

Criminal Record Checks (Cont' d)

- Individuals may be ineligible to volunteer for recent convictions pertaining to:
 - ◆ Drugs (including DUI) – All alcohol violation convictions within two (2) years from date of check, and no more than two (2) such offense convictions in total
 - ◆ Theft
 - ◆ Domestic violence / terroristic threatening
- ☞ This is not an all inclusive list of convictions
- ☞ Record checks are reviewed for recent offenses, patterns of offenses and the severity of offenses

SCHOOL PROCEDURES

- The school's front office is the central clearinghouse for the building
- Check in at the front office anytime you enter the building during school hours
- When entering the building after school hours, check in with the staff member who is your supervisor of record
 - ◆ **The school needs to know who is on the premises at all times**

Expectations

- Always check-in upon entering the building
- Always wear “Volunteer badge” during the school day
- Arrive at your scheduled time
 - ◆ Call if you are unable to report for your scheduled time
- Dress in a manner which is both professional and appropriate for the activities of the day
 - ◆ Consult with school staff for specific dress code
- Display a positive and professional attitude

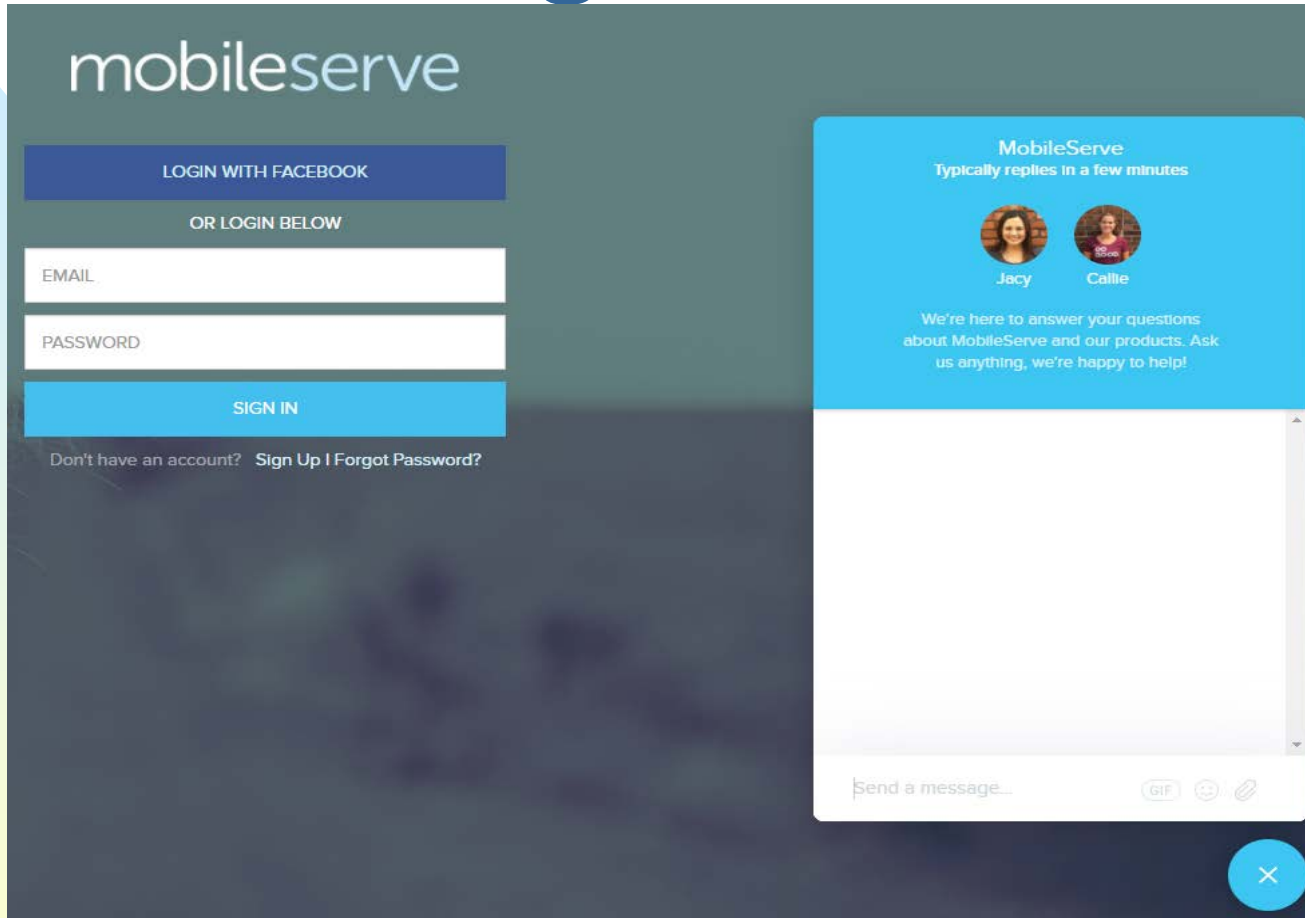
Expectations (cont' d)

- Uphold professional integrity
- Volunteers shall not be alone with a student at any time
- Report all relevant observations / concerns to those in authority
- Report any information that your supervisor or administrator should know in order to help a student
- Report any difficulties with student and/or staff to your assigned supervisor or an administrator promptly

Expectations (cont' d)

- Harassment and/or Discrimination towards staff, students, or other volunteers will not be tolerated.
- Volunteers should avoid inappropriate communication / contact with students / staff (to include inappropriate jokes, flirting, hugging, kissing, or other inappropriate touching)
- Volunteers should not ask for, or exchange, telephone numbers/addresses, and should not text or otherwise communicate with students over social media.
- Volunteers should keep student interactions within school property and/or school event.

Tracking Your Time



1. Download the app
2. Create your account
3. Volunteer Check in process

Confidentiality

- Respect the privacy of students, parents and staff
 - ◆ Problems and confidences should never be discussed with anyone who does not have a right or need to know.
- Gossip about students, parents and/or school personnel can cause embarrassment or worse, legal action
 - ◆ Family Educational Rights and Privacy Act (FERPA)

Confidentiality

- Your volunteer activity should not be discussed or posted on any social media outlet.
- No photography or video recording is permitted.

Code of Ethics for Volunteers

“As a volunteer, I realize that I am subject to a code of ethics similar to that which binds the professional in the field in which I work. Like them, I assume certain responsibilities and expect to account for what I do in terms of what I am expected to do. I will keep confidential matters confidential. I interpret “volunteer” to mean that I have agreed to work without compensation in money, but having been accepted as a worker, I expect to do my work according to standards, as the paid staff expect to do their work . . .”

Please take the time to read the remainder of the ethics code

Final Points

- Volunteers shall **ONLY** provide assistance under the direct supervision of professional administrative or teaching staff [KRS 161.148(2)]
- Make sure criminal background check form is completed
- Check with someone at the school about how to dress, where to park and what time to arrive
- Call the school secretary, if you will be absent on a scheduled day

Thank You for Volunteering!!!

**The School Team Working Together Can Make A
Difference in the Lives of Students!**

Questions???

