

Be a Good Communicator:

- Let the staff and PTA volunteer coordinator know what types of jobs you are interested in doing.
- Ask questions and share your ideas.
- Volunteers and staff need to communicate clearly about scheduling – let one another know ahead of time if there are changes in the volunteer time.

Another Opportunity - School-Based Decision Making Councils (SBDM):

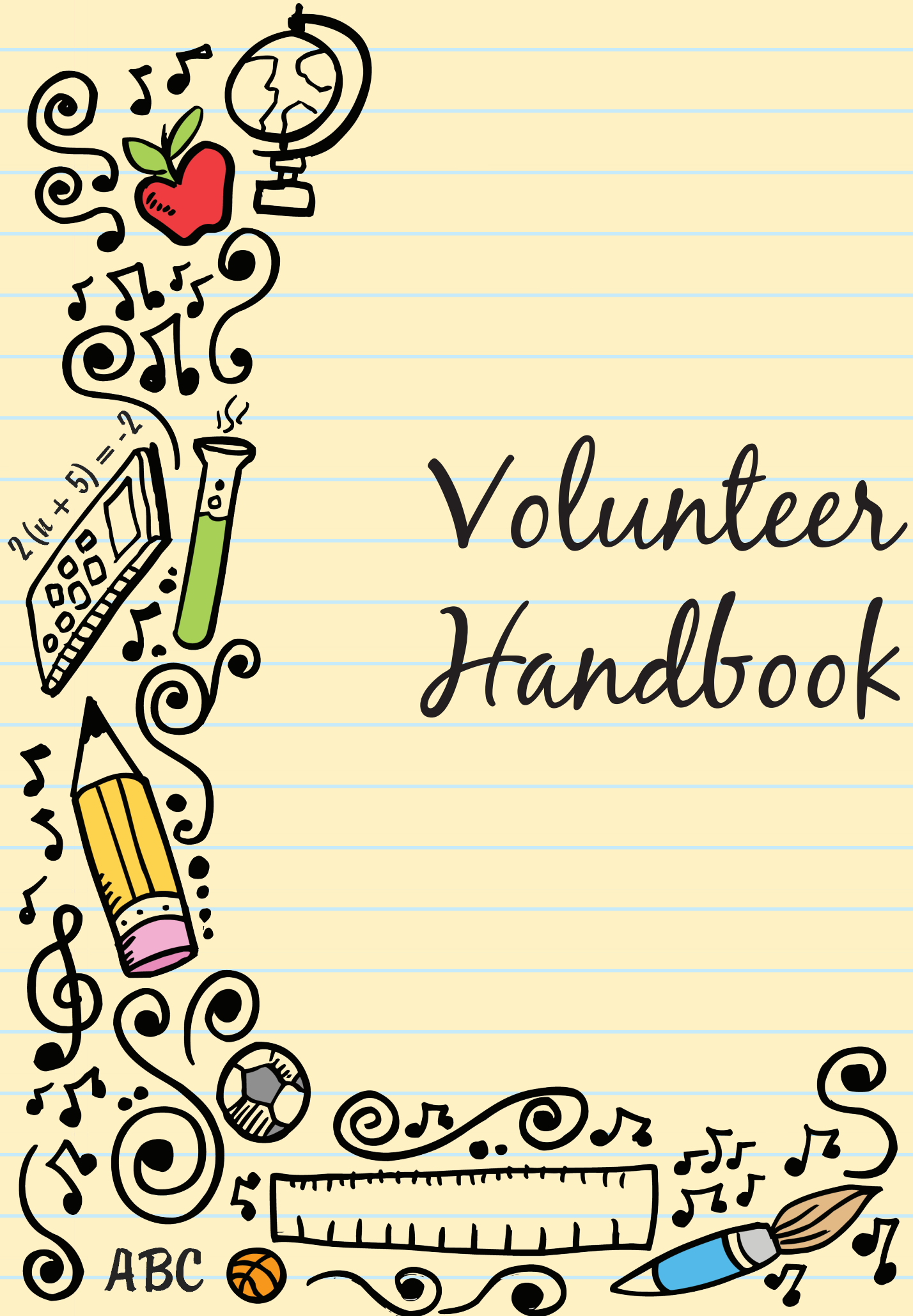
Parents can be elected to serve on a school's School-Based Decision Making council or volunteer to serve on a committee. The council is made up of the principal, teachers and parents. It generates policies and monitors the budget, curriculum, instruction, hiring, and scheduling of staff, space and students.

Family/Community Involvement Objectives:

1. **Relationship building:** The school staff builds productive, personal relationships with the parents of all their students.
2. **Communication:** Two-way information in many forms flows regularly between school staff and parents about students' academic achievement and individual needs.
3. **Decision making:** School staff encourages, supports and expects parents to be involved in school-improvement decisions and to monitor and assist with school improvement.
4. **Advocacy:** For each student, the school staff identifies and supports a parent or another adult who takes personal responsibility for understanding and speaking for each child's learning needs.
5. **Learning opportunities:** School staff ensures that families have multiple opportunities to understand how to support their children's learning.
6. **Community partnerships:** The school's staff engages and partners with community members to plan and implement substantive work to improve student achievement.

Thank You! Fayette County Public Schools truly appreciates all our volunteers. We are so fortunate to have such wonderful and dedicated support. Thank you for helping the faculty, staff and students at your school.

Should you have any additional questions or need other information, please contact the PTA president, the PTA volunteer coordinator, the teacher you are working with, or your principal. You may also contact the FCPS district family/community liaison, Alice Nelson, at (859) 381-4307.



Volunteer Handbook

Our Volunteer Program

The goal of our school volunteer program is to promote a school-home-community partnership to support student success.

We recognize that a strong partnership with our families and community members is essential in educating our children. Our volunteer programs play a major role in developing such partnerships. Family and community involvement can have a powerful and positive impact on student outcomes. Partnerships can improve school programs and school climate, increase parent leadership, connect families with others in the school and in the community and help teachers with their work.

However, the main reason to create such partnerships is to help all children succeed in school and in later life. When parents, teachers and community members view one another as partners in education, a caring community forms around students, helping ensure their success.

Our Volunteers:

- Help in individual classrooms
- Assist with schoolwide projects
- Understand and appreciate the work of the school staff
- Effectively communicate and partner with staff
- Serve as role models for many children - not just their own
- Adhere to the confidentiality policy
- Have fun!



Sign-In Procedure

Everyone coming to volunteer or visit in our schools must sign in at the office.

When you sign in, you are agreeing to abide by our confidentiality policy. On the sign-in sheet, you will indicate your destination and whether you are volunteering or visiting. Then you will receive a visitor's badge. Please wear it so the students and staff can identify and welcome you.

**** This includes FCPS staff members who do not work in that school. ****



What Kind of Jobs Do Volunteers Do?

Our schools offer a wide variety of volunteer opportunities. Some jobs provide a chance to interact directly with children. Options include individual tutoring, library work, clerical duties, computer work, copying/collating/stapling papers, and many others. Many jobs require little or no training, but some classroom teachers will train volunteers for more specific tasks.

Who Can Volunteer?

- Parents and guardians
- Grandparents
- High school and college students
- Community members
- Retirees



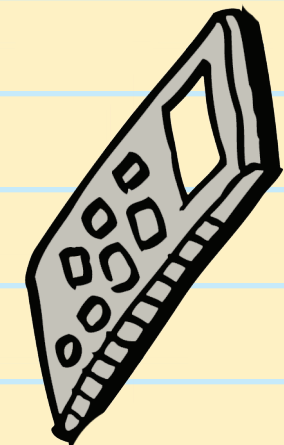
Volunteers Background Check

Volunteers in public schools in the state of Kentucky are required to have a background check. Our Human Resources Department monitors the process and keeps lists of approved volunteers for each school.

Go online to <https://webapps.fcps.net/volunteer/> to submit your form. If you do not have Internet access, your school will make a computer available and help you with the process.

Our Staff:

- Provides a welcoming environment for volunteers
- Plans and directs classroom instruction
- Has activities and tasks ready for volunteers
- Handles student discipline
- Effectively communicates and partners with parents
- Adheres to the confidentiality policy
- Appreciates the support, special skills and talents of volunteers



Confidentiality

As you work with the staff and students, information of a confidential nature may be shared with you. The problems, abilities, relationships and confidences of students, their parents and the staff should never be discussed with anyone who does not have a professional right to know. Teachers and volunteers are bound by a code of ethics to keep confidential matters within the school. Please do not discuss a child's school progress or difficulties with anyone, including his/her parents. This is the teacher's responsibility. Occasionally, a child may confide in you about family matters or personal problems. Keep this information private, too. If you feel that it is vital for the school to have this information in order to help the student, discuss the child's conversation (in private) with the teacher or the principal.

**** Volunteers are required to sign a confidentiality statement before working in a school ****