



# **Bullitt County Public Schools**

## **Volunteer Handbook**

**Guidelines, Opportunities & Resources, for Volunteers**



# **It's all about the kids!**

July 2014

## **What you will find between these pages:**

- Why a handbook for school volunteers
- Vision & Mission of our Bullitt County Schools
- How to get involved with our schools
- Board policy on volunteers
- Building lockdown procedures
- Taking care of yourself as a volunteer
- Volunteer opportunities for adults
- Confidentiality
- Listing of our schools including Principals, Volunteer Coordinators and Family Resource/ Youth Service Coordinators
- School Calendar
- School Board contacts





## Why a handbook for school volunteers?

Because the Bullitt County Public Schools value your time and talent.

As a District we need and want you to find a way to get involved with our schools. Our students, teachers, and staff need your help!

Each of our elementary and middle schools have a paid volunteer coordinator to help you get started.

**Qualifications** to help in our schools:

- A genuine interest in students
- Flexibility
- A positive and cooperative attitude
- Regular "on-time" attendance
- Be willing to attend an orientation, if needed
- Be committed to your volunteer job
- Pass the "Youth Leader" background check which costs \$10.00 and is good for two years



**Bullitt County Public School's Vision,**  
**Mission, Beliefs**

**Vision Statement:**

Bullitt County Public Schools:  
The leader in educational excellence.

**Mission Statement:**

The Bullitt County Public Schools learning community will educate all students to high levels of academic performance as measured by state and national standards by creating and maintaining a positive learning environment with a comprehensive system of support.

**Belief Statements:**

We Believe . . .

All children can learn.

Higher expectations yield higher results.

Excellence is attainable.

All people need a safe environment, both physically and emotionally.

Family and community support is essential.

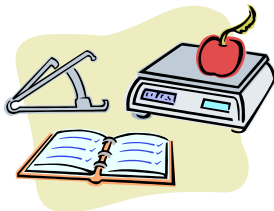
All people are responsible for their own choices.

Relationships are the foundation of a positive culture.

# How to Get Involved With our Bullitt County Schools

Our schools welcome you as a volunteer. To get you started, here are some ideas:

- ◆ Decide what school suits you the best.
- ◆ Contact the Volunteer Coordinator at that school (there is a list in this brochure).
- ◆ Be ready to complete a volunteer registration form and a Background Check (\$10.00 and is good for 2 years) form.
- ◆ Discuss with your volunteer coordinator what you would like to do (there are ideas listed in this brochure).
- ◆ Discuss the days of the week you will be available.
- ◆ Keep in mind our schools are on a strict schedule and we need our volunteers to be flexible.
- ◆ Volunteering allows you to use your skills while learning new ones.
- ◆ Volunteer work **looks good** on resumes.



## **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 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. The District shall arrange to pay any cost required for the records check, but may use donations from any source, including volunteers, for this purpose.

After the initial criminal records check, background checks shall be conducted on a volunteer every two (2) years.

### **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.

### **BASIS FOR DISQUALIFICATION**

Applicants with the following convictions or pending cases shall not be authorized to volunteer:

- All sex-related offenses

- All offenses against minors

- All felony offenses against persons or property

- All alcohol offenses within five (5) years from date of check and no more than two (2) such offenses, in total

## **Volunteers**

### **BASIS FOR DISQUALIFICATION (CONTINUED)**

All violent, abusive, and/or threat-and harassment-related offenses within the past five (5) years, unless the Applicant is a "violent offender" as defined in [KRS 17.165\(2\)](#), in which case the Applicant shall be disqualified under all circumstances.

The Superintendent shall have the authority to disqualify any individual from participating in school and/or District programs as a volunteer.

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.

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.

### **EXCEPTIONS TO DISQUALIFICATION**

In extraordinary circumstances, after good cause shown, and on a case-by-case basis, the Superintendent shall have the discretion to waive disqualification for particular individuals taking into account the following factors: 1.) The particular facts and circumstances surrounding the disqualifying offense; 2.) Number of years passed since offense; 3.) Age of individual at the time of offense; 4.) Singularity of event; 5.) Likelihood of recidivism involving the same or similar offenses; 6.) Relationship between type of offense and position under consideration; and 7.) For purposes of an agreement between governmental agencies to fulfill community service requirements where sufficient safeguards are in place.

### **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.

### **REFERENCES:**

<sup>1</sup>[KRS 161.148](#)  
[KRS 160.380](#)  
[KRS 161.044](#)

### **RELATED POLICIES:**

03.5  
08.113; 08.1131

Adopted/Amended: 04/28/2014

Order #: 412

## **Building Lockdowns**

### **DEFINITION**

*Building lockdown* means to restrict the mobility of building occupants to maintain their safety and care.

### **ANNUAL PRACTICES**

A lockdown practice shall be implemented at least twice during each school year. At a minimum, lockdown drills are to be held during the first thirty (30) instructional days of the school year and in January. As directed by the Superintendent, the Principal or other building supervisor shall document that the practice has occurred.

### **PROCEDURE REQUIRED**

The school council or the Principal shall establish procedures to perform a building lockdown, including protective measures to be taken during and immediately following the lockdown. Local law enforcement agencies shall be invited to assist in establishing lockdown procedures. Each school year, the school shall provide appropriate notice of building lockdown procedures to students, certified staff, and classified staff.

### **REFERENCES:**

KRS 158.162

KRS 158.164

### **RELATED POLICY:**

05.4

Adopted/Amended: 07/22/2013

Order #: 18



## Take Good Care of Yourself

Staying healthy while you volunteer is most important. If you aren't feeling 100%, either physically or mentally, you won't be able to do your best as a volunteer; plus, you risk passing something on to your students or picking something up from them.

Think about the following tips as techniques to keep you "up-to-speed!" These include making sure you look after yourself both at home as well as on the "job."

- Make sure you are in the right volunteer role.
- Establish your personal priorities.
- Avoid over-commitment of your time.
- Be realistic about your personal goals and ambitions.
- Avoid setting unrealistic deadlines.
- Move on or change roles when you are no longer feeling fulfilled.
- Remember the word "**no**" is a complete sentence.
- Accept that there are some things you may not be able to change.
- Seek help and guidance from others when you need it.
- Don't be afraid to take time off from your volunteer position when you are sick or just need a break.
- Allow yourself time to relax and unwind.
- Keep everything in perspective.
- Don't forget to **Breathe!**
- Have fun and remember to laugh!

It is important to recognize the contribution that all folks can make through volunteering. Volunteering is a way of building individual skills, increasing social networks, and participating in the life of the community.

Thank you for volunteering with our Bullitt County Public Schools. It is our sincere desire that you enjoy the time you spend in our schools. Remember, **Volunteering is good for you!**

## **Adult Volunteer Opportunities with our Bullitt County Public Schools**

Volunteer opportunities vary by school and student age group; however, they generally fall into the following categories: instructional, staff support, special events, and organization.

- Parent and community volunteers enable our schools to provide many of the extra touches that will help make a better education for our students. If you would like to do volunteer work for one of our schools, please contact the School Volunteer Coordinator listed in this reference guide. Volunteer opportunities do not always need to be at the school as there are many projects that can be done at home. Many of our schools hold "volunteer nights" once a month where folks can come to the school and work on various projects.
- We all want the same thing for our Bullitt County Students-the best possible education and overall school experience possible. When we work together, we make a strong team. Here are some ways you can help us in this partnership:

**Instructional:** Instructional volunteers provide direct services to the students on a regular basis under the direct supervision of teachers and/or administrators.

Opportunities include:

- Reading to and with students
- Tutoring for struggling students through the **Community Partners for Learning** initiative in a one-to-one or in a small group setting. This can include reading, math, social studies, etc. at the request of teachers. (We ask that all CPL volunteer tutors commit to at least 30 minutes once a week.
- Provide "enrichment" for our AP students

**Staff Support:** These volunteers free teachers from nonteaching tasks; support administrators and clerical staff in the day-to-day operation of the school. Opportunities include:

Making copies

Watch D.O.G.S.

Stuffing folders

Assisting in the library

Decorating bulletin boards, doors, classrooms, hallways, etc.

Performing clerical duties

Landscaping/gardening

Family Resource and Youth Service Centers

**Special Events: (VISIBILITY** - Attend school functions – check the school website, read classroom newsletters and subscribe to the school’s electronic newsletter (E-News) to get information about upcoming events.)

Special event volunteers provide curriculum enrichment, facilitate classroom and school wide special event planning through the year. Opportunities include:

- Planning parties
- Operation Preparation: Usually in March, community partners are invited to talk with students about careers and planning for job and careers.
- Arranging a tour of your workplace
- Chaperoning field trips
- Providing food, decorations, and materials
- Discussing careers
- Sharing hobbies
- Helping with field days, open houses, award ceremonies, fundraisers, book fairs, etc.
- Soliciting funds and support from the community

**Organizations:** Independent parent and community organizations work on behalf of the schools to enrich the lives of students and their families. Generally each volunteer organization has a specific purpose; some activities might include project planning, fundraising, and community outreach.

PTA/PTO

School Site Based Decision Making Councils (SBDM)

Booster organizations (band/sports, etc.)

Bullitt County Foundation for Excellence in Public Education

Bullitt County Public School Board meetings



# CONFIDENTIALITY

## What is confidentiality?

Confidentiality means protecting all personally identifiable data, information and records collected, used or kept by the Bullitt County Public Schools about a student. 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 the Bullitt County Public 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 concern you, get up and walk away, shut a door that should have been closed, or make a noise to make your presence known.**

Do not put yourself or allow yourself to be put in controversial situations.

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 these situations. Do not discuss these events with anyone other than a teacher or principal.

What you say or do reflects upon the Bullitt County Public Schools. If you repeat any part of any conversation or information about something you have seen, it could be misinterpreted by others.

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



## 2014-2015 BULLITT COUNTY PUBLIC SCHOOLS

### ELEMENTARY SCHOOLS

**Brooks Elementary**  
1430 Brooks Hill Rd  
Brooks, KY 40109  
Phone: 869-2000  
Principal: Cheri Lineweaver  
Volunteer Coordinator: Lynn Bowden/2029  
Family Resource: Sherri Bishop/2012

**Cedar Grove Elementary**  
1900 Cedar Grove Road  
Shepherdsville, KY 40165  
Phone: 869-3800  
Principal: Andy Moberly  
Volunteer Coordinator: Kym Jones/3849  
Family Resource: Tammy Perdew/3812

**Crossroads Elementary**  
156 Erin Circle  
Mt. Washington, KY 40047  
Phone: 869-7400  
Principal: Julie Skeens  
Volunteer Coordinator: Stacey Wilson/7400  
Family Resource: Leigh Ann Lowery/7412

**Freedom Elementary**  
4682 North Preston Highway  
Shepherdsville, KY 40165  
Phone: 869-3600  
Principal: Marcella Minogue  
Volunteer Coordinator: Tammy Carter/3640  
Family Resource: Sherri Bishop/3612

**Lebanon Junction Elementary**  
10920 S. Preston Highway  
Lebanon Junction, KY 40150  
Phone: 869-2200  
Principal: Patrick Durham  
Volunteer Coordinator: Lisa White/2213  
Family Resource: Tammy Perdew/2212

**Maryville Elementary**  
4504 Summers Drive  
Louisville, KY 40229  
Phone: 869-2400  
Principal: Ruth Esterle  
Volunteer Coordinator: Malena Alexander/2430  
Family Resource: Tiffany Utterback/2412

**Mt. Washington Elementary**  
9234 Highway 44 East  
Mt. Washington KY, 40047  
Phone: 869-3000  
Principal: Terri Lewis  
Volunteer Coordinator: Lyn Morris/3046  
Family Resource: Jacey Smothers/3012

**Nichols Elementary**  
10665 Highway 44 West  
West Point, KY 40177  
Phone: 869-2600  
Principal: Sheri Hamilton  
Volunteer Coordinator: Geneva Peyton/2635  
Family Resource: Traci Gould/2612

**Old Mill Elementary**  
11540 Highway 44 East  
Mt. Washington, KY 40047  
Phone: 869-3200  
Principal: Les McIntosh  
Volunteer Coordinator: Carrie Sanders/3215  
Family Resource: Leigh Ann Lowery/3212

**Overdale Elementary**  
651 Overdale Drive  
Louisville, KY 40299  
Phone: 869-2800  
Principal: Adrienne Usher  
Volunteer Coordinator: Cheri Rose/2807  
Family Resource: Tiffany Utterback/2812

**Pleasant Grove Elementary**  
6415 Highway 44 East  
Mt. Washington, KY 40047  
Phone: 869-3400  
Principal: Melissa Whicker  
Volunteer Coordinator: Dawn Hawkins/3415

**Roby Elementary**  
1148 Highway 44 East  
Shepherdsville, KY 40165  
Phone: 869-7200  
Principal: Gayle Korfhage  
Volunteer Coordinator: Angie O'Keefe/7256  
Family Resource: Jacey Smothers/7212

**Shepherdsville Elementary**  
527 West Blue Lick Road  
Shepherdsville, KY 40165  
Phone: 869-7000  
Principal: David Pate  
Volunteer Coordinator: Donna English/7138  
Family Resource: Traci Gould/7012

### **MIDDLE SCHOOLS**

**Bernheim Middle**  
700 Audubon Drive  
Shepherdsville, KY 40165  
Phone: 869-4000  
Principal: Troy Kolb  
Volunteer Coordinator: Wendy Richardson/4000  
Family Resource: Tara Davis/4013

**Bullitt Lick Middle**  
555 W. Blue Lick Road  
Shepherdsville, KY 40165  
Phone: 869-5400  
Principal: Robert Fulk  
Volunteer Coordinator: Joy Owen/5453  
Family Resource: Tara Davis/5412

**Eastside Middle**  
6925 Highway 44 East  
Mt. Washington, KY 40047  
Phone: 869-5000  
Principal: Troy Wood  
Volunteer Coordinator: Valerie Payne/5000

**Hebron Middle**  
3300 E. Hebron Lane  
Shepherdsville, KY 40165  
Phone: 869-4200  
Principal: Steve Miracle  
Volunteer Coordinator: Naomi Schweinhart/4205  
Family Resource: Jennifer Lowe/4212



**Mt. Washington Middle**  
269 Water Street  
Mt. Washington, KY 40047  
Phone: 869-5200  
Principal: Denise Allen  
Volunteer Coordinator: Charlayne Baker/5207  
Deana Daugherty/5300  
Family Resource: Megan Hatter/5212

**Zoneton Middle**  
797 Old Preston Highway North  
Shepherdsville, KY 40165  
Phone: 869-4400  
Principal: Kathy House  
Volunteer Coordinator: Cindy Trammell/4438

### HIGH SCHOOLS

**Bullitt Central High**  
1330 Highway 44 East  
Shepherdsville, KY 40165  
Phone: 869-6000  
Principal: Andrew Pohlman, Interim  
Volunteer Coordinator: Angie Huffman/6012  
Youth Service Center: Jamie Issis/6013

**Bullitt East High**  
11450 Highway 44 East  
Mt. Washington, KY 40047  
Phone: 869-6400  
Principal: Willie Foster  
Volunteer Coordinator: Jo Perkins/6406

**North Bullitt High**  
3200 E. Hebron Lane  
Shepherdsville, KY 40165  
Phone: 869-6200  
Principal: Rod Firquin, Interim  
Volunteer Coordinator: Deanna Bray/6200  
Youth Service Center: Jennifer Lowe/6213

**Bullitt Advanced Mathematics & Science (BAMS)**  
383 High School Drive  
Shepherdsville, KY 40165  
Phone: 869-6600  
Principal: Angela Bibelhauser  
Volunteer Coordinator: Arlana Hobbs/6600

**Bullitt Alternative Center**  
381 High School Drive  
Shepherdsville, KY 40165  
Phone: 869-6700  
Principal: Angela Bibelhauser

**Riverview Opportunity Center**  
383 High School Drive  
Shepherdsville, KY 40165  
Phone: 869-6600  
Principal: Angela Bibelhauser

**Bullitt County Area Technology Center**  
395 High School Drive  
Shepherdsville, KY 40165  
Phone: 543-7018  
Principal: Brady Southwood



**Bullitt County Public Schools**  
**2014-2015**  
**School Calendar**

JULY				
M	T	W	R	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

AUGUST				
M	T	W	R	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

AUGUST	
4	No School-Mandatory Professional Development Day
5	Opening Day for Teachers
6	First Day for Students

SEPTEMBER				
M	T	W	R	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

OCTOBER				
M	T	W	R	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

SEPTEMBER	
1	No School-Labor Day Holiday
	Fall EXPLORE/PLAN testing -grades 8 & 10
15	No School - Teacher Planning Day

NOVEMBER				
M	T	W	R	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

DECEMBER				
M	T	W	R	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

OCTOBER	
6 - 10	No School - Fall Break
13	No School - Teacher Planning Day

NOVEMBER	
3	No School - Professional Development Day
4	No School - Teacher Planning Day
26 - 28	No School - Thanksgiving Holiday

JANUARY				
M	T	W	R	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

FEBRUARY				
M	T	W	R	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

DECEMBER	
20 - 31	No School - Christmas Break

JANUARY	
1 - 2	No School - Christmas Break
5	No School - Teacher Planning Day
19	No School-Martin Luther King Holiday

MARCH				
M	T	W	R	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

APRIL				
M	T	W	R	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

FEBRUARY	
2	No School - Teacher Planning Day
16	No School-President's Day Holiday

MAY				
M	T	W	R	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

JUNE				
M	T	W	R	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

MARCH	
9	No School - Teacher Planning Day
3	ACT Testing Date
20	No School-Professional Development Day

APRIL	
6 - 10	No School - Spring Break
13	No School - Teacher Planning Day

MAY	
	Spring Testing - last 14 instructional days
1	No School
19	No School-Professional Development Day
21	Last Day for Students
22	Closing Day for Teachers
25	No School-Memorial Day

Days designated as make-up days for weather days:

3/20, 5/22, 5/26, 5/27, 5/28, 5/29, 6/1, 6/2, 6/3

Tentative MAP Testing Dates: Fall - August 15 Winter - December 1 Spring - March 1

**Bullitt County Public Schools**  
**Members of the Board of Education**

Mrs. Lorraine McLaughlin

Mr. Roger Hayes

Mr. Tim Wiseheart

Mrs. Dolores Ashby

Mr. Darrell Coleman

Superintendent:

**Keith Davis**

Asst. Superintendent for Student Learning:

**Greg Schultz**

Asst. Superintendent for Support Services:

**Becky Sexton**

**Contact:**

Bullitt County Public Schools

1040 Highway 44, E

Shepherdsville KY 40165

502-869-8000