

Harassment/Discrimination

As required by federal law, the Greenup County School District does not discriminate on the basis of race, color, national origin, sex, genetic information, disability, or age in its programs and activities and provides equal access to its facilities to the Boy Scouts and other designate youth groups.

The following have been designated to handle inquiries regarding nondiscrimination under Title IX and Section 504 of the Rehabilitation Act of 1973:

Scarlet Shoemaker, Title IX Equity Coordinator, Greenup County Schools, 45 Musketeer Drive, Greenup, KY 41144. Phone: 606.473.9819. Email: scarlet.shoemaker@greenup.kyschools.us

Kim Taylor, 504 Coordinator, Greenup County Schools, 45 Musketeer Drive, Greenup, KY 41144. Phone: 606.473.9819. Email: kim.taylor@greenup.kyschools.us

Prohibited conduct may include: Any nicknames, slurs, stories, jokes, written materials or pictures that are lewd, vulgar, or profane; unwanted touching, sexual advances or spreading sexual rumors; sexual violence; threats of physical violence, acts of aggression or assault; causing an individual to believe that he or she must submit to unwelcome sexual conduct in order to not suffer adverse action.

Anyone who believes they or any employee, student, vendor or visitor is being or has been subjected to harassment/discrimination shall, as soon as predictably possible, report it to the principal, supervisor, superintendent or Title IX coordinator (if sexual harassments is alleged).

Contact Information

Board of Education	45 Musketeer Drive Greenup, KY 41144	606.473.9819
Argillite Elem.	4157 State Route 1 Argillite, KY 41121	606.473.7213
Greysbranch Elem.	1487 Ohio River Rd. Greenup, KY 41144	606.473.9653
McKell Elem.	28978 US 23 HWY South Shore, KY 41175	606.932.3383
Wurtland Elem.	611 East Street Wurtland, KY 41144	606.836.6987
McKell Middle	129 Bulldog Lane South Shore, KY 41175	606.932.3221
Wurtland Middle	700 Center Ave. Wurtland, KY 41144	606.836.1023
Greenup County HS	196 Musketeer Drive Greenup, KY 41144	606.473.9812
GC ATC	196 Musketeer Drive Greenup, KY 41144	606.473.9344

WWW.GREENUP.KYSCHOOLS.US

GUIDELINES FOR VOLUNTEERS



45 MUSKETEER DRIVE

GREENUP , KY 41144

(606) 473-9819

WWW.GREENUP.KYSCHOOLS.US

@GREENUPSCHOOLS

SHERRY HORSLEY, SUPERINTENDENT

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 families and community members is essential in educating our children. 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 help teachers with their work.

When parents, teachers and community members view one another as partners in education, a caring community forms around students, helping ensure their success.

Who Can Volunteer?

- Parents and Guardians
- Grandparents
- Family Members
- Community Members
- Retirees

What Kinds 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 papers, and many others. Many jobs require little to no training, but some classroom teachers will train volunteers for more specific tasks.

Volunteers work under the direction and guidance of school personnel.

LOCKDOWN (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
- Stay away from all doors and windows and move students to interior walls and drop
- Shut off lights and BE QUIET!
- Wait for further instructions

LOCKOUT (PREVENTS UNAUTHORIZED PERSONS FROM ENTERING THE SCHOOL; COMMONLY USED WHEN THREAT IS GENERAL OR INCIDENT IS OCCURRING IN THE IMMEDIATE AREA OF THE SCHOOL)

When the announcement is made:

- Lock all exterior doors
- Security is increased at the main entrance of the building; only necessary visitors admitted
- Lock all interior doors; admit students/staff
- Classroom instruction and work continue
- Normal bell schedule; allow students to pass from class to class with increased monitoring
- Staff will clear halls and direct students/staff to classrooms and workspaces

IF OUTSIDE OF BUILDING:

- Scan the area; if it is safe to do so, get into the building
- If access to the building is compromised, seek nearest shelter

DROP, COVER AND HOLD (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

Universal Emergency Procedures

EVACUATION (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)
- Assist those needing special assistance
- Do not stop for student/staff belongings
- Go to designated Assembly Area
- Wait for further instructions

REVERSE EVACUATION (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
- Wait for further instructions.

SEVERE WEATHER SAFE AREA (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)
- 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

SHELTER IN PLACE (IN EXTERNAL GAS OR CHEMICAL RELEASE)

When the announcement is made:

- Students are to be cleared from halls immediately and report to nearest available classroom or other designated location
- Assist those needing special assistance
- Do not allow anyone to leave the classroom
- Stay away from all doors and windows
- Wait for further instructions

Our Volunteers:

- Help in individual classrooms
- Assist with school-wide projects
- Assist with athletic teams
- Serve as role models for students
- Understand and appreciate the work of school staff
- Have fun!

Our Staff:

- Provides a welcoming environment for volunteers
- Plans and directs classroom instruction
- Has activities and tasks ready for volunteers
- Handles student discipline
- Appreciates the support, special skills and talents of volunteers

Is There Anything Volunteers Shouldn't Do?

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

- Discipline students
- Evaluate achievement or discuss student progress
- Provide curriculum or learning plans
- Counsel students

Application

Persons who wish to volunteer must be approved by the superintendent or his designee before beginning volunteer duties. All volunteers must complete the application form that includes a signed participation and confidentiality statement prior to beginning volunteer duties.

Volunteers in public schools in the state of Kentucky are required to complete a criminal background check. Our Central Office monitors the process and keeps a list of approved volunteers for the district. The request for records will be made to the Administrative Office of the Courts. Volunteer background checks are considered viable [for a four-year period](#). Volunteers must reapply after this time-frame.

Volunteer forms are available in each school's Family Resource/ Youth Service Center or online at www.greenup.kyschools.us. Volunteer orientation will be provided yearly by each school's FRYSC. To contact your school's FRYSC for forms or orientation dates, please call:

AES/GES—Angie Elkins—606.473.4508

MES/MMS—Jody Justice—606.932.2437

WES/WMS—Amy Shaffer—606.833.5483

GCHS—Pete Phillips—606.473.5488

Volunteers must be 21 years of age or a parent of a GC student.

Sign-In Procedure

Everyone coming to volunteer or visit in our schools must sign in at the office. Signing in allows the school system to keep records of hours given to each school's volunteer program. 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. You will then receive a visitors badge. Please wear the badge so the students and staff can identify and welcome you.

Confidentiality

As you work with 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. If you feel 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.

Anyone who knows or has reasonable cause to believe that a child under age eighteen (18) is dependent, abused or neglected¹ shall immediately make a report to a local law enforcement agency or the Kentucky State Police, the Cabinet for Families and Children or its designated representative, the Commonwealth's Attorney or the County Attorney in accordance with [KRS 620.030](#).²

For your safety:

- Become familiar with rules and policies of the school where you will work. Ask your supervising teachers to explain the school's policies for drills and other emergency procedures.
- Obtain direction or training for areas that require special skills or knowledge such as assisting students with special needs or working with athletic teams.
- Report problem areas to the appropriate persons.
- Tobacco is not allowed 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.
- Review board policy 3.6 and 3.6 AP.22—volunteer program.