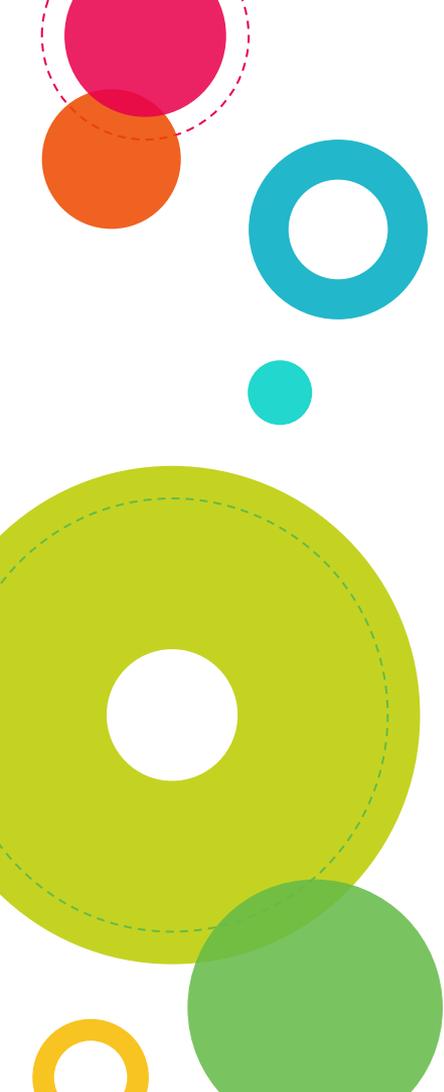


# Goodridge Elementary



## Visitor and Volunteer Agreement



# Goodridge Elementary Administration Team

Principal: **Jennifer Patrick**

Asst. Principal: **Stacie Greenwood**

Counselors: **Kim Hamrick & Geena Johns**

**3330 Cougar Path**

**Hebron, KY. 41048**

**(859) 334-4420**

**Fax: 334-4422**

A decorative graphic featuring a large, light blue dashed circle that frames the text. The background is white. Various colorful circles are scattered around the perimeter of the dashed circle: a large teal circle with a white center in the top left, a smaller teal circle below it, a yellow-green circle with a white center in the bottom left, and a large yellow-green circle with a white center in the bottom left. On the right side, there is a small green circle with a white center, a large yellow circle with a dashed orange border, a solid orange circle, a yellow circle with a white center, a solid orange circle, and a large pink circle with a dashed orange border in the bottom right.

# Thank You!

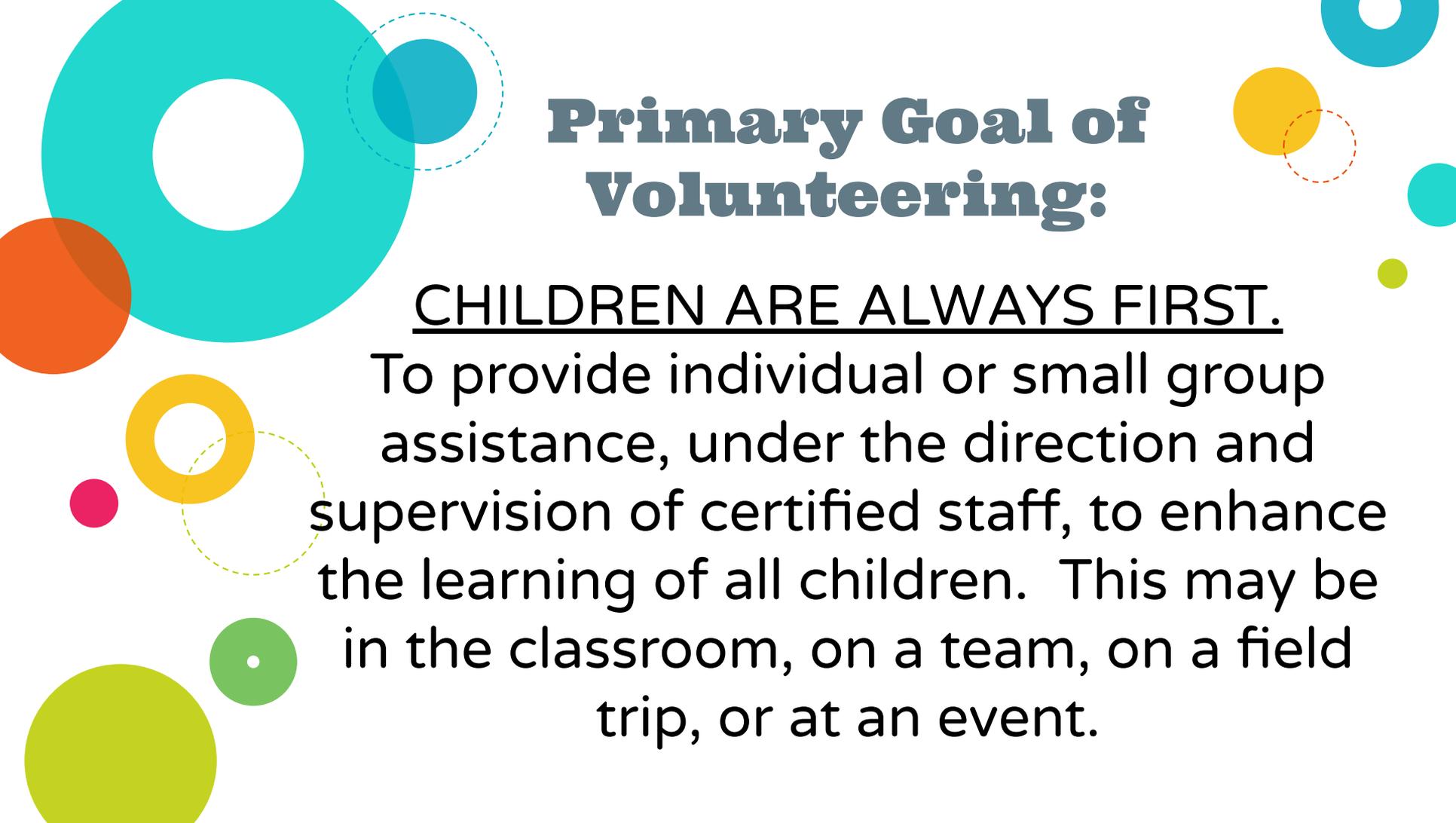
First and foremost, THANK YOU for taking time to read through and sign our guidelines and expectations so we can begin building an even better Goodridge for our kids.



# Purpose of this agreement:

We require all those wishing to participate in activities and events at GES to read through and sign the agreement to ensure that everyone has the same understanding of procedures and expectations.

This is for the respect of privacy and safety for all our stakeholders.



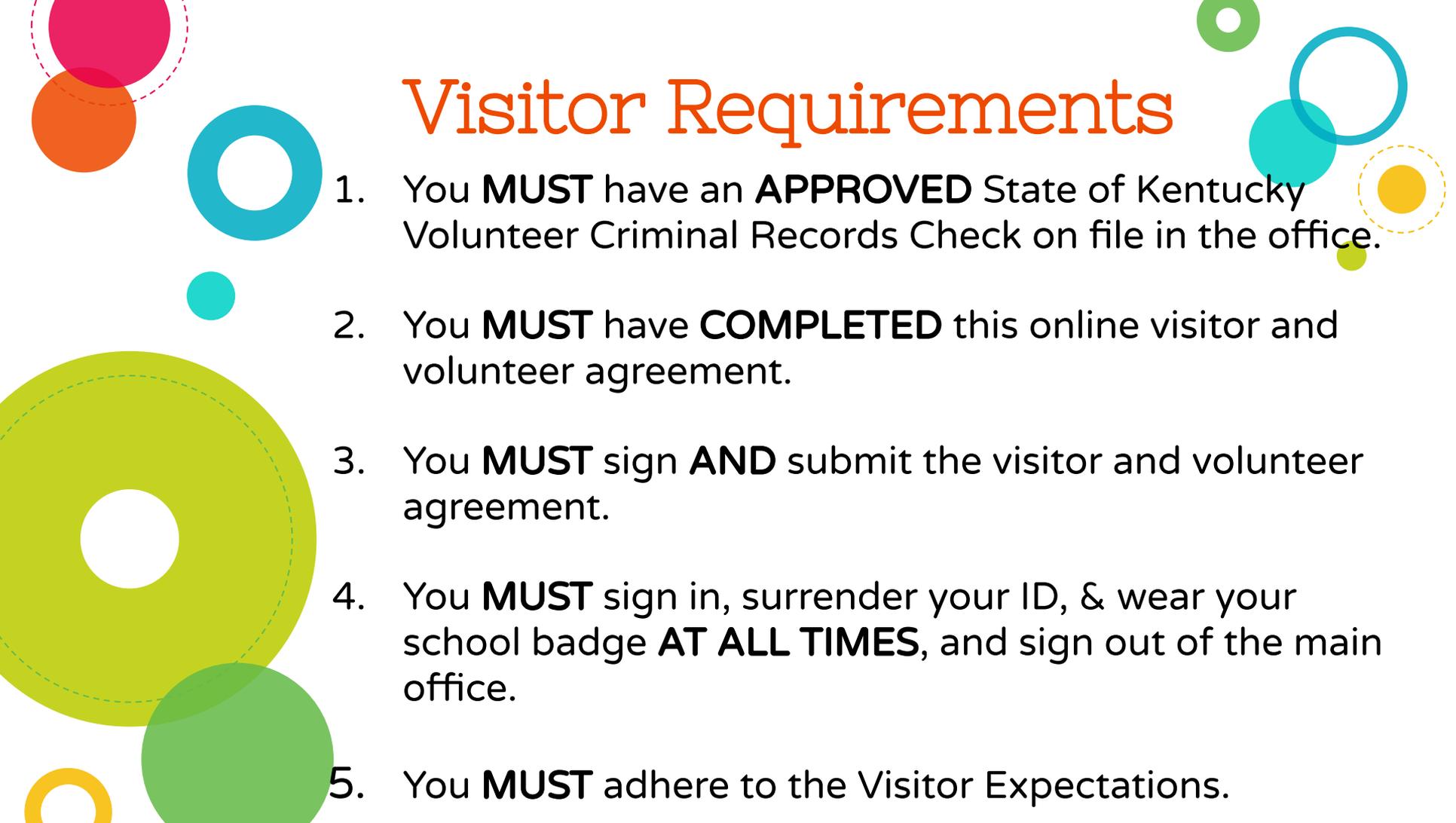
# **Primary Goal of Volunteering:**

CHILDREN ARE ALWAYS FIRST.

To provide individual or small group assistance, under the direction and supervision of certified staff, to enhance the learning of all children. This may be in the classroom, on a team, on a field trip, or at an event.

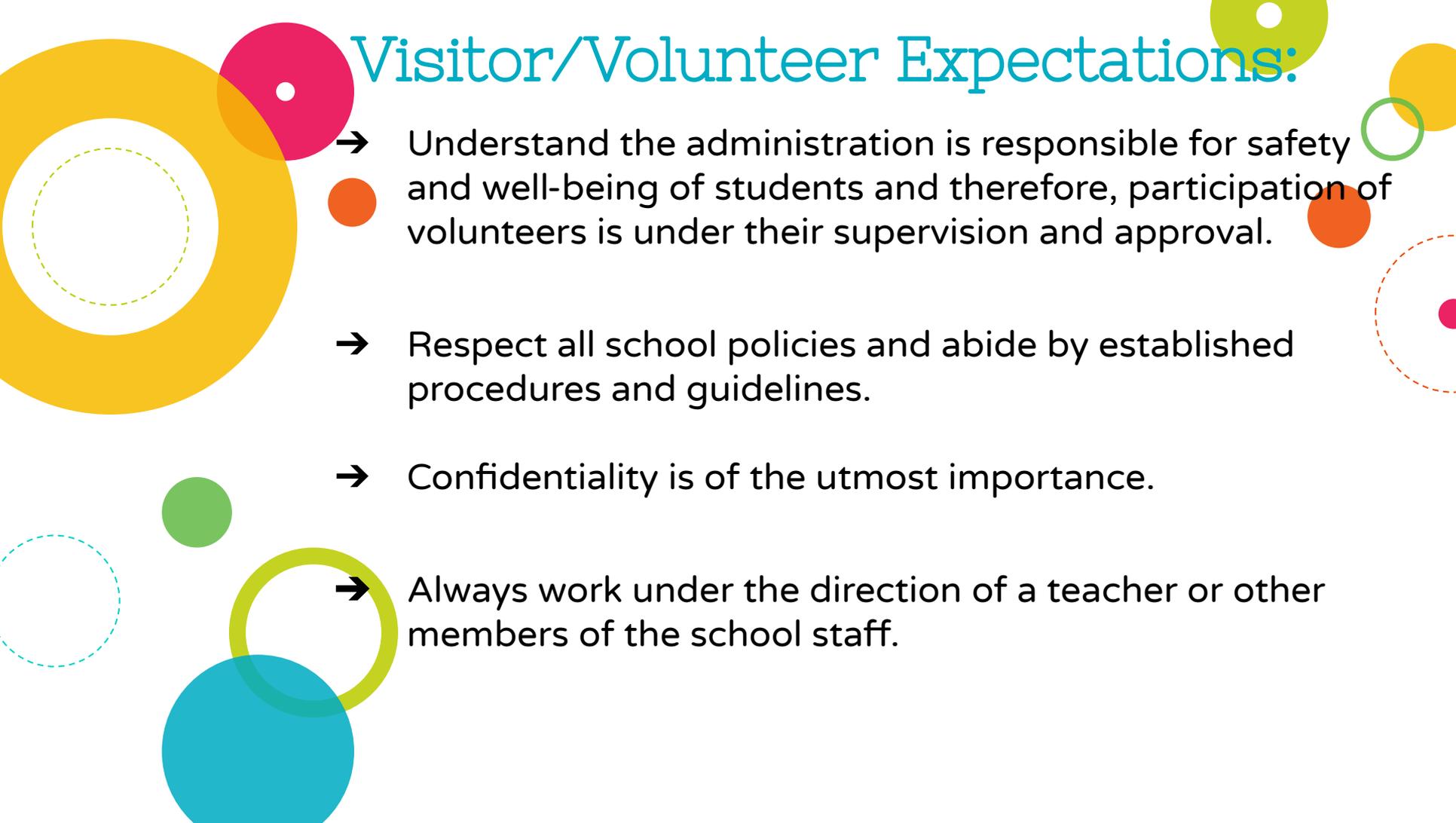
# Additional Goals:

- To help teachers be more efficient by freeing them from clerical work, non-confidential record keeping, and other routine tasks, so they will have more time to instruct students.
- To provide enrichment experiences for children through community resources and volunteers.
- To help children develop a more positive attitude toward themselves, their school work, and their peers.
- To acquaint the community with the school program in order that parents and other citizens may become a part of the school community and thus be more involved in the education of its children.



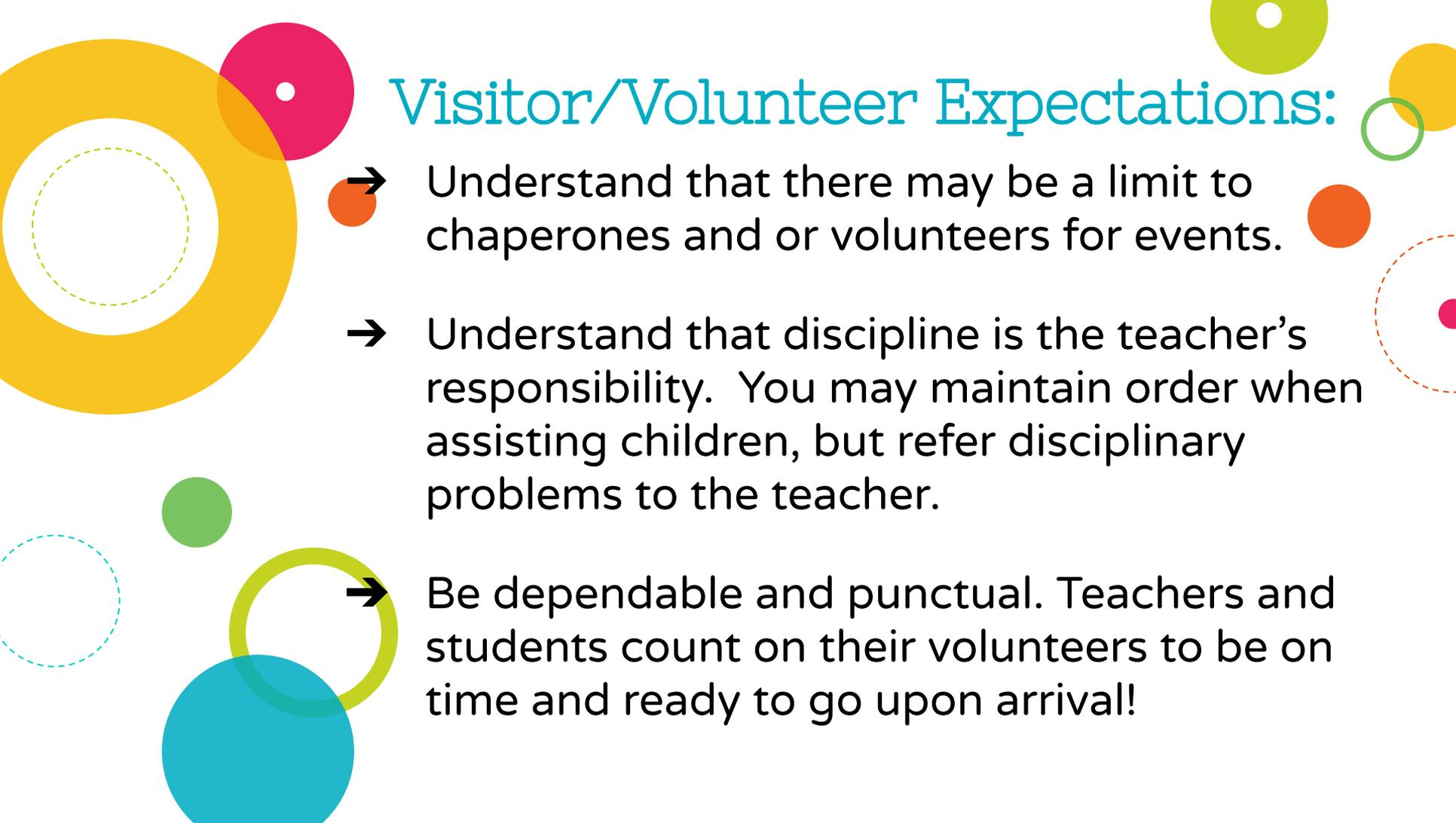
# Visitor Requirements

1. You **MUST** have an **APPROVED** State of Kentucky Volunteer Criminal Records Check on file in the office.
2. You **MUST** have **COMPLETED** this online visitor and volunteer agreement.
3. You **MUST** sign **AND** submit the visitor and volunteer agreement.
4. You **MUST** sign in, surrender your ID, & wear your school badge **AT ALL TIMES**, and sign out of the main office.
5. You **MUST** adhere to the Visitor Expectations.

The background features several overlapping circles in various colors: a large yellow circle with a white center and a dashed green border, a pink circle, a green circle, an orange circle, a blue circle, and a light green circle. There are also dashed lines in green, orange, and pink. The title 'Visitor/Volunteer Expectations:' is written in a light blue font at the top left.

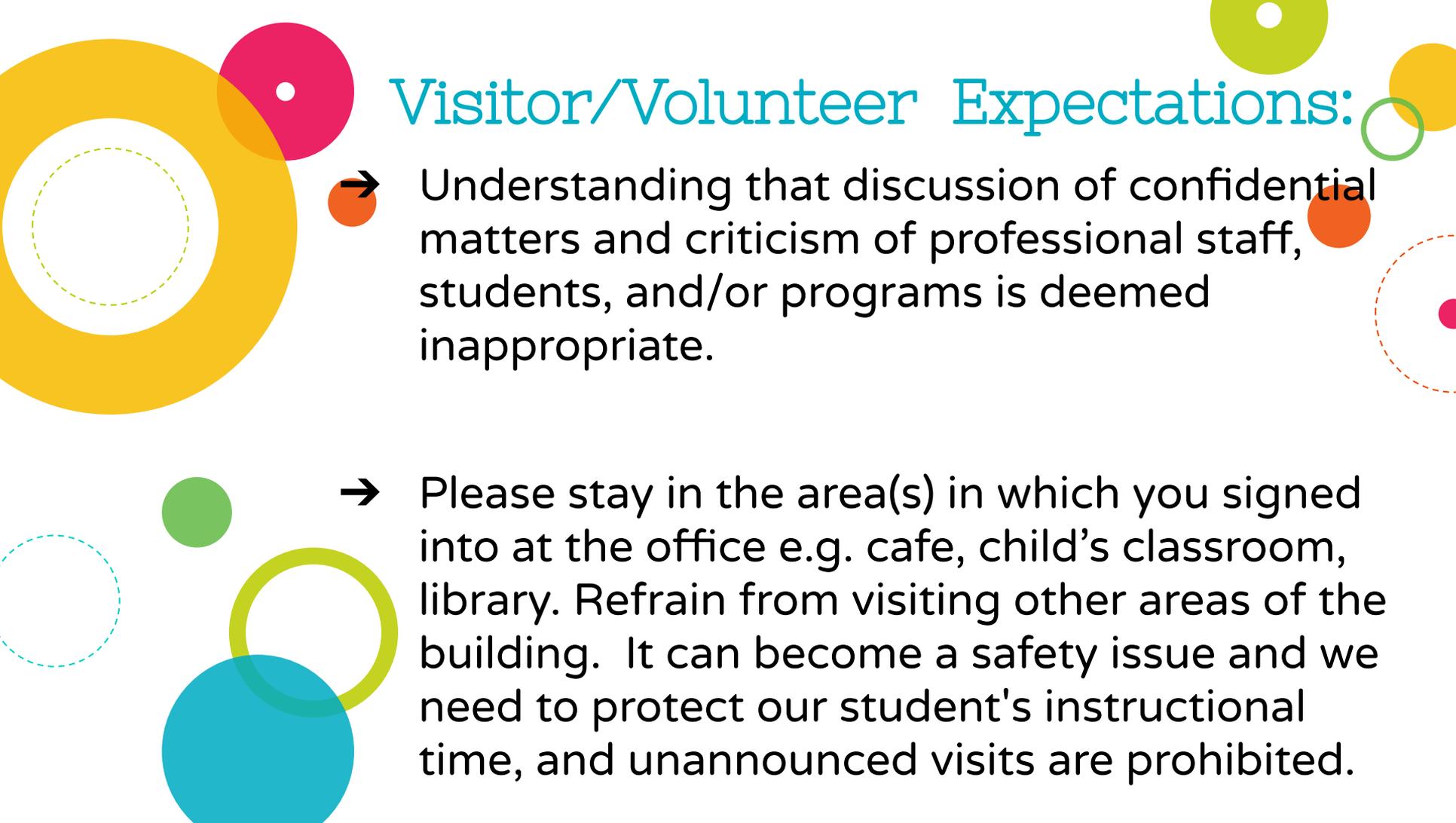
# Visitor/Volunteer Expectations:

- Understand the administration is responsible for safety and well-being of students and therefore, participation of volunteers is under their supervision and approval.
- Respect all school policies and abide by established procedures and guidelines.
- Confidentiality is of the utmost importance.
- Always work under the direction of a teacher or other members of the school staff.



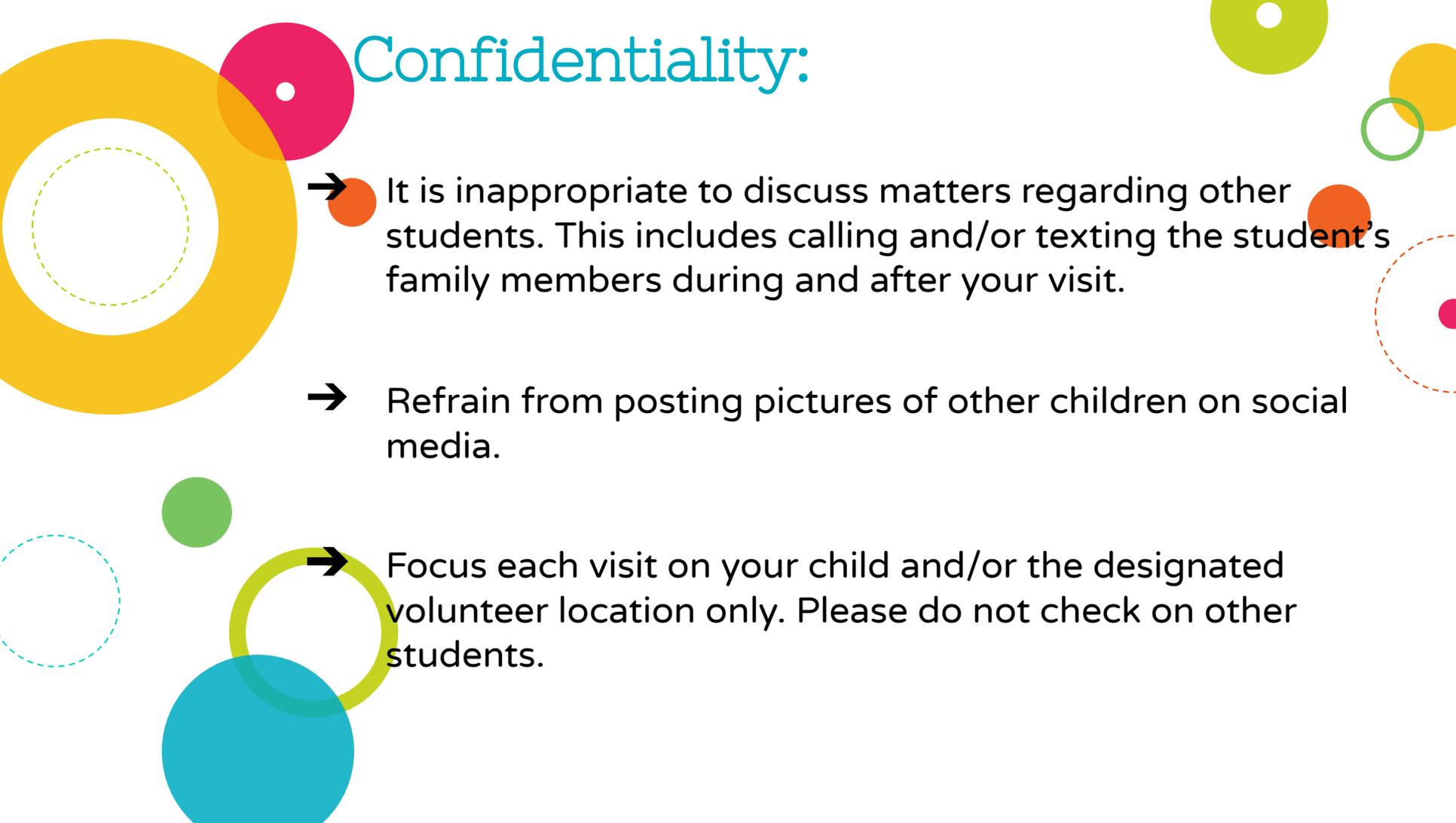
## Visitor/Volunteer Expectations:

- Understand that there may be a limit to chaperones and or volunteers for events.
- Understand that discipline is the teacher's responsibility. You may maintain order when assisting children, but refer disciplinary problems to the teacher.
- Be dependable and punctual. Teachers and students count on their volunteers to be on time and ready to go upon arrival!



## Visitor/Volunteer Expectations:

- Understanding that discussion of confidential matters and criticism of professional staff, students, and/or programs is deemed inappropriate.
- Please stay in the area(s) in which you signed into at the office e.g. cafe, child's classroom, library. Refrain from visiting other areas of the building. It can become a safety issue and we need to protect our student's instructional time, and unannounced visits are prohibited.



# Confidentiality:

- It is inappropriate to discuss matters regarding other students. This includes calling and/or texting the student's family members during and after your visit.
- Refrain from posting pictures of other children on social media.
- Focus each visit on your child and/or the designated volunteer location only. Please do not check on other students.

# F.A.Q's

- **Do I have to complete this training every year?** - Yes, this agreement must be read through and signed each year.
- **Do I have to submit a criminal background check every year?**- GES requires a background check. Background checks are valid for one year from date of completion.
- **Do I have to have complete the visitor training if I am coming to speak to a class?** - If you are planning on going outside of the office area the training must be complete.
- **Who do I talk with to find the status of my completed background check?**- If you submitted it through GES, it will take a few weeks, so please plan accordingly. We are on the state's timetable for approval. You may call the front office and speak with Alicia Kennedy or Debra Arthur to check your approval status. If completed online, you will receive an email and it will be your responsibility to send in a copy to the office.
- **While volunteering or visiting at GES, if I have a concern or question to whom do I speak?** - If it is a concern or question regarding the activity for which you are volunteering, please speak to the Activity Coordinator. If you have a concern or question regarding another matter, such as an academic concern for your child, please set up a Parent Teacher Conference at a separate time from the event in which you are volunteering.
- **Can I bring my other non-school aged children with me?** - If you are attending a field trip or working in a classroom with students, we do not allow siblings to attend. Unfortunately, this can cause a great distraction for students and teachers.



# Where You Can Help...

We are always needing a helping hand! This list is not exhaustive so feel free to reach out to the administration team or teaching staff if you have an area you'd like to contribute to!

- Working with students in a small group (Reading/Math)
- Working with our PTA
- Helping with basketball/cheerleading/clubs
- Chaperoning field trips
- Participating on SBDM committees
- Helping with classroom celebrations
- Performing clerical tasks for teacher - copies, cutting, creating posters



# School Wide Expectations



Be...

**S**afe

Be...

**O**rganized

Be...

**A**ccountable

Be...

**R**espectful



# ONE LAST THING!

You are almost finished!

Click on the link below and it will take you directly to a Google Form where you will sign the agreement.

Please complete and click submit.

Thank you so much for partnering with GES!

[Goodridge Volunteer Agreement](#)

# I've completed the agreement... Now what?

## Now that you have completed the GES Visitor and Volunteer Agreement:

1. Complete your State of Kentucky Volunteer Criminal Records Check at GES if you have not yet done so.
2. Contact your child's teacher to see how you can volunteer and schedule an appointment to assist.
3. Sign in at our office to receive a visitor's badge. You will surrender your license while at GES.
4. Report to the area in which is the purpose of your visit.
5. Make sure you sign OUT at the office and pick up your license before exiting the building so that accurate records are maintained.