

Central Office Use Only  
 Central Registry Check \_\_\_Approved \_\_\_Denied  
 Background Check \_\_\_Approved \_\_\_Denied

**PAVE (Parents As Volunteer Educators) APPLICATION**  
**Whitley County Board of Education**  
 Stacey Sasko  
*PAVE Coordinator*  
 Phone: (606) 549-7000 ext. 2040 Fax: 606-549-7006

Name: \_\_\_\_\_ (Nickname) \_\_\_\_\_ Social Security#: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Birth Date: \_\_\_\_\_  
 City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
 E-mail address: \_\_\_\_\_

How long have you been a Kentucky resident? \_\_\_\_\_ If less than one year, what was your previous address: \_\_\_\_\_  
 What is the highest level of education you have obtained? \_\_\_\_\_ Received G.E.D  NEED G.E.D   
 Would you like more information about the G.E.D. program? YES  NO   
 What skills do you have that would be beneficial to our students and schools? \_\_\_\_\_

Are you employed? YES  NO  Full Time  Part Time  Retired   
 If you are employed, where? \_\_\_\_\_ Bus. Phone: \_\_\_\_\_

**Check the school(s) where you would like to volunteer?**  Boston Elem.  Oak Grove Elementary  
 Pleasant View Elem.  Whitley East Elem.  Whitley Central Primary  Whitley Central Intermediate  
 Whitley North Elem.  Whitley Middle School  Whitley Co. High School

Are you a Mother  Father  Guardian  Grandparent  Other  \_\_\_\_\_  
**EHS** – Early Headstart **H** – Headstart **PS** – Preschool **K** – Kindergarten **Grades 1-12**

Child's Name _____	Grade _____	Child's Name _____	Grade _____
Child's Name _____	Grade _____	Child's Name _____	Grade _____
Child's Name _____	Grade _____	Child's Name _____	Grade _____

In order to maintain a safe environment for our staff and students, a crime search report and a central registry check will be completed. Do you have any objections? YES  NO  If yes, why? \_\_\_\_\_  
 Have you ever been arrested for a felony? YES  NO  Whitley County PAVE and administrative staff will maintain the confidence from any information we receive.

*I understand that as a volunteer I will respect Whitley County School System's rules and guidelines. All records and other information I see or hear will be kept confidential. I will sign in upon my arrival to the school and sign out at my departure.*

**\*As of July 2018, volunteers will be required to have a state police background check and a central registry check. There is a \$10 fee for each check and it is the responsibility of the volunteer to pay the fees.**

Volunteer Signature	DATE	Approved by PAVE LIAISON	DATE
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**WHITLEY COUNTY BOARD OF EDUCATION**  
**PAVE Confidentiality Agreement**

During the course of my volunteering, I will abide by the CONFIDENTIALTY policies and procedures of Whitley County School System.

**Confidentiality** has been discussed or I will attend a PAVE orientation, which includes discussions on confidentiality. I will not discuss anything I may see or hear with anyone other than the principal, teacher or administrator.

\_\_\_\_\_  
*PAVE Coordinator                      date*                      *volunteer signature                      date*

*Volunteer Comments:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Kentucky Court of Justice – Background request

## YOUTH LEADER REQUEST

Pursuant to KRS 17.160

**Organization:** Whitley County Board of Education, 300 Main Street., Wmbrg, KY 40769

**Contact Person:** PAVE Coordinator **PHONE:** (606) 549-7000 ext. 2040

**ADMINISTRATIVE OFFICE OF THE COURTS  
PRETRIAL SERVICES  
100 MILLCREEK PARK  
FRANKFORT, KENTUCKY 40601  
(502) 573-2350**

**DATE:** \_\_\_\_\_

The records requested will be submitted online to the Kentucky Court Justice by the Whitley County PAVE Coordinator. If you have any questions, please contact Pretrial Services at (502) 573-2350 or the PAVE Coordinator at (606) 549-7000 ext. 2040.

Please PRINT the following information

\_\_\_\_\_  
**Name** **DOB** **SS#**

\_\_\_\_\_  
**Maiden or Alias** **Address**

\_\_\_\_\_  
**YOUR SIGNATURE**

COMMONWEALTH OF KENTUCKY  
CABINET FOR HEALTH AND FAMILY SERVICES  
Department for Community Based Services

CENTRAL REGISTRY CHECK

FOR THE FOLLOWING TYPES OF EMPLOYMENT OR VOLUNTEERISM, STATE LAW OR KENTUCKY ADMINISTRATIVE REGULATION AUTHORIZES A CHILD ABUSE/NEGLECT (CAN) CHECK AS A CONDITION OF EMPLOYMENT OR VOLUNTEERISM. PLEASE CHECK THE CATEGORY LISTED BELOW THAT APPLIES TO YOU FOR WHICH THE CHILD ABUSE OR NEGLECT CHECK IS BEING REQUESTED:

- Child-Placing Agency (Foster/Adoption/Independent Living) Employee or Volunteer (Required by 922 KAR 1:310)
- Residential Child-Caring Facility Employee or Volunteer (Required by 922 KAR 1:300)  
(Institution/Group Home/Emergency/Wilderness)
- Public School Employee, Student Teacher, Contractor, or School-Based Decision-Making Council Member (Required by KRS 160.380)
- Private, Parochial, or Church School Employee or Student Teacher (Permitted by KRS 160.151)
- Youth Camp Employee, Contractor, or Volunteer (Required by KRS 194A.380-194A.383)
- Power of Attorney Regarding the Care and Custody of a Child (Required by KRS 403.352)
- Supports for Community Living (SCL) Employee (Required by 907 KAR 1:145)

**Other** (If none of the above categories is applicable, please explain the reason for requesting a child abuse or neglect check, including the statutory or regulatory authority for the request):

PERSONAL INFORMATION REGARDING THE INDIVIDUAL SUBMITTING TO A CHILD ABUSE OR NEGLECT CHECK (Please print and submit identifying information such as a copy of your driver's license, social security card, or birth certificate):

NAME: \_\_\_\_\_  
(first) (middle) (maiden/nickname) (last)

Sex: \_\_\_ Race: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Date of Initial Hire: \_\_\_\_\_

Present Address: \_\_\_\_\_

City State Zip Code

Previous Address: \_\_\_\_\_

City State Zip Code

Previous Address: \_\_\_\_\_

City State Zip Code

Previous Address: \_\_\_\_\_

City State Zip Code

Previous Address: \_\_\_\_\_

City State Zip Code

Please list your addresses for the last five years. Use another sheet of paper, if necessary.



**CENTRAL REGISTRY CHECK**

A check or money order made payable to the "Kentucky State Treasurer" in the amount of ten dollars (\$10.00) must accompany your request to process a Child Abuse or Neglect Check. The Child Abuse or Neglect Check will **NOT** be processed without payment. Mail check or money order and this completed form to:

**Cabinet for Health and Family Services  
Department for Community Based Services  
Records Management Section  
275 East Main St., 3E-G  
Frankfort, Kentucky 40621**

I hereby authorize the Cabinet for Health and Family Services to complete a Child Abuse or Neglect check and to submit the results of the check to me and, on my behalf, to the employer or agency listed below. I also release the Cabinet for Health and Family Services, its officers, agents, and employees, from any liability or damages resulting from the release of this information.

All the information provided is complete and true to the best of my knowledge. I understand if I give false information or do not report all of the information needed, I may be subject to prosecution for fraud.

\_\_\_\_\_  
Signature of the Individual Submitting to the Child Abuse or Neglect Check Date

\_\_\_\_\_  
Witness Date

The individual authorizing a Child Abuse or Neglect check may submit a CHFS-305, Authorization to Disclose Protected Health Information form, authorizing the Cabinet for Health and Family Services to disclose additional information regarding a finding to the employer or agency listed below should the employer or agency request additional information pursuant to 922 KAR 1:510, Authorization for disclosure of protection and permanency records.

In addition to receiving the results myself, I authorize the Cabinet for Health and Family Services to share the results with the following employer or agency:

**NAME OF EMPLOYER/AGENCY:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_

**STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**RESULTS OF CHILD ABUSE OR NEGLECT CHECK [FOR OFFICIAL USE ONLY]**

- No reportable incident found in accordance with 922 KAR 1:470
  - Substantiated child abuse found on the registry Date of substantiated finding: \_\_\_\_\_
  - Substantiated child neglect found on the registry Date of substantiated finding: \_\_\_\_\_
- The substantiated abuse or neglect finding relates to sexual abuse, sexual exploitation, a child fatality, near fatality, or involuntary termination of parental rights  Yes  No
- A matter subject to administrative review found in accordance with 922 KAR 1:470

**CHECK CONDUCTED ON** \_\_\_\_\_ **BY** \_\_\_\_\_

## PAVE VOLUNTEER GUIDELINES

1. While participating as a volunteer, you must understand the necessity for CONFIDENTIALITY. Any conversation or observation encountered while in the school or office is not to be discussed with anyone other than the principal or your supervisor. **This includes but is not limited to student names, grades, behavior, etc.**
2. All “approved” volunteers should have a completed volunteer application and record check report completed and on file before participating in the schools. Records should be updated every three years.
3. **It is the responsibility of the volunteer to pay the \$10 cost for their background check and the \$10 cost for the central registry check.**
4. Always contact the school ahead of time to inquire on volunteer positions and let them know when you will be available to volunteer.
4. SIGN IN when you arrive and pick up a volunteer BADGE. When SIGNING OUT, drop your badge off in the office before leaving. If you are volunteering in after-school activities such as PTO/PTA, SBDM, other councils, coaches, scout leaders, etc., record your time on a separate form and turn in to the school’s office.
5. The principal, teachers, and staff members should be respectfully regarded as Mr., Mrs., or Ms. and their last name; never call them by their first names.
6. Different jobs will be available and the one assigned to you will not necessarily be permanent. Most jobs only require a minimal amount of time. If the job is not suitable, changes can be made. **Have a purpose — don’t loiter at the schools.**
7. Although the schools have teacher assistants in some rooms, there may be times when teachers require a volunteer. While volunteering in the classroom, library, or computer lab these guidelines should be followed:
  - a) Always follow the instructions given by the teacher.
  - b) Never contradict or try to correct the teacher in front of the students.
  - c) Never interrupt the teacher while he/she is instructing the class.
  - d) Never talk to students while they are testing.
  - e) Always have a positive, interested, and friendly attitude with students.
  - f) Call students by their own names as soon as you can.
  - g) Be calm and patient with all students.
  - h) Avoid calling across a room or in the halls.
  - i) Never discuss students with anyone other than their teacher.
  - j) Don’t compare students’ work.
  - k) If you are unable to answer a student’s question, check with the teacher for the appropriate answer.
  - l) Never try to rush students during any activity; doing so tends to frustrate them.
8. Parents, relatives, or friends of students are recommended to limit volunteer time in that child’s classroom. Exceptions can be made on an individual basis by the principal.\*
9. Never discipline a student. If a student misbehaves, firmly and calmly request the student to report to the teacher or principal.

10. Be able to laugh with the students, but make sure you never laugh at them.
11. Refrain from any behavior such as flirting or touching that could create an embarrassing situation for you, the student, the staff, or the school.
12. If you are the only adult present during an accident, immediately contact the principal or the proper authority. Try to handle the accident calmly but never attempt to do more than you are qualified to do. Remain by the student's side until the proper authority arrives.
13. Always use positive, rather than negative words when speaking.
14. Offer praise to students frequently.
15. Good manners are copied rather than taught. Serve as a positive role model to all students at all times.
16. Avoid visiting with other adults any more than necessary. The teachers and students are your first priority.
17. Make sure you are aware of all emergency rules and exits. Check with your supervisor for the school's disaster plans.
18. Our school facilities are smoke-free. If you are a smoker, please smoke only in the designated area.
19. While volunteering, participants in the PAVE program should not bring children to school that are not enrolled in the Whitley County Schools.
20. Field Trips\*
  - a) Because of the limited seating on buses, priority goes first to our students and staff. Volunteers are given permission to ride the bus as scheduled by the teacher. If there is not enough room on the bus, volunteers can drive their own vehicle to join in the activity. Volunteers cannot bring children not enrolled in our schools on the school bus.
  - b) Students are expected to remain under the supervision of the teacher. Always stay within visual contact of the teacher and stay within hearing distance of that teacher. If you remove your child from the activity, the child will have to be considered absent from school.
21. Always be supervised by a staff person. Never be left alone with or responsible for students in the classrooms or on field trips.
22. Volunteers are encouraged to attend at least one volunteer orientation every three years. When schools schedule mandated orientations, volunteers are required to attend.\*
23. When addresses, phone numbers, or e-mail addresses change, please notify the PAVE coordinator. PAVE application forms should be completed at least every three years.
24. The Whitley County School System utilizes the efforts of PAVE Volunteers to enhance learning opportunities and the educational environment for our students. If at any time the Superintendent feels that a PAVE Volunteer is behaving in a manner which renders them unsuitable to work with children, the privilege of being a PAVE volunteer will be revoked.

## **Confidentiality**

### **What is confidentiality?**

Confidentiality means protecting all personally identifiable data, information, and records collected, used, or kept by the school district about a student.

Confidentiality requirements also apply to any event, conversation, or records that you might see or overhear someone discussing.

### **What is personally identifiable data or information?**

Personally identifiable information includes:

- Child or family names and address
- Child's social security or student number.
- Descriptions that would make it easy to identify a child and
- Anything else that would make it easy to identify a child.

### **What is a school record?**

A school record, which is sometimes called an “educational record” or a “permanent record,” is anything that the district collects, uses, or keeps about a child. This includes grades, health information, attendance reports, work papers, school photos, test results, etc. Data or information may be handwritten, drawn, or typed. It may also be a photograph, on audio or video tape, or on computer disk.

What you SEE...and/or HEAR...in a school, classroom, hallway, bathroom, cafeteria, or at any site or activity the school participates in, 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 in the conversation, 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 does not 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 or allow yourself to be put in controversial situations.

Volunteers should not take the liberty to read documents or browse through folders left in the office, on any desk, or in any filing cabinets.

Volunteers are NOT allowed to view any student records including: student profile reports, test score results, report cards, attendance reports, or any document intended to be included in that students records.

Only student's parents are allowed to see their records until the student reaches the age of 18.

Unless you are the parent of the student and have authorization for the documents the situation refers to, 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. (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 circumstance shall these be taken from the school and shown to anyone. If you find any document on the school grounds that you feel needs attention, please give that document to a school administrator or teacher.

When assisting teachers and other staff with students, any conversation, any paper handled, and all student's work, cannot be discussed with anyone other than that teacher, supervisor, or principal of that school.

Sometimes events happen such as accidents, fights, or other disruptions at a school and it is very important to let the staff handle any of these situations. Do not discuss these events with anyone other than the teacher or principal.

What you say or do reflects upon your supervisor and school administration. 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 or hear must stay **confidential**.