



Extended School Closures – Service Guidance

In extreme weather, illness or natural disaster conditions that close schools longer than 3 days the FRYSC Corps asks that members start by working with their site supervisor and school principal. Focus on the resources that the school district provides to support children and their families. Do this before committing to service away from the service site.

Remember that remote service must be documented. The first step is to communicate regularly with your site supervisor. Make sure you are speaking often so there are not questions about how you are spending your service time.

Remember to

- Continue to report to your FRYSC/service site if it is open.
- Members can serve at any FRYSC in the district when needed.
- When completing service from home
 - Check in with your site supervisor at the beginning at the end of your service day by email or text.
 - Log all the tasks that you complete and share the list with your site supervisor.
 - Be prepared to show the product of your work, For example, a phone log listing each contact you made or completed lesson plans or training certificates.
- Complete a Remote Service Plan form as soon as possible if you cannot report to your school and when it appears the closure will last longer than 2 days. Refer to the remote service section in your Member Service Guidance handbook for details about the remote service plan.

Service should include

- Continue emergency food programs including collecting food donations, packing and delivering food to children and families.
- Support district childcare programs
- Program planning for current and future FRYSC or school events.
- Contacting families (welfare check in) – These can be phone calls or home visits depending on the conditions.
- Research public health education resources and communicate health strategies and information to students and families.
- Delivering supplies to families.
- School work help by phone, email, “skype” or chat.
- Lesson planning and reviewing student progress.
- Remote training opportunities.
- Maintaining FRYSC storage of clothing, food, school supplies.



- Places to consider volunteering service (especially when conditions are unusually severe)
 - Donation centers (e.g. after a flood or tornado)
 - City/County government centers
 - Local community shelters
 - Hospital
 - Senior Centers

Call or email FRYSC AmeriCorps if there are extended school closures in your district. We want to help you with your plans and offer assistance when possible.



Remote Service Form

Member Name: _____

Service Site: _____

Site Supervisor: _____

Reason for Remote Service: _____ (ex. weather day, district break, illness)

Anticipated dates of service: _____

Check all that apply:

- ☐ Online training
- ☐ Review or record student work or plan student support activities
- ☐ Report service activity on America Learns and Infinite Campus
- ☐ Volunteer with _____ (name of organization)

supporting children and families by

_____ (describe activity).

The project leader is _____ (name of contact)

Who can be reached at _____ (phone number or email address).

Member Signature: _____

Date: _____

Site Supervisor Signature: _____

Date: _____



Remote Service Guidance

FRYSCs act as a bridge between families, schools and community. Members are allowed to support FRYSC community partners as part of strengthening community relationships. In addition, FRYSC Corps recognizes that inclement weather and planned school closures are not in the control of service members. As such, members may complete limited service away from their service site under circumstances when school closures limit the opportunity to earn service hours. This type of service is called “remote service” or “teleservice”.

Members should expect to serve if their service site is open. Make sure there is a way to communicate with your site supervisor about when the site will be open and their expectations.

Exceptions:

- a. When travel is not safe.
 - b. When the member has children and no alternate childcare available. (Some sites will let you bring your kids...ask them!)
1. Members must submit a Remote Service Form before an anticipated closure or before performing off-site service and get approval from the host site supervisor.
2. When discussing a remote service opportunity, please provide your site supervisor with details about the service. Where will you serve? When and how much time do you anticipate serving and how often? Provide a contact who will supervise your outside service and provide a written verification of your service.
3. **Scan and upload the completed and signed form to your America Learns profile under FRYSC Corps Service Support Documents panel.**
4. Member remote service is limited to nonprofits and agencies who serve students and families in Kentucky school districts.
5. **Allowable remote service activities are typically limited to:**
 - a. Online training get individual trainings approved prior taking the course if the link is not included on our approved training list.
 - b. Reviewing or recording student work, planning and preparing student support materials or activities.
 - c. Reporting service activity on America Learns and Infinite Campus.



- d. Volunteering with non-profit agencies, governmental agencies or faith-based organizations only on projects that support the well-being, basic needs and educational needs of students and families served by FRYSCs.
 - e. Extended school closures may require activities not listed above. Please refer to the Extended School Closures – Service Guidance for more information. If a potential service activity does not appear in the guidance, contact FRYSC AmeriCorps for approval before adding it to a time sheet.
6. Site supervisors must verify service. Members must provide documentation that confirms that service. This includes:
- The contact information for the community partner project leader;
 - an online training certificate or screenshot of completed work;
 - a copy of a volunteer log of time in/out with the member's information;
 - a statement of service from the project leader.
7. **Scan and upload documentation to your America Learns profile under FRYSC Corps Service Support Documents > Remote Service panel**
8. Remote service hours **cannot exceed 5%** of a member's **total** service hours.

Please Note:

- Service performed for family members or friends **is not allowable** as service hours. Taking your grandmother to get groceries, doing yard work for your uncle, or babysitting for a friend **are not** allowable service opportunities. Babysitting is not allowable service.
- If your school district typically closes for more than one day during bad weather, refer to the extended closure guidance.
- If you have a question about allowable service, contact FRYSC Corps staff before you do the service.