



**PARIS INDEPENDENT SCHOOLS**

**VOLUNTEER  
HANDBOOK**

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## Introduction

This training handbook contains information to assist you in your volunteer efforts with Paris Independent Schools. Please read the handbook and complete the enclosed background check.

Background checks may be returned to any of our schools, Central Office, or mailed to Paris Independent Board of Education, Volunteer Application, 310 West Seventh St., Paris, KY 40361.

If you need additional information please contact:

Jennifer Graves, Paris Independent Schools, Central Office Phone: (859) 987-2160 or email: Jennifer.Graves@paris.kyschools.us

## Mission Statement

The mission of Paris Independent Schools' Volunteer Program shall be to generate optimal school volunteerism throughout the district in order to raise student achievement.

Our program goals are:

- To promote a working partnership between parents and schools to ensure academic success for all students
- To establish a self-sustaining coalition of school volunteers
- To create a network for school volunteers, principals, teachers, and staff

## Who Can Volunteer?

- Parents, Grandparents and other family members
- Community members
- Retired community members

## The Volunteer Program

A volunteer is many things: an extra pair of hands, an extra measure of personal warmth, a valuable special resource for classroom enrichment, and a bridge between our school program and the community. As a volunteer, you are assisting the staff in their day-to-day endeavor to provide the best possible educational experience for each child in the school.

Volunteers provide a quality of service for our staff and students which enhance our educational programs and help build a strong foundation for our school community. We would like to take this time to thank you for volunteering in our schools. Your willingness to be involved is truly an asset to our school district.

## Supervision of Volunteers

School volunteers work under the direct supervision of the professional staff at each school and only with those teachers who have requested the services of the volunteer. Paris Independent School staff is responsible for the education, safety and well being of each student.

## What Kind of Jobs Do Volunteers Do?

Paris Independent Schools offer a wide variety of volunteer opportunities. Some jobs provide the volunteer with a chance to work with children while many other opportunities are available for those who prefer not to work directly with students. Some examples include helping in the school office, assisting in the classrooms with activities, tutoring students in different subjects, helping teachers with paperwork or art projects, assisting in the cafeteria, working with athletics, band or different clubs and organizations within the district, and many other things. Volunteers choose the jobs that interest them and decide how many hours and days they wish to contribute. Volunteering is specific to each school and department so if you would like more information, please contact the school of your choice or the volunteer coordinator for the district. If you ever begin a volunteer job and decide you would like to try a different job, notify your direct supervisor or volunteer coordinator.

## Steps in Becoming a Volunteer

The steps to becoming a volunteer are as follows:

1. Read the Volunteer Handbook located on our website (available in hard copy as well)
2. Complete a Volunteer Consent for Background Check located in the back of the handbook. This form will need to be turned in to the Central Office or to your volunteer coordinator.
3. Once your background check is approved, you will be contacted to attend a one-time Volunteer Confidentiality Training. Once your training is complete, you are placed on the volunteer list for the current school year.
4. **VERY IMPORTANT:** Current volunteers will receive a Volunteer Letter of Intent each summer. In order to be placed on the volunteer list for the upcoming school year, you are asked to complete the letter and return it to one of the school offices, central office, or the volunteer coordinator.
5. Background checks will be requested for continuing volunteers every five years.

## Once You Become a Volunteer...

Each volunteer must sign in at the school office or an alternate area designated by the school. This is required for security reasons and in case of an emergency. Signing in allows the school system to keep records of volunteer hours given to the schools and helps us to evaluate the program. Regular and punctual attendance is essential for program effectiveness. A volunteer who is unable to report for their duty shall contact the school office as soon as possible.

Become familiar with the rules and policies of the school where you will work. We strongly recommend each volunteer to read and understand the school handbook and school protocol for emergency procedures.

## Is There Anything Volunteers Shouldn't Do?

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

- provide curriculum or teaching plans
- discipline students
- have access to materials in students' permanent records (psychological records, grades, health history, etc.)
- evaluate achievement or discuss student progress or counsel students
- be placed in a compromising situation
- share confidential information

In addition:

KRS 527.070 Unlawful possession of a weapon on school property in Kentucky is a felony punishable by a maximum of five (5) years in prison; and a ten thousand dollar (\$10,000) fine. Firearms are not allowed on school grounds.

KRS 438-050 The use of any tobacco product is prohibited in any building or campus owned or operated by the Board of Education. We also ask that you treat field trips as if they were on school property and do not smoke while supervising students on field trips.

## Successful Volunteers... ..

- are good role models
- are dependable and punctual
- dress appropriately for classroom or project activities - please ask the classroom teacher if you have questions about appropriate dress
- respect student and staff confidentiality
- refrain from giving advice
- communicate with their teachers
- accept constructive criticism with a positive attitude

## Discipline

Discipline of students is solely the responsibility of the teacher in charge. Volunteers should never discipline students. Should students misbehave in your presence, please report this immediately to the teacher in charge. The teacher will then determine the necessary course of action. Also note that we expect students to treat volunteers with the same level of respect given to other school personnel. If you feel that students are not being respectful towards you, do not hesitate to discuss the matter with the teacher or principal.

## Hints for Working with Students

- Be yourself. Warmth and friendliness foster positive student relationships.
- Maintaining a sense of humor and comfort will help ensure your success with young people.
- Always be consistent with rules and practices maintained by the staff of the school and be familiar with school and classroom rules. Read the student handbook before beginning as a volunteer.
- Maintain your position of responsibility and authority at all times. Do not let friendships interfere with your role as a school volunteer.
- Learn teachers' and students' names.
- Be aware of and sensitive to the unique gifts and needs of individual students. This is critical at all age levels.
- Encourage and praise students for their efforts.
- Volunteering is the giving of time, energy and concern. It is an honorable and cherished responsibility of our society.

*The Paris Independent Board of Education wishes to thank each and every volunteer for their participation and dedication to the students of our schools. Together we can make each child's years in Paris Independent Schools a solid foundation on which to build a lifetime of successful achievement. We consider each of you valuable members of our learning*

## Consent for Background Check for Paris Independent Schools

Social Security Number (used for background check) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Last Name, First Name, Middle initial \_\_\_\_\_

Maiden or Alias Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

Name of school program or school staff member you plan to volunteer for \_\_\_\_\_

Name of child/grandchild attending school, if applicable \_\_\_\_\_

### Conditions of Commitment - As a volunteer, I agree to:

- Read the volunteer handbook (located online at [www.paris.kyschools.us](http://www.paris.kyschools.us))
- Submit to a criminal records check
- Never discipline students
- Dress in appropriate manner for my volunteer assignment
- Supervise students if requested, not just my own child/children
- Treat teachers, staff, students and other volunteers with respect
- Become familiar with safety and evacuation plans of the school
- Read and sign the Acceptable Use Policy before using school computers
- Keep the confidentiality of teachers, staff and students
- Discuss concerns with either the principal or teacher, not other volunteers
- Abide by all school rules and Board of Education regulations and policies that apply to me
- Honor my commitment to work as scheduled
- Notify my designated school/supervisor in advance if I must be absent from a scheduled commitment

**The Paris Independent Board of Education reserves the right to deny a volunteer based upon knowledge of any offense that demonstrates a risk to students. Any criminal conviction may serve as a basis for disqualification from serving as a volunteer. We will assess all criminal history in light of these factors:**

- The specific facts of the conviction
- The recency of the conviction
- Age at the time of conviction
- Repeated or multiple convictions
- The relevance of the crime to the duties of the volunteer position

**The following crimes, without exception, disqualify an individual from serving as a volunteer:**

- Any conviction rendering the applicant a “violent offender” under Kentucky law
- Any crime rendering the applicant a “sex offender” under Kentucky law

**The following crimes are most likely to disqualify an individual from serving as a volunteer:**

- Any drug conviction within the past five (5) years; or more than one (1) drug conviction, one (1) of which has been in the past ten (10) years.
- Any crime involving use or unlawful possession of a weapon
- Terroristic Threatening and related offenses
- Assault; criminal abuse
- Unlawful transaction with a minor, endangering a minor; offense with or to a minor
- Any pending criminal charges

All those disqualified under these provisions will be notified by the superintendent and will have the opportunity to meet with the superintendent for consideration of additional information.

### Confidentiality

I understand that any information concerning any teachers or students is to remain confidential and not to be discussed outside of the school. I understand that if there is a problem, I need to discuss it with my assigned supervisor or the school principal.

I have read the volunteer handbook and agree to the conditions as outlined. I understand that by submitting this form I am giving permission to Paris Independent Schools to run a Criminal Background Check on me.

VOLUNTEER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_