

School Year 2012-
2013

PARIS INDEPENDENT SCHOOLS VOLUNTEER TRAINING HANDBOOK

Paris Independent Schools 310 W. 7th St. Paris, KY 40361 (859)987-2160

Contents

Introduction.....	2
Mission Statement.....	3
Who Can Volunteer.....	3
The Volunteer Program.....	3
Supervision of Volunteers.....	4
What Kind of Jobs Do Volunteers Do?.....	4
Steps in Becoming a Volunteer.....	4
Once You Become a Volunteer.....	5
Is There Anything Volunteers Shouldn't Do?.....	5
Successful Volunteers.....	7
Discipline.....	7
Hints for Working with Students.....	7
Application Form Paris Independent Schools.....	9
Application Form Paris Independent Schools.....	10

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 application. Applications may be returned to any of our schools, Central Office, or mailed to Paris Independent Board of Education, Volunteer Application, 310 W.7th St. Paris, KY 40361. Two applications have been provided in case more than one person in the household wishes to volunteer.

If you need additional information which may not be available at your assigned school, please contact.

Trina Bussell
Paris Independent Central Office
Phone: (859) 987-2160
email: trina.bussell@paris.kyschools.us

Dear Volunteer:

Thank you for considering becoming a volunteer for Paris Independent Schools. We feel fortunate to live in a community where education is embraced as a top priority by individuals such as yourself. Your valuable time and talents will help us provide the best education possible for the children of our community.

Again, thank you for investing in the lives of our students. I appreciate your commitment to our students, our schools and our community.

Sincerely,

Gary Wiseman

*Gary Wiseman
Superintendent*

Mission Statement

The mission of the 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 ensure volunteer support for each school

To create a network for school volunteers, principals, teachers, and staff

Who Can Volunteer?

Parents

Grandparents

Family members

Community members

Retired persons

Paris Independent School volunteers recognize that children are our greatest resource, are willing to accept supervision as well as responsibility, understand and appreciate the work of the school staff, and serve as mentors and role models for our students.

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. We cannot buy what volunteers give our schools. It is the intent of our schools to utilize volunteers to enhance our educational programs.

As a volunteer, you are assisting the staff in their day-to-day endeavor to provide the best possible educational experiences for each child in the school. So that you can be more effective, you may want to better understand your role and how your volunteer assignment relates to our schools.

Volunteers work under the direction and guidance of school personnel. They will not replace salaried staff, nor will their presence mean that fewer staff members will be needed.

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 always 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. For this reason, you can understand why the teacher, principal or volunteer coordinator may request the reassignment of a volunteer whose actions are not in the best interest of the school or students.

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.

Volunteers choose the jobs that interest them and decide how many hours and days they wish to contribute. More information about the variety of jobs offered is available through the principal at each school.

Volunteers...

- help students improve basic skills through tutoring
- help students gain successful experiences in learning
- help motivate students to learn
- free teachers from non-teaching tasks so they can concentrate on instruction
- provide special skills and talents
- provide cultural enrichment activities
- assist in extra-curricular activities
- learn more about school programs

Steps in Becoming a Volunteer

Persons who wish to serve as volunteers must complete an application form and be approved by the Superintendent or his designee before beginning volunteer duties. All volunteers must have a successful background check, a signed participation, and confidentiality statement on file in the district office prior to beginning volunteer duties.

Pursuant to KRS 761.044, all volunteers who have contact with students on a scheduled and/or continuing basis, or who have supervisory responsibility for children, must submit to a criminal records check.

Once You Become a Volunteer...

Each volunteer must sign in the school office or an alternate area designated by the school for this purpose. For security reasons and in case of emergency, it is important for school administrators to know who is in the building and why. Signing in allows the school system to keep records of hours given to the schools and to evaluate the volunteer program. Regular and punctual attendance is essential for program effectiveness. A volunteer who is unable to report for their assigned duty shall contact the school office as soon as possible.

Become familiar with the rules and policies of the school where you will work. It is a good idea to read and understand the school's handbook. Ask your supervising teacher to explain the school's policy for fire drills, tornado drills, and other emergency procedures.

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.

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 record (psychological records, grades, health history, etc.)
- evaluate achievement or discuss student progress or counsel students

- be put in a compromising situation

Successful Volunteers.....

- are good role models
- are dependable and punctual
- dress appropriately for classroom or project activities - ask the classroom teacher if you have questions about appropriate dress
- respect the student's and staffs confidentiality
- refrain from giving advice when it is not invited
- 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 in no way discipline students. Should students misbehave in your presence, you should 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 volunteer student relationships. Maintaining a sense of humor and comfort will help ensure your success with young people.

Always be consistent with specific rules and practices maintained by the staff of the school. Also, 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 community.

Application Form

Paris Independent Schools

Volunteer Application Form

Please write legibly.

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 _____

Volunteer School(s) _____

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)
- Submit to a criminal records check
- Never discipline students
- Dress in appropriate manner for my volunteer assignment
- Supervise students as required, 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. NO Consideration will be given to any volunteer applicant who has a conviction for the following offenses:

- Any felony conviction
- 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 weapons violation
- Any sex related crime
- Harassment
- Assault; criminal abuse
- Unlawful transaction with a minor, endangering a minor; offense with or to a minor
- Any pending criminal charges

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 _____

Application Form

Paris Independent Schools

Volunteer Application Form

Please write legibly.

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 _____

Volunteer School(s) _____

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)
- Submit to a criminal records check
- Never discipline students
- Dress in appropriate manner for my volunteer assignment
- Supervise students as required, 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. NO Consideration will be given to any volunteer applicant who has a conviction for the following offenses:

- Any felony conviction
- 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 weapons violation
- Any sex related crime
- Harassment
- Assault; criminal abuse
- Unlawful transaction with a minor, endangering a minor; offense with or to a minor
- Any pending criminal charges

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 _____