

# Russellville Independent Schools



## Volunteer Handbook

## Table of Contents

<b>Superintendent’s Letter .....</b>	<b>2</b>
<b>Contact Information.....</b>	<b>3</b>
<b>Goals of the Program .....</b>	<b>4</b>
<b>Checklist for Consistent Volunteering.....</b>	<b>5</b>
<b>Checklist for Single Events Volunteering.....</b>	<b>5</b>
<b>Guidelines for Volunteering.....</b>	<b>6</b>
<b>Responsibilities of Program Members.....</b>	<b>8</b>
<b>Background Check Policy.....</b>	<b>10</b>
<b>KRS Chapter 11 Section 1.....</b>	<b>12</b>
<b>When Talking Isn’t Gossiping.....</b>	<b>13</b>
<b>Student Characteristics.....</b>	<b>14</b>
<b>Successful Volunteer.....</b>	<b>15</b>
<b>District Volunteer Application.....</b>	<b>16</b>
<b>Background Check Form.....</b>	<b>17</b>
<b>Volunteer’s Evaluation of the Program.....</b>	<b>18</b>
<b>Teacher’s/Staff’s Evaluation of the Program.....</b>	<b>19</b>
<b>Volunteer’s Comments and Notes.....</b>	<b>20</b>

# Russellville Independent Schools

355 South Summer Street  
Russellville, Kentucky 42276

Phone: 270-726-8405

Fax: 270-726-4036

*Bart Flener, Superintendent*

*Every Child, Every Day*

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Dear Volunteer:

Congratulations on your decision to serve as a volunteer for Russellville Independent Schools. Our mission is “At Russellville Independent Schools, we are committed to insuring that all students achieve at their highest potential, all teachers teach with relevance and rigor, and all teachers establish meaningful relationships with students, parents, and the community—Every Child, Every Day.” To fulfill this mission, we must have a strong volunteer program.

We believe in the power of parent and community involvement and feel it is an essential part of an effective educational program. Volunteers strengthen the quality of school programs.

We appreciate the time you are giving and we want to thank you for caring about and investing in the lives of our students---our community’s future.

Sincerely,

Bart Flener  
Superintendent

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As required by law, the Board of Education does not discriminate on the basis of race, color, national origin, age, religion, sex, genetic information or disability in its programs and activities and provides equal access to its facilities to the Boy Scouts and other designated youth groups.
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**Russellville Independent Schools  
Contact Information**

**District:**

**Bart Flener, Superintendent  
Russellville Independent Schools  
355 South Summer Street  
Russellville, KY 42276  
Telephone 270-726-8405  
Fax: 270-726-4036**

**Schools:**

**R.E. Stevenson Elementary School, Grades PreK-5  
1000 North Main Street  
Russellville, KY 42276  
Telephone: 270 726-8425  
Fax: 270- 726-1109  
Contact: Carol Kees, Family Resource Center Coordinator**

**Russellville High School, Grades 6-12  
1101 West Ninth Street  
Russellville, KY 42276  
Phone: 270 726-8421  
Fax: 270 726-3685  
Contact: Debbie Browder, Youth Service Center Coordinator**

**Russellville Preschool Academy  
1000 North Main Street  
Russellville, KY 42276  
Telephone: 270 726-8425  
Fax: 270- 726-1109  
Contact: Michelle McCloughan**

## **GOALS OF THE VOLUNTEER PROGRAM**

The goal of Russellville Independent School District's Volunteer Program is to enable citizens from the community to assist administrators, teachers, and other school personnel in helping young people fully develop their skills and potential as individuals.

Trained, supervised volunteers assist school personnel to:

Help teachers and other professional staff provide effective reinforcement activities, enrich the curriculum, and perform other tasks;

Strengthen school-community relations by increasing opportunities for communication, learning about school programs, and sharing time and talents with the school.



**WE  
CARE  
ABOUT  
OUR  
STUDENTS**



## **A CHECKLIST FOR CONSISTENT VOLUNTEERING**

(Those who consistently volunteer in school buildings throughout the year)

- ✓ **Complete Application Form**
- ✓ **Sign Participation Statement**
- ✓ **Agree to All Required Federal and State Background Check**
- ✓ **Attend Orientation and Training\***
- ✓ **Select Your Interest Area(s) from an Approved List**
- ✓ **Wear a Name Tag**
- ✓ **Sign In and Out Each Time You Volunteer**

\*Note: Those wishing to volunteer after the Volunteer Training has been completed will attend a one-on-one training session with an appropriate school staff person.

## **A CHECKLIST FOR SINGLE EVENT VOLUNTEERING**

(Single-event volunteers are those who volunteer for field trips, dances, school events, etc.)

- ✓ **Agree to All Required Federal and State Background Check**

## **Guidelines for Volunteers**

### **Supervision:**

For the safety and protection of our students, all volunteers must conduct their work under the direct supervision of a Russellville Independent School District employee who is supervising those students.

### **Confidentiality:**

As you work with staff and students, information of a confidential matter may be shared with you. Students' problems, abilities, relationships or confidences should never be discussed with anyone. Teachers and volunteers are bound by a code of ethics to keep confidential matters within the school. Staff and students need to know they can trust you. Please do not discuss a child's school progress or difficulties with his or her parents. This is the teacher's responsibility. Occasionally, a child may confide in you about family matters or personal problems. Keep this confidential, unless you feel the student's teacher or school counselor should have this information. Discuss any matters privately with the appropriate staff. *If the child shares with you any type of abuse, you are bound by law to share that information. First you must contact the principal and/or guidance counselor and then, with their assistance, contact the proper authorities.*

### **School Rules:**

Become familiar with the rules and policies of the school where you work. Ask your school volunteer coordinator or school principal to explain procedures for fire drills or any emergency situation.

### **Please avoid:**

The staff at the school is responsible for everything that goes on in your building. Volunteers supplement and support the system. Volunteers do not:

- Provide curriculum or teaching plans
- Discipline students
- Have access to materials in students' permanent records
- Evaluate achievement
- Counsel students
- Interact with students unless there is a district or school employee present who is in charge of supervising those students.

### **Sign in and out:**

Each volunteer must sign in and out, to help ensure a safe school environment and for record-keeping purposes. Please wear the nametag made available to you whenever you are volunteering in the school.

### **Dress Code:**

Volunteers should always dress appropriately for classroom or project activities. Remember you are a role model for our students. School specific dress code will be reviewed at the school's volunteer orientation.



## **RESPONSIBILITIES OF VOLUNTEER PROGRAM MEMBERS**

### **The Board of Education and the Superintendent of Schools:**

- Supports the concept of community involvement in schools, particularly of parents.
- Conducts and shares background check records with appropriate school personnel.

### **The Principal:**

- Implements the District's volunteer policies.
- Assesses the school's needs.
- Assigns, schedules, and re-assigns volunteers as determined necessary and in conjunction with staff and volunteers.

### **The School Volunteer Coordinator:**

- Orients school personnel to the goals of the program.
- Coordinates the overall school volunteer program so that each participating school is aware of the services volunteers can provide in helping to educate the students.
- Attends to administrative and clerical details such as letters, manuals, and paperwork for their particular school.
- Publicizes the program to the community.
- Serves as a resource to the principal, staff, teachers, and volunteers.
- Provides materials for recruitment and recognition.
- Acts as the school volunteers' voice in matters that affect volunteers.
- Recruits volunteers.
- Works with the staff on how to utilize volunteers.
- Assists in assigning volunteers to various tasks.
- Develops a positive relationship between volunteers and faculty.
- Meets with volunteers.
- Assists in recognition activities at school.
- Meets with individual students and volunteers to assess progress and the program.

### **The Consistent Volunteer:**

- Attends the volunteer orientation and training sessions.
- Follows all school and volunteer program rules and guidelines.
- Wears volunteer identification.
- Signs in and out at every session.
- Is regular and punctual in attendance.
- Maintains an appropriate appearance.
- Accepts direction and supervision from school staff.
- Maintains confidentiality about anything they see or hear.
- Asks questions about anything not understood and provides feedback.

## **Russellville Independent Schools Background Check Policy**

### **WRITTEN APPLICATION**

An adult who wishes to volunteer at a school or school-sponsored activity where he/she will have: (1) contact with students on a regularly scheduled or continuing basis; or (2) supervisory responsibility for children at a school site or on a school-sponsored trip, shall complete a background check application form, which will be used for the state-mandated background records check. Applications may be obtained and returned to the school contact person. *{School employees wishing to volunteer or attend field trips with their child (ren) need to refer first to their employee background check policy}*

### **PROCESSING**

1. The volunteer's required information will be submitted to the Administrative Office of the Courts by district personnel.
2. After receipt of the processed records check from AOC, the District shall review the information provided based upon the following criteria:

Applicants with the following convictions **shall not be authorized** to volunteer:

- a. All sex-related offense convictions
- b. All offense convictions against minors
- c. All felony offense convictions against persons or property
- d. All alcohol violation convictions within two (2) years from date of check
- e. All drug-related offense convictions within four (4) years from date of check
- f. All deadly weapon-related offense convictions
- g. All violence (not identified above), theft related issues, or any questionable convictions shall be automatically reviewed by appropriate personnel.

\*Please note this may delay approval timeline listed below.

3. The Principal shall notify the volunteer applicant in writing if he/she is not approved. Approval/non-approval status shall be determined within a period of one month from date of application.
4. Notification of volunteer status for each volunteer shall be made available to all principals. A current list of all volunteers shall be maintained by the school volunteer contacts.
5. An applicant who has questions regarding the status determination may contact the Principal for clarification.

**RUSSELLVILLE INDEPENDENT SCHOOLS**

**BACKGROUND CHECK POLICY**

**PAGE 2**

**DISTRICT'S BACKGROUND CHECK REVIEW COMMITTEE**

The Superintendent shall appoint a committee of a minimum of three (3) school personnel to review the processed background checks from AOC.

**APPLICABILITY**

- a. Volunteer status is approved or disapproved for the entire District, not an individual school. Potential volunteers need only submit one (1) application, even if they intend to volunteer at more than one (1) school or school-sponsored activity.
- b. A background check application must be resubmitted and status reviewed every school year.
- c. The Russellville Independent Board of Education reserves the right to resubmit background checks to the AOC on questionable applicants as deemed necessary by the District Review Committee.

**APPEAL**

An applicant who has been denied volunteer status may submit a written appeal of the decision to the Superintendent. The Superintendent and District Background Check Review Committee shall review and respond in a timely manner.

An ACT relating to public school volunteers

*Be it enacted by the General Assembly of the Commonwealth of Kentucky:*

**SECTION 1. A NEW SECTION OF KRS CHAPTER 11 IS CREATED TO READ AS FOLLOWS:**

1. As used in this section, “volunteers” mean adults who assist teachers, administrators, or other staff in public school classrooms, schools, or school district programs, and who do not receive compensation for their work.
2. Local school districts may utilize adult volunteers in supplementary instructional and non-instructional activities with pupils under the direction and supervision of the professional administrative and teaching staff.
3. Each board of education shall develop policies and procedures that encourage volunteers to assist in school or district programs.
4. Each local board of education shall develop and adopt a policy requiring a state criminal records check on all volunteers who have contact with students on a regularly scheduled or continuing basis, or who have supervisory responsibility for children at a school site or on school-sponsored trips. The request for records may be from the Justice Cabinet or the Administrative Office of the Courts, or both, and shall include records of all available convictions as described in KRS 17.160(1). Any request for a criminal records check of a volunteer under this subsection shall be on a form or through a process approved by the Justice Cabinet or the Administrative Office of the Courts. If the cabinet or the Administrative Office of the Courts charges fees, the local board of education shall arrange to pay the cost which may be from local funds or donations from any source including volunteers.
5. The local board of education shall provide orientation materials to all volunteers who have contact with students on a regularly scheduled or continuing basis, including school policies, safety and emergency procedures, and other information deemed appropriate by the local board of education.
6. Volunteers who assist in the district on a scheduled or continuing basis shall be provided with the same liability insurance coverage as a district employee.

# RUSSELLVILLE INDEPENDENT SCHOOLS DISTRICT VOLUNTEER APPLICATION

<b>Office Use Only</b>
Date Orientation _____
Background Check _____
Expires _____

**Name** \_\_\_\_\_

First Middle Last  
**Phone Home** \_\_\_\_\_ **Work** \_\_\_\_\_ **Cell** \_\_\_\_\_

**Address** \_\_\_\_\_  
Street P. O. Box

City State Zip Code

**Social Security #:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Education (circle last year completed):** 6 7 8 9 10 11 12 13 14 15 16 17+  
High School College Graduate School

**Presently Employed (Circle response):** Yes No

**Children/Grandchildren (List Names/Grades):** \_\_\_\_\_

**Emergency Contact:** \_\_\_\_\_  
Name Phone Number

**Check which of the following you are interested in participating:**

**Academic Coach** \_\_\_ **Mentor** \_\_\_ **Volunteer** \_\_\_ **Event Chaperone** \_\_\_\_\_

**Location you wish to volunteer:** \_\_\_ **Stevenson Elementary** \_\_\_ **Russellville High School**

**I prefer to work with:** Boys \_\_\_\_\_ Girls \_\_\_\_\_ Doesn't matter \_\_\_\_\_

**List any volunteer experience:** \_\_\_\_\_

**Days/Times Available:** \_\_\_\_\_

## Conditions of Commitment

As a volunteer:

- I will attend any necessary trainings and workshops.
- I will submit to a background check and may be asked to pay any necessary fees.
- I realize that if given any information that involves safety of an individual, it must be shared with immediate supervisor.
- I will abide by all school rules and Board of Education regulations and policies that apply to me.
- I will honor my commitment to volunteer as scheduled.
- I understand that if I share confidential information, I may be released from my volunteer position.
- I understand that the school principal has the responsibility to assign, schedule, re-assign, or dismiss volunteers as needed.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

All information given on this form will remain confidential. Completion of this form does not commit you or the sponsoring organization to a volunteer position.

\*Background check form for Russellville Independent Schools to be completed by individuals wishing to volunteer, attend field trips, chaperone in school events or as an employee follow-up check.

