



Volunteer Handbook

2017-18 School Year

There are an endless variety of activities that volunteers may be doing in our school. Specific “jobs” are established by the school staff based on the needs of the children, as well as the talents and abilities of the volunteers. It is this needs-based flexibility that makes our school volunteer program successful. The following descriptions provide a very broad overview of the types of volunteer activities which can be undertaken.

Clerical Support

Volunteers may help teachers with important “non-teaching” tasks such as creating bulletin boards, grading papers, cutting, typing, duplicating materials, gathering supplies, setting up displays, laminating materials and many other related tasks.

Teacher Support

Volunteers may assist teachers by tutoring or working with small groups of children. This may involve helping children practice various academic subjects, reading orally, or checking work as it is completed. These will be determined by the individual teachers who will explain to the volunteer the specific tasks for which their services are required.

Cafeteria Support

Volunteers are needed to assist in the cafeteria, especially with the younger children. Duties could include helping open food containers, clear tables or be another set of eyes and ears to help monitor the cafeteria while the children are eating.

Confidentiality All volunteers are expected to maintain confidentiality while working in the school. All things that you may see or hear about the children at school should be considered privileged information. Trust must be established and maintained in order for this volunteer program to be successful. As an important contributor to a positive school environment, your respect and cooperation in this sensitive area is critical.

As a school volunteer, you may, on occasion, become aware of information that demands confidentiality. You can strengthen the bond between yourself and the school by being certain to follow these guidelines:

- A. Treat all student information as personal and confidential.
- B. Share relevant information about students with respective classroom teacher or building principal
- C. Seek clarification of unusual situations that occur in the school from the person(s) involved or building principal and avoid discussing such matters with non-school personnel.

- D. Respect the right of privacy of ALL students and staff members.

Expectations - What the teacher expects of the volunteer:

1. Be reliable. If you have a scheduling conflict, please notify the school.
2. If you're going to be late, please notify the school as soon as possible.
3. Sign in when you arrive and when you leave. We ask that you wear your volunteer badge when you are in the building.
4. Smoking is not permitted in the school or on the school grounds.
5. If you are working in a classroom, try to learn the names of the children...it is important to them.
6. Show you are interested in children by listening carefully to what they have to say.
7. Praise students for appropriate behavior and correct unacceptable behavior.
8. All adults are to use appropriate language with children and other adults.
9. Volunteers should be punctual. Please arrive by your assigned time, ready to work.
10. Volunteers need to complete tasks in a timely fashion. If you are unable to complete something, leave detailed instructions so that the teacher or another volunteer can easily complete it.
11. Please dress appropriately for the school setting.
12. While we hope you will establish new friendships from your involvement in the volunteer program, remember that you are here to do specific tasks. Please don't spend the time socializing with friends and neighbors.
13. Please remember the school office is a place where the business of the school is conducted and it is important to not use it as a place to "hang out." Also, remember that the telephone is to be used for school business only.
14. Be sensitive to teacher's time and needs, as well as non-disruptive to the classroom. Don't use your volunteering time as an opportunity for extra parent-teacher conferences. Schedule those at a time convenient to both you and the teacher.
15. Avoid trying to be an amateur school psychologist and diagnose learning problems that you may suspect. If you see a student having specific problems, please make sure you discuss it with his/her teacher.
16. The staff room is to be used for staff only during lunchtime, from 11:00 AM until 1:00 PM.
17. Volunteers are to use copy and other machines only after they have been trained.
18. If a teacher needs to run copies when you are at the copier, please finish the set you are working on and then let the teacher run his/her copies. Our teachers only have a limited time in which they are free to make copies.
19. Please do not bring preschool siblings or other children to school with you during your volunteer time.

Greenon Local School District Board Policy Regarding Volunteers

3120.09 – VOLUNTEERS

The Board of Education recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the professional staff responsible for the conduct of those programs and activities.

The Superintendent shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. S/He shall not be obligated to make use of volunteers whose abilities are not in accord with District needs.

The Superintendent is to inform each volunteer that s/he:

- A. is required to abide by all Board policies and District guidelines while on duty as a volunteer (including, but not limited to, the volunteer's obligation to keep confidential and not release or permit access to any and all student personally identifiable information to which s/he is exposed except as authorized by law);
- B. will be covered under the District's liability policy but the District can not provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for workers' compensation;
- C. will be asked to sign a form releasing the District of any obligation should the volunteer become ill or receive an injury as a result of his/her volunteer services.
- D. may not accept compensation from any third party or source, including, but not limited to booster, parent or other District support organizations, for the performance of his/her official duties as a volunteer on behalf of the Board.

Furthermore, the Superintendent shall inform all volunteers who work or apply to work unsupervised with children on a regular basis of the need to display appropriate behavior at all times, and that they will have to provide a set of fingerprints so that a criminal records check can be conducted and that they will have to pay the costs associated with the criminal records check either before they can begin their duties, or as a condition of continued service as a volunteer at the discretion of the Board.

If a criminal records check indicates that a volunteer has been convicted of or pleaded guilty to any of the offenses listed below and/or described in R.C. 109.572 (A)(1), the volunteer will be informed either that the Board is no longer interested in maintaining his/her volunteer service or that the volunteer will be assigned to duties for which s/he will not work unsupervised with children.

The Superintendent shall also ensure that each volunteer is properly informed of the District's appreciation for his/her time and efforts in assisting in the operation of the schools.

Offenses

No person is to be accepted or maintained as a volunteer if s/he has been convicted of any of the following offenses:

- A. aggravated murder, murder, voluntary manslaughter, involuntary manslaughter
- B. felonious assault, aggravated assault, assault
- C. failing to provide for a functionally impaired person
- D. aggravated menacing
- E. patient abuse or neglect
- F. kidnapping, abduction, child stealing, criminal child enticement
- G. rape, sexual battery, corruption of a minor, gross sexual imposition, sexual imposition, importuning, voyeurism, public indecency, felonious sexual penetration, compelling prostitution, promoting prostitution, procuring, prostitution, disseminating matter harmful to juveniles, pandering obscenity, pandering obscenity involving a minor, pandering sexually oriented matter involving a minor, illegal use of minor in nudity-oriented material or performance
- H. aggravated robbery, robbery
- I. aggravated burglary, burglary
- J. abortion without informed consent
- K. endangering children
- L. contributing to the delinquency of children
- M. domestic violence
- N. carrying concealed weapons, having weapons while under disability, improperly discharging firearm at or into a habitation or school
- O. corrupting another with drugs
- P. trafficking in drugs
- Q. illegal manufacture of drugs or cultivation of marijuana
- R. funding of drug or marijuana trafficking
- S. illegal administration or distribution of anabolic steroids
- T. drug possession offenses (that are not a minor drug possession offense)

- U. placing harmful objects in or adulterating food or confection
- V. a felony
- W. an offense of violence
- X. a theft offense (as defined in R.C. 2913.01)
- Y. a drug offense (as defined in R.C. 2925.01, that is not a minor misdemeanor).

DUTY TO MAINTAIN CONFIDENTIALITY OF STUDENT RECORDS AND INFORMATION

The District is committed to maintaining the security and confidentiality of all student records and/or student personally identifiable information. As an approved volunteer in the District, you may have access to student records and/or student personally identifiable information that must be maintained as confidential and not released and/or permitted access to except as authorized by Board policy and law. Violations of this duty may result in a reassignment and/or restriction of your volunteer responsibilities by the building principal or designee.

Background Check/Fingerprinting:

.....

Volunteers can get their Bureau of Criminal Identification and Investigation (BCI)* background check completed through the Greenon Local Board Office, 500 Enon-Xenia Road, Enon, OH 45323. Fingerprinting is typically done Monday – Friday from 8 AM – 3:00 PM. Please call 864-1202 ext. 1000 (Tana Cox) to make an appointment. Cost: \$22 (**Exact Cash** or Check payable to: Greenon Local Schools). **No Credit/Debit Cards Accepted**

.....

Volunteers must comply with the following:

- All student records are considered confidential.
- Directory information including the student's name, address, telephone number, date and place of birth, major field of study, participation in officially-recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and previous educational agencies or institutions attended, can only be shared with administrative approval.
- Records may not be left in a place where they can be viewed by others.
- Copies of records may only be shared with administrative approval.
- Volunteers may not discuss or repeat information overheard while in the staff lounge, classrooms, offices, school grounds, hallways, school or extra-curricular activities.
- Volunteers may not discuss information obtained while in a classroom, such as a student's grade or behavior, with anyone other than the student's teacher or the building principal.
- Concerns or questions regarding student records or issues of confidentiality should be brought to the attention of the staff member responsible for supervising your activities and/or the building principal.
- Any knowledge of a violation of these provisions must be immediately reported to the staff member responsible for supervising your activities and/or the building principal.

**I agree to abide by all relevant Board policies and administrative guidelines while on duty for the District (including, but not limited to, the volunteer's obligation to keep confidential and not release or permit access to any and all student personally identifiable information to which s/he is exposed except as authorized by law – see below). I understand that, although I am covered under the District's liability insurance policy, I am not covered by its health insurance policy nor am I eligible for workers' compensation. Should I become ill or suffer an accident while doing volunteer work for the District, I agree that I shall be responsible for any and all hospital and medical charges that may accrue.*

I understand further that, as a volunteer, I am not in any manner considered an employee of the District or entitled to any benefits provided to employees. I further release the Board of Education from any and all liability for any damages, whatever their nature, which may result as a consequence of my volunteer services.

All volunteers need to display appropriate behavior at all times. In accordance with R.C. 109.575, all volunteers who work or apply to work unsupervised with children on a regular basis may/will be required to provide a set of fingerprints at any time so that a criminal records check can be conducted. If a criminal records check is conducted, it will be done as a condition of initial or continued service as a volunteer. If a criminal records check indicates that a volunteer has been convicted of or pleaded guilty to any of the offenses described in R.C. 109.572(A)(1), the volunteer will be informed of the Board's actions in accordance with Policy 4120.09.

**Signature of Acceptance Required on Next Page*

VOLUNTEER RELEASE FORM

For Office Use: Valid for School Year: 2017-18 BCI Expiration Date: _____ Board Approved: _____
--

Volunteer Name: _____

****Please note:** BCI background checks are good for 5 years. The "Volunteer Release Form" must be completed **EACH SCHOOL YEAR**. The Greenon Local Board of Education must approve a volunteer **each and every school year** they wish to volunteer. It's recommended Volunteers complete the Volunteer Release Form early in the school year so their volunteer status remains active*

Student(s) Name: _____	BLDG: Enon IV Greenon	Homeroom _____
_____	BLDG: Enon IV Greenon	Homeroom _____
_____	BLDG: Enon IV Greenon	Homeroom _____

Emergency Contact/Medical Information for Volunteers

1. In the event of an emergency, please contact (Spouse, Family Member, Friend, Other)

Name: _____ Phone: _____

Family Physician or Medical Specialist: _____ Phone: _____

2. Medication I am taking which should be known to the doctor giving emergency treatment:

3. Health problems I have which should be known by the doctor giving emergency treatment:

Additional comments/information: _____

**By signing below you acknowledge that you have read and understood, and agree to comply with the terms and conditions set forth above.*

Volunteer's Signature

Date

