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## VOLUNTEERS

*Our volunteers are:*

**VALUABLE** -- We couldn't do without them. They're all

**OUTSTANDING PEOPLE** -- We know that much about them. They show their

**LOVE** by all they do to help the kids in school. They do the

**ULTIMATE** in keeping the Golden Rule. The work they do is

**NECESSARY** to help the teachers, too. Our volunteers show

**THOUGHTFULNESS** in everything they do. They always show

**ENTHUSIASM** as they get the jobs all done. They're

**ENERGETIC** people, each and every one.

*We realize all that you do. You've a giving attitude.*

*That's why we*

**RECOGNIZE** your work and show our gratitude.

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## OAK HILLS LOCAL SCHOOL DISTRICT

**OAK HILLS HIGH SCHOOL**

3200 Ebenezer Road (45248)

Travis Hunt, Principal

922-2300



**BRIDGETOWN MIDDLE SCHOOL**

3900 Race Road (45211)

Adam Taylor, Principal

574-3511

**DELHI MIDDLE SCHOOL**

5280 Foley Road (45238)

Scott Toon, Principal

922-8400

**RAPID RUN MIDDLE SCHOOL**

6345 Rapid Run Road (45233)

Geoff Harold, Principal

467-0300



**DELSHIRE ELEMENTARY SCHOOL**

4402 Glenhaven Road (45238)

Tara Willig, Principal

471-1766

**DULLES ELEMENTARY SCHOOL**

6481 Bridgetown Road (45248)

Beth Riesenberger, Principal

574-3443

**C. O. HARRISON ELEMENTARY SCHOOL**

585 Neeb Road (45233)

Brian Conners, Principal

922-1485

**OAKDALE ELEMENTARY SCHOOL**

3850 Virginia Court (45248)

Emily Winkle, Principal

574-1100

**SPRINGMYER ELEMENTARY SCHOOL**

4179 Ebenezer Road (45248)

Mark Winters, Principal

574-1205



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## School Volunteer Brochure



Oak Hills Local School District  
Administrative Offices  
6325 Rapid Run Road  
Cincinnati, OH 45233  
(513) 574-3200

*(Please keep this brochure for future reference.)*

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## INTRODUCTION

The Oak Hills Local School District recognizes the critical role played by volunteers in the education of its students. It is through the collective efforts of school staff, parents, and the school community that each child is able to reach his/her maximum potential academically, socially, and emotionally.

With this in mind, this brochure is intended to serve as a framework within which volunteer services can best meet the needs of students. Each guideline in this publication is intended to assist volunteers in making their efforts most productive. All volunteers working in our schools on an ongoing basis are required to read this brochure and sign the agreement slip within to acknowledge review of its contents. It is requested that it be kept for future reference.

### PRINCIPAL'S AUTHORIZATION

All visitors' presence (including volunteers) in our schools is subject to the authorization of the school's principal.

### VOLUNTEER SIGN-IN AND BADGES

Upon arrival at school, all volunteers are required to register in the school office and wear a volunteer badge.

### SCHEDULING

The procedure for scheduling various volunteer events will be established by the coordinator of each activity.



## DUTIES WHICH MAY BE PERFORMED BY VOLUNTEERS

- Tutoring/Assisting with Instruction
- Flashcards/Games
- Reading/Listening to Students
- Paperwork (not grading papers)
- Bulletin Boards
- Preparing Classroom Materials
- Copying
- Stapling
- Laminating
- Publishing
- Binding
- Cutting Paper/Elision Machine
- Assisting with Special Projects
- Sharing a Special Talent/Area of Expertise
- Health Room
- Library
- Room Parent Chaperoning
- PTA Activities

### CHILD'S CLASSROOM

Volunteers may perform nonacademic tasks in their child's classroom at the teacher's discretion. If a teacher chooses to allow a parent of one of his/her students to perform instructional tasks (i.e. tutoring) on a regular basis, the setting must be other than the child's classroom.

### WORK AREA

Volunteers should remain in their assigned work areas to avoid distracting teachers and students. Upon completing their assigned tasks, they should return their badges to the school office and sign out.



## RESPONSIBILITY

**Commitment:** Volunteers must understand that students suffer when they fail to arrive at their scheduled times. Notification should be given to the appropriate person as early as possible in the event that a volunteer is unable to keep a commitment. A replacement should be secured by the volunteer at the discretion of the teacher or chairperson

**Confidentiality:** What a volunteer sees or hears at school should remain there. Volunteers must realize that they are legally responsible for respecting the privacy rights of students, school staff, and other individuals at the school. If a volunteer sees or hears something he/she feels is inappropriate or objectionable, it should be reported to the school's administration.

## STUDENT DISCIPLINE

If a situation arises where a volunteer perceives a need for student discipline, the volunteer should immediately report the concern to a teacher or administrator.

## STATUTORY REQUIREMENTS

Ohio State Law 109.574 R. C. requires that all volunteers be notified that the district may require the volunteer to have a criminal records check if he/she works directly with children. All volunteers are expected to complete a background verification form and to sign the criminal records check waiver form.





**Oak Hills Local School District**  
 6325 Rapid Run Road, Cincinnati, Ohio 45233  
 Phone: (513) 574-3200



## BACKGROUND VERIFICATION

Name \_\_\_\_\_ (Maiden) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Previous \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

SS# \_\_\_\_\_ Place of Birth \_\_\_\_\_ Driver's License # \_\_\_\_\_

Date of Birth \_\_\_\_\_ (Age is not a criterion for employment purposes - used for identification purposes only)

Position Applying for: \_\_\_\_\_

### EMPLOYMENT BACKGROUND

Last Employer \_\_\_\_\_ Position \_\_\_\_\_ Phone # \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
 City & State \_\_\_\_\_ Supervisor \_\_\_\_\_ Reason Left \_\_\_\_\_  
 Previous Employer \_\_\_\_\_ Position \_\_\_\_\_ Phone # \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
 City & State \_\_\_\_\_ Supervisor \_\_\_\_\_ Reason Left \_\_\_\_\_

### EDUCATIONAL BACKGROUND

College Attended \_\_\_\_\_ City & State \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
 High School Attended \_\_\_\_\_ City & State \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
 Other School Attended \_\_\_\_\_ City & State \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
 Degree(s) Earned \_\_\_\_\_ Are you a high school graduate? \_\_\_\_\_

I hereby authorize the release to the Oak Hills Local School District of information by any governmental authority (including but not limited to the Hamilton County Sheriff's Department, the Green Township Department and the Delhi Township Police Department) regarding my record of convictions for violations of any Federal, State or Local statutes or ordinances of my driving record. I further understand the public record information will be reviewed initially and may be reviewed periodically by the Oak Hills Local School District in connection with my continued employment.

I understand that the Oak Hills Local School District intends to utilize the investigation into my background for employment purposes only, and shall not disclose such information to any other party.

I hereby certify that the above information is true to the best of my knowledge and belief and I understand that should any information provided by me prove to be false, it may result in my non-employment or in the termination of my employment by the Oak Hills Local School District.

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

### OFFICE USE ONLY - COMMENTS

### SCHOOL VOLUNTEERS

The Board encourages and supports a volunteer program so as to utilize talents existing in the community which can have a significant impact on providing expanded learning experiences for students.

Volunteers may provide additional support in the classroom, promote community-school cooperation in facilitating the learning process and provide individuals who have expertise in various areas to be used as resource personnel.

**Volunteers:**

1. serve in schools upon the request or approval of the building administrator;
2. function under the direction and supervision of school personnel;
3. respect the confidential nature of relationships with students and school personnel and;
4. may be required to have a criminal record check if they work directly with students.

Recruitment and selection of volunteers is done at the local building level. Interested individuals should contact the building principal or his/her designee. The interests and abilities of the volunteer will be considered when making assignments.

All volunteers shall be registered at the appropriate building. Standard procedures for record keeping include hours contributed by various volunteers, types of services performed, and an application kept on file at the local school for any volunteer who works directly with students, especially in tutorial relationships.

[Adoption date: March 5, 2001]

Legal References: ORC 2305.23; 2305.231  
2744.01  
3319.311; 3319.39  
OAC 3301-9-01; 3301-32-22(E)(4)

Cross Reference: GBO, Verification of Employment Eligibility

## SCHOOL VOLUNTEERS

A volunteer may be any person from the community who, without monetary compensation, provides services for the district by contributing time, talent or materials to enrich and further the education of students. Volunteers may be parents or non- parents.

The duties and responsibilities of a volunteer must be clearly defined by school personnel and communicated to the volunteer. Volunteers will function only under the direction and supervision of school personnel.

### Administrative Guidelines:

1. Copies of a volunteer brochure, background verification and criminal records check notification (exhibit A) will be distributed to the principal of each school.
2. The building principal, in cooperation with PTA units or other parent support groups, will help the school staff develop a program of recruiting, interviewing, orientation, training and recognition of volunteers for the individual school.
3. The building principal or his/her designee will help identify and coordinate the use of work areas and storage space needed by volunteers.
4. Any volunteer who has unsupervised access to a child and:
  - a. no other person eighteen years of age or older is present in the same room with the child, or
  - b. if outdoors, no other person eighteen years of age or older is within a thirty yard radius of the child or has visual contact with the child must be notified in writing (exhibit A) by the building administrator at the time of his/her initial application that the volunteer may be required to provide a set of impressions for fingerprinting purposes and that a criminals records check may be conducted with respect to the volunteer. This same procedure will be followed if a person is currently serving as volunteer, and the organization wishes to retain him/her or if the duties of the volunteer change to met the criteria above.
5. The building principal or his/her designee will maintain volunteer files, which contain signed volunteer agreement, background verification and records check notification (exhibit A) for all volunteers, along with other records as determined by the building.
6. Background verifications may be checked by the Building Resource Officer or a copy may be sent to the Personnel office to be forwarded to the appropriate authorities.
7. If a volunteer is working in a capacity that requires a criminal records check or a request is made for such as permitted by state law, the building administrator will notify the volunteer of his or her responsibility to make an appointment with the Personnel Office to complete the appropriate criminal records check. No student contact should occur until after these results are obtained.
8. Unsatisfactory criminal records checks will be reported to the building administrator who will notify the volunteer and all parents and guardians of any child who has worked with that volunteer in an unsupervised setting (exhibit B).

Dear Volunteer:

Effective in 2001, Ohio law 109.574 R. C. requires that you be notified that the district may require you at any time to provide a set of impressions for fingerprinting purposes and that a criminal records check may be conducted regarding your background.

The law further provides that if you have been convicted of one of the offenses described in Section 109.572 (A) (1), R. C., and if you are working as a volunteer in our district, the district must notify the parent or guardian of a child of your conviction if you have unsupervised access to that child or, if outdoors, where no other adult is within a thirty yard radius of the child or has visual contact with the child.

Very truly yours,

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Principal

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School

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Volunteer

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Date

2903.01 = aggravated murder	2911.01 = aggravated robbery
.02 = murder	.02 = robbery
.03 = voluntary manslaughter	.11 = aggravated burglary
.04 = involuntary manslaughter	.12 = burglary
.11 = felonious assault	2919.12 = abortion without informed consent
.12 = aggravated assault	.22 = endangering children
.13 = assault	.23 = interference with custody (child stealing) 2905.04 pre 7-1-96
.16 = failing to provide for functionally impaired person	.24 = contributing to unruliness or delinquency
.21 = aggravated menacing	.25 = domestic violence
.34 = patient abuse or neglect	2923.12 = carrying concealed weapons
2905.01 = kidnapping	.13 = having weapons while under disability
.02 = abduction	.161 = improperly discharging a firearm at or into habitation or school
.04 = sexual battery	2925.02 = corrupting another with drugs
.05 = criminal child enticement	.03 = trafficking offenses
2907.02 = rape	.04 = illegal manufacture of drugs or cultivation of marijuana
.03 = sexual battery	.05 = funding of drug or marijuana trafficking
.04 = corruption of a minor	.06 = illegal administration or distribution of anabolic steroids
.05 = gross sexual imposition	.11 = drug possession offenses (see statute for exact violations - those violations which are not minor drug possession offenses)
.06 = sexual imposition	3716.11 = adulteration of food
.07 = importuning	
.08 = voyeurism	
.09 = public indecency	
.12 = felonious sexual penetration	
.21 = compelling prostitution	
.22 = promoting prostitution	
.23 = procuring prostitution	
.25 = prostitution	
.31 = disseminating matter harmful to juveniles	
.32 = pandering obscenity	
.321 = pandering obscenity involving a minor	
.322 = pandering sexually oriented matter involving a minor	
.323 = illegal use of a minor in nudity-oriented material or performance	

CROSS REF: GBO, Verification of Employment Eligibility

Name of Parent  
Address  
Address

Re: *Volunteer*

Dear Parent:

Ohio law requires that we notify you that a volunteer working in our school district has been convicted of a criminal offense as set forth in Section 109.574, Revised Code, et seq. That volunteer's name is \_\_\_\_\_. Ohio law does not permit us to identify the offense for which this volunteer has been convicted.

Thank you.

Very truly,

Oak Hills Local School District

By \_\_\_\_\_

CROSS REF: GBO, Verification of Employment Eligibility