
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.

OAK HILLS LOCAL SCHOOL DISTRICT

OAK HILLS HIGH SCHOOL 922-2300
3200 Ebenezer Road (45248)
Travis Hunt, Principal



BRIDGETOWN MIDDLE SCHOOL 574-3511
3900 Race Road (45211)
Adam Taylor, Principal

DELHI MIDDLE SCHOOL 922-8400
5280 Foley Road (45238)
Brian Conners, Principal

RAPID RUN MIDDLE SCHOOL 467-0300
6345 Rapid Run Road (45233)
Will Beinkemper, Principal



DELSHIRE ELEMENTARY SCHOOL 471-1766
4402 Glenhaven Road (45238)
Jill Wolfe, Principal

DULLES ELEMENTARY SCHOOL 574-3443
6481 Bridgetown Road (45248)
Beth Riesenberger, Principal

C. O. HARRISON ELEMENTARY SCHOOL 922-1485
585 Neeb Road (45233)
Geoff Harold, Principal

OAKDALE ELEMENTARY SCHOOL 574-1100
3850 Virginia Court (45248)
Emily Winkle, Principal

SPRINGMYER ELEMENTARY SCHOOL 574-1205
4179 Ebenezer Road (45248)
Mark Winters, Principal



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.)

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/Ellison 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.

