

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 Beinemper, 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 read this brochure and 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.





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 Defoli 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

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|---------|--|
| Book | Policy Manual |
| Section | 3000 Professional Staff |
| Title | VOLUNTEERS |
| Code | po3120.09 |
| Status | Active |
| Legal | R.C. 109.574-7, 121.401-2, 3327.16, 3313.203, 3319.321 20 U.S.C. 1232g, 34 C.F.R. Part 99 |
| Adopted | June 3, 2019 |

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 may 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 then conducted, it will be done as a condition of continued service as a volunteer and will be at the volunteer's expense.

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 inform each volunteer of the District's appreciation for his/her time and efforts in assisting in the operation of the schools and for his/her understanding with regard to the need for all volunteers to be subject to possible criminal records check.

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)

VOLUNTEER RELEASE FORM

I have offered my services as a volunteer to help the School District in the following areas:

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 3120.09.

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.

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.

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

District Witness's Signature

Date