

GREEN LOCAL SCHOOLS



VOLUNTEER PACKET



Green Local Schools

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Dear Parent Volunteer,

First and foremost, I would like to thank you for volunteering your time to be a part of our learning community. Green Local Schools welcomes and encourages parent volunteers as an important component in the home-school connection. We believe that parents enhance the learning experiences for students. The more you know about what takes place during the school day, the more you can continue and expand upon the learning at home. Your involvement helps us to maintain a safe, secure, and nurturing learning environment for all of our students and staff.

It is a valuable experience to work in the classroom for both parents and for our children. It enables parents to become familiar with daily activities, which occur in the classroom and in the school. It also provides an opportunity for the teacher to work with smaller groups of students.

As a school volunteer, we are asking you to complete the attached volunteer application and review the attached volunteer packet and complete the necessary requirements. We are providing this in advance so you will be prepared for volunteer opportunities.

Thank you for the gift of time and care. These are valuable commodities to all the teachers, staff, and students at Green Local Schools. When we work together in a positive manner, all of our children benefit.

Sincerely,

Dean E. Frank, Superintendent

PROCEDURE FOR BCII/FBI CRIMINAL BACKGROUND CHECKS

Volunteer:

Beginning with the 2014-15 school year, all volunteers must complete a volunteer application and submit it to the board office secretary.

In accordance with Green Local School policy (included) volunteers are required to have criminal background checks before volunteering. BCII/FBI criminal background checks can be obtained at Tri-County Educational Service Center, 741 Winkler Dr., Wooster. (330-345-6771) Hours for processing background checks: 8:30am-4:00pm (Excluding Holidays). The following will be needed: State issued photo identification (Drivers Licenses), or passport and Social Security number. Criminal background checks are at Green Local Schools expense.

****Your name will be submitted to Tri-County Educational Service Center once Green Local receives your application. Please give one day after submitting application to have finger printing completed.**

At time of background check please ask that your results be submitted to Green Local Schools.

Reminders to Volunteers:

Before you begin a volunteer shift during the school day, you must always sign in at the front office; wear a visitor badge and show up to the classroom on time. When you end your volunteer shift, make sure that you sign out in the office as well. Documentation allows us to track volunteers and maintains a safe environment where all visitors check in and out at the office.

Younger siblings are **NOT** allowed during volunteer time, field trips or class parties due to liability issues. It is critical that cellular phones, pagers, and other electronic devices are turned off when you are volunteering in the classroom. We devote this time to our students, and we need to maintain a constructive learning environment as all times. Remember that you are a classroom volunteer; this is not a parent teacher conference appointment. Once your volunteer shift is complete please know that the teacher still needs to continue teaching. If you have the need to conference about your child, please schedule an appointment so that the teacher can give you the appropriate attention.

If you are scheduled to volunteer, and know ahead of time that you cannot make it on your designated day, please make sure that you inform your child's teacher or try to get the shift covered. Many hours of planning take place to involve all members of the learning community, and we count on your commitment to time and school schedules.

Confidentiality is very important to maintain the integrity of our campus. You will observe many different learning styles, abilities and behaviors. We reserve the right to revoke your volunteer privileges if confidentiality is breached or your behavior is disruptive to the learning environment. Please do not discuss individual children outside of the classroom. I know that you would not want anyone to speak of your child outside of the classroom environment if issues were to arise, and we know that you will exhibit that same courtesy to others.

Heartfelt 
THANKS
TO OUR VOLUNTEERS!

Green Local School District

Bylaws & Policies

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 cannot 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 District'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)

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

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