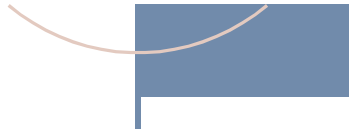


Garaway Local Schools



Volunteer Handbook



Purpose

- Inform volunteers of the School's expectations.
- Inform volunteers of their responsibilities.
- Inform volunteers of the School's responsibilities.

Board Approved: 10/12/09

Thank you for volunteering at Garaway Local Schools. Supportive residents are the backbone of small communities and we appreciate the time you have agreed to spend with our students.

This Volunteer Handbook has been assembled to:

- a. Inform you of the School's expectations.**
- b. Inform you of your responsibilities.**
- c. Inform you of the School's responsibilities.**

VOLUNTEERS

As a result of the requirements listed below, the superintendent, has assembled information in the form of a handbook to guide you. Administrators have helped form this handbook and the Garaway Board of Education approved its content.

The following is a section of Board policy that applies to 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.

A Garaway volunteer is defined as any adult, age 18 or over, who works with students on a regular schedule while school is in session or at a school sponsored event. Garaway volunteers must be Board approved annually and are required to have a criminal background check once every five (5) years. This consists of both a BCI and FBI background check. Effective January 1, 2010, any subsequent criminal records check shall be made for information from the FBI only if the volunteer presents proof that he/she has been a resident of Ohio for the five years immediately prior to the date of the criminal records check.

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;*
- 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.*

The Board values your contribution to Garaway students and recognizes that student achievement is enhanced as a result of your efforts. The Board also desires a safe educational experience for all students. The goal of this Handbook is to convey information that helps you understand District expectations.

Furthermore, all volunteers who work or apply to work with children on a regular basis are required to display appropriate behavior at all times, and are required to provide a set of fingerprints, at the expense of the volunteer, so that a criminal background check can be conducted.

If a criminal background check indicates that a volunteer has been convicted of or pleaded guilty to any of the offenses described in Division (A)(1) of Section 109.572 of the Revised Code, the volunteer will be informed either that the Board is no longer interested in maintaining their volunteer service or that the volunteer will be assigned to duties for which s/he will not work unsupervised with children.

VOLUNTEER GUIDELINES TO PREVENT PROBLEMS

Volunteers may be confronted with situations which, if handled incorrectly, could result in liability to the District and personal liability to the volunteer.

- A. Each volunteer should report immediately to the principal any accident or safety hazard s/he detects.
- B. Each volunteer should immediately report knowledge of threats of violence by students to the principal.
- C. A volunteer should not send students on any personal errands.
- D. A volunteer shall not associate with students, particularly those of the opposite gender, at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs. Any sexual conduct with a student by a volunteer may subject the offender to criminal liability and shall result in the removal of the volunteer.

This provision should not be construed as precluding a volunteer from associating with students in private for legitimate or proper reasons.

- E. A volunteer should not transport students in a private vehicle without the approval of the principal.

Most information concerning a child in school, other than directory information described in Policy 8330, is confidential under Federal and State laws. Any volunteer who shares confidential information

with another person not authorized to receive the information shall be removed as a volunteer and may be subject to discipline or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

Smoking or the use of tobacco products is not permitted on school ground or on supervised trips.

Volunteers may not be in possession of or under the influence of alcohol or illegal substances.

Volunteers will treat all students equally regardless of gender, race, religion, or culture and refrain from any comments that can be construed as racist, sexist, or bigoted.

Should a student disclose to a volunteer instances of abuse or an intent to harm self, the volunteer must report that to the school principal immediately.

Any cost incurred by volunteers in carrying out their duties are the responsibility of the volunteer, unless otherwise previously approved.

VOLUNTEER RELEASE FORM

In the back of this handbook, you will find a Volunteer Release Form. We ask that volunteers complete the form annually. You may also keep a copy for your records.

**GARAWAY LOCAL SCHOOLS
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 serving as a volunteer for the District. 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 serving as a 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. All volunteers who work or apply to work with children on a regular basis will be required to provide a set of fingerprints so that a criminal background check can be conducted. This criminal background check consists of both BCI and FBI background checks and the cost of these checks will be the responsibility of the volunteer. The background check must be done once every five years. Furthermore a volunteer may be required to provide a set of fingerprints at any time so that a criminal background 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 described in R.C.109.572(A)(1), the volunteer will be informed of the Board's actions in accordance with Policy 3120.09 or 4120.09.

By signing this release I acknowledge that I have had my criminal background check through the Bureau of Criminal Investigation and the Federal Bureau of Investigation and have submitted copies to the Garaway Central Office.

I HAVE READ THIS WAIVER FORM, FULLY UNDERSTAND ITS TERMS, AND HAVE SIGNED IT FREELY WITHOUT ANY INDUCEMENT OR ASSURANCE OF ANY NATURE AND INTEND IT TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW AND AGREE THAT IF ANY PORTION OF THIS AGREEMENT IS HELD TO BE INVALID THAT THE BALANCE, NOTWITHSTANDING, SHALL CONTINUE IN FULL FORCE AND EFFECT.

Volunteer

District Witness

Date

**GARAWAY LOCAL SCHOOLS
ATHLETIC 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 serving as a volunteer for the District. 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 serving as a 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. All volunteers who work or apply to work with children on a regular basis will be required to provide a set of fingerprints so that a criminal background check can be conducted. This criminal background check consists of both BCI and FBI background checks and the cost of these checks will be the responsibility of the volunteer. The background check must be done once every five years. Furthermore a volunteer may be required to provide a set of fingerprints at any time so that a criminal background 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 described in R.C.109.572(A)(1), the volunteer will be informed of the Board's actions in accordance with Policy 3120.09 or 4120.09.

By signing this release I acknowledge that I have had my criminal background check through the Bureau of Criminal Investigation and the Federal Bureau of Investigation and have submitted copies to the Garaway Central Office. I also acknowledge that I have an active Pupil Activity Permit and have completed CPR training.

I HAVE READ THIS WAIVER FORM, FULLY UNDERSTAND ITS TERMS, AND HAVE SIGNED IT FREELY WITHOUT ANY INDUCEMENT OR ASSURANCE OF ANY NATURE AND INTEND IT TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW AND AGREE THAT IF ANY PORTION OF THIS AGREEMENT IS HELD TO BE INVALID THAT THE BALANCE, NOTWITHSTANDING, SHALL CONTINUE IN FULL FORCE AND EFFECT.

Volunteer

District Witness

Date

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