

SCHOOL VOLUNTEERS

The purpose of volunteers in the schools is to augment the educational and support resources available to students through the use of the diverse talents and skills of community members. The Board recognizes that community volunteers can make valuable contributions to the educational program. The use of community volunteers is endorsed by the Board, subject to legal requirements and administrative procedures.

Volunteer: One who voluntarily offers and provides a service to the school district without receiving compensation. Volunteers can fall into one of three categories, those being: single event, short-term, or long-term; and one of two student contact categories: limited contact or substantial contact. School district employees who volunteer their services to the school district are not subject to the definitions in this section but are subject to the remaining contents of this policy unless otherwise indicated.

VOLUNTEER CATEGORIES

Single-Event Volunteer: One who voluntarily provides service to the school district, without compensation, for a single event that will be completed in one (1) to three (3) school days.

Short-Term Volunteer: One who voluntarily provides a service to the school district, without compensation, on an occasional basis not exceeding two (2) weeks in the aggregate during a school term.

Long-Term Volunteer: One who voluntarily provides a service to the school district, without compensation, from time to time, throughout the entire school year. Said service does not necessarily have to be performed on consecutive days. The Intent, however, is to use a long-term volunteer over an aggregate period exceeding two (2) weeks throughout the school year.

STUDENT CONTACT CATEGORIES

Limited Contact Volunteer: A contact where the volunteer is in proximity of a district professional employee, and there is no time where the volunteer is alone with a student or students in a secluded, isolated, or in a remote area.

Substantial Contact Volunteer: A contact where the volunteer could be in contact with a student or students alone and unsupervised for periods of time. This volunteer contact could include, but is not limited to, coaching, overnight field trips or competitions, and/or providing supplemental assistance to help address student needs as directed by applicable school staff but in a manner that is not in direct or close proximity of a professional employee and/or head coach, director or advisor.

The Board authorizes the selection and use of parents/guardians, community members, and others as volunteers to assist and supplement regular school district staff. Under no circumstances shall a volunteer be considered an employee of the school district.

A volunteer shall receive no wages or other consideration that has a monetary value for the performance of volunteer services. The volunteer position is not a right, but rather a privilege, which is conferred by the Board and the administration. As such, any volunteer position may be eliminated, and/or the services of any volunteer may be terminated at any time at the sole discretion of the responsible school district administrator(s).

Single-event and short-term volunteers shall be approved by the school principal. A record of their names and a brief description of the service performed shall be maintained via the visitor logs at the building level for two (2) years. All such services are to be performed under the direction of and in the presence of a school district employee. Volunteers do not assume the responsibilities of school district staff but may, under the direction of the school principal(s) and teachers, provide assistance in an approved and appropriate school-level activity such as tutoring, chaperoning, monitoring, speaking, reading and similar activities.

All volunteers are to perform only those duties and/or functions assigned to them by the school principal and/or designee.

Volunteers are not legally empowered to regulate student behavior by performing or imposing disciplinary measures unless the volunteer is a school district employee whose scope of employment allows such and who has been assigned to do so by the building principal and/or designee.

The school principal and/or Athletic Director shall assume general authority and responsibility for all volunteers serving at that school site. The principal will also base his/her assignment of volunteers on teacher request for such assistance. The school principal and/or Athletic Director who utilizes volunteers in any capacity shall be responsible for:

1. Supervising the dissemination and procurement of volunteer applications and clearances.
2. Reviewing volunteer applications and required clearances.
3. Maintaining a file of applications and clearances.
4. Ensuring volunteer intakes are conducted, as appropriate.
5. Recruiting and selecting volunteers by the needs of the school as principal and staff shall determine, including the number of volunteers providing service in any one area.
6. Developing a list of duties which would be performed by volunteers in agreement with the identified needs in his/her school. Such duties must be in accordance with applicable Ohio laws and regulations and must not be in conflict with assigned duties of employees of the school district.
7. Assigning duties to the volunteers.
8. Ensure any necessary training of said volunteers to perform the specified ties associated with their assignments.

9. Terminating the services of any volunteer who
 - a. violates school district policy, school rules, or guidelines.
 - b. whose presence and/or actions are deemed to constitute(s) a danger or threat to the school district, the school, the students, and/or the school's personnel.
10. Informing the Superintendent and the Board promptly of the termination of a volunteer.

The basic desired qualifications or characteristics for a person offering volunteer services shall be in the best interest of the educational program; enjoyment in helping children; and sincere belief that, by volunteering, a contribution will be made to the learning process.

Volunteers, who are not employed as such, shall not be asked to assume the professional responsibilities of the school staff. Volunteers may provide assistance, which is supportive, under the direction of a staff member.

Any school volunteer program that will require additional financial support from the school district budget will require a formal recommendation from the Superintendent or designee and approval by the Board prior to implementation.

Volunteers will not be compensated for their volunteer services.

Volunteers are not to have access to or handle any materials of a personal or confidential nature, unless the volunteer is a school district employee whose job allows such and who has been assigned to do so by the building principal and/or designee.

To assure the proper use of volunteers in the school district, the following minimal requirements shall apply:

1. Volunteers, as categorized, must acquire and/or submit the following:

	Limited Contact Volunteer		Substantial Contact Volunteer	
	Board Policy	FBI-\$24 (Good for 5 years)	Board Policy	FBI-\$24 (Good for 5 years)
Single Event Volunteer	3120.09 4120.09 2430.01	No	3120.09 4120.09 2430.01	Yes
Short-Term Volunteer	3120.09 4120.09 2430.01	No	3120.09 4120.09 2430.01	Yes
Long-Term Volunteer	3120.09 4120.09 2430.01	Yes	3120.09 4120.09 2430.01	Yes

All chaperones for any overnight trips must provide an FBI Federal Criminal History Record.

All required clearances are to be on file in the school district HR office.

School district employees who volunteer are not subject to the parameters of the above chart, and those clearances necessary for their employment shall be sufficient for their service as a volunteer.

2. Each volunteer will exhibit those behaviors considered appropriate for interaction with school district students, staff, other volunteers and the public while performing school- related functions. These behaviors include, but are not limited to:
 - a. Maintaining a warm, caring, child-centered attitude.
 - b. Respecting the roles of school employees.
 - c. Maintaining confidentiality in all matters pertaining to staff and students arising from the performance of their duties as volunteers and their presence in the school
 - d. Following school district policy and school rules, including the directions of the school principal and professional employee to whom they are assigned.
3. Volunteers shall meet any standards that may be established by federal, state or local government, or by the Board and/or administration. The volunteer must agree to be bound by all applicable privacy laws and regulations. The volunteer shall adhere to all rules and regulations and administrative guidelines governing the conduct of the school district's professional employees and support staff.
4. Building principals and the Athletic Director will prepare a program to be provided to volunteers that includes all references to school district policies that parallels the information given to new employees.
5. Volunteers will refrain from using tobacco, alcohol or controlled substances, or being under the influence of alcohol or controlled substances, and when they interact with students during school activities. This behavior will result in consequences of immediate removal from volunteer duties.
6. Volunteers will not be permitted to administer directly student discipline nor will they be permitted administer first aid, except in the case of an emergency. The exception shall be a school district employee whose job allows such and who has been assigned to do so by the building principal and/or designee.
7. No volunteer will be requested or required to transport students in a district and/or personal vehicles as part of his/her duties as a volunteer. Volunteers who transport students in personal vehicles are not covered by insurance provided by the school district. Any volunteer so doing assumes any and all liability and any insurance coverage in this situation shall be provided through the volunteer's own insurance carrier.
8. Long-term volunteers shall comply with the legally mandated employee requirements and procedures for a criminal history/child abuse report. If, under the pertinent laws or regulations,

his/her criminal history/child abuse report would preclude him/her from being hired as an employee, that person may not serve as a volunteer.

VOLUNTEER COACHES AND ADVISORS

When, in the opinion of the school principal and the Athletic Director, the addition of a volunteer coach or advisor will enhance the support and training which the regular coaching or advisory staff is providing to students participating in the activity, a volunteer coach or advisor may be utilized. The Board hereby sets forth the terms and conditions by which a volunteer coach/advisor may be utilized during a competitive extracurricular activity and any training and practices thereof:

1. All Volunteer coaches and advisors, prior to their assumption of the position and/or duties as a volunteer coach, unless they are a current school employee with clearances already on file, must submit to the district a FBI Federal Criminal-History Record.
2. A person may not assume the position of volunteer coach or advisor, render any services, or assume any responsibility of a coach or advisor until and unless the terms of this policy have been accomplished.
3. Permission to utilize a volunteer coach or advisor may be revoked at any time by the school principal and/or Athletic Director.
4. The head coach, director or advisor will assume responsibility for the actions and training of a volunteer coach or advisor.
5. A volunteer coach or advisor, with the exception of a volunteer who is a school district employee, may not solely direct or supervise a team, group of students, or an individual student belonging to a team. A head coach, director or advisor and/or assistant coach or advisor and/or volunteer who are a school district employee shall be present during all training sessions, practices and/or competitions.
6. The head coach, director or advisor must forward to the school principal and the Athletic Director a request for permission to use a volunteer coach or advisor. This request must include the name of the volunteer, name of the extracurricular activity, a rationale statement, and a statement of need.
7. The school principal and the Athletic Director will jointly make a decision to recommend or deny the request. The approved recommendation will then be sent to HR for approval.
8. Permission, when granted, is for one (1) season only. The process for approval must be completed each year.

Cleveland Heights-University Heights City 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 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)

Cleveland Heights-University Heights City School District Bylaws & Policies

4120.09 - VOLUNTEERS

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- 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;
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Cleveland Heights-University Heights City School District
Bylaws & Policies

2430.01 - SPECIAL PROGRAMS BY COMMUNITY VOLUNTEERS

The Board of Education believes in providing opportunities for students to enhance their education through a variety of appropriate co-curricular and extra-curricular activities. The Board recognizes that the community itself can be an excellent resource for such activities and welcomes the participation of community members who have special knowledge and skills that can add to the District's program.

In order to ensure that activities recommended by or involving community volunteers in an instructional role are in keeping with District philosophy and will help students better accomplish the learning goals of the District's program, the Board establishes the following guidelines for the approval of any activity involving community volunteers:

- A. Any suggested activity must be presented to the Superintendent, in writing, at least twenty (20) weekdays prior to the planned starting date.
- B. Each request must include:
 - 1. the purpose of the activity;
 - 2. the students for whom the activity is planned;
 - 3. the intended learning outcomes;
 - 4. an explanation of how the intended learning outcomes contribute to the accomplishment of District goals;
 - 5. the names and qualifications of those community volunteers who will be participating in any aspect of the activity;
 - 6. the number of hours and total duration of the activity;
 - 7. an itemization of the District resources (staff, facilities, equipment, etc.) that will be needed and their estimated cost.

The Board delegates to the Superintendent the responsibility for approving each requested activity based on its educational merits and relationship to the total District program.

In addition to those established for all regular co-curricular and extra-curricular programs, the Superintendent will prepare any special administrative guidelines required for the proper conduct and evaluation of activities involving community volunteers.