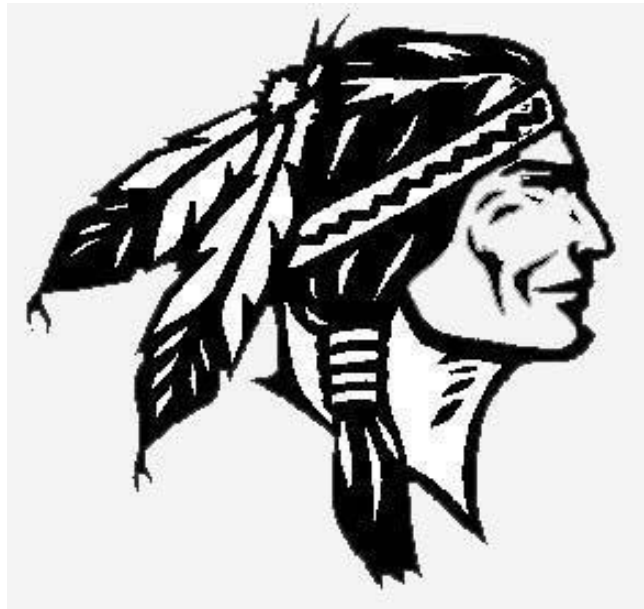


**EAST GUERNSEY LOCAL
SCHOOL DISTRICT**

VOLUNTEER HANDBOOK



SCHOOL

TELEPHONE NUMBERS

Buckeye Trail High School
Buckeye Trail Middle School
Buckeye Trail Elementary School
Buckeye Trail Preschool

740-489-5005
740-489-5041
740-489-5100
740-489-5190

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Buckeye Trail Elementary & Middle School
65553 Wintergreen Road
Lore City, Ohio 43755
740-489-5100

Tre Stratton - BTES Principal
Bryan Conlon - BTMS Principal
Natalie Starr - BTES/MS Assistant Principal
Kyle Sheppard - School Counselor

Buckeye Trail High School
65555 Wintergreen Road
Lore City, Ohio 43755
740-489-5005

Duane Poland - BTHS Principal
Bill Hartmeyer - BTHS Assistant Principal
Stephanie Forshey - School Counselor

Buckeye Trail Preschool
65591 Wintergreen Road
Lore City, Ohio 43755
740-489-5190

Kaila Mazgaj - Preschool Coordinator

Dear Volunteer,

Thank you for your interest in our volunteer program. We are looking for responsible, trustworthy people who are willing to donate their time to our staff and students.

Before you can begin, a BCI Criminal Background Check and FBI Background Check must be completed. If you currently have a BCI Criminal check on file and have resided in Ohio for the past five years, you only have to obtain the FBI check. The FBI check must be done annually. The cost of the BCI background check is \$32.00 and the FBI background check is \$34.00. You may be reimbursed for the background check(s), once you have volunteered for thirty days per school year at your request. Background checks are completed Monday - Thursday from 8:30 a.m. - 1:00 p.m. Please call 740-489-5190 to schedule an appointment.

Volunteers are a wonderful asset to our school. We appreciate all the help our wonderful volunteers have given us over the years.

If you have any questions regarding volunteering, please contact Kim Oliver at the above telephone number.

Sincerely,

Tre Stratton
Elementary Principal

Bryan Conlon
Middle School Principal

Duane Poland
High School Principal

Kaila Mazgaj
Preschool Coordinator

FOR THE 2021 - 2022 SCHOOL YEAR, VOLUNTEERS WILL BE LIMITED DUE TO THE CORONAVIRUS.

East Guernsey Local Schools

P. O. Box 128

Old Washington, Ohio 43768

Phone: 740-489-5190

Fax: 740-489-9813

www.eguernsey.k12.oh.us

Board of Education

Denny Patterson, President

Karen Horvath, Vice-President

Kyle Cochran

Dennis Douth

John Scurlock

Chase Rosser, Superintendent

Matthew S. Reed, Treasurer/CFO

Dear Volunteer,

On behalf of the Board of Education, the faculty and, most of all, the students, we want to welcome each volunteer as a member of the educational team whose goal is to provide a quality education to our students. We are delighted that you have expressed a desire to offer your time and efforts as a volunteer for our students.

As a volunteer, you will be a valuable asset to our program and most importantly, to our students. Many children need individual attention and with your help, our students will grow and be influenced by your love and interest. It is through such efforts as yours that we attempt to provide the best possible education for our children.

For those who are returning as a volunteer, the school district has benefited greatly from your past involvement and is looking forward to your continued support. For those of you volunteering for the first time, hopefully, you will have many meaningful and rewarding experiences forthcoming.

We truly appreciate your interest and time, and we all look forward to a happy and productive year. If you have any questions, please contact the school personnel you are helping or feel free to call your building principal.

Sincerely,

Chase Rosser
Superintendent

PREFACE

Volunteering is deeply a part of this nation's history. Schools were begun with volunteer efforts.

Parent involvement in the education of children, both at home and at school is a key aspect of efforts to improve the school as well as increase educational excellence. It has become increasingly clear that educators by themselves cannot accomplish the reform necessary to improve schools and education. To accomplish this move toward reform, educators are calling on parents more and more to fill a variety of roles essential to achieve effective schools.

The concept of the volunteer program is to enhance each student's learning opportunities and provide help for the teacher. Volunteers are an integral part of our school. They are really the teacher's second pair of hands. Utilizing retirees from the community brings vast wisdom and expertise to bear on the task of providing enrichment activities. The program will be successful only because of the strong commitment from the parents and the community.

This handbook has been developed with the intent to assist the school personnel to coordinate the volunteer program.

This handbook has four objectives:

1. To provide more information about the volunteer program for those who might be considering volunteering.
2. To provide program procedures for smooth operations.
3. To assist school personnel with the orientation of volunteers as they assume their position.
4. To provide volunteer time sheets, workers' compensation forms, interest surveys, and an application.

PHILOSOPHY

The purpose of the volunteer program is to strengthen and expand the educational programs in our school district. In order to provide the best possible education for our students, we encourage the teamwork of staff and volunteers. School volunteers contribute unique talents, skills, and knowledge of our community to provide individualized attention to students, enabling teachers to concentrate on instruction. Volunteers help us promote positive public relations regarding our school district and its mission.

VOLUNTEER ADMINISTRATIVE PROCEDURE

VOLUNTEER APPROVAL

Completion of the request for volunteers is the responsibility of the requesting teacher, advisor or coach. The recommendation to the Superintendent for the Board of Education approval will come from the building Principal. With coaching volunteers, the Athletic Director must also approve the recommendation.

Volunteers are individuals that spend more than one day or one activity with students. Single visit or single activity visits do not require volunteer approval. All individuals or groups meeting with students must follow District policy and guidelines.

STEPS:

1. Complete the VOLUNTEER APPLICATION with all required signatures.
2. Volunteer to sign a VOLUNTEER POLICY statement and return with application.
3. Volunteer Coordinator to present VOLUNTEER APPLICATION PACKET to the Superintendent for Board of Education approval.

VOLUNTEER PROGRAM RESOLUTION

JULY 15, 2002

WHEREAS, the East Guernsey Local School District faces many new challenges, and

WHEREAS, a Volunteer Program allows teachers and school personnel more time for individual instruction and classroom teaching, and

WHEREAS, our students would greatly benefit from a Volunteer Program due to volunteers performing helping roles, and

WHEREAS, parents and district residents would have a better understanding and relationship with the East Guernsey Local School District, therefore

BE IT RESOLVED, the East Guernsey Local School District Board of Education acknowledges that a Volunteer Program is an integral part of the East Guernsey Local Schools under the direction of the district administration.

GOALS

1. To enhance each student's educational opportunities.
2. To increase parent and community involvement in the education of children.
3. To help make the slogan, "*No Child Left Behind*", come true.

OBJECTIVES

- 1.1 To provide individualized instructional assistance to students with the help of an adult volunteer.
- 1.2 To enrich the curriculum by providing resource people who extend students' learning experiences.
- 2.1 To enrich the lives of people in the community through meaningful contributions to the school.
- 2.2 To strengthen school-community relations and public support for education.
- 3.1 To give school personnel more time to direct the teaching and to administer the educational program.
- 3.2 To strengthen instruction by providing the teachers with help in performing non-instructional tasks.

ROLE AND RESPONSIBILITIES OF THE VOLUNTEER

A volunteer is an individual who shares her/his time, talents, knowledge or skills to satisfy any unmet school needs on a one-time or continuing basis. These service givers work with and under the direction of teachers, principals, or other school personnel to strengthen and expand educational programs.

Your role as a volunteer is to assist the teacher or school personnel. Your role will vary according to the school's needs and the volunteer's interests and skills. Role clarification for individuals regularly serving the school is part of the orientation sessions with the person supervising the volunteer.

A school volunteer is a reliable, friendly and flexible person. Successful school volunteers make time to serve on a regular basis and display a caring and an understanding of children. Developing appropriate skills are important to improve the learning program.

The responsibilities of the volunteer are to:

1. Attend an "Orientation Training Session". You will discuss the volunteer program in more detail, changes from last year, and determine the best day and time for you to help. Thereafter, a short training session will occur on the job. We consider this meeting

extremely important.

2. Read and follow the Volunteer Handbook.
3. Know the following (Ask questions if unclear):
 - a. Role and Responsibilities of the Volunteer
 - b. School District Policy and Regulations
 - c. School Building Procedures/Guidelines
4. Work to develop skills and characteristics of a helpful volunteer:
 - a. Good communication
 - b. Good moral character
 - c. Personal commitment to help students succeed in school

The volunteer who begins work with enthusiasm and self-confidence is well on the way to a worthwhile and satisfying volunteer experience.

REWARDS OF THE VOLUNTEER

The satisfaction in seeing the happiness of a child who discovers the taste of success and the joy of relating to a friendly sympathetic adult who values him/her enough to give him/her exclusive attention.

The easing of the frustration of a teacher who cannot give each child the individual attention needed.

The growth in awareness and understanding of the many problems that the school district faces and the need for citizen support of education.

ROLE AND RESPONSIBILITIES OF SCHOOL PERSONNEL

The role of the school personnel is to provide direction and guidance to the volunteer. The responsibilities of the school personnel are to:

1. Provide an orientation training session to acquaint the volunteer with program materials, equipment, and students and staff with whom they will be working. If a volunteer is shared by more than one staff member, all should be involved in the orientation session to explain expectations, etc.
2. Explain the purpose and objectives of the volunteer's duties as well as school policies, regulations, and procedures.
3. Provide a work area.
4. Discuss characteristics of the students' age group.
5. Student confidentiality is an absolute must and should not be broken unless necessary.

6. Prepare the students for the volunteer.
7. Provide careful supervision at the beginning and throughout the assignment. School personnel that share a volunteer will need to communicate with each other on the schedule of the volunteer.
8. Communicate: Arrange a regular time when the volunteer and school personnel can meet to evaluate problems and progress. Talk things out as they happen. If changes do not occur for the positive, then you may need to discuss your concerns with the Principal.
9. Provide praise and recognition for good work.

ORIENTATION AND TRAINING

Once school personnel have identified needs, developed programs to meet those needs and recruited people to serve, school personnel now must prepare these volunteers for their jobs. A volunteer, who has a clear picture of her/his volunteer role and duties in the school is ready to be trained.

An orientation meeting can help the volunteer adjust and adapt to the situation and environment. Inservice training is different from orientation. The purpose of developing a training program is to prepare the volunteer with knowledge, skills, confidence, and motivation to perform her/his duties and responsibilities. Therefore, it is imperative to first define the tasks to be assigned. The area of service to which a volunteer is assigned will determine the amount and type of training needed.

TYPES OF TRAINING

A. Orientation

Review the Volunteer Handbook:

- a. Philosophy, Goals, and Objectives
- b. Role, Responsibilities (legal, ethical, etc.)
- c. School District Policies/Regulations
- d. School Building Procedures/Guidelines

B. Inservice Training (on the job)

1. Assist the volunteer in becoming acquainted with the work situation (building, classroom, equipment, etc.)
2. Avenues for feedback and sharing ideas

It is also important to conduct an orientation for pupils. Simply explain the purpose of the volunteer and your expectations of the student(s).

A productive union, between volunteer and staff, requires concepts, skills, and understanding, similar in many respects to those which govern the working relationships in any organization.

SCHOOL BUILDING PROCEDURES FOR VOLUNTEERS

Personal Information

1. Rest Rooms - Ask your immediate supervisor for the location of the restroom nearest your assignment.
2. Lunch - If you work a schedule that has you at school during the lunch hour, please tell the cooks if you wish to eat at the school cafeteria those days.
3. Parking - Ask the building Principal for the best location.
4. Illness - Notify the teacher/advisor by 8:00 A.M. or the day before if possible.
5. Messages - The office will notify you of emergency messages via the intercom system, etc.
6. Custodial Service - Send a message to the office describing the location and nature of the service required.
7. Preschoolers are not permitted in the K-12 classrooms.

Relationship With Students

1. Make no judgmental statements about a child's family or home situation. Do not pry into a child's life, but do let them speak of those things which concern them.
2. Be a good role model with your actions and words.
3. Employ positive methods in conversing with children.
4. **Please use discretion in discussing anything you see or hear at school.**

Relationship With Faculty and Staff Members

1. Respect the professional judgment of the staff members. If you have a question about something, please feel free to discuss the rationale with the staff member.
2. Your purpose is not to replace the school staff member but to provide assistance.
3. Please do not put the teacher "on the spot" by discussing your child with him/her during your work time or when the teacher is having a class or is otherwise busy. Schedule a conference time under other conditions, either before or after school.
4. Notify the Principal of any problems you might have.

CODE FOR THE VOLUNTEER

As a volunteer, I realize that I am subject to a code of ethics, similar to that which binds the professional. I, like them, in assuming certain responsibilities, expect to be accountable for those responsibilities. I will keep confidential matters confidential.

I promise to demonstrate confidentiality when relating experiences outside the school. I understand that each child and adult has a right to privacy even in a public institution such as a school. I will not violate that privacy through conversational error, which could lead to serious damage to a child or family.

I promise to have an attitude of open-mindedness, willingness to accept training and an interest and attention to my work.

I believe that my attitude toward volunteer work should be professional. I believe that I have an obligation to my effort, to those who direct it, to my colleagues, to those for whom it is done, and to the community.

Being eager to contribute all that I can to human betterment, I accept this code, to be followed carefully and cheerfully.

“The first duty to children is to make them happy....”

Sir Thomas Powell Buxton

VOLUNTEER JOB DESCRIPTION

JOB TITLE:	Volunteer, Classroom/Extracurricular Activity
PLACE OF WORK:	Usually the classroom or building location; but may be some other assigned area outside of a building
REPORTS TO:	Teacher/Coach/Advisor
SUPERVISOR:	Principal/Athletic Director
QUALIFICATIONS:	<ol style="list-style-type: none">1. Possess a warm, happy and empathetic personality.2. Must have a sincere interest in helping children. Willing to work with unruly students occasionally.3. Must have a basic understanding of children.4. Must demonstrate personal habits such as neatness, good judgment, a positive attitude, work punctuality and good health.5. Must demonstrate confidentiality, dependability, and flexibility.6. Must be a good listener (to children).
HOURS:	Minimum of one (1) hour per week expected. More or less may be arranged. Time scheduled will be at the request of district personnel.
ORIENTATION AND TRAINING:	Informal training will be conducted by the classroom teacher(s)/advisor/coach to whom you are assigned. Formal in-service will be made available if needed. Will be expected to follow all district policy and procedures.
HOW TO REPORT ABSENCE:	Call the school by 7:45 a.m. or the day before your expected assignment.
GUIDELINES:	<ol style="list-style-type: none">1. Follow district sign-in procedures. (Sign-in at the office)2. Receive instructions for the day.3. Work with students only while under teacher/advisor/coach supervision.4. Volunteers are not to be involved with student grades, evaluation, or permanent records.
DUTIES:	<ol style="list-style-type: none">1. Assist the classroom teacher/advisor with student intervention and activities.2. Keep students on task and assist the student during seatwork/homework or make-up work.

3. Work with students individually or in small group study activities; check completed work, drill work/skill reinforcement, or mastery.
4. Listen to children read or practice skills; help foster a positive self-concept.
5. Coordinate centers for assigned activities.
6. Complete skill activities and assist with group assignments.
7. Check and supervise instructional games or activity skill development.
8. Assist students with computer center/or assigned skill development.
9. Help prepare activity materials; bulletin boards, etc.
10. Operate audio-visual equipment.
11. Display children's work, run errands, duplicate materials.
12. Assist teacher/advisor on field trips or extracurricular activities.
13. Provide reinforcement of special skills (writing, math facts, reading, etc.).
14. Provide necessary support for the requested activity.

VOLUNTEER GUIDELINES

Volunteers can play a vital role in the education of the students at Buckeye Trail. Classroom teachers must maximize the quality of time the volunteers work with students. All volunteers working in the building must follow the established guidelines so that volunteers are beneficial to the building operation.

***Volunteers must be approved by the East Guernsey Local Board of Education prior to volunteering in a classroom.**

1. Volunteers must limit the trips to and from your room during classroom instruction.
2. The sponsoring teacher will assign specific tasks to you and how they are to be completed. In order to eliminate distractions to other classrooms, you should not be walking around the building unless there is a specific purpose. **Volunteers must have a volunteer badge to identify themselves.**
3. As a volunteer, you must have a documented schedule on paper. Times need to be specific as to when you are to arrive in the building and the time that you are to leave the building. The time span in which you are needed is to be determined by the needs of the staff member you are working with.
4. For the safety of all students and staff, you are required to sign in, in the office, and put on a volunteer badge before going to classrooms or being among the student population.
5. In order to minimize distraction in the building, volunteers will only be scheduled for half days either from 8:00 – 10:30 a.m. or from 11:30 – 2:30 p.m. Any additional hours must be approved by the Principal in writing.
6. **Volunteers are not permitted to have a duty or directly supervise students. This is a liability issue for the volunteer and our district.**
7. Volunteers may only use school computers for school-related reasons and may only do so with the permission of the classroom teacher. **All volunteers must sign the Internet Acceptance Usage Policy.**
8. Volunteers are not permitted to make long distance telephone calls without permission from the office.
9. Volunteers may turn in needed copying into the office. Volunteers are not permitted to use the copier without permission.
10. It is most effective when volunteers come into the classroom no more than 12 hours per week since a volunteer's schedule is based on the needs of a teacher or staff member.
11. Each volunteer must have a sponsoring Teacher/Staff member with whom they are working.
12. The sponsoring staff member must sign the schedule of the volunteer prior to it being approved by the Principal.
13. Volunteers are not to have physical contact with students. Hugging students must be kept to a minimum. The volunteer may not initiate the hugging of children.
14. Volunteers should not be in the workroom or the teacher dining area from 10:50 a.m. until 12:30 p.m.
15. Volunteers are a supplement to the classroom and may not perform duties that should be handled by the teacher.
16. Your sponsoring teacher will develop your schedule in conjunction with you and the length of time will be based on need as determined by the teacher.
17. **As a volunteer, keep in mind that any information about any student is confidential and should not be discussed with anyone at any time.**
18. Any volunteer who may have compromised confidential information may be relieved of all volunteer duties indefinitely.
19. Any questions about volunteering need to be addressed through Mrs. Oliver at 489-5100 ext. 1033.

APPENDIX

Policy

GBQ – Criminal Record Check

GBP – Drug-Free Workplace Employees, Volunteers, Chaperones

EDE – Computer/Online Services Policy

EDE – P – Computer/Online Services Procedure

Forms

- ❖ Receipt form
- ❖ Volunteer Waiver of Workers Compensation Coverage
- ❖ Handbook Signature Page
- ❖ Volunteer Policy
- ❖ Volunteer Application

CRIMINAL RECORDS CHECK

The Board shall request from the Superintendent of the Bureau of Criminal Investigation (BCI) criminal records checks of all candidates under final consideration for employment or appointment in the District. The BCI criminal records checks include information from the Federal Bureau of Investigation (FBI), unless the individual can demonstrate that he/she has been a resident of the state for the preceding five years and has previously been subject to a BCI check, in which case only a FBI check is required.

The Board may employ persons on the condition that the candidate submit to and pass a BCI criminal records check in accordance with State law. Any person conditionally hired who fails to pass a BCI criminal records check is released from employment. Applicants are given a separate written statement informing them that the Board uses a criminal records check as part of the initial hiring process and at various times during the employment career. This notice must be on a separate document that only contains this notice. The applicant's written authorization to obtain the criminal records check will be obtained prior to obtaining the criminal records check.

Prior to taking an adverse action against an applicant or employee (such as declining to employ, reassigning an employee, denying a promotion, suspension, nonrenewal or termination) based in whole or in part on a criminal records check, the applicant or employee is given a written pre-adverse action disclosure statement that includes a copy of the criminal records check and the Federal Trade Commission's notice titled "A Summary of Your Rights Under the Fair Credit Reporting Act."

After taking an adverse action, the applicant or employee is given a written adverse action notice that includes the name, address and telephone number of the BCI, a statement that the BCI did not make the decision to take the adverse action and cannot give specific reasons for it, the individual's right to dispute the accuracy or completeness of any information furnished by the BCI and the individual's right to an additional free criminal records check from the BCI upon request within 60 days.

An applicant for employment may provide a certified copy of a BCI criminal records check to the District in compliance with State law. The District may accept this criminal records check in place of its own records check if the date of acceptance by the District is within one year after the date of issuance by the BCI.

State law requires subsequent criminal records checks every five years for all school employees except bus drivers. For currently employed bus drivers, a new report is required every six years.

Any and all information obtained by the Board or persons under this policy is confidential and shall not be released or disseminated. Criminal records checks are not public records for purposes of the Public Records Law. Any applicant not hired because of information received from the records check shall be assured that all records pertaining to such information are destroyed.

Volunteers

The District notifies current and prospective volunteers who have or will have unsupervised

access to students on a regular basis that a criminal records check may be conducted at any time.

Contractors

Criminal records checks are required for contractors who meet the following four criteria: (1) the contractor is an employee of a private company under contract with the District to provide "essential school services"; (2) the contractor works in a position involving routine interaction with a child or regular responsibility for the care, custody or control of a child; (3) the contractor is not licensed by the Ohio Department of Education and (4) the contractor is not a bus driver.

All regular school employees of the District are required to have a BCI and FBI background check on file in the central office. The BCI and FBI background check is required every five years at no cost to the employee as long as the employee is employed by the District.

An FBI background check is a requirement for a volunteer, substitute or non-regular school employee each year. An updated BCI background check is a requirement every five years, unless the volunteer, substitute or non-regular school employee has not lived in Ohio five consecutive years.

A volunteer, substitute or non-regular school employee will be assessed the following fee for BCI and/or FBI background check: BCI - \$32 each year and/or FBI - \$34 each year, if applicable. A payment for BCI or FBI background check is due before the background check screening is administered. Checks are to be made payable to East Guernsey Local School District.

The volunteer, substitute or non-regular school employee will be reimbursed the cost of the background check(s) once the volunteer, substitute or non-regular employee has volunteered, substituted or worked a total of 30 days within a school year, upon the request of the individual.

[Adoption date: November 18, 2004]

[Re-adoption date: April 16, 2007]

[Re-adoption date: May 13, 2008]

[Re-adoption date: June 18, 2014]

[Re-adoption date: July 26, 2017]

LEGAL REFS.: Fair Credit Reporting Act; 15 USC 1681 et seq.

ORC 109.57; 109.572; 109.575; 109.576

2953.32

3301.074

3314.19; 3314.41

3319.088; 3319.089; 3319.22; 3319.222; 3319.29; 3319.291

3319.303; 3319.311; 3319.313; 3319.315; 3319.39;

3319.391; 3319.392

3327.10

OAC 3301-83-06

CROSS REFS.: EEAC, School Bus Safety Program

GBL, Personnel Records

GABB, Certified Staff Supplemental Contracts

GCD, Certified Staff Hiring

GCPD, Suspension and Termination of Certified Staff Members

GDBB, Classified Staff Pupil Activity Contracts

GDD, Classified Staff Hiring
GDPD, Suspension, Demotion and Termination of Classified Staff Members
IIC, Community Instructional Resources (Also KF)
IICC, School Volunteers
KBA, Public's Right to Know
LEA, Student Teaching and Internships

DRUG-FREE WORKPLACE

The Board endeavors to provide a safe workplace for all employees, realizing that the use/abuse of drugs and alcohol can endanger the health, safety and well-being of the nonuser, as well as the user.

Because of the Board's commitment to provide a safe workplace, no employee shall unlawfully manufacture, distribute, dispense, possess or use any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcohol or any other controlled substance, as defined in State and Federal law, in the workplace.

"Workplace" is the site for the performance of any work done in connection with the District. The workplace includes any District building, property, vehicles or Board-approved vehicle used to transport students to and from school or school activities (at other sites off District property) or any school-sponsored or District activity, event or function, such as a field trip or athletic event in which students are under the jurisdiction of District authorities.

As a condition of employment, each employee shall notify his/her supervisor, in writing, of his/her conviction of any criminal drug statute for a violation occurring in the workplace as defined above, not later than five days after such conviction.

Employees are given a copy of the standards of conduct and the statement of disciplinary sanctions and are notified that compliance with the standards of conduct is mandatory. Employees who violate the policy shall be subject to disciplinary proceedings in accordance with prescribed administrative procedures, local, State and Federal law and/or the negotiated agreement, up to and including termination. Any employee in violation of this policy may be required to participate in a drug-abuse assistance or rehabilitation program approved by the Board.

All employees are provided the opportunity to participate in a drug-free awareness program to inform them of requirements, services and penalties.

A list of local drug and alcohol counseling, rehabilitation and re-entry programs and services offered in the community is made available to employees.

[Adoption date: November 18, 2004]

[Re-adoption date: June 18, 2014]

LEGAL REFS.: Drug-Free Workplace Act of 1988; 41 USC 701 et seq.;
20 USC 3474, 1221e-3(a)(1)
Drug-Free Campus and Schools Act; 20 USC 3224(a)
ORC [4123.01](#) et seq.; [4123.35](#); [4123.54](#)

CROSS REFS.: [EB](#), Safety Program
[EEACD](#), Drug Testing for District Personnel Required to Hold a
Commercial Driver's License
[GBCB](#), Staff Conduct
[GBE](#), Staff Health and Safety
[GBQ](#), Criminal Records Check

Staff Handbooks

CONTRACT REFS.: Certified Staff Negotiated Agreement
Classified Staff Negotiated Agreement

THIS IS A REQUIRED POLICY

COMPUTER/ONLINE SERVICES

(Acceptable Use and Internet Safety)

Technology can greatly enhance the instructional program, as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks.

Computers and use of the District network or online services support learning and enhance instruction, as well as assist in administration. For purposes of this policy, computers include District-owned desktop computers, laptops, tablets and other mobile computing devices.

All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:

1. violating the conditions of State and Federal law dealing with students' and employees' rights to privacy, including unauthorized disclosure, use and dissemination of personal information;
2. using profanity, obscenity or other language that may be offensive to another user or intended to harass, intimidate or bully other users;
3. accessing personal social networking websites for noneducational purposes;
4. reposting (forwarding) personal communication without the author's prior consent;
5. copying commercial software and/or other material in violation of copyright law;
6. using the network for financial gain, for commercial activity or for any illegal activity;
7. "hacking" or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access;
8. accessing and/or viewing inappropriate material and
9. downloading of freeware or shareware programs.

The Superintendent/designee shall develop a plan to address the short- and long-term technology needs and provide for compatibility of resources among school sites, offices and other operations. As a basis for this plan, he/she shall examine and compare the costs and benefits of various resources and shall identify the blend of technologies and level of service necessary to support the instructional program.

Because access to online services provides connections to other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that neither the school nor the District can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive.

The Board does not condone the use of such materials. Employees, students and parents of students must be aware that the privileges to access online services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations

established. A user's agreement is signed to indicate the user's acknowledgment of the risks and regulations for computer/online services use. The District has implemented technology-blocking measures that protect against access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, harmful to minors. The District has also purchased monitoring devices that maintain a running log of Internet activity recording which sites a particular user has visited.

"Harmful to minors" is defined as any picture, image, graphic image file or other visual depiction that:

1. taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex or excretion;
2. depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or a lewd exhibition of genitals and
3. taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

The District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The Superintendent/designee will develop a program to educate students on these issues.

Annually, a student who wishes to have computer network and Internet access during the school year must read the acceptable use and Internet safety policy and submit a properly signed agreement form. Students and staff are asked to sign a new agreement each year after reviewing the policies and regulations of the District. These policies and regulations also apply to use of District-owned devices, or accessing of District intranet off District property.

[Adoption date: November 18, 2004]

[Re-adoption date: June 18, 2014]

LEGAL REFS.: U.S. Const. Art. I, Section 8

Family Educational Rights and Privacy Act; 20 USC 1232g et seq.

Children's Internet Protection Act; 47 USC 254 (h)(5)(b)(iii); (P.L. 106-554, HR 4577, 2000, 114 Stat 2763)

ORC [3313.20](#)

[3319.321](#)

CROSS REFS.: [AC](#), Nondiscrimination

[ACA](#), Nondiscrimination on the Basis of Sex

[ACAA](#), Sexual Harassment

[EDEB](#), Bring Your Own Technology (BYOT) Program

[GBCB](#), Staff Conduct

[GBH](#), Staff-Student Relations (Also [JM](#))

[IB](#), Academic Freedom

[IIA](#), Instructional Materials

[IIBH](#), District Websites

[JFC](#), Student Conduct (Zero Tolerance)

[JFCF](#), Hazing and Bullying (Harassment, Intimidation and Dating Violence)

COMPUTER/ONLINE SERVICES

(Acceptable Use and Internet Safety)

The following guidelines and procedures shall be complied with by staff, students or community members who are specifically authorized to use the District's computers or online services.

1. Use appropriate language. Do not use profanity, obscenity or other language that may be offensive to other users. Illegal activities are strictly forbidden.
2. Do not reveal your personal home address or phone number or those of other students or colleagues.
3. Note that electronic mail (email) is not guaranteed to be private. Technology coordinators have access to all messages relating to or in support of illegal activities and such activities may be reported to the authorities.
4. Use of the computer and/or network is not for financial gain or for any commercial or illegal activity.
5. The network should not be used in such a way that it disrupts the use of the network by others.
6. All communications and information accessible via the network should be assumed to be property of the District.
7. Rules and regulations of online etiquette are subject to change by the administration.
8. The user in whose name an online service account is issued is responsible for its proper use at all times. Users shall keep personal account numbers and passwords private. They shall use this system only under the account numbers issued by the District.
9. The system shall be used only for purposes related to education or administration. Commercial, political and/or personal use of the system is strictly prohibited.

The administration reserves the right to monitor any computer activity and online communications for improper use.

10. Users shall not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices or any activity prohibited by law or Board policy.
11. Users shall not view, download or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment, intimidation, bullying or disparagement of others based on their race, color, national origin, ancestry, citizenship status, sex, sexual orientation, age, disability, religion, economic status, military status, political beliefs or any other personal or physical characteristics.
12. Copyrighted material may not be placed on the system without the author's permission.
13. Vandalism results in the cancellation of user privileges. Vandalism includes uploading/downloading any inappropriate material, creating computer viruses and/or any

malicious attempt to harm or destroy equipment or materials or the data of any other user.

14. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.

15. Users are expected to keep messages brief and use appropriate language.

16. Users shall report any security problem or misuse of the network to the teacher, his/her immediate supervisor or building administrator.

(Approval date: November 18, 2004)

(Re-approval date: November 17, 2008)

(Re-approval date: June 18, 2014)

THIS IS A REQUIRED PROCEDURE

❖ = *Requires Volunteer Signature*

File: EDE-E

RECEIPT FORM

I acknowledge receipt of the “Network Privacy and Acceptable Use Policy for Volunteers” of the East Guernsey Local School District.

Volunteer Signature

Name (Please Print): _____

Date above signed: _____

cc: Building Principal, Central Office

VOLUNTEER WAIVER OF WORKERS COMPENSATION COVERAGE

As a volunteer for (circle appropriate school):

Buckeye Trail Preschool

Buckeye Trail Elementary

Buckeye Trail Middle School

Buckeye Trail High School

in the East Guernsey Local School District during the _____ school year, I understand I am not covered by the School District's Worker's Compensation insurance. I further understand that any injuries I may sustain while volunteering at East Guernsey Local schools will be subject to my individual health insurance coverage.

Volunteer Signature

Date

**Please return this page to the building Principal or his/her designee.

cc: Building Principal, Central Office

It is understood the Volunteer's signature indicates that he/she has received and read the Volunteer Handbook.

Volunteer Signature

Date

**Please return this page to the building Principal or his/her designee.

cc: Building Principal, Central Office

Volunteer Policy
East Guernsey Local School District

Expectations

1. Upon arrival at school, sign in at the office and pick up a Volunteer Hall Pass. Upon departure, return the pass and record the number of hours spent working that day on your Volunteer Sign-In.
2. Smoking is prohibited in or on all district-owned property and in all leased or contracted buildings and vehicles. (Refer to Board Policy GBK.)
3. Abide by school policies regarding dress code, student discipline, parking, requests for supplies, Code for the volunteers, policies GBP-Drug Free Workplace, GBQ-Criminal Record Check, etc.
4. Fire and tornado drills are required by law. Please assist the teacher/advisor/coach and take part. It may not be a “drill”.
5. Prompt and regular attendance is very important. If you cannot attend, please notify the office as soon as possible.
6. Maintain confidentiality regarding children, staff and school records. Never discuss the work of individual children with anyone outside the school. Your work is confidential and the information is privileged.
7. Disciplinary action is to be left to the teacher/advisor/coach, but you should make the teacher/advisor/coach aware of any important behavior by a student while under your supervision.
8. All notes and letters to be sent home about a student must be written by school personnel. You should make no contacts with any parent concerning a child’s work or behavior. If a parent contacts you, you must refer them to the teacher/advisor/coach.
9. A member of the school staff is to be in a supervisory position at all times.
10. Children are released to adults by the classroom teacher/advisor/coach.
11. Notify the teacher/advisor/coach of any student accident.
12. Establish and maintain a positive relationship with the teacher/advisor/coach and the children.
13. Discuss any problems with staff members who are directly concerned before consulting others.
14. Attend an orientation meeting and training meetings as requested.
15. As a general guide, parents should not be assigned classrooms or responsibilities that will

directly involve one-on-one or individual tutoring of their children. Exceptions would include assisting staff in the supervision of large groups or monitoring activities such as lunchroom, playground, bus duty, field trips, etc. Assignment of volunteer's duty is with the teacher/advisor/coach or building principal. Training activities will be a part of the volunteer program participation.

16. In compliance with the Ohio Revised Code, volunteers are not permitted access to student records and information.
17. The East Guernsey Local Board of Education welcomes volunteers into our schools. Board approved volunteers are covered by district liability insurance.
18. Volunteers will wear their badges while helping to assist us with identifying volunteer workers in the school.
19. Volunteer services are by district request. Volunteers should have no expectation of time served. All volunteers time will be at the request and approval of the district.
20. Have received copies of Policy GPB Drug-Free Workplace (revised November 18, 2004), GBQ Criminal Record check (revised April 16, 2007); and the Code for the Volunteer.
21. Effective July 15, 2002, new volunteers are expected to complete the district volunteer procedure and the BCII Criminal Record Check to include a fingerprint record check. The BCI background check is effective for five (5) years. The FBI check is effective for one (1) year. These must be repeated as necessary.
22. As a volunteer for the East Guernsey Local School District, I understand I am not covered by the School District's Workers Compensation Insurance. I further understand that any injuries I may sustain while volunteering at East Guernsey will be subject to my individual health insurance coverage.

Print Name

Signature (*indicates copy received*)

Date

cc: Building Principal, Central Office

**EAST GUERNSEY LOCAL SCHOOL DISTRICT
VOLUNTEER APPLICATION FORM**

An application is to be completed and signed by all parties prior to approval.

Name _____ Date _____
(Please Print)

Address _____

Home/Cell Telephone _____ Work Telephone _____

1. Do you have children attending East Guernsey Schools?
If yes, which building(s)?
2. What previous experience do you have working with children?

(example: scouting, church activities, previous volunteering)

3. What special skills or interests do you have?

(example: athletic, foreign language, reading, music, art, puppetry, etc.)

SELF-DISCLOSURE SECTION

4. Have you ever been charged or convicted of any of the following?

Please place an "X" on the appropriate line when the response is yes.

- _____ Any license or certificate suspended or revoked?
- _____ Child abuse, sexual misconduct with a minor or adult?
- _____ Drug related violation?
- _____ Any other criminal violation?

If you answered "Yes" to any of the above questions, please give full details. Use additional paper if needed.

VOLUNTEER SERVICE PREFERRED

A. Please mark the building/activity you would like to serve.

School/activity _____

Reading _____ Math _____ Other _____

Teacher/Advisor/Head Coach you will be working with _____. Please mark when you would like to serve.

When requested:

Monday Tuesday Wednesday Thursday Friday

Morning Hours _____ _____ _____ _____

Afternoon Hours _____ _____ _____ _____

C. Can you begin service immediately? _____ If not, how soon? _____

STATEMENT OF VERIFICATION

I affirm that the information given above is true, complete, and correct. I understand and agree that a complete background investigation, including law enforcement agencies, may be conducted with respect to me, and that this information may be verified by contact persons and organizations with whom I have contact. I hereby release and agree to hold harmless from liability any person or organization that provides such information. I also agree to release and hold harmless the East Guernsey Local School District, their officers, employees, agents, and volunteers. **PLEASE REVIEW AND SIGN THE VOLUNTEER POLICY AND RETURN IT WITH THIS APPLICATION TO THE RECOMMENDING SCHOOL OFFICIAL.** I acknowledge receiving copies and understand policy GBP-Drug Free Workplace, GBQ-Criminal Record Checks.

Applicant's Signature _____ Date _____

Recommending Teacher/Advisor/Coach _____ Date _____

Recommending Administrative Official _____ Date _____

_____ *Athletic Director signature required for athletic volunteers.

cc: Building Principal, Central Office