

### **SCHOOL VOLUNTEERS**

The Board of Education recognizes the need to develop a volunteer program to support District instructional programs and extracurricular activities. The purpose of the volunteer program will be to:

1. assist employees in providing more individualization and enrichment of instruction;
2. build an understanding of school programs among interested citizens, thus stimulating widespread involvement in a total education process; and
3. strengthen school/community relations through positive participation.

A volunteer is a person who works on an occasional or regular basis at school sites or other educational facilities to support the efforts of professional personnel. Such an adult volunteer worker will serve in that capacity without compensation or employee benefits of any type, except for liability protection as provided by state law.

Use of volunteers within the District is not to conflict with or replace any regularly authorized personnel allotment.

Volunteers will work with students under the immediate supervision and direction of a school employee.

Volunteers are expected to comply with state and federal laws, as well as all rules and regulations set forth by the District.

Volunteers will be insured for industrial injury/illness and liability under the District insurance program.

### **VOLUNTEERS**

The Board 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 classified 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. She/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 she/he:

- A. is required to abide by state and federal laws, as well as 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. may be required, at any time, to provide a set of the volunteer's fingerprints for the purpose of conducting a criminal records check;
- D. 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 Superintendent shall also ensure that each volunteer is properly informed of the District's appreciation for his/her time and efforts in assisting in the operation of the schools.

### VOLUNTEER RELEASE FORM

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

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I agree to abide by all relevant state and federal laws, including, but not limited to O.R.C. §3319.321 and the Family Educational Rights and Privacy Act (“FERPA”), 20 USC §1232g, as well as Board policies and administrative guidelines while on duty 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 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.

For the protection of the children in the school, I have been informed that I may be required at any time to provide a set of fingerprints and successfully pass a BCII criminal records check.

I agree to respect the privacy interests of District students and their families. To that end, I agree not to create student educational records, or otherwise record the educational activities undertaken during the school day, without the prior approval of the District employee serving as my immediate supervisor. I further agree not to disclose student educational records, or discuss or otherwise reveal personally identifiable information about a student, without the prior authorization of the District employee serving as my immediate supervisor.

If, in the judgment of the District Superintendent, I have failed to abide by the terms set forth in this Volunteer Release Form, I understand that I will be immediately relieved from my status as a volunteer and will be precluded from serving as a District volunteer in the future.

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Volunteer's Signature

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District Witness

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Date