

# Fairport Harbor Schools

## Volunteer Program

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 completion of those programs and activities.

The following guidelines apply to all volunteers and prospective volunteers in the Fairport Harbor School District and will be used to determine volunteer status:

**Level 1** – Volunteer activity does not involve unsupervised contact with access to students. (Examples include, but are not limited to, field day workers, book fair volunteers, PTO volunteers, classroom or lunch helpers working only within the direct visual field of building staff, etc. Level 1 volunteers must fill out and sign the volunteer statement and disclosure and may be required to have a BCI & FBI background check.)

**Level 2** – Volunteer activity may involve some unsupervised contact with students. Examples may include, but are not limited to, weekly reading helpers and library helpers (if not continuously visible to staff), chaperones on overnight trips, volunteer coaches/advisors, etc. Level 2 volunteers must fill out and sign a volunteer statement and disclosure and have a BCI & FBI background check.

Volunteers are required to abide by all Board policies and District guidelines while on duty as a volunteer, including, but not limited to, maintaining the confidentiality of any and all student personally identifiable information to which s/he is exposed except as authorized by law.

Volunteers will be covered under the District's general 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. Volunteers 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. Volunteers may not accept compensation or gifts 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.

Before working as a volunteer, an individual must acknowledge an understanding of the following:

- That s/he is serving as a volunteer and not as an employee of the Board;
- That s/he has no right to the compensation and/or benefits provided to Board employees; and
- That s/he is responsible for his/her own expenses incurred while serving as a volunteer.

Volunteers working with students must display appropriate behavior at all times and at any time may be required to provide a set of fingerprints 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.

The district may end its relationship with a volunteer if a criminal records check indicates that the volunteer has been convicted of or pleaded guilty to any criminal offense.

# Fairport Harbor Exempted Village Schools

## Volunteer Application

Thank you for your willingness to volunteer in the Fairport Harbor School District. To ensure the safety of our students and staff, you **MUST** complete this application packet and be **APPROVED** by the Board Office **BEFORE** you can begin your volunteer assignment.

Here is some information on how to complete the volunteer application packet:

1. Read the Volunteer Handbook Thoroughly. The handbook is available in the school office or on the district website at: **[www.fhevs.org](http://www.fhevs.org)**
2. Complete the Volunteer Application
  - a. Page one provides basic information about you and your volunteer interests.
  - b. Pages 2 & 3 provide information about any past or current criminal or civil offenses. It also gives permission for the district to conduct a background check.
  - c. Please remember to sign and date this form.
3. Review your forms
4. Provide a Copy of Driver's License
  - a. Attach one current copy of your driver's license, or other photo ID that includes your legal name and date of birth.

Thank you for your interest in volunteering! Please feel free to contact us with any questions.

Please return all completed forms to the school in which you would like to volunteer or mail your application to the Attn: Executive Assistant, 329 Vine Street, Fairport Harbor, Ohio 44077

**Fairport Harbor Exempted Village Schools**

Volunteer Application

Today's Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Application Information**

I am a: \_\_\_ Parent/Guardian \_\_\_ Relative \_\_\_ Community Member

This is a: \_\_\_ New Application \_\_\_ Renewal

Personal Information

\_\_\_ male \_\_\_ Female

Full Legal Name \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Birthplace (state and county) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_ Email Address \_\_\_\_\_

Phone Number Cell \_\_\_\_\_ Phone Number Home \_\_\_\_\_

Languages spoken (besides english) \_\_\_\_\_

Employer \_\_\_\_\_

Name of Child(ren) / Student(s) \_\_\_\_\_

Emergency Contact Information

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Volunteer Interests and Activities**

Schools where I wish to volunteer \_\_\_\_\_

I plan to volunteer: \_\_\_ Regularly \_\_\_ Once in awhile

Volunteer activities (ex: field trip chaperone, math help, tutoring, job shadow, one time presentation)

\_\_\_\_\_

If you marked the "community member" box above, do you have an existing connection with the school(s) identified above? \_\_\_ Yes \_\_\_ No If Yes, What connection? \_\_\_\_\_

Do you require accommodations? \_\_\_ Yes \_\_\_ No If Yes, what is the accommodation? \_\_\_\_\_

Do you have a particular skill set you would like to share with our students? \_\_\_ Yes \_\_\_ No  
If yes, what is the skill set and at what grade level are you interested in working? \_\_\_\_\_  
\_\_\_\_\_

Please attach one copy of the front of your driver's license or other valid photo ID.

## VOLUNTEER APPLICATION DISCLOSURE

Please answer the following questions honestly and completely and sign the declaration on the following page. Attach a separate sheet if additional space is necessary.

The Fairport Harbor Schools are helping to ensure safety and security for students by requiring background checks on all people who work with students in schools. Any falsification, omission, deliberate misrepresentation or failure to complete any part of this form is grounds for rejection as a volunteers. The Fairport Harbor Exempted Village Schools reserve the right to reject any applicant for any legitimate and non-discriminatory reason. Decisions about volunteer approval status are made on a case by case basis.

**1. Have you ever been convicted of a crime? You must include any and all past or current criminal convictions.**

YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES: Please identify the crime provide the date(s) of the conviction, the name of the court and sentence imposed.

**2. Have you ever had findings made against you for domestic violence, abuse, sexual abuse, neglect, exploitation of a child in any legal proceeding? These proceedings include judicial or administrative proceedings as well as findings by Department of Job and Family Services or Department of Health that you have not challenged or appealed.**

YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES :If "yes", please identify the specific finding (s), which agency or court made the finding(s), the date(s) of the finding(s) and the penalty(ies) imposed.

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**3. Do you currently have any criminal charges pending against you? Are you presently under investigation for possible criminal charges?**

YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES: If "yes," please provide pertinent details to enable Fairport Harbor School District to evaluate, including the charge(s), date(s), jurisdiction(s) and status.

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**4. Other than any matter listed on the previous page (page 2 of 3), are there any facts or circumstances involving you and your background that would call into question the district entrusting you with the supervision, guidance and care of its students ?**

YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES: Explain \_\_\_\_\_

**Disclosure Statement: Please read carefully and sign below**

I hereby authorize and consent to Fairport Harbor School District, its agents and employees, to inquire into and undertake whatever background check of me that Fairport Harbor School District, in its sole discretion, deems appropriate to determine my authorization to serve as a volunteer. I understand the inquiry may include computer database searches, criminal history checks, interviews with people acquainted with me, employers or references. I understand the information will be kept confidential to the extent permitted by law, but that Fairport Harbor School District, as a public entity, is subject to the State Public Records Act and the exemptions provided thereunder, as amended. Names of approved volunteers may be released to Fairport Harbor School District PTOs or Booster Groups, upon request, for the purpose of recruiting volunteers or verifying approval status for school activities. I release and hold harmless Fairport Harbor School District, its agents and employees, and all references or other sources of information from any and all liability in obtaining or providing such information about me. I agree that if Fairport Harbor School District determines, in its sole discretion, that I have provided false or incomplete information in response to the above questions, or the District decides, with or without cause, not to approve or retain me as a volunteer for whatever reason, Fairport Harbor School District may, without notice or other process, reject my application to serve as a volunteer, or revoke my privilege to serve as a volunteer. All information in this application is accurate to the best of my knowledge. I have received and thoroughly read the Fairport Harbor Schools District Volunteer Handbook. I understand the information in the handbook and I agree to comply with the guidelines set forth in the handbook. As a condition of being permitted to volunteer for Fairport Harbor School District, I freely accept and voluntarily assume the risks of personal injury or property damage that may result from my volunteer activities. I hereby agree to waive any and all claims arising out of any such injury or damage. If you type your name on the signature line, you are signing this application electronically and agree that your electronic signature is the legal equivalent of your manual signature on your application. You further agree that no certification authority or other third party verification is necessary to validate your electronic signature.

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Applicant Signature (or parent/guardian if under 18) \_\_\_\_\_

Printed Name \_\_\_\_\_

City and State Where Signed \_\_\_\_\_

# Fairport Harbor Exempted Village Schools

## Volunteer Handbook

### **Expectations and Guidelines for Volunteering**

Thank you for your interest in volunteering with the Fairport Harbor Exempted Village Schools. Our schools depend on volunteers and value their contributions. Your willingness to serve the students and staff of the district is greatly appreciated. This handbook outlines the guidelines and expectations that volunteers must follow to create safe and successful experiences for students, staff and volunteers. All volunteering relationships established through the Fairport Harbor Schools must take place with students on the school campus during school hours or at other authorized school activities only.

### **You Are Part of an Education Team**

Volunteers who are committed to helping students be successful are important members of the school team. These individuals are essential to bringing the outside world to the school. Students need contact with individuals who can share experiences and bring other perspectives into the classroom. They need adults who can guide them through the learning process.

### **Goals:**

- Enrich the curriculum
- Enrich student learning opportunities
- Provide help for individual students
- Provide opportunities for meaningful service
- Relieve teachers of some non-instructional tasks
- Establish a school and community partnership for quality education
- Enhance all aspects of the educational process

### **Working closely with the classroom teacher and school staff includes:**

- Following the direction of a school staff member
- Accepting direction and suggestions from teachers
- Respecting the privacy of teachers and students by not discussing school matters away from the classroom
- Understanding that evaluation of a student's learning can only be done by the teacher
- Committing to working in a classroom to support and improve education for all students
- Seeking help from the teacher when you need additional information or instruction
- Sharing ideas and constructive comments with the teacher
- Acknowledging that teachers are responsible for discipline in the classroom
- Referring to the classroom teacher or regular school staff member for final solution of any student problem which arises, whether of an instructional, medical or operational nature



### **Enjoy working with students by:**

- Finding ways to establish a good rapport with students
- Providing help and assistance without doing the work for students
- Showing a genuine interest in each student
- Accepting each student and encouraging the best from him or her
- Using patience and kindness

Sometimes a volunteer placement may not be a fit for the volunteer, the teacher or the school. If your volunteer placement does not work for you, the teacher or the school for whatever reason, your volunteer assignment may be ended, modified or changed to a new assignment. You may request a different placement if you wish to continue volunteering.

## **Volunteer Expectations**

### **Volunteers are expected to:**

- Be an approved volunteer
- Sign in and out at the office and always wear an ID badge while on school grounds
- Wear professional attire
- Show respect for all staff and students
- Share concerns regarding students with the school staff only
- If you cannot make your scheduled volunteer time, please call the school so the teacher and students will know you will not be there.
- Please do not bring younger children to the school during your volunteer hours.
- Please turn off your cell phone while you are volunteering in the classroom and refrain from making personal calls or texting while on the school campus.

Names of approved volunteers may be released upon request, for the purpose of recruiting volunteers or verifying approval status for school activities.

### **Ground Rules for School District Facilities**

- No smoking or tobacco allowed, including on athletic fields and anywhere on school property.
- No weapons allowed
- No drugs or alcohol allowed
- Do not use school equipment for personal purposes

### **Maintain Student Confidentiality**

Volunteers are expected and required to keep all 'student information' that they obtain while working as a volunteer for the district confidential. In fact, **federal law strictly prohibits school districts and district volunteers from releasing any student information without parent/guardian permission.** Student information includes all academic, medical and personal information. Volunteers cannot take photos of students during their volunteer activities and post

them publicly without authorization from the school. Student work, like artwork or papers, is also protected by law and cannot be shared publicly without written permission.

**Disclosure of student information by a volunteer is a violation of the Family Educational Rights and Privacy Act of 1974 (FERPA) and may subject the volunteer and the district to civil liability.** It is very important that you keep information about students confidential. It is important that you do not discuss students or their progress with others –even their parents. Do not make references to student’s abilities in front of other students. The only person who should be told about a student’s work is their teacher. If parents ask about their student’s progress, suggest in a friendly way, that they contact the teacher.

### **Community Service Hours**

The Fairport Harbor Exempted Village Schools strive to find volunteer opportunities that are mutually beneficial to both the volunteer and the students in our schools. We understand that people need community service hours for a variety of reasons, and ask that volunteers work with their direct supervisors at the school to arrange for signatures that confirm hours worked. However, we do not permit court-ordered community service to be completed in our schools.

## **Volunteer Opportunities**

### **Volunteers can help in the school:**

- classroom
- office
- library

### **Volunteers can help with:**

- classroom activities
- special school events/projects
- art programs
- parties
- dances
- after school programs
- sports

Each school also has a **Parent Organization** that can always use extra volunteers for its programs. Contact your school office for more information.

# **Important Guidelines**

## **Safe Interaction with Students**

The school board expects that all staff and volunteers will strive to set the kind of example for students that will serve them well in their own conduct and behavior and contribute toward a school atmosphere that is friendly but has a degree of formality.

## **General Guidelines for Safe Interaction with Students:**

All interactions with students should be professional and focused on teaching and learning. These guidelines protect both the student and the volunteer.

## **Do not:**

- Take a student or students on private outings
- Initiate social activities with students
- Have a prolonged verbal exchange with students if you have an impromptu encounter at a public place
- Provide childcare for students
- Ask a student to baby-sit for your family
- Engage in Social Networking with students via Facebook, MySpace, Instagram, Snapchat, Vine or Twitter or any other social networking website to initiate or maintain relationship(s) with any student that is not consistent with appropriate professional behavior and/or boundaries.

## **Communication**

Do not:

- Say or write things to a student that you would be uncomfortable sharing with the student's parents, district/school administrators or the teacher you are working with.
- Make any comments that are based on gender or could be construed as sexist
- Make any comments and/or innuendos that are sexual in nature or could be so construed
- Make jokes that belittle or diminish another person
- Give students compliments that focus on physical attributes
- Initiate conversations or correspondence of a private and/or personal nature with students

## **Working Alone with Students at School**

- Always keep the door open and lights on
- Do not post anything on class windows that would obstruct a clear view into the room

**Gifts: In general, giving gifts to students is not encouraged. If gifts are provided they should be:**

- Of nominal value
- Identical for all students in the class
- Approved by the teacher or administrator in charge of the program

**Field Trips and Off-Campus Activities**

What is the difference between a chaperone and a volunteer?

For the purpose of volunteering in FHEVS, a chaperone is a volunteer who is over the age of 21 who has the responsibility of supervising students during an off-campus field trip or activity.

During these types of activities, teachers are expected to maintain specific chaperone-to-student ratios. (The exact ratio varies based upon age of students and type of activity).

**Report Suspected Abuse or Neglect**

As a volunteer, you are in a unique position to observe students. If you suspect that a student may be the victim of abuse or neglect, report it immediately to the principal, school counselor or another school district employee.

**Volunteering is a privilege**

Volunteering is a privilege, not a right. All volunteers serve at the sole discretion of the building principal, volunteer coordinator or teacher. Permission to volunteer in a school may be revoked at any time by the building principal or the district Volunteer Coordinator.

**Signature Section:**

I have read and understand the procedures and policies contained in the FHEVS Volunteer Handbook. I understand my responsibilities as a volunteer in the school district and recognize that the violation of any of these codes of conduct may result in immediate termination of my volunteer status and/or legal implications.

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Please Print Full Legal Name

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Sign Your Name

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Today's Date