



Volunteer Informational Sheet

ATHENS CITY SCHOOLS

25 South Plains Road ~ The Plains, Ohio 45780-1333

740.797.4544 (Phone) ~ 740.797.2486 (Fax) ~ www.athenscsd.org (Web)

Last Name: _____ First: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Home Phone: _____ Cell Phone: _____
Email Address: _____

Photo ID submitted and attached _____

BCI & FBI fingerprints have been processed and submitted to ACS _____

I am a (please check all that apply):

- ☐ Parent/Guardian of a student attending the district ☐ Grandparent/Relative
☐ Community Member ☐ Former District Employee ☐ Former Student

If you are volunteering as part of a community organization/business member, please list the name of the organization/business: _____

In case of emergency, contact: _____
Name phone # relationship to you

Emergency medical information/conditions (i.e. asthma): _____

I agree by signing below that I do not hold Athens City School District or its employees responsible in case of injury or illness.

I agree that if I have provided false or misleading information, the District may, in its sole discretion disqualify me from volunteering with the District. I further agree that if at any time in the future I am convicted of any crime I will immediately notify the District Office.

Signature

Date

The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities.

Building Principal Signature

Date

ATHENS CITY SCHOOL DISTRICT

www.athenscsd.org

Thomas J. Gibbs, Ed.D.
Superintendent

Bryan M. Bunting
Treasurer/CFO



Thomas M. Parsons
Director of Curriculum & Development

Nathan Young
Director of Special Services

25 South Plains Road, The Plains, Ohio 45780, (740) 797-4544

Thank you for your interest in volunteering with the Athens City Schools.

If you are volunteering in one of the categories listed below you must have a BCI and FBI Background check completed.

- Chaperoning an overnight trip
 - Chaperoning a field trip where you will be assigned a group of students and have control or supervision of those students without a teacher or staff member present at all times
 - Volunteer at the building and are permitted to work independently with children outside of the classroom without the direct supervision of the teacher or a district employee.
1. To complete a Background you will need to use the following codes: for the BCI is 3319.38B1 and FBI is 3319.39. A copy of the prints must come to the Athens City Schools – attention Denise Bowles, however, if you think you might be interested in applying to be a substitute educational aide you will want to send a copy to the Ohio Department of Education/Teacher Licensure Department AND Athens City Schools (address above).

You can have your fingerprints processed at the following locations:

Athens-Meigs Educational Service Center (Former Chauncey Elementary School)
21 Birge Drive, Chauncey, OH 45719

BCI \$27.00	FBI \$30.00	BOTH \$57.00
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Ohio Department of BMV, License Bureau
1002 E. State Street, Suite 21, Athens, OH 47501

BCI \$32.00	FBI \$34.00	BOTH \$61.00
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Ohio University Bobcat Depot
1 Park Place Baker Center Room 112, Athens, OH 45701

BCI \$28.00	FBI \$30.00	BOTH \$58.00
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2. You will need to complete a Volunteer Information Sheet and return it to the building where you will be volunteering.
3. A photo copy of your current Driver's License to be attached to the Volunteer Informational Sheet.

Thank you

ATHENS CITY SCHOOL DISTRICT BYLAWS & POLICIES

4120.09 – 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 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. 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 cannot provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for workers' compensation;
- C. will be asked to sign a form releasing the District of any obligation should the volunteer become ill or receive an injury as a result of his/her volunteer services;
- 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)

R.C. 109.574-7, 121.401-2, 3327.16, 3313.203, 3319.321
20 U.S.C. 1232g, 34 C.F.R. Part 99

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