

VOLUNTEER PROCEDURES

Recruitment and selection of volunteers is done at the local building level. Interested individuals should contact the building principal or his/her designee. The interests and abilities of volunteers should be considered when making assignments. Any volunteer who will have unsupervised access to students must complete a background screening that is absent any of the misconducts that would prohibit a person from being employed in the district. Volunteers cannot have unsupervised access to students until the criminal record check is done.

People interested in volunteering for a duty which they will have unsupervised access to students should complete the paper volunteer application form and submit it to the principal in the building they wish to volunteer as well as submit a volunteer application online at the following site:

<https://bib.com/SECUREVOLUNTEER/Troy-City-School-District/>

If the principal approves the volunteer paper application he/she will sign the application form and forward it onto Kelly Henderson at the Board of Education Office to approve the processing of the applicant's online application.

Once the screening is complete the application will be reviewed and the principal will be notified of the results, either approved or not approved. If approved the volunteer will receive in the mail an ID tag stating that they are approved as a volunteer, if not approved the applicant will receive notice explaining their rights via the US Postal Service.

All volunteers should have this Volunteer ID with them at all times they are volunteering in the district.

The principal is authorized with the approval of the Superintendent or the Superintendent is authorized on a district wide basis to decline the services of any school volunteer because of a criminal conviction or based upon prior serious conflict between a potential school volunteer and school officials, employees, students, parents of students or existing school volunteers which may tend to create tension in the building or presents the potential of disrupting school activities.

TROY CITY SCHOOLS
500 North Market St., Troy, OH 45373

Volunteer Information:

Last name: _____ First: _____ Mid Initial: _____

Address: _____ Daytime Phone: _____

City: _____ State: _____ Zip: _____

I am interested in:

- Classroom Volunteer / Chaperone
- Lunch Buddy
- Ohio Reads Program
- Athletics
- Band Volunteer / Chaperone
- Washington DC Chaperone
- Pop Rocks Chaperone

THIS APPLICATION MUST BE SIGNED BY THE BUILDING ADMINISTRATOR FOR YOUR ONLINE APPLICATION TO BE APPROVED FOR COMPLETION.

The online application must ALSO be completed at:

<https://bib.com/SECUREVOLUNTEER/Troy-City-School-District/>

Administrator/Supervisor's Signature: _____

Building: _____

Date: _____

A **conviction of one of these** specific criminal offenses, will bar you from employment and/or volunteering where you might have care, custody and control of students in the Troy Schools:

- Murder or aggravated murder (RC §§ 2903.01, 2903.02)
- Voluntary or involuntary manslaughter (RC §§ 2903.03, 2903.04)
- Reckless homicide (RC§ 2903.041)
- Assault, felonious assault, aggravated assault (RC §§ 2903.11, 2903.12, 2903.13)
- Permitting child abuse (RC§ 2903.15)
- Failure to provide proper care for functionally impaired person (RC § 2903.16)
- Aggravated menacing (RC § 2903.21)
- Patient abuse or neglect (RC § 2903.34)
- Felonious sexual penetration (RC § 2905.01 (A))
- Kidnapping, abduction (RC §§ 2905.01, 2905.02)
- Child stealing (RC § 2905.04, prior to 1996)
- Child enticement (RC §2905.05)
- Extortion (RC§ 2905.11)
- Rape (RC § 2907.02)
- Sexual battery (RC § 2907.03)
- Unlawful sexual conduct with a minor (RC § 2907.04)
- Sexual imposition or gross sexual imposition (RC §§ 2907.05, 2907.06)
- Importuning (RC § 2907.07)
- Voyeurism (RC § 2907.08)
- Public indecency (RC § 2907.09)
- Compelling or promoting prostitution (RC §§ 2907.21, 2907.22)
- Prostitution or procuring prostitution (RC §§ 2907.23, 2907.25)
- Soliciting prostitution (RC§ 2907.24)
- Loitering to engage in prostitution (RC§ 2907.241)
- Disseminating matter harmful to juveniles (RC § 2907.31)
- Displaying matter harmful to juveniles (RC§ 2907.311)
- Pandering obscenity and/or child pornography (RC §§ 2907.32, 2907.321)
- Pandering any sexually oriented materials involving or depicting minors (RC § 2907.322)
- Use of minor in nudity-oriented materials or performance(RC§ 2907.323)
- Deception to obtain matter harmful to juveniles (RC§ 2907.33)
- Compelling acceptance of objectionable materials (RC§ 2907.34)
- Aggravated arson (RC§ 2909.02)
- Soliciting or supporting terrorism (RC§ 2909.22)
- Making terroristic threat (RC§ 2909.23)
- Terrorism (RC§ 2909.24)
- Robbery or aggravated robbery (RC §§ 2911.01, 2911.02)
- Burglary or aggravated burglary (RC §§ 2911.11, 2911.12)
- Personating an officer (§ 2913.44)
- Inciting violence (RC§ 2917.01)
- Aggravated riot (RC§ 2917.02)
- Riot (RC§ 2917.03)
- Inducing Panic (RC§ 2917.31)
- Possession of hoax weapon of mass destruction (RC§ 2917.33)
- Unlawful abortion (RC§ 2919.12)
- Abortion manslaughter (RC§2919.13)
- Performing or inducing unlawful abortion on minor (RC§ 2919.121)
- Endangering children (RC §2919.22)

- Contributing to unruliness or delinquency of child (RC § 2919.24)
- Domestic violence (RC § 2919.25)
- Bribery (RC§2921.02)
- Intimidation of public servant or witness (RC§2921.03)
- Intimidation in criminal case (RC§2921.04)
- Retaliation against public servant or witness (RC§2921.05)
- Perjury (RC§2921.11)
- Escape (RC§2921.34)
- Theft in office (RC§2921.41)
- Carrying concealed weapon (RC § 2923.12)
- Illegal conveyance or possession of deadly weapon or counterfeit firearm into school safety zone (RCV2923.122)
- Illegal conveyance of deadly weapon into court house (RC § 2923.123)
- Having weapon while under disability (RC § 2923.13)
- Discharging firearm at or into a school or residence (RC § 2923.161)
- Unlawful possession of explosives (RC§ 2923.17)
- Improperly furnishing firearms to minor (RC§ 2923.21)
- Corrupting another with drugs (RC § 2925.02)
- Trafficking in drugs (RC § 2925.03)
- Illegal manufacture of drugs or cultivation of marijuana (RC § 2925.04)
- Illegal possession of chemicals for manufacture of drugs (RC§ 2925.041)
- Funding of drug or marijuana trafficking (RC § 2925.05)
- Illegal administration or distribution of anabolic steroids (RC § 2925.06)
- Drug possession (other than minor misdemeanor) (RC § 2925.11)
- Permitting drug abuse (RC§ 2925.13)
- Deception to obtain dangerous drug (RC§ 2925.22)
- Illegal possession of drug documents (RC§ 2925.23)
- Tampering with drugs (RC§ 2925.24)
- Trafficking in harmful intoxicants (RC§ 2925.32)
- Illegal dispensing of drug samples (RC§ 2925.36)
- Counterfeit drug offenses (RC§ 2925.37)
- Contaminating substance for human consumption; spreading false report (RC§ 2927.24)
- Placing harmful objects or substances in food (RC § 3716.11)
- Any other felony (per RC § 3319.31)
- Any other offense of violence (per RC § 3319.31)
- Any other theft offense (per RC § 3319.31)
- Any other drug abuse offense which is not a minor misdemeanor (per RC § 3319.31)