WINTON WOODS
CITY SCHOOL DISTRICT

VOLUNTEER HANDBOOK



Last Updated:
10.27.25

WE WELCOME YOU



WELCOME

Thank you for your interest in volunteering in Winton Woods City Schools. Our district values our volunteers and appreciates their willingness to serve our students and staff.

This handbook outlines volunteer guidelines and expectations to create successful educational experiences for our students and staff, as well as for the volunteers themselves. We appreciate your partnership in helping our students achieve their highest potential.

OVERVIEW

Volunteers who are dedicated to helping the students be successful are important members of each school team. Students need to develop relationships with individuals who can share experiences and bring other perspectives into the classroom. They need adults who can guide them through the learning process.

OUR COMMON GOALS:

- Enrich students' learning opportunities
- Provide opportunities for meaningful service
- Relieve teachers of some non-instructional tasks
- Establish a school and community partnership for quality education

VOLUNTEERING

Working closely with the classroom teacher and school staff includes:

- Committing to working in a classroom to support and improve education for all students
- Following the direction of a school staff member
- Seeking help from the teacher when you need additional information or instruction
- 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
- 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

Working with students includes:

- 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

EXPECTATIONS & GUIDELINES

Volunteers are expected to:

- Be an approved volunteer
- Sign in and out at the office and always wear a visitor badge while on school grounds
- Wear appropriate, modest attire
- Show respect for all staff and students
- Share concerns regarding students with the school staff only
- Call the school so the teacher and students will know you will not be there if you cannot make your scheduled volunteer time
- Refrain from bringing your own children to the school during your volunteer hours
- Silence your cell phone while you are volunteering in the classroom and refrain from making personal calls or texting while working with students

Ground Rules for School District Facilities

- No smoking or tobacco allowed, including on athletic fields, parking lots and in district vehicles
- No weapons allowed anywhere on school premises even with a concealed to carry permit
- No drugs or alcohol allowed
- Do not use school equipment or resources for personal purposes or political or non-school related fundraising

Interactions with Students

The school board expects that all staff and volunteers will strive to set the kind of example for students that will serve the students well in their own conduct and behavior and contribute toward a school atmosphere that is friendly but has a degree of formality. All interactions with students should be professional and focused on teaching and learning. These guidelines protect both the student and the volunteer.

ALWAYS keep the door open and lights on.

Volunteers are NEVER allowed to:

- Take a student or students on private outings
- Initiate social activities with students
- Provide childcare for students
- Ask a student to babysit for your family
- 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 comments that are based on gender or could be considered sexist or racially biased
- Make comments and/or innuendos that are sexual in nature or could be considered sexual
- 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
- Post anything on class windows that would obstruct a clear view into the room

Maintain Student Confidentiality

Volunteers are expected and required to keep confidential all 'student information' they obtain while working as a volunteer for the district. 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. The only person who should be told about a student's work is the student's teacher. If parents ask about their student's progress, suggest in a friendly way that they contact the teacher.



Physical Contact with Students

It is the district's expectation that all physical contact between volunteers and students must be professional and appropriate.

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.

Gifts

In general, giving gifts to students is not encouraged. If gifts are provided, they should be identical for all students in the class and approved by the teacher or administrator in charge of the program. In addition, Board Policy prohibits school staff from accepting gifts—unless they are of a nominal value.

VOLUNTEER PLACEMENT

All volunteers serve at the sole discretion of the building principal, volunteer coordinator or teacher. Sometimes a volunteer placement may not be a good fit for the volunteer, the teacher, or the school. If your placement does not work—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. Permission to volunteer in a school may be revoked at any time by the building principal or the district volunteer coordinator.

WINTON WOODS EARLY CHILDHOOD — PreK & K

825 Waycross Rd., Cincinnati, OH 45240
Office: 513.619.2390
Contact: Kelly Kennedy
Email: kennedy.kelly@wintonwoods.org

WINTON WOODS PRIMARY SCHOOL — 1st & 2nd

147 Farragut Rd., Cincinnati, OH 45218
Office: 513.619.2490
Contact: Greg Mayhall
Email: mayhall.gregory@wintonwoods.org

WINTON WOODS ELEMENTARY SCHOOL — 3rd & 4th

147 Farragut Rd., Cincinnati, OH 45218
Office: 513.619.2490
Contact: Greg Mayhall
Email: mayhall.gregory@wintonwoods.org

WINTON WOODS INTERMEDIATE SCHOOL — 5th & 6th

147 Farragut Road., Cincinnati, OH 45218
Office: 513.619.2490
Contact: Greg Mayhall
Email: mayhall.gregory@wintonwoods.org

WINTON WOODS MIDDLE SCHOOL — 7th & 8th

1231 W. Kemper Rd., Cincinnati, OH 45240
Office: 513.619.2440
Contact: Keryl White
Email: white.keryl@wintonwoods.org

WINTON WOODS HIGH SCHOOL — 9th - 12th

1231 W. Kemper Rd., Cincinnati, OH 45240
Office: 513.619.2420
Contact: Amber Strawser
Email: strawser.amber@wintonwoods.org

WINTON WOODS PROJECT SUCCESS — 9th - 12th

8 Enfield St., Cincinnati, OH 45218
Office: 513.619.2440
Contact: Keryl White
Email: white.keryl@wintonwoods.org





Volunteer Approval Process

Thank you for your interest in volunteering with Winton Woods City Schools! We deeply value the time, energy, and care our volunteers bring to support our students and staff. To get started, please follow the steps outlined below.

1 COMPLETE BACKGROUND CHECK

Make an appointment to complete a fingerprint/background check by calling 513.619.2300.
(The district waives the $50 fee for fingerprinting/background checks for volunteers.)

Appointment Location:
Winton Woods Human Resources Department (825 Waycross Road, Cincinnati, OH, 45240)

Please Note: *This process can take up to several weeks for the state to complete.*

2 REVIEW HANDBOOK

Please review our district's Volunteering Handbook (this document).

3 COMPLETE APPLICATION

Once you are notified that your background check is in compliance with Winton Woods City Schools Policy #8120, please submit a Volunteer Application online at wintonwoods.org/volunteering.

4 CONTACT SCHOOL AND SIGN AGREEMENT

Once you have submitted your application, please contact the school building (listed on the previous page) and bring them a copy of your signed Volunteer Agreement, which is located on the following page or can be accessed at wintonwoods.org/volunteering.

THANK YOU

We appreciate your time, service, and generosity to our students and staff!



WINTON WOODS
CITY SCHOOL DISTRICT

CONTACT US

wintonwoods.org
info@wintonwoods.org
513.619.2300

WINTON WOODS
CITY SCHOOL DISTRICT

VOLUNTEER AGREEMENT

√	COMPLETE BACKGROUND CHECK

I have completed and received a valid background check.

√	REVIEW HANDBOOK

I have reviewed the district's Volunteer Handbook.

√	COMPLETE APPLICATION

I have completed the online volunteer application.

√	CONTACT SCHOOL AND SIGN AGREEMENT

My signature below indicates acceptance to the expectations and guidelines set forth in the Winton Woods City Schools Volunteer Handbook.

Being the undersigned individual, I agree to perform the volunteer duties to which I am assigned to the best of my ability and in a professional manner. My signature indicates that I have reviewed the expectations and guidelines set forth in the Winton Woods City Schools Volunteer Handbook and that I agree to abide by them.

_____

Volunteer Printed Name

_____

Volunteer Signature

_____

Date