



Athens City School District Volunteer Application

Thank you for your interest in applying as a **volunteer** with the Athens City School District.

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.

To complete your application, you will need to supply the following information:

- **Background check** from the Ohio Bureau of Criminal Identification and Investigation (BCI) and the Federal Bureau of Investigation (FBI). This must be a new set of results and the code for the BCI is **3319.39B3** and FBI is **3319.39**. A copy of the prints **MUST** be sent to Athens City Schools (address above) ATTN: Ann Green. 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 & Workforce/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)**
 - Address: 21 Birge Drive, Chauncey, OH 45719 (West Entrance)
 - Hours: Monday - Friday, 8:00 am - 4:00 pm
 - Payment Options: Cash, Check, Money Order or Debit/Credit Card
 - Cost: BCI \$35.00, FBI \$35.00, BOTH \$70.00
 - **Ohio University Bobcat Depot**
 - Address: 1 Park Place Baker Center Room 112, Athens, OH 45701
 - Cost: BCI \$28.00, FBI \$30.00, BOTH \$58.00
- You will need to complete a Volunteer Information Sheet and return it to the building where you will be volunteering.
- A photocopy of your current Driver's License to be attached to the Volunteer Informational Sheet.

Log into OH|ID

- Go to education.ohio.gov and click the "Login" link at the top of the education.ohio.gov homepage.
- If you already have an OH|ID account, enter your OH|ID username, password and click the "Log In" button.
- If you need to create a new account, please follow these directions.
 - [How to Create a New OH|ID account and Department of Education](#)
- [Retrieve your OHID and Create a New Password - Ohio.gov](#)
- Go to the [OH|ID Help page](#) for assistance with your account.

ATHENS CITY SCHOOL DISTRICT BYLAWS AND 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 can not 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)

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Legal

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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Demographic Information: (Please use your FULL LEGAL name)

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

Please check the items below to indicate that they have been completed:

_____ Photo ID submitted and attached
_____ BCI & FBI fingerprints have been processed and submitted to the Athens City School District

I am a (please check all that apply):

_____ Parent/Guardian of a student attending ACSD– Building: _____
_____ Grandparent/Relative of a student attending ACSD – Building: _____
_____ Community Member – Name of organization/business: _____
_____ Student – Name of school: _____
_____ Former employee of the Athens City School District

In case of an emergency, please list contact information:

Name: _____ Relationship to you: _____
Phone Number 1: _____ Phone Number 2: _____

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 Athens City School District office.

ANY PERSON WHO KNOWINGLY MAKES A FALSE STATEMENT IS GUILTY OF FALSIFICATION UNDER SECTION 2921.13 OF THE REVISED CODE, WHICH IS A MISDEMEANOR OF THE FIRST DEGREE.

SIGNATURES

Volunteer Signature: _____ Date: _____

Building Principal's 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, including employment opportunities.