

Centerville City Schools' Academic Volunteer Program Volunteer Handbook 2026-2027



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Thank you so much for your interest in being part of the Academic Volunteer Program (AVP)! Centerville City Schools (CCS) are very fortunate to have volunteers who are dedicated to supporting our students and staff. There is no stronger statement of your support than the valuable time you invest in helping students succeed. You do make a difference!

This handbook is designed to give you practical information about academic volunteering in Centerville City Schools. You can learn how to become an academic volunteer, what is expected of volunteers, what volunteers can expect, and what policies and procedures our schools and volunteers need to follow to maintain a safe and caring learning environment for our students. If you have additional questions, please contact the AVP District Office at 937-433-8841 ext. 2059.

Again, thank you for your interest in serving as an academic volunteer.

Mission Statement of Centerville City School

Empower, challenge, and support every learner to grow every day.

Vision of the Centerville City Schools

Centerville City Schools creates a collaborative learning environment that responds to the needs of each learner, fosters growth, and prepares individuals to be responsible community-minded members of society.

Mission Statement of the Academic Volunteer Program

Academic Volunteers including parents and community members help to empower, challenge, and support every learner to grow every day by assisting staff in meeting the diverse needs of our students.

SECTION I – How to Become an Academic Volunteer

A. Who Are Academic Volunteers – Volunteers are parents, grandparents, retirees, neighbors, friends, community members, business people, and more. They share in common a desire to help students succeed. They are caring, flexible, and willing to make a definite time commitment to support, expand, and enrich students' learning experiences under the guidance of teachers and staff.
B. Parent/Guardian Volunteers vs. "Community" Volunteers- we have volunteers who are the parent or legal guardian of one or more current CCS student as well as those we consider "community," volunteers, who are not a parent/guardian of a current student. All volunteers must fill out the Volunteer Interest Form each school year on our AVP website. For the safety of our students, any "new community" volunteer, ie a non-parent/guardian who has not previously volunteered with the program, will be prompted to supply some additional information, including personal references.

C. Guidelines – Prior to volunteering all academic volunteers must agree to abide by the guidelines and policies as outlined in this handbook, the District Bylaws & Policies and the District AVP's Orientation.

D. Volunteer Screening – The building principal reviews and approves each prospective volunteer. The district also requires academic volunteers to complete a background screening. In addition, Centerville City Schools can request volunteers to provide fingerprints at any time. Certain criminal convictions will disqualify a person from serving as an academic volunteer. (See SECTION VII). Individuals fulfilling court ordered service hours are not accepted as academic volunteers.

Background Screening:

a. Potential volunteers who do not have a current background screening through CCS must complete a background screening through the district approved Secure Volunteer-BIB (Background Investigation Bureau) on-line system. Academic volunteers will be asked to repeat this process every two calendar years. Volunteers must enter their request for a background screening from the CCS AVP webpage.

b. Potential volunteers who already have a current background screening through CCS do not need to complete the Secure Volunteer-BIB screening. This CCS screening is sufficient.

c. Note: All academic volunteers must have a current Secure Volunteer-BIB or CCS criminal background screening in order to serve as an academic volunteer. If a volunteer's background check is set to expire during the current school year, the district AVP coordinator will reach out to the volunteer to submit a request for a new screening. Screenings can not be submitted any earlier than 30 days prior to your ID expiration date. For CCS criminal background screenings, the volunteer may contact the CCS Board of Education office for information on completing a new CCS background screening. The CCS screening would be for: CCS substitutes, team manager/coaches, CCS retired staff, and CCS employees.

d. Volunteers and visitors who enter the buildings during the school day are required to be screened through the RAPTOR system. Volunteers and visitors will have their state license/ID scanned upon entering the building. Once checked against the national database for sex offenders as well as local flags placed into Raptor by our district, a name badge will be printed for the volunteer/visitor to wear while in the building.

E. Orientation/Training – All academic volunteers must receive orientation/training before their volunteering. Three components to the orientation/training will include:

a. District: volunteers agree to abide by the guidelines and policies as stated in the Centerville City Schools' AVP Volunteer Handbook.

b. Building: new volunteers will attend building orientation. Returning volunteers will receive any updates.

c. Teacher/staff: additional training when needed

F. Assignment – Your AVP building coordinator(s) will contact you with opportunities as teachers request volunteers to work with their students. If you are not contacted about building opportunities, please contact your building coordinator(s) or the AVP district

coordinator. Contact information can be found at: https://www.centerville.k12.oh.us/community/avp Please note that not all teachers request volunteers. Also, the teacher and principal may determine that it is in the best interest of a student not to have a parent, grandparent, close friend, etc., volunteering in their classroom. Your flexibility in the assignments you are willing to accept is greatly appreciated! You will be making an important contribution whether you are working in your child's class or another setting.

SECTION II – Volunteer Procedural Guidelines

A. Volunteering In the Building:
   a. Parking – Building coordinator/staff will identify places where you may park.
   b. Entering the building – To protect everyone in the building, all entrances are locked. You may enter through the main entrance pressing the buzzer and letting the staff member know you are at the building to volunteer. A buzzer will sound, and the door will unlock, allowing you to enter and report to the office.
   c. Volunteer ID Badge from Raptor system – Wear your ID badge in a clearly visible manner while you are in the building.
   d. Where to work – Each building will have areas identified where volunteers may work with students. Always work in an observable, interruptible setting.
   e. Restrooms – Use staff restrooms only.

SECTION III - Volunteer Responsibilities (Your Commitment to Us)

A. Confidentiality - The Latin words that form "confidential" mean "with trust." You will be welcomed by the students and staff with trust that you will not share what you learn about them outside of school.
   a. Parents, friends, or others may in good faith ask you about the progress of students with whom you work. Should this happen, it is fine to indicate you enjoy working with the students, and then refer the person to school staff for other information.
   b. Do not discuss a student in front of other students, volunteers, or staff not involved with the student. Never discuss a student with others outside of school.
   c. All student education records must be kept confidential as required by federal law Family Educational Rights and Privacy Act (FERPA).
   d. Concerns or questions regarding student records or issues of confidentiality should be brought to the attention of the staff member responsible for supervising your activities and/or the building principal.
B. Dependability/Punctuality – You are an important part of the education team. Teachers and students look forward to your time with them and depend on the help you give them. Please be reliable and arrive on time. If you are early, depending on the type of volunteering, please wait quietly in the office, hallway, or other area acceptable to your teacher until your assigned time so that the current activity is not disturbed.
C. Absence/Illness – If you must miss your assigned volunteer time, please let the building coordinator and teacher know with as much advance notice as possible. Please check with

the teacher when you start your volunteer assignment how they prefer you contact them: i.e. e-mail (first name.lastname@centerville.k12.oh.us), text or a call to the school office. While your commitment to the students is greatly appreciated, please do not come to school if you are feeling ill.

D. Level of Commitment – There are many exciting opportunities not only for academic volunteers, but for other volunteer activities in our schools. The work you will do is very important. Consider this a professional commitment. Be fair and realistic with yourself about the times you can volunteer, and then make that commitment a priority.
E. Guests/Siblings/Other Children – Your focus on the students with whom you are volunteering is vital to your success. Do not invite other adults or children to your academic volunteering because they will not be permitted into the building.
F. Gifts - Your time and encouragement are wonderful gifts to the students. Please do not bring anything with you to give to students.
G. Safe Interaction with Students – Working with students is a rewarding experience! Volunteer interactions with students should be professional and focused on learning. Volunteer interactions should be warm, encouraging, and appropriate. Interactions that are dangerous, inappropriate, and harmful are prohibited. The following guidelines are intended to protect both students and volunteers.
    1. Student-Academic Volunteer Interactions – These may include praise, encouragement, and acknowledgement. Check with your teacher to see what other interactions are appropriate for the student(s) with whom you are working. If a student touches you inappropriately or shares something that is inappropriate, inform the teacher. Our goal is to keep students and volunteers safe.
    2. Cultural Differences – Centerville City Schools has a diverse community of learners. Each culture has its own set of values, beliefs, and behaviors. Because our culture is so much a part of us, it is sometimes challenging to understand others. Your willingness to respect and try to understand students' cultures is expected as a volunteer. In addition, your willingness to also understand the expectations of the school's culture will enhance your ability to help students learn.
    3. Personal Beliefs and Values - As a public school system, we respect the beliefs and values of students and their families. Please do not initiate discussions of your political, religious, and/or other beliefs with students. Please do not distribute information, invitations, fund-raising requests, etc. to students or staff.
    4. Contact Outside of School - For the safety of students and volunteers, there should be no contact outside of volunteering time between volunteers and students or their families. Do not contact students or parents on any social media site, through texting, notes or through email. This does not apply to outside contact with the student's family whom you are already family friends or are already known to the family.
    5. Photographs – Volunteers are not permitted to take photographs of students and are also not permitted to post photographs or share any information about students on any social media network.
H. Personal Communication Devices - Please keep cell phones and other communication devices in silent mode while volunteering. We respectfully ask that you only use them for emergencies during your volunteer time, as conversations, texting, etc., are disruptive. If

you would be called away for an emergency phone call, let your teacher know so that your student is never left unsupervised.

I. School Computer Use – You may be asked to assist students with information gathering and/or projects on school computers or programs. Volunteers should abide by the same computer usage as staff members. If you have questions, please ask your building's staff.

J. Appropriate Attire - Volunteering is a great opportunity for you to be a role model, setting an example for students by appropriately dressing for your assignment and location. As you get ready to come to school, please keep in mind that some staff and students may have allergies to scented lotions and perfumes.

K. Appropriate Behavior – All volunteers are expected to set a good example through their behavior including using language that is appropriate and respectful. Do not use profane, offensive, sexist, or discriminatory language when speaking with students and adults.

L. Accepting Direction - You will need to follow the teacher's direction to best support the learning environment. Classrooms are dynamic and constantly changing. Each day teachers will be evaluating and determining what is best for their students.

M. Respect of Staff – You are a valuable part of the education team. The teachers and staff in the building are responsible for student learning, and you are there to assist in implementing their plans. Please be aware of the time constraints teachers and staff have during the school day. If you need to discuss something and/or visit with a teacher/staff please send them an email or write a note. Any personal questions or concerns should be addressed outside of your volunteering. It is not appropriate to walk/browse inside the building to locations where you are not scheduled.

N. Communication – Communication is a major key to success. If you have questions, concerns, and/or observations, please direct them to the appropriate staff member (e.g., teacher, principal, counselor, AVP building coordinator, AVP district office, etc.). Most problems can be solved with respect and honest communication. To keep up to date with what is happening in our schools please subscribe to the CCS school announcements.

O. Suspected Abuse and/or Neglect – As a volunteer, you are not a mandatory reporter. The reporting protocol for academic volunteers directs volunteers to immediately inform the teacher, counselor, building principal, or school resource officer if you are told or overhear something of concern, observe something of concern, or have a reasonable suspicion of abuse.

P. Policies and Procedures – Prior to volunteering, all academic volunteers must agree to abide by the guidelines and policies stated in this handbook as well as the CCS District Bylaws & Policies (see Section VII).

Q. The Board of Education prohibits visitors from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board. (See Section VII-CCS District Bylaws & Policies)

R. Representing Your School and District – As a volunteer, you not only help meet the needs of students, you also serve as an ambassador between your school and community. Students, parents, and other community members will view you as a representative of the school. Because of your experiences as a volunteer, we hope you will share with the community the many positive things students and staff are doing. You have an opportunity

to let the community know what great things are happening in their schools. Do not to share confidential information.

S. Resignation– We know that your schedule can change. If you cannot continue your assignment, please contact your teacher and AVP building coordinator as soon as possible.

T. Dismissal– Please remember that volunteering is a privilege, not a right. The school or district may decline or terminate the services of a volunteer if this would be in the best interest of the students, staff or the educational process.

SECTION IV – School Responsibilities (Our Commitment to You)

A. Care and Respect – You are generously giving your time and talents and are an important part of the education team. You should be treated respectfully.

B. Supervision – Whether you are working in the classroom or in another approved observable/interruptible location, the building coordinator should identify a staff member who is your direct link. This staff member will provide direction, answer questions, and provide support. While you may work with small groups of students outside of the classroom, you should not be left in charge of an entire classroom. It is the responsibility of the teacher/staff to supervise the students.

C. Appropriate Placement – You are offering your knowledge, talents, and skills to help students and staff. We will make every effort to assign you to a position that matches what you like to do and know best. If your assignment is not meeting your expectations, please contact your AVP building coordinator. The coordinator will work with you to remedy the issues or work to find a more appropriate placement. Please remember that not all teachers request volunteers.

D. Work Space – The building principal/teachers will identify appropriate observable and interruptible places for you to work with students. These will be marked on a school map, identified with signs in the building, or pointed out by the staff member with whom you are working.

E. Materials – The staff member will have available any materials necessary for your assigned tasks and have them ready for your volunteer time.

F. Direction – In addition to the orientations and training(s) provided by the district, building and the staff member with whom you work will provide direction. If you are uncertain what the staff member wants you to do, please ask for clarification. We will work with you to be certain your volunteer experience is meaningful.

G. Schedule Changes – The staff member with whom you work, or in some situations, the AVP building coordinator will notify you of any schedule changes which may interrupt your regular volunteer schedule. If you are working one-one-one with a child and they are absent, we will do our best to notify you but may not always be able to notify you in time.

H. Building Coordinators – Each building will have AVP building coordinator(s) who will support you in your volunteer activities. The building coordinator(s) will facilitate your orientation along with any necessary training(s), supports in finding your placement in an assignment, checks with you about your experience with the assignment, keeps track of your volunteer schedule and hours and will be available to answer your questions or concerns. The AVP District coordinator is available if you need additional support. Contact

information for coordinators is available at the AVP webpage: https://www.centerville.k12.oh.us/community/avp

I. Student Behavior – Students are expected to be on time, respectful, and ready to work. The volunteer should let the teacher or building coordinator know of any issues.
J. Discipline – You may fairly, firmly, and kindly correct minor behavior problems which may occur while you are working with students. However, it is the staff member's responsibility to discipline students. Discuss any discipline problem with your supervising staff member before the problem escalates.
K. Student Medication – The responsibility of administering medication to students rests with trained staff. Volunteers should never administer medications, nor should they be asked to administer medications.
L. Dismissing Students – Students may leave during the school day for a number of reasons. Only staff members may dismiss students. Please refer any questions to your supervising staff member.
M. Educational Plans – It is the responsibility of staff to make decisions regarding the instruction of students. Please acknowledge this staff responsibility by always following the instructions you are given. Discuss any concerns you might have privately with the staff member at a time convenient for both of you.
N. Acronyms, Abbreviations, and Education-ese – In carrying out your assignment, you may encounter terms that are unfamiliar (e.g. IEP, Title 1, AP, ELL, MAP, etc.). Please ask your supervising staff member to explain the term and how it might affect your work with students.

SECTION V – Safety and Liability Issues

A. Emergency Procedures – There are building and district procedures in place for various emergencies, such as fire, tornado, and safety drills, etc., that might occur during the school day. These will be addressed in your building orientation session.
B. Stay Put Status – Stay Put Status could occur for many reasons: power shutdowns, medical emergency in the building, an unwanted intruder on or around the premises, etc. Stay Put Status means that students, staff and volunteers should remain in current areas until further notice. Students and volunteers in halls or common areas should move to the closest classroom.
C. Response to Active Threats-Centerville City Schools will be using the **Run, Hide, Fight** approach to active threats. In partnership with local law enforcement, staff and students are trained to make active decisions to react appropriately (i.e. evacuating, barricading or fighting back). No matter where you are, think through your surroundings, potential scenarios, and your possible actions.
D. Emergency Closings – If a building or the district is closed due to inclement weather or some other emergency, announcements with be made via public media (e.g., school website, TV stations, radio, etc.). Please refer to these when you need this information.
E. Child Abuse/Neglect – As stated in Section III Part O (p.5), protocol for academic volunteers directs you to immediately inform the teacher, counselor, building principal or school resource officer if you are told or overhear something of concern, observe something of concern, or have a reasonable suspicion of abuse.
F. Accident/Injury Reporting – If you or a student with whom you are working is injured, please immediately report this to your supervising staff member. The staff member will follow

through with any reporting necessary and will let you know if you need to complete an accident report form. (See Board Policy section 8442)

G. Insurance Coverage – The district cannot provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor are volunteers eligible for workman's compensation. While volunteering under the supervision of a staff member in a school-sponsored activity, you are covered under the district's liability policy.

Please ask a staff member prior to volunteering if you have questions about any of the information provided in Section V as the procedures are important to your safety and the safety of students with whom you work.

SECTION VI – Benefits of Volunteering

A. Helping Students – When volunteering, you have the unique opportunity to see the "light bulb come on" when a child has mastered a skill. You have the personal satisfaction of helping students not only learn but build confidence within themselves. You have the personal satisfaction of helping students learn as well as derive satisfaction from making an important contribution to the school community.
B. Sharing Your Knowledge – This is a wonderful opportunity to share your skills, talents, and interests with a new generation of lifelong learners and at the same time make a real difference.
C. Knowing and Understanding Your Neighborhood School – When you are working with staff, you will gain a new perspective on education in Centerville Schools. You will have a better understanding of what schools do, how they do it, and how committed the staff is to the students and their success.
D. Developing New Skills – Your assignment may give you an opportunity to learn new skills as well as review old ones.
E. Meeting New People – In working with staff members, students, and other volunteers, you will meet people of different backgrounds, ages, and interests.
F. Tax Deductions – Always check with a tax advisor, but generally you can deduct the cost of transportation between your home and school when you travel for volunteer activities.

SECTION VII – Centerville City School District Bylaws & Policies Related to Volunteers
Click the link to access the Centerville City School District Bylaws & Policies

Section 8120 - **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 professional 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. The District shall not be obligated to make use of volunteers whose abilities are not in accord with District needs.

General Requirements

The Superintendent is to inform each volunteer that they:

A. are 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 they are 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 their 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 their 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 Board'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 their volunteer service or that the volunteer will be assigned to duties for which they will not work unsupervised with children.

The Superintendent shall inform each volunteer of the District's appreciation for their time and efforts in assisting in the operation of the schools and for their 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 they have been convicted of any of the following offenses listed as disqualifiers in the Ohio Revised Code:

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

Legal

A.C. 3301-27-01

R.C. 109.572, 109.574-7, 121.401-2, 3313.203, 3319.321, 3327.16

20 U.S.C. 1232g

34 C.F.R. Part 99

OHSAA Bylaw 6-1-2; General Regulation 4