

Tecumseh Local Schools

9760 West National Road
New Carlisle, Ohio 45344
937-845-3576



Learning for All ~ Whatever it Takes!

Paula Crew
Superintendent

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Denise L. Robinson
Treasurer

— — — —

Brian C. Dixon
Director of
Facilities & Safety

— — — —

Susan Wile
Director of
Special Education

Tecumseh High School
9830 West National Road
New Carlisle, Ohio 45344
937-845-4500

Tecumseh Middle School
10000 West National Road
New Carlisle, Ohio 45344
937-845-4465

Donnelsville Elementary School
P.O. Box 130
150 East Main Street
Donnelsville, Ohio 45319
937-845-4540

New Carlisle Elementary School
1203 Kennison Avenue
New Carlisle, Ohio 45344
937-845-4480

Park Layne Elementary School
12335 Dille Road
New Carlisle, Ohio 45344
937-845-4470

Special Education Department
10000 West National Road
New Carlisle, Ohio 45344
937-845-4495

Dear Tecumseh Volunteer,

Thank you for volunteering your time and energy for the benefit of the Tecumseh Local School District. We value and appreciate your service. In keeping with Tecumseh Board Policy and Administrative Guideline, we ask that you do the following:

- Read the attached Volunteer Release Form.
- Take the Volunteer Release Form to the Tecumseh Local Central Office at 9760 W. National Road between the hours of 7:30 am and 3:30 pm. (The office is the white house next to Tecumseh High School.) You will be fingerprinted for a background check at that time.
- Central Office will send a copy of the Volunteer Release Form back to the building once the results are received.

If you should have any questions about this process, please contact the school for which you are volunteering or the Central Office.

Again, we thank you for taking the time to volunteer in our schools.

TECUMSEH LOCAL SCHOOL DISTRICT

VOLUNTEER RELEASE FORM

I have offered my services as a volunteer to help the School District in the following areas:

I agree to abide by all relevant Board policies and administrative guidelines while on duty for the District (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 – see below). I understand that, although I am covered under the District's liability insurance policy, I am not covered by its health insurance policy nor am I eligible for workers' compensation. Should I become ill or suffer an accident while doing volunteer work for the District, I agree that I shall be responsible for any and all hospital and medical charges that may accrue.

I understand further that, as a volunteer, I am not in any manner considered an employee of the District or entitled to any benefits provided to employees. I further release the Board of Education from any and all liability for any damages, whatever their nature, which may result as a consequence of my volunteer services.

All volunteers need to display appropriate behavior at all times. In accordance with R.C. 109.575, all volunteers who work or apply to work unsupervised with children on a regular basis may/will 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 conducted, it will be done as a condition of initial or continued service as a volunteer. If a criminal records check indicates that a volunteer has been convicted of or pleaded guilty to any of the offenses described in R.C.109.572(A)(1), the volunteer will be informed of the Board's actions in accordance with Policy 3120.09.

DUTY TO MAINTAIN CONFIDENTIALITY OF STUDENT RECORDS AND INFORMATION

The District is committed to maintaining the security and confidentiality of all student records and/or student personally identifiable information. As an approved volunteer in the District, you may have access to student records and/or student personally identifiable information that must be maintained as confidential and not released and/or permitted access to except as authorized by Board policy and law. Violations of this duty may result in a reassignment and/or restriction of your volunteer responsibilities by the building principal or designee.

Volunteers must comply with the following:

- All student records are considered confidential.

- Directory information including the student's name, address, telephone number, date and place of birth, major field of study, participation in officially-recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and previous educational agencies or institutions attended, can only be shared with administrative approval.
- Records may not be left in a place where they can be viewed by others.
- Copies of records may only be shared with administrative approval.
- Volunteers may not discuss or repeat information overheard while in the staff lounge, classrooms, offices, school grounds, hallways, school or extra-curricular activities.
- Volunteers may not discuss information obtained while in a classroom, such as a student's grade or behavior, with anyone other than the student's teacher or the building principal.
- 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.
- Any knowledge of a violation of these provisions must be immediately reported to the staff member responsible for supervising your activities and/or the building principal.

By signing below you acknowledge that you have read and understood, and agree to comply with the terms and conditions set forth above.

Volunteer's Name (Please Print)

Volunteer's Signature

Student's Name

Relationship to Student

Teacher's Name

Date

District Witness' Signature

Date

5/06
4/18