



\_\_\_ New application
\_\_\_ Renewal application
(Approved in a previous school year)

"A Community of Opportunity and Learning"

Application for Volunteer Assignment

Date: \_\_\_\_\_

Please Print

Name \_\_\_\_\_ Social Security # \_\_\_\_\_
Last First Middle

Address \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone # \_\_\_\_\_

If you have a student @ NCS or are volunteering because you are affiliated with a student @ NCS,
what is the name of the student? \_\_\_\_\_

For what building are you applying to volunteer?

- \_\_\_ Ben Franklin Elementary \_\_\_ Hillview Elementary \_\_\_ McGuffey Elementary
\_\_\_ Carson Elementary \_\_\_ John Clem Elementary \_\_\_ NCS Digital
\_\_\_ Cherry Valley Elementary \_\_\_ Legend Elementary \_\_\_ Newark High School
\_\_\_ Heritage Middle School \_\_\_ Liberty Middle School \_\_\_ Wilson Middle School

Please check and/or list below areas of interest, experience, training or areas of strength.

Areas of Volunteer Service

- \_\_\_ Classroom
\_\_\_ After School Program
\_\_\_ Field Trip
\_\_\_ Tutoring
\_\_\_ PTA
\_\_\_ Other \_\_\_\_\_

Please place a check next to the selection that best describes you:

- \_\_\_ Parent/Guardian/Relative of a NCS student
\_\_\_ Community Member
\_\_\_ Student(please add your college or agency below)
College \_\_\_\_\_
Agency \_\_\_\_\_
\_\_\_ Other \_\_\_\_\_

The Newark City School District is required to inform applicants of the following:

- Volunteers 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, see page 3)
• Volunteers will be covered under the District's liability policy but the District cannot provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the volunteer eligible for worker's compensation

- **Volunteers 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 official duties as a volunteer on behalf of the Board**
- **All volunteers who work or apply to work unsupervised with children on a regular basis need to display appropriate behavior at all times**
- **Volunteers will have to provide a set of fingerprints so that a criminal records check can be conducted, the volunteer is responsible to pay the costs associated with the criminal records check before service as a volunteer can begin. Please provide your driver's license. If you have not resided in the State of Ohio for five consecutive years, you are subject to a FBI background check.**
- **Other than a minor traffic offense, have you been convicted of or pleaded guilty to a crime, or released from prison in the last seven years? Yes \_\_\_\_\_ No \_\_\_\_\_**  
**If YES, please give a full explanation: \_\_\_\_\_**  
 \_\_\_\_\_  
 \_\_\_\_\_

The Newark City School District appreciates the time and effort of each volunteer in assisting in the operation of the schools and appreciates your understanding with regard to the need for all volunteers to be subject to a criminal background check.

I hereby declare that the information provided by me in the volunteer application is true, correct and complete to the best of my knowledge. By signing below, I voluntarily give permission for the Newark City School District to perform a background check to protect children, employees and other volunteers. I release the Newark City School District of any obligation should I become ill or receive an injury as a result of my volunteer service.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Witnessed by \_\_\_\_\_ Date \_\_\_\_\_  
Newark City School Employee

Note: BCI&I background check can be accepted if completed within one year.



*“A Community of Opportunity and Learning”*

## **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.**